Tools and Resources for Success

We have compiled some documents to support the development of your mentee/mentor relationships. Using these documents is optional and can be used as needed.

Mentoring/Career Planning Topics:
Each faculty mentee is at a different place in their career, as part of mentor/mentee sessions it is recommended that there is consistent conversation about these career-planning topics. All faculty mentees ought to select career topics that are suitable for their individual career goal. Some examples are:

☐ Teaching ☐ Being a faculty member of color ☐ Knowledge of how to best prepare for Tenure
☐ Research ☐ Self-Development ☐ Promotion towards full professorship
☐ Service ☐ Networking ☐ Moving into tenure track from fix term
☐ Community Outreach ☐ Navigating PSU
☐ Publication ☐ Work/Life Balance

Work Distribution

Once a career topic has been selected, use this helpful tool to see how you are distributing your time and to think about whether you are putting your energies into the steps that will help you meet your goal/s

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Number of hours/Week</th>
<th>Percent of Total Duties</th>
<th>Do I need to modify my time in this area?</th>
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</thead>
<tbody>
<tr>
<td>Teaching</td>
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<tr>
<td>Research</td>
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<td>Community outreach</td>
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<td>Self-Development</td>
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<td>Networking</td>
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<td>Work/Life Balance</td>
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<tr>
<td>Prepare for tenure</td>
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<td>Prepare for promotion towards full professorship</td>
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<tr>
<td>Prepare to moving into tenure track from fix term</td>
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<td>Navigating PSU’s systems</td>
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<td>Publication</td>
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<td>Other</td>
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Notes____________________________________
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Source: This document has been modified from the UC Davis Career Handbook 2009-2010
Individual Mentoring Plan (IMP)

The IMP is a framework for the mentee to use in creating individual goals before meeting with their mentor. This document can be submitted to your mentor to learn more about you.

Name __________________________________________

Date __________________________________________

Academic Rank How many years in the institution/department?
☐ Fixed Term Professor
☐ Assistant Professor
☐ Associate Professor
☐ Full Professor

Do you have a primary mentor? Yes ☐ No ☐  Do you have additional mentors/coaches? Yes ☐ No ☐

Who is your primary mentor? _____________________________________________________

Who are your other mentors/coaches? ___________________________________________________

What are your personal and institutional long term goals?

Where are you at in accomplishing your long term career goals, how long do you think it will take?

Why did you decide to work for this institution?

What are your short term career goals?

What specific areas do you need or want the most support in?

What are other things you want your mentor to know about you?
Mentorship Agreement

The Mentorship Agreement document is meant to help solidify expectations in a mentor relationship.

What topics will be addressed in the mentoring sessions?

☐ Teaching  ☐ Being a faculty member of color  ☐ Knowledge of how to best prepare for Tenure
☐ Research ☐ Self-Development  ☐ Promotion towards full professorship
☐ Service  ☐ Networking  ☐ Moving into tenure track from fix term
☐ Community Outreach  ☐ Navigating PSU
☐ Publication  ☐ Work/Life Balance

How often will we meet?

☐ Weekly  ☐ Bi-monthly
☐ Monthly  ☐ Quarterly
☐ Other

What material is needed by the mentor before each meeting?

☐ None
☐ Updated CV (with highlights of new additions)
☐ Discussion topics
☐ Mentoring Worksheet
☐ Other

Please review and discuss the expectations of the mentoring relationship.

Duties of the Mentor:

☐ Help create a plan for their mentee in respect to a specific career goal
☐ Emotional Support
☐ Discuss any problems with the mentor/mentee relationship
☐ Help create a plan for their mentee in respect to academic advancement
☐ Motivate and inspire mentee to think outside their scope
☐ Other

Duties of a Mentee:

☐ In addition to your mentor, review your career path with the Department Chair annually and with other department heads regularly
☐ Provide updated goals
☐ Discuss any problems you may have with your mentor promptly
☐ Other

Other expectations:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Mentor Name: ______________________  Mentor Name: ______________________
Mentor Signature: __________________  Mentee Signature: ____________________
Date: _____________________________  Date: _____________________________

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Mentoring Session Worksheet

The Mentoring Session Worksheet serves as a journal to document the mentee’s progress in meeting goals and or their growth while in the Mentoring Program.

Mentor: ___________________________ Date of session: ___________________________

Mentee: ___________________________

Goal:
☐ Teaching ☐ Being a faculty member of color  ☐ Knowledge of how to best prepare for Tenure
☐ Research ☐ Self-Development  ☐ Promotion towards full professorship
☐ Service ☐ Networking  ☐ Moving into tenure track from fix term
☐ Community Outreach  ☐ Navigating PSU
☐ Publication ☐ Work/Life Balance

Other___________________________________________

Progress
Accomplishments

Challenges:

Plan to handle challenges:

Lessons Learned:

☐ Goal met  ☐ Making Progress  ☐ Other

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