**Mentor Checklist**

**LOGISTICS (Prior to First Meeting)**

* Contact the mentee, exchange phone numbers, email information, office hours, etc.
* Obtain and review the mentee’s CV
* Schedule a time for the first meeting with the mentee

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

* Get to know the mentee on a personal level
* Discuss the mentee’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 mentee

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

|  |  |
| --- | --- |
| * Discuss the courses that the mentee will teach (overview, first class materials/activities etc.) | |
| * Discuss the characteristics of students he or she will be teaching | |
| * Discuss possible approaches to teaching including strategies, creative innovations and time management while teaching * Discuss mentee’s teaching philosophy and specific goals for teaching | |
| * Provide and discuss the promotion and tenure procedures and process related to teaching * Discuss the process for evaluation of teaching | |
| * Provide support for teaching (such as syllabi, lecture notes, slides, and cases) as needed * Offer to observe mentee teaching and schedule as appropriate * Provide feedback on teaching based on in-class evaluation and review of course materials * Offer to read papers before submission * Offer to assist with finding TAs (if applicable) | |
| **DISCOVERY / SCHOLARSHIP (First or Second Meeting and Ongoing Meetings)** | | |
| * Discuss Institutional Review Board procedures for researchers | |
| * Discuss research opportunities including grants, manuscripts, and publications * Discuss the process of submitting a research proposal | |
| * Discuss mentee’s 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 assist the mentee in becoming a reviewer * Discuss internal and external support mechanisms for research including offering to assist with finding RAs (if applicable) | |
| **ONGOING MEETINGS (Schedule Regularly)**   * Ask the mentee how they are doing and how they feel (professionally and personally) * Review mentee’s teaching goals and objectives and address any concerns * Review mentee’s research goals and timelines and address any concerns * Discuss and outline timelines and goals for both teaching and research moving forward * Ask the mentee if they have any other topics or issues they would like to discuss * Ensure that the mentee is continually updating his or her CV and promotion and tenure document | | |
| **REVIEW (Final Meeting)**   * Discuss progress and provide 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* |
|  | | |