Mission
All Northwestern radiology faculty members feel supported in their pursuit of a satisfying and successful career.

Faculty Mentoring Program Goals
To provide all junior faculty mentees with a career mentor
Support and facilitate faculty career development through mentor/mentee pairs
To promote faculty scholarship, research, leadership, and career development

Program components
One on one paired faculty mentoring
Mentor/mentee training
Faculty development workshops
Group mentorship

Evaluation
The program and mentor-mentee pairs will be evaluated yearly
Metrics will be used to see if mentees find this program helpful to their goals and career.
## NU Radiology Mentorship Program (NU RaMP)

<table>
<thead>
<tr>
<th>Behaviors That Build Trust</th>
<th>Behaviors That Destroy Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td>Being a proactive listener</td>
<td>Not paying attention to what is being said</td>
</tr>
<tr>
<td>Cooperating with others</td>
<td>Being competitive</td>
</tr>
<tr>
<td>Openly sharing and being vulnerable</td>
<td>Withholding and keeping people out</td>
</tr>
<tr>
<td>Actions are parallel to words</td>
<td>Acting contrary to words</td>
</tr>
<tr>
<td>Accepting and non-judgmental</td>
<td>Criticizing and disapproving</td>
</tr>
<tr>
<td>Authentic and true-to-self</td>
<td>Acting with a hidden agenda</td>
</tr>
<tr>
<td>Freely admitting mistakes and errors</td>
<td>Blaming others for mistakes</td>
</tr>
<tr>
<td>Actively seeking out different perspectives</td>
<td>Keeping a closed mind to new ideas</td>
</tr>
<tr>
<td>Encouraging others to succeed</td>
<td>Discouraging others from taking risks</td>
</tr>
<tr>
<td>Having a positive, upbeat outlook</td>
<td>Projecting a negative perspective</td>
</tr>
<tr>
<td>Honoring and respecting confidentiality</td>
<td>Breaking confidence</td>
</tr>
</tbody>
</table>

### Effective feedback:
- Is offered in a timely manner
- Focuses on specific behaviors
- Acknowledges outside factors that may contribute
- Emphasizes actions, solutions or strategies

### Effective Feedback from Mentee:
- Whether the advice or guidance you offered was beneficial and solved an issue
- Whether the mentor communication style and/or actions facilitate a positive mentoring experience
- Whether the mentor communication style and/or actions create challenges to a positive mentoring experience

### Effective Feedback to Mentee:
- Mentee strengths and assets
- Areas for growth, development and enhancement
- Harmful behaviors or attitudes
- Observations on how your mentee may be perceived by others

From UCSF mentorship toolkit
NU Radiology Mentorship Program (NU RaMP)

Mentee Strategies to Achieve Mentoring Objectives

Use the questions below to appraise your objectives:

**Specificity**
- Have you identified a specific objective for the partnership?
- Are your objectives definite and precise?

**Measurability**
- Are your objectives quantifiable in nature?
- Have you decided how to measure success?

**Work Plan**
- Do you have an action plan to achieve your objectives?
- Have you considered the outcome of achieving your objectives?

**Reality Check**
- Are your objectives realistic given the circumstances?
- Have you determined a completion date?
- Is your timeline realistic?
- Will you need additional resources or tools to be successful?

**The Mentor’s Role**
- Will your objectives require your mentor to provide you something other than guidance?
- How can your mentor be most helpful to you?

Mentee Dos and Don’ts

<table>
<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take initiative</td>
<td>Be passive—don’t wait for the mentor to initiate interactions</td>
</tr>
<tr>
<td>Look for opportunities to teach your mentor</td>
<td>Be late, disorganized</td>
</tr>
<tr>
<td>Be respectful of mentor’s time</td>
<td>Stay in the comfort zone</td>
</tr>
<tr>
<td>Communicate agenda and goals with mentor prior to meeting</td>
<td>Stay in a mentoring relationship when it is no longer helpful</td>
</tr>
<tr>
<td>Clarify goals and expectations</td>
<td></td>
</tr>
<tr>
<td>Practice self reflection</td>
<td></td>
</tr>
<tr>
<td>Support your peers</td>
<td></td>
</tr>
<tr>
<td>Keep your CV, IDP, etc. up to date</td>
<td></td>
</tr>
<tr>
<td>Have multiple mentors</td>
<td></td>
</tr>
<tr>
<td>Clarify your values</td>
<td></td>
</tr>
</tbody>
</table>
**Mentoring Partnership Agreement**

As a mentor and mentee in the NU RaMP Mentoring Program, we agree to abide by the following set of guidelines:

1. Commit to making the time to meet on a regular basis, no less than 3 times per year.
2. Keep the content of our conversations confidential.
3. Practice active listening.
4. Provide each other with honest, direct and respectful feedback.
5. Other:

   _____________________________
   _____________________________
   _____________________________
   _____________________________
   _____________________________

Mentor: __________________________
Mentee: __________________________
Date: __________________________

---

**Initiation:**

**First Meeting Checklist**

- Get to Know Each Other
  - Share information about your professional and personal life
  - Learn something new about your mentee/mentor

- Establish Guidelines
  - When and where will we meet?
  - How will we schedule meetings?
  - How will we communicate between meetings?
  - What agenda format will we use?
  - Will there be any fixed agenda items to be discussed at every meeting?
  - How will we exchange feedback?
  - How will we measure success?

- Partnership Agreement
  - Review partnership agreement, modify if desired, sign and exchange
  - Review goals for the mentoring relationship

- Confirm Next Steps
  - Schedule date, time and place of future meetings