



Faculty Mentoring Meeting Form

This form documents that a mentorship meeting took place. The mentor is responsible for making whatever documentation of the meeting is thought to be appropriate and should store the information in a file on their computer.

Mentor: _____

Mentee: _____

Meeting Place: _____

Meeting Date: _____

1. Accomplishments to date:

1. Challenges:

2. Goals:

3. Strategies to achieve goal:

4. Evidence of progress: How will you know you're making progress?

5. Milestones: Sketch a brief timeline of milestones:

The whats, whens, and hows – a major (ex: setting up an office) or a minor task (ex: getting multi-media assistance) is accomplished

Barriers – Bureaucratic, Administrative, Social, Others...

Research: Grants, grants and more grants: grant facilitation is a major role of the mentor providing key expertise to how to write a grant, get a grant and keep a grant.

Teaching:

- Faculty development syllabus for courses on teaching improvements

- Peer review of teaching (small group, lectures)

Promotion - Review of promotion requirements - Getting in order: cv, publication list, referees, teaching evaluation... Potential items for discussion with Division or Department Head

6. Do you anticipate the need for grant mentorship, facilitation or critically evaluating? If so, which agency and what is the due date. Discuss the possibility of the mentor helping with the grant and what deadline the mentor needs to see the grant by.

Notes: