

ACNP Mentor-Mentee Guidelines

MENTORSHIP PROGRAM: The role of mentor is one of the most important components of the ACNP Education and Training Committee, Women's Task Force and Diversity and Inclusion Task Force. As in years past, the mentorship opportunity for travel awardees, early career women and under-represented minorities continues to be an essential part of the ACNP annual meeting experience for these individuals, who are early in their research career. Mentors play a key and invaluable part of the part of the mentorship program's success. We are excited to offer this experience to this year's Travel Awardees and underrepresented minority past travel awardees and underrepresented minority trainees. As a mentor, you will serve as a guide throughout the meeting, giving the mentee a familiar face to connect with at various functions during the meeting. This program is not only valuable for our early career researchers, but a rewarding experience for the mentors as well. This is a great opportunity to make a lasting difference, help early career professionals avoid obstacles and assist in helping them make smart career decisions.

WHO CAN BE A MENTOR? ACNP Members, Fellows, Emeritus and Associate Members can be mentors.

WHO ARE CONSIDERED MENTEES?

ACNP Travel Awardees: The Education and Training Committee coordinates the processes and activities of the Travel Awardees by securing grants to support the Travel Award program, solicit applications for the awards, select speakers for the Travel Award events and many other facets of leadership in developing future leaders in the field of neuropsychopharmacology.

Under-Represented Minorities: Underrepresented past travel awardees and underrepresented minorities trainees.

A Guide to being a Successful Mentor:

Gauging what mentees want and/or need from a mentor is often difficult. Frequently, awardees and early career investigators have only a vague idea of their career path, making specific mentorship challenging. To assist in building a strong mentor/mentee relationship, mentors should consider the following recommendations. To continue to enhance mentor-mentee interactions, the ACNP will request feedback from mentees annually and will provide an annual report to mentors and to ACNP Council.

Mentor Guidelines:

1. Prior to the annual meeting, ACNP mentors should:
 - a. Establish contact with their mentee(s) by email or phone so you have time to get to know the mentee and understand their career goals and path. Ask the mentee for his or her CV so you can help the mentee decide who to meet at the ACNP meeting.
2. During the annual meeting, ACNP mentors should:
 - a. Meet with their mentees on 2 to 3 occasions and venues (e.g. breakfast, lunch, opening reception, posters, etc.) to have the time to get to know their mentee. Mentors should be enthusiastic and engaged with their mentees.
 - b. Introduce their mentee to at least 2-3 senior investigators with similar scientific interests. The senior investigator should be someone who is able to assist the mentee with career development because of their scientific expertise or acumen. When you introduce the mentee, it is helpful to be able to describe in 1-2 sentences who the mentee is currently

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- working with, what their interests are and how the senior colleague might be helpful (if relevant).
- c. Attend the poster or oral presentation given by their mentee and provide constructive feedback.
3. After the annual meeting, ACNP mentors are encouraged to:
 - a. Maintain the mentoring relationship with at least one follow-up phone call and/or email.
 - b. Assist mentees in obtaining invitations to attend future ACNP meetings. This may include formulating proposals for oral presentations at the annual meeting.
 - c. Encourage and provide guidance to their mentees on how to join ACNP and participate in ACNP committees.

A Guide for being a Successful Mentee:

Strong relationships with mentors are essential to early career development. Mentees should use the following basic principles as a guide to enhance interactions with their mentors. The ACNP will request feedback from mentors annually regarding the quality and strength of the mentor-mentee relationship to identify barriers to effective mentorship.

Mentee Guidelines:

1. Before the ACNP annual meeting, mentees are encouraged to:
 - a. Contact their mentor by phone or email to establish contact.
 - b. Communicate to your mentor 2-3 ACNP members who they would like their ACNP mentor to introduce them to at the meeting.
 - c. Compose a list of targeted questions and topics they would like to discuss with their mentor during the annual meeting, keeping in mind the career stage, strengths, and scientific focus of their mentor.
2. During the annual meeting, mentees are encouraged to:
 - a. Meet with their ACNP mentor on multiple occasions (e.g., prior to the opening reception, during a portion of the opening reception for networking opportunities, and breakfast or lunches).
 - b. Meet with their ACNP mentor during or immediately after their poster or oral presentation to gain feedback on the presentation.
3. After the annual meeting, mentees should:
 - a. Maintain communication with the ACNP mentor by email or phone calls. If phone calls are scheduled, the mentee should prepare and share an agenda for that call in advance.
 - b. Consult with their ACNP mentor about oral presentation proposals for future ACNP meetings.
 - c. Consult with their ACNP mentor regarding expectations for ACNP associate and full membership.