



## Faculty Mentorship & Professional Development Sheet

(Use the 'File' menu to 'make a copy' of this google doc so you can edit)

**Internal Career Development Mentor:** \_\_\_\_\_

(Home department, faculty in higher series, meet ~2/yr)

**GH/Scholarly Mentor(s):** \_\_\_\_\_

(May or may not be in home department, meet ~6-12/yr)

**Additional Project or Career Mentor:** \_\_\_\_\_

(Non-home department faculty in higher series, meet ~1/yr)

### Resources:

- [Checklist for annual mentor check-in](#)
- [Summary of resources and curriculum](#) (Scientific writing, grant writing, study design, fundraising and more)

Mentee Roles	Mentor Roles
Acquire/select Mentors Learn Quickly Show Initiative Follow Through Manage the Relationship Identify Goals & Current Reality Pursue resources needed for success	Identify potential co-mentors/advisors Inspire Provide Corrective Feedback Manage Skills Open Doors Help identify resources needed for success Instruct/Develop Capabilities Identify Goals & Current Reality

**Priority projects and goals** (Last updated [XX.XX.XXX](#)):

Identify priority projects, and professional goals including specific skills, networking and other aspirations. Include short term (<12mo) and longer term goals (3, 5, 10 year). Consider using the SMART or other comparable frameworks.

	Priority	Goal	Completion date goal	Resources needed
1	High ▾			
2	High ▾			
3	High ▾			
4	Low ▾			
5	Low ▾			

## **Career Development Plan**

(~1 page narrative that includes 1 year, 5 year and longer term career and personal goals. Include resources needed to achieve these goals and/or plan for finding and accessing those resources. Review annually with Career development mentors.)

## **Mentor Meeting Notes**

(Goal frequency= Monthly for projects, 2x/year for professional development)

Keep all notes from meetings with mentors on this page for future reference.

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