

||- CHAIR MENTORING SAMPLE EMAIL TEMPLATES -||

-: goals & scenarios for mentorship :-

- After Mentor-Mentees meet at semester outset, one checkpoint early on is to confirm with both parties that the contact has been made and the process of forming the mentoring relationships has begun.
 - Prior to FARs, one checkpoint at the end of the year is to make sure that the mentoring activities are being undertaken and to review how it's going.
 - See Chair-Mentee and Mentor-Mentee meeting agenda templates for additional support.
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Mentoring Arrangement Confirmation Sample:

From: Department Chair

To: Faculty Mentor(s)

Date: November 1

As you may recall when we discussed your mentoring assignment, I mentioned that part of my role in the program would be to check in at least once a semester on a formal basis as to whether you were able to schedule at least one meeting with your mentee and how that went. Please confirm by November 15 that you were able to meet with your mentee.

If you would like to discuss any matter related to the mentee or the mentoring program, I am certainly available. Thanks so much for your participation as a mentor — it is critical to the department and to the continuing development of our early career faculty!

Sincerely, Susan Black, Ph. D.

Chair of the Department

Mentoring Arrangement Review Sample:

Dear Professor Green,

I am looking forward to our annual meeting to discuss your progress and experiences. This year's meeting is scheduled for Mar 20 at 3:00 p.m. in my office. In advance of the meeting, please complete the attached questionnaire about your work this year and submit an updated resume with all current publications, teaching, presentations, etc.

In addition, I would like to discuss with you your mentoring experience so far this year. I would like to know if you have met with your mentors, how frequently, and how they have been helpful to you in the light of your goals and issues that may have arisen this year. If you have any concerns or questions, please let me know. If issues have arisen of any kind we can aim to adjust your mentoring situation. We are invested in your success.

Best wishes,
Sam Swall,
Department Chair