

Department of Psychiatry Advisor/Advisee Program Guidelines

Introduction to the Psychiatry Career Advising Program (P-CAP):

In 2002, the Department of Psychiatry began an Academic Advising Program, pairing each junior faculty member with a more senior faculty member for the purpose of promoting the success of our junior faculty, on all tracks (tenure, research, clinical scholar, and clinician) at UT Southwestern. Specifically, this program aids Assistant Professors in developing their careers and earning promotion to Associate Professor. The target is 100% promotion success rate in our department.

What is an Adviser? Distinctions between roles:

Advisor - an Associate/Full Professor who assists the Advisee in achieving promotion and meeting his/her career goals, independent of content/field of specialty

Mentor - an experienced person who teaches a less experienced person to succeed in an area of mutual interest; sometimes apprenticing the less experienced person. The Mentor is based on content; areas of interest or specialty.

Supervisor - a person who assigns, oversees, and evaluates the work of the Advisee.

Role of the Advisor:

- Assure that Advisee is on appropriate track and that Advisee understands expectations required for advancement for their particular track
- Meet with Advisee as needed, with a recommendation of twice in year 1 and annually thereafter.
- Review the Advisee's career dossier regularly (at least annually)
- Discuss/review career timeline with Advisee
- Provide resources for mentorship, service and presentation opportunities

Qualifications of Advisor:

- Associate Professor or Professor at UT Southwestern
- Understand each of the UT Southwestern tracks and how to develop a successful promotion packet for review by the UT Southwestern Promotion and Tenure Committee
- Not in Advisee's direct line of supervision
- Be engaging and accessible to the Advisee

Expectations of the Advisee:

- Meet with the Advisor as agreed and as recommended above
- Contact the Advisor as needed for career-related advice and direction
- Update career documents (CV, teaching and service portfolio) no less than annually, and per formats required by our academic administration
- Take responsibility for his/her career and openly discuss career needs with Advisor
- Develop and keep a timeline of career progress

Role of Departmental Appointments & Promotions Committee:

- General oversight of the Advising Program
- Assignment & Re-assignment of Advisers/Periodic review of assignments
- Development and update of guidelines to assist senior faculty in advising junior faculty development, information sharing, and promotion of "best practices" for successful advising
- Provision of guidance and training to Advisors

For questions or information, please CONTACT:

Capriana Oyedeji, Project Manager, 713.732.6104

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Confidentiality

The program is designed to promote open and honest communication. For the most effective results, maintaining confidentiality is essential to cultivate the needs and assistance or guidance for the advisee.

Ideally, the advisor-advisee relationship will promote open and honest communication whereby the advisee feels that he or she can bring up **any** topic with which he/she needs assistance or guidance.

Confidentiality by Advisor:

1. The Advisor may disclose to the Chair of Psychiatry the Advisee's progress toward promotion.
2. Advisors on the Department of Psychiatry Promotions and Appointments Committee or UT Southwestern Promotion and Tenure Committee may disclose status updates to Advisees.
3. Promoting compliance is essential to the effectiveness of the program. Therefore, any disclosure of UTSW or the Departmental policy violations are subject to disclosure by the Advisor to appropriate parties.
4. Clear communication of confidential matters must be disclosed prior to discussion. Third party participation is prohibited unless agreed upon.

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APPENDIX I: INFORMATION FOR ADVISORS

To Prepare for an Advisory Session:

1. Review the criteria for promotion on the Advisee's track.
 - a. Track information: Faculty Coordinator or O:\PSYCH\PSYCH Sharing\Faculty Sharing.
2. Review CV and Annual Evaluation.
3. Note strengths and growth opportunities.
4. Create and maintain timeline and goals.
5. Assess the probable tone of the session:
 - a. Is the session routine (annual)?
 - b. Who scheduled the session?
 - c. Is there an urgent problem or chronic concern?

The Advising Process: Questions to Guide an Advisory Session

1. **Who am I advising and what do they need, if anything?**
 - a. Get acquainted with the person who is your Advisee. Learn what makes them special as a person and professional.
 - b. Be friendly and encourage the Advisee to tell it like it is.
 - c. Consider what you have to offer this person that may be unique. Examples: Introduction to possible mentors, information about resources available to them.
2. **How often do I advise?**

Meet as needed. RECOMMENDED twice per year the first year and not less than annually, thereafter.
3. **Important questions to ask or consider with your Advisee:**
 - a. **Is my Advisee on the right track?**
(Tenure-Accruing, Clinical Scholar, Research, Clinician)
Download/Request the criteria for the chosen track and assess the extent to which the advisee is spending his/her time in a manner that is consistent with the requirements of that track.
If there is a mismatch determine:
 - Is the Advisee able to independently bring his/her time and effort in line with the requirements of his/her current track?
 - Does the Supervisor need to be contacted?
 - Does the Advisee need to change tracks? If it is determined that the individual should change tracks, he/she or his/her supervisor need to make a request to the Chair and copy the Faculty Coordinator.

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- b. Will my Advisee's packet be ready and strong when his/her time for promotional review arrives?**
 - Encourage the Advisee to begin preparing his/her promotional packet now.
 - Review the packet annually discussing gaps and reinforcing accomplishments.
 - Have them request a "model packet" from the Faculty Coordinator.
- c. Where are my Advisee's gaps or opportunities for growth?**
 - See Standardized CV format: Does Advisee's CV have a lot of blanks?
 - Encourage your Advisee to develop a timeline that includes the necessary benchmarks to gauge progress.
 - How do we apply the P&T Criteria to the Advisee's specific situation?
- d. Does my Advisee have or know how to find a Mentor?**

Explore with your Advisee methods for finding and cultivating mentoring relationships in the advisee's area of interest. Consider opportunities inside and outside the institution.

4. Closing an Advisory Session

- a.** Save materials in the electronic folder for the next review.
- b.** Make notes regarding any follow-up you need to do.
- c.** Pick the month for the next annual advising session.
- d.** Complete the Checklist (Appendix) and send an e-mail copy to the Faculty Coordinator.

5. Consider Opportunities to Develop Group Advising Session

For example, bring all your Advisees together to discuss developing a successful promotional packet.

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