

UNIVERSITY OF WASHINGTON SCHOOL OF MEDICINE



Department of Radiology

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UWSOM - Department of Radiology Mentorship Program

How do I start?

There will be an orientation packet sent out to new faculty members before their arrival at the University. This packet will include information about the department, the University, and other information deemed appropriate for a new faculty member.

Upon arrival, the new faculty member will meet with the Chairman of the department, as well as with the departmental administrator, the research/grants coordinator, and other selected departmental members as appropriate. Mentoring committee will be assigned based on the requests of the incoming faculty, the requests and time demands of the senior faculty, the incoming faculty members interests, and perceived needs.

"The Mentoring Process in 8 Easy Steps" outline shows how this mentoring process works. Click on link to be taken directly to "The Mentoring Process in 8 Easy Steps" outline:
https://www.rad.washington.edu/radiology-personnel/mehughes/copy_of_mentoring-program/internal-pages-folder/top-right-column-mentoring.

How frequently does my mentoring committee meet?

The mentoring committee will meet at least twice per year. A greater frequency should be the norm. These meetings should focus on academic progress, including progress in clinical care, teaching, and research. Needs assessment questionnaire to be completed.

How do we evaluate this process?

Junior faculty members will be asked to evaluate the mentoring process on a [semi-annual](#) basis.

How long do I keep this mentoring relationship?

New faculty members at the Assistant Professor level should ideally retain a mentor until promotion.

Who is on my mentoring committee and how are they chosen?

All Assistant Professors, in all tracks, will be assigned a mentoring committee comprised of two members of the radiology department, and occasionally from outside the department in select cases. One will serve as the primary mentor, followed by a secondary mentor who may be chosen by the junior faculty member, or selected by the Chair or Vice Chair for Academic Affairs, based upon interest shared by the junior and senior faculty, as elicited through questionnaires.

What are my responsibilities as a mentor?

Mentoring committees must meet at least twice a year, but more frequent meetings are the norm. These may occur individually with each of the mentors, or together, usually at the mentees choice. To expedite documentation of these meetings, and to serve as a guideline for those mentors less experienced in the mentoring process, 'encounter forms' will be distributed.

A formal letter summarizing these meetings, and outlining issues identified, career goals, and future plans is submitted to each junior faculty on a yearly basis. This letter is composed by the mentoring committee, and copies are sent to the Chairman and the Vice Chair of Academic Affairs.