**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)**

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| * Discuss the courses that the mentee will teach (overview, first class materials/activities etc.)
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| * Discuss the characteristics of students he or she will be teaching
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| * Discuss possible approaches to teaching including strategies, creative innovations and time management while teaching
* Discuss mentee’s teaching philosophy and specific goals for teaching
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| * Provide and discuss the promotion and tenure procedures and process related to teaching
* Discuss the process for evaluation of teaching
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| * 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)
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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 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)
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| **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
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| **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*  |
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