**Mentee Checklist**

**LOGISTICS (Prior to First Meeting)**

* Contact the mentor, exchange phone numbers, email information, office hours, etc.
* Update and send CV to mentor
* Review the checklist and prepare to discuss the topics listed
* Prepare questions and other topics to address with mentor
* Schedule a time for the first meeting with the mentor

**GENERAL (First Meeting and as Needed)**

* Get to know the mentor on a personal level
* Discuss CV with mentor and consider reviewing mentor’s CV
* Discuss the Student and Faculty Handbooks along with other appropriate Policies and Procedures
* Discuss useful campus resources for faculty
* Discuss information technology support (e.g., Blackboard, library databases, etc.)
* Discuss time management, setting priorities, balancing career and family
* Discuss the culture of the Department and School (e.g., expectations for collegiality, participation in seminars and workshops, importance of maintaining a presence on campus, etc.)
* Discuss establishment of a professional network (both within and outside the School and University) and how to gain visibility
* Discuss review criteria and procedures for performance and promotion and tenure reviews including annual merit salary, third year (mid-tenure) and other promotion and tenure reviews as applicable
* Discuss format for promotion and tenure document
* Discuss summer salary support procedures
* Schedule ongoing future meetings with the mentor

**TEACHING (First or Second Meeting and Ongoing Meetings)**

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| * Discuss the courses that will be taught (overview, first class materials/activities etc.)
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| * Discuss the characteristics of students that will be taught
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| * Discuss possible approaches to teaching including strategies, creative innovations and time management while teaching
* Discuss teaching philosophy and specific goals for teaching
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| * Discuss the promotion and tenure procedures and process related to teaching
* Discuss the process for evaluation of teaching
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| * Discuss support for teaching (such as syllabi, lecture notes, slides, and cases) as needed
* Discuss and schedule a time for the mentor to observe teaching; also consider observing the mentor’s class
* Discuss feedback on teaching based on in-class evaluation and review of course materials
* Consider having mentor read papers before submission
* Consider asking mentor to assist with finding TAs (if applicable)
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| **DISCOVERY / SCHOLARSHIP (First or Second Meeting and Ongoing Meetings)** |
| * Discuss Institutional Review Board procedures for researchers
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| * Discuss research opportunities including grants, manuscripts, and publications
* Discuss the process of submitting a research proposal
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| * Discuss specific research ideas and goals; setup a plan of action to complete research including a funding strategy
* Develop a list of conferences and meetings to target along with relevant deadlines
* Identify top tier journals for the department and discuss becoming a reviewer
* Discuss internal and external support mechanisms for research including assistance with finding RAs (if applicable)
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| **ONGOING MEETINGS (Schedule Regularly)** * Discuss with the mentor how you are doing and you they feel (professionally and personally)
* Review teaching goals and objectives and address any concerns with mentor
* Review research goals and timelines and address any concerns with mentor
* Discuss and outline timelines and goals for both teaching and research moving forward
* Discuss any other topics or issues of concern with mentor
* Continually update CV and promotion and tenure document
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| **REVIEW (Final Meeting)*** Discuss progress and receive feedback on overall goals, teaching goals, and research goals
* Discuss a plan of action for areas of improvement and projects to be continued
* Discuss end of semester procedures including grading

*\*Adapted from Austin Community College Mentorship Program and the USCMarshall Mentoring Checklist*  |
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