## 

## **||- MENTEE-CHAIR KICK-OFF DISCUSSION -||**

## -: goals & scenarios for mentorship :-

* suggested time allotment: 45 - 90 min
* mtg arranged by Program Chair in Summer / Fall
* aim: arrange subsequent mentoring relationships

**Prior to Mentee-Chair Meetings, Program Chairs should review the following:**

* [Mentoring Program Seasonal Timeline](https://umich.instructure.com/courses/285839/pages/mentoring-resources-getting-started#timeline)
* Considerations for [Setting up Mentoring Assignments](https://umich.instructure.com/courses/285839/pages/mentoring-resources-for-program-chairs#1)
* Models for [Structuring Mentoring Assignments](https://umich.instructure.com/courses/285839/pages/mentoring-resources-for-program-chairs#2)

**Mentees should consider (or preferably document) ahead of time:**

* their goals and priorities for their research, teaching, and service,
* their goals and priorities for mentoring, and
* they should also review Models for [Structuring Mentoring Assignments](https://umich.instructure.com/courses/285839/pages/mentoring-resources-for-program-chairs#2).

**Key Objective: In conversation with the mentee, what mentorship model or models would best facilitate productive and positive mentoring relationships and outcomes for the mentee?**

**Discuss the mentee’s goals and priorities for their research, teaching and service.**

* What are your scholarly, research, and/or creative practice interests, passions, skills, and needs?
* What outcomes are you looking for?

**Discuss the mentee’s goals and priorities for mentoring,** and how these could intersect with their goals and priorities for their research, teaching and service.

* What might they need to help them advance for tenure, promotion, and for interprofessional development?

**What model or models would best facilitate positive mentoring relationships and outcomes for the mentee?** Below are some [mentoring models](https://umich.instructure.com/courses/285839/pages/mentoring-resources-for-program-chairs#2) (see link for detail), and mentees are also welcome to engage in hybrids of these models.

1. **One-to-one mentoring relationship model:** a clear point-person for each mentee to go to for questions and guidance.
2. **Mentoring team model:** a single mentee with a team/committee of 2-5 mentors.
3. **Division of labor model:** clearly defined and separate mentors for different areas of coaching; for example, a mentor for research, another mentor for teaching, and another mentor for tenure and promotion processes.
4. **On-call mentor pool model:** eligible mentors are formally identified as being part of a pool of mentors who are available to answer any questions and provide guidance for mentees on an as-needed basis.

**Craft a description of a proposed model for mentoring, along with some initial outcomes to work towards.**

**Confirm existence of mentoring folder / dossier: containing mentee’s updated CV, FARs, and other documentation such as goal & priorities, research agenda, project documentation, etc.**

**Next-Steps:**

1. **The Program Chair will work with the mentee, potential mentors, and other College leadership to determine suitable matches**. Mentees are able to request mentors outside their department and the College, although finding a match outside of the College cannot be guaranteed.
2. **Chairs will facilitate initial Introductions.**   
   [resource: Mentor-Mentee intro email]
3. **Mentors will initiate the first meeting with mentees.**[resource: Mentor-Mentee agenda; mentee mentoring folder]
4. **The Chair will do a brief follow-up later in the semester.**

[resource: Mentor-Mentee follow-up email]

1. **An additional mentoring session will also be held with the Chair and the Associate Deans.** [resource: mentee mentoring folder]
2. **At the end of each year (Spring via FAR?), mentees and mentors will have an opportunity to reflect on how the past year of mentoring has gone, and make any adjustments/changes as necessary.** It is expected that mentoring relationships will require adjustments/changes over time, as mentee and mentor circumstances and priorities will continue to evolve; however, it is also possible for a mentoring scenario to remain the same for the full duration of the mentee’s tenure timeline if desired by both mentee and mentor(s).

**Short text only, calendar agenda version:**

Key Objective: In conversation with the mentee, what mentorship model or models would best facilitate productive and positive mentoring relationships and outcomes for the mentee?

* Discuss the mentee’s goals and priorities for their research, teaching and service.
* Discuss the mentee’s goals and priorities for mentoring, and how these could intersect with their goals and priorities for their research, teaching and service.
* What model or models would best facilitate positive mentoring relationships and outcomes for the mentee?
* Craft a description of a proposed model for mentoring, along with some initial outcomes to work towards.
* Confirm existence of mentoring folder / dossier [containing mentee’s updated CV, FARs, and other documentation such as goal & priorities, research agenda, project documentation, etc.]