

Department of _____
Tenure Track and Clinical Suffix Title Appointments
Mentoring Plan and Workload Assignment for Junior Faculty

A realistic plan and distribution of effort that will allow the faculty member time
to fulfill the requirements for promotion and tenure

Faculty Candidate: _____

Proposed Title: _____

Proposed Date of Appointment: _____

Section: _____

Mentor(s): _____

_____ % **Research/Scholarly Activities:**

_____ % **Teaching Activities:**

_____ % **Service Activities**

Faculty Signature

Section Chief Signature

Department Head Signature

Examples of Documentation for Mentoring Plans

_____ % **Research/Scholarly Activities:**

- Describe research interests and goals of faculty member (in detail for tenure track faculty members)
- Indicate that the time specified is guaranteed for tenure track faculty members.
- Specify amount of time (hourly, daily, weekly, monthly) dedicated to each research activity such as laboratory time, clinical time, amount of time for writing abstracts/publications, time to prepare and present data at conferences.
- Specify time allocated (hours, days, weeks, months) to serve on department, college, and/or university committees.
- Specify time allocated (hours, days, weeks, months per year) for professional development (attend conferences, workshops, writing, etc).
- Specify amount of time projected to spend with mentor.

_____ % **Teaching Activities:**

- Specify time allocated (hours, days, weeks, months per year) to present didactic lectures to residents, fellows, medical students, post-graduate students, and/or under-grad students.
- Specify time allocated (hours, days, weeks, months per year) to teach medical school courses, medical school electives, department courses, and/or college/university courses.
- Specify time allocated (hours, days, weeks, months per year) to work in outpatient clinics with students, residents, fellows.
- Specify time allocated (hours, days, weeks, months per year) to work as Inpatient Ward Attending with students, residents, fellows.
- Specify time allocated (hours, days, weeks, months per year) for other teaching time spent with students, residents, and/or fellows (research laboratory, advisor).
- Specify time allocated (hours, days, weeks, months per year) for teaching preparation.

_____ % **Service Activities**

- Specify time allocated (hours, days, weeks, months per year) for administrative duties
- Specify time allocated (hours, days, weeks, months per year) for community service/work/lectures.
- Specify time allocated (hours, days, weeks, months per year) as a member of local, state, national, international organizations, committees, societies, and/or boards.
- Specify time allocated (hours, days, weeks, months per year) working in clinics, hospital wards, nursing homes, other institutions, non-teaching.