

UCLA Division of Digestive Diseases: "Divisional" Mentoring Form for Junior Faculty

These forms are confidential and only require acknowledgement that certain topics were discussed. Minimal personal information is recorded in Divisional files. If Mentor wishes to make notes (such as children's hobbies, partner's interest, etc.), please copy this form and keep notes - with Mentee's awareness, in your personal files. The returned Divisional form should have no information other than that requested below. Ideally meet twice a year.

Date: \_\_\_\_\_

Mentee: \_\_\_\_\_

Divisional Mentor: \_\_\_\_\_

Division to complete PRIOR to meeting:

Current title/step/series: \_\_\_\_\_

Next proposed date for Step advancement \_\_\_\_\_

Years until file for Assoc Prof? \_\_\_\_\_

(NB: usually 1.5 years before review for Assoc./8 year "time limit"; dossier is submitted)

Scientific/Research Mentor: \_\_\_\_\_ Last & Next meeting: \_\_\_\_\_

Basic Information

Partnered? Yes No

Does partner work (in addition to home and children care)? Yes No If yes, doing what? \_\_\_\_\_

Children? Yes No If yes, names & ages: \_\_\_\_\_

If yes, schools: \_\_\_\_\_

Is staying in LA area long-term key personal/family plan? Yes No

Any major changes to above items since last meeting or planned? Discussed Not discussed

Discuss current work environment as Clinical Instructor/Assistant Professor:

Clinical: Discussed Not discussed. If discussed, take history & determine assistance level needed

Research: Discussed Not discussed. If discussed, take history & determine assistance level needed

Teaching: Discussed Not discussed. If discussed, take history & determine assistance level needed

Committee work/university participation: Discussed Not discussed.

Advancement criteria for Assistant through Professor:

Grants: Discussed Not discussed. If discussed, make sure to review timetables going forward.

Teaching: Discussed Not discussed. If discussed, assess comfort and perceived areas to improve, if any.

Publications: Discussed Not discussed. If discussed, suggest both keep progressive tally to see progress .

Societies/Committees: Discussed Not discussed. Emphasize that while at Assoc Professor level, over commitment with UCLA-based/local committees, etc. will not help advance career, however regional and/or national ones will.

Independence: Discussed Not discussed

Personal-Career:

Happy/satisfied with "job"? Discussed Not discussed.

Are you seeing career development & progression? Discussed Not discussed.

Are you happy with career path? Yes No

If not, can you identify improvements or are you considering a larger change? Discussed Not discussed

What are the most satisfying aspects of your position & day-to-day activities? Discussed Not discussed

What are the most difficult and/or frustrating aspects of your current position Discussed Not discussed

What are your short and longer term career goals? Discussed Not discussed

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Do you feel the institution (Division/Department) help or hinders goals?  Discussed  Not discussed  
Are you feeling interactions with Division Chief & senior faculty acceptable?  Discussed  Not discussed  
Are you feeling interactions with divisional administration/staff supportive?  Discussed  Not discussed  
Are there other career directions you want/should be considering?  Discussed  Not discussed

Perceptions of DDD morale:  Discussed  Not discussed \_\_\_\_\_

Is your salary enough to live on?  Discussed  Not discussed \_\_\_\_\_

Salary adequacy, in relation to market values (look for someone who feels they are laboring under the market line vs other comparable institutions for this job).  Discussed  Not discussed  N/A \_\_\_\_\_

What are your short and longer term personal/family goals?  Discussed  Not discussed \_\_\_\_\_

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**Personal-Non Career:**

Are you feeling balanced in your current life phase?  Discussed  Not discussed  N/A \_\_\_\_\_

Do 1) you, 2) your partner 3) children feel you don't have enough time to spend with them?  Yes  No  
If not, is it a recurring issue for discussion in your home?  Discussed  Not discussed  N/A

Does your partner understand how your position is different from one in private practice?  Discussed  Not discussed  N/A

Does your partner have any main/recurring complaints or critiques of your job? (e.g. unreasonable hours or pay, not being your own boss; intimidated by Division Chief, Deans, etc?)  Discussed  Not discussed  N/A

Do you have other special interests (socializing/dating, jogging, community service, etc.) & how much time spent on them?  Discussed  Not discussed  N/A

Do you have extended family in the area? Do you see them regularly? Do they help with child care?  
 Discussed  Not discussed  N/A

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Mentee's other concerns/items:  Discussed  Not discussed  N/A \_\_\_\_\_

Mentor's other concerns/items:  Discussed  Not discussed  N/A \_\_\_\_\_

Specific items Mentee would like Mentor to raise where/when appropriate?

_____	_____	(Initial)
_____	_____	(Initial)
_____	_____	(Initial)

Topics to address at next meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date set for next meeting: \_\_\_\_\_

Signature: Mentor \_\_\_\_\_

Date: \_\_\_\_\_

Signature: Mentee: \_\_\_\_\_

Date: \_\_\_\_\_