

## **Evaluation of Efforts**

The office for Faculty Diversity & Development will check in with each team mid-year to determine if the advisee/advisor relationship is working satisfactorily. Any requests for changes to team membership will be handled by Faculty Diversity & Development. At the end of the academic year, each team will be asked to complete an evaluation survey to gather successful practices, recommendations for changes to the program and information about outcomes that can be shared with the Council.

## **I'm doing fine, why should I seek Advisors?**

Career advising is not a remedial program. Meeting with members of the Council of Advisors provides an opportunity to gain insight and advice beyond your own department. It enables a broader view of the campus-wide advancement process and valuable networking with distinguished colleagues.

## **Am I obligated to follow the advice I am given?**

Career advice is just that—advice. Your Council of Advisors team will provide you with two additional viewpoints to take into consideration. You are responsible for deciding what is best for your career and your circumstances.

## **For more information about career advising and the Council of Advisors:**

- Contact your Department Chair.
- Contact Faculty Diversity & Development at: [facdevelopment@conet.ucla.edu](mailto:facdevelopment@conet.ucla.edu) or (310) 206-7411.

# A Career Advising Resource for Assistant Professors

## **What is the Council of Advisors?**

The Council of Advisors is a group of experienced faculty members who have volunteered to provide career advising to colleagues. The Council is made up of former members of the Academic Senate Council on Academic Personnel (CAP), as well as Full Professors Step IV and above. Members represent all areas of the campus, including the School of Medicine. This Council provides both breadth and depth in terms of understanding what is required to advance through the faculty ranks at UCLA.

## **Goal of the Program**

The goal of the program is to provide career advice and guidance to help Assistant Professors advance to Associate Professor.

## **Benefits of Career Advising**

Career advising provides an opportunity to receive critical information to help a faculty member guide and advance his or her career. The Council of Advisors provides an opportunity to ask questions and receive career advice from faculty members outside one's department and from faculty members who have served on the Academic Senate Council on Academic Personnel (CAP).

### **Potential Topics of Discussion:**

- How to balance the multiple criteria for advancement (research, teaching, professional engagement, and service)
- Knowledge of the resources available to assist in improving teaching and/or research
- Knowledge of the criteria for evaluation of research, especially the importance of establishing a record of independent creativity
- The criteria for achieving promotion and how they are concretely applied
- Negotiating workload issues
- Marketing oneself
- Balancing family and career
- Planning ahead for mid-career

### **What are the Expectations for Advisee/Advisor teams?**

Advisee/advisor teams are expected to meet over the course of one academic year. A minimum of one meeting per quarter is expected, though more frequent meetings may be held if desired. At the first meeting, the advisee and advisors will establish mutually agreed upon goals for the advising relationship and complete a Council of Advisors Agreement, which will be filed with the office for Faculty Diversity & Development. This agreement will provide a basis for evaluating progress at the end of the year. If a team chooses to continue the advising relationship beyond one academic year, it may do so by mutual consent. If, for any reason, the advisee or advisor(s) need to terminate the relationship, they may do so. In such a case, new assignments will be made.

### **Time Commitment**

**Advisees:** One hour-long meeting per quarter is the minimum time commitment for participation in the Council of Advisors program. More frequent meetings may be held if mutually agreed upon.

**Advisors:** Advisors will be matched with one or two advisees per year. If working with two advisees, the minimum time commitment would be two hour-long meetings per quarter, or six meetings per academic year. Advisors may request only one advisee, if necessary.

### **How are Advisors and Advisees Matched?**

Advisees will be matched with “teams of two” Council of Advisors members. One member of each team will be a former member of CAP. Matches will be made by a committee including the Vice Chancellor, Academic Personnel and the Vice Provost, Faculty Diversity & Development. The committee will review information submitted by advisees and advisors to make matches that best meet the needs of the advisees.