##

## **||- MENTOR-MENTEE DISCUSSION AGENDA -||**

## -: goals & scenarios for professional development + advancement :-

* suggested time allotment: 45 - 90 min
* mtg arranged by mentor
* aim: support and facilitate successful professional development in research and creative practice, teaching, and service.

**Prior to Mentor-Mentee Meetings, Mentors should review the following:**

* mentee’s mentoring folder / dossier

**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
* their specific needs, questions, and concerns that the mentor(s) might be able to address

**Key Objective: In conversation with the mentee, mentors provide support and guidance for professional development in research and creative practice, teaching, and/or service.**

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

* What are your scholarly, research, and/or creative practice interests?
* What are you most passionate about right now?
* What skills are you seeking to leverage? What skills do you need?
* What needs do you have? What might you need to reconfigure to make other things possible?
* What outcomes are you looking for? Or what artifacts are you looking to produce?
* Are there career models and pathways to success that would be helpful to have advice around?
* What are some strategies and venues for peer-reviewed dissemination?

**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 be some useful considerations for the mentee as they prepare for the tenure/promotion process?
* What are the procedures and what kinds of expectations should there be for promotion and tenure?
* Are there specific areas for improvement that you want to focus on?
* Coaching on time management, particularly constraining engagements that are not relevant for promotion or tenure.
* What concerns do you have?
* Are there stressors or conflicts that would benefit from support?

**Help mentees set individual annual goals within the context of a larger plan — 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. **Mentors / mentees can initiate follow-up meetings.**
[resource: Mentor-Mentee agenda; mentee mentoring folder]
2. **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, mentors provide support and guidance for professional development in research and creative practice, teaching, and/or service.

* 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.
* Help mentees set individual annual goals within the context of a larger plan — 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.]