

## Mentoring Prompts for Promotion and Renewal Preparation

### Objective

The mentoring prompts below aim to embed reflective practice in the ZSR mentoring program as it pertains to the faculty promotion and renewal process. There are suggestions for prompts for both the Mentor and Mentee to respond to. Please note, some of these prompts are meant for both the mentor and mentee while others can be used for personal reflection. The format your reflection takes (written, discussion, etc.) is completely up to the mentee and mentor. Please feel free to make use of what is helpful, adjust as needed, and reach out to the Faculty Mentoring Committee with any questions or suggestions.

### ***\*A Note on Mentoring Timeline and Goals***

Mentoring pairs should align support with the promotion timeline to assist mentees with dossier preparation through submission deadlines (Sept 1), external review considerations, and final revisions (Sept 30). Ultimately, the timeline for this type of mentoring support is determined by the mentoring pair. For example, mentors and mentees may aim to schedule a monthly check-in session with each other (timing and mechanism is up to you to provide support for pending deadlines or discussion about an agreed upon topic). The prompts can be done in a timeframe that is determined by the mentoring pair, we would suggest aligning them with your determined meeting schedule.

## [Suggested] Reflection Prompts for Promotion and Renewal

These prompts are not required, but are here to help guide mentor and mentee through the mentoring journey aiding the promotion and/or renewal process.

1. **Goal Setting and Dossier Planning**
  - **BOTH Mentor and Mentee:** Discuss initial goals, establish a meeting schedule, and identify dossier preparation milestones. Set expectations for feedback and clarify how to address unmet expectations.
2. **Review Promotion Network**
  - **MENTEE ONLY:** Reflect on and document current professional network connections that could support the promotion process, including peer reviewers or colleagues.
3. **SAPA Narrative Draft**
  - **MENTEE ONLY:** Craft a concise narrative on your scholarship and professional achievements, focusing on how they meet promotion criteria. Review the narrative draft with your mentor, incorporating feedback to refine your narrative.
4. **Mentor Reflection on Promotion Experience(s)**
  - **MENTOR ONLY:** Share an experience from your own promotion process, focusing on any challenges faced. Discuss strategies that may help your mentee address similar obstacles.
5. **Reflective Dossier Development**

- **MENTEE ONLY:** Write-up a draft of a dossier section that you have not yet completed, develop specific questions for feedback to ask your mentor with the aim to enhance the quality of documentation and alignment with promotion standards.
- 6. **Critical Analysis of Peer Successes**
  - **BOTH Mentor and Mentee:** Review and analyze a recent successful promotion dossier, identifying effective strategies and relevant accomplishments for meeting promotion criteria. Determine what mentee may want to add to their dossier.
- 7. **Midpoint Dossier Review**
  - **BOTH Mentor and Mentee:** Assess dossier progress, review any challenges encountered, and adjust strategies and timelines if necessary. Reflect on relationship dynamics and any unmet needs or successful aspects of the mentorship.
- 8. **Evaluating Professional Fit and Audience**
  - **MENTEE:** Consider how your work aligns with current trends in librarianship, articulating the impact on audiences within and outside the library community.
  - **MENTOR:** Provide feedback on whether this message is effectively shining through the mentee's current promotion narrative. How could they improve? What are they doing well?
- 9. **Reflecting on Dissemination and Impact**
  - **MENTEE ONLY:** Reflect on SAPA and Service achievements and the contributions you have made to the field, review these sections in your promotion narrative and make sure you have emphasized the impact of your work as part of your dossier.
  - **MENTOR:** Provide feedback on whether the mentee's impact is demonstrated through the mentee's current promotion narrative. How could they improve? What are they doing well?
- 10. **CV Peer Review**
  - **BOTH Mentor and Mentee:** Review and analyze a CV from a recent successful promotion dossier, identifying effective strategies (format, layout, etc) that can be applied to the mentee's CV.