Instructors, Assistant Professors, and Associate Professors are mentored in the Department of Biological Sciences in the following manner.

• Mentors are chosen by the Head
  ◦ Mentors are one rank higher than the mentee
  ◦ They are usually in the same field
  ◦ When possible, they are from opposite sides of campus
  ◦ The mentee may request a different mentor of their choosing

• To facilitate mentoring sessions, the Department pays for lunches
  ◦ Once a semester
  ◦ $40 toward the meal
  ◦ No alcohol
  ◦ A list of questions will be supplied to guide the conversation

• Topics of discussion
  ◦ research direction
  ◦ scholarship goals
  ◦ career path
  ◦ grant writing
  ◦ finding a balance between personal and professional life
  ◦ departmental and university politics
  ◦ teaching experiences
  ◦ mentoring graduate students and personnel management
  ◦ sabbatical plans

• Mentoring by the Head
  ◦ Assistant and Associate Professors should meet with the Head once a year
    – Thirty minute appointments, generally in the summer
    – Will provide a self-evaluation sheet

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1. Please provide receipts to Ms. Alma Sias in the BioS Accounting Office.