

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)

- Discuss the courses that will be taught (overview, first class materials/activities etc.)
- Discuss the characteristics of students that will be taught
- Discuss possible approaches to teaching including strategies, creative innovations and time management while teaching
- Discuss teaching philosophy and specific goals for teaching
- Discuss the promotion and tenure procedures and process related to teaching
- Discuss the process for evaluation of teaching

- ❑ 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)

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 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)

ONGOING MEETINGS (Schedule Regularly)

- ❑ Discuss with the mentor how you are doing and how 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

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 USC Marshall Mentoring Checklist*