

## **MENTOR CHECKLIST**

1. Obtain his/her CV prior to meeting with the mentee so that you already know pertinent professional information
2. Be sure that your mentee knows how to contact you
3. Ask your mentee what he/she expects from you.
4. Tell your mentee what you expect.
5. Go over his/her strengths and weaknesses. Ask what he/she sees as the most important aspect of career development.
6. Provide Guidance on setting realistic career vision/goals/objectives
7. Provide guidance and resources for developing academic competencies, in scholarly research, teaching, scholarly presentations, and overall career management.
8. Develop collaboratively appropriate strategies for achieving goals.
9. Explain the institution's promotion/tenure policies. Develop a "check list" that you can follow in regard to the mentee progress.
10. Set up a regular time to meet or set the next meeting at the conclusion of the ongoing meeting.
11. If your mentee is interested in (or struggling in) an area that is not your strength either, actively seek others who may help.

## **POTENTIAL MENTOR-RELATED ACTIVITIES**

1. Recognize and evaluate what you can offer, keeping in mind that you should not expect yourself to fulfill every mentoring function.
2. Provide your mentee with resources to balance life and career responsibilities.
3. Give constructive feedback (as well as praise) when warranted but present it with specific suggestions for improvement.
4. Help new faculty learn what kinds of available institutional support they should seek in order to further their own career development.
5. Maintain confidentiality.
6. Advise on tenure and promotion requirements and processes.
7. Provide advice on University, school, and department/team policies.
8. Suggest strategies for effective teaching, grading, and writing grant proposals.
9. Propose effective ways of interacting with students and colleagues.
10. Help sort out priorities: budgeting time, publications, teaching, obtaining appropriate resources, setting up a lab or experimental work if appropriate, committees.
11. Suggest how to say "no" to certain demands on his/her time.
12. Provide social support, act as an advocate for the new faculty member.
13. Introduce him/her to colleagues from other departments.
14. Explain the written and unwritten rules of the University.
15. Discuss research, publication and presentations at conferences.
16. Discuss short term and long term career goals and professional interests.
17. Share information on academic and student support services on campus.
18. Discuss effective instructional techniques, course development and curricular issues.
19. Discuss student issues such as advising, motivating, and handling academic dishonesty.
20. Encourage and demonstrate confidence in your mentee.
21. Ensure a positive and supportive professional environment for your mentee.
22. Do not deny your own ignorance on a particular topic.
23. Help establish a professional network for the mentee.