

Documenting Mentoring on your CV

For mentoring of faculty (senior, mid-level, junior), postdocs, fellows, residents, medical students and visiting summer students - .

The Advance CV site separates mentoring from teaching for the CV. The Mentoring paragraph that is a requirement for your packet submission for merits and promotions, will allow you to express the time, effort and attention that you spend on mentoring.

There are several places on your CV now where you can get 'credit' for your mentoring work.

1. MENTORING SUMMARY: This is a freeform section of Advance where you can describe your involvement in the radiology mentoring program as an assigned career mentor, or as a research mentor (or section chiefs as co-career mentors). Detail your involvement, positive outcomes and the time involved with this [see tips below]. You can also include in this summary your mentoring work with medical students, residents and fellows – and any faculty/students outside of our department / UCSF.

2. PREDOCTORAL STUDENTS & 3. POSTDOCTORAL FELLOWS AND RESIDENTS MENTORED:

These two sections remain as a more structured part of your CV on Advance. They allow you to describe your time spent helping trainees.

3. FACULTY MENTORING:

List the dates, the name and the person's position /location while being mentored. Then you list your role in their mentoring, and their current position. This is where you can list the career mentees, research mentees in our department.

Two things to keep in mind:

1) Try be **specific** about your role/interaction and 2) Note any **positive outcomes**.

For example

1):

- Formal career mentor for junior faculty meeting four times a year in person and more informally communicating over the year
- Advisor for a post-doctoral research fellow in developing their research project and building their lab
- Research mentor for Assistant Professor, specifically guiding them through writing and submission of their grant proposal
- Advisor for visiting summer student assisting on project.

2):

- “Resulted in coauthored paper with fellow as first author”
- “Residency successfully completed and matched for fellowship”
- “Successfully competed for a faculty position at...”
- “Mentee was advanced to Associate Professor in Residence...”
- “PhD awarded (date and degree) and moved to a post-doc position (with... at...)”
- “NIH R01 awarded to mentee...”

****Teaching and mentoring awards and nominations** belong in Honors and Awards.

**** Mentoring letters of reference:** Mentees can also write you letters of support for any advancement action, in addition to teaching references. This is strongly encouraged for any packets going to CAP [eg promotions].



December 2022