

## Faculty Mentor-Mentee checklist

Mentee name:

Mentor name:

Mentee title:

Date of mentor-mentee meeting:

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### **Meetings**

During the first year of a new faculty, it is recommended that the mentor-mentee meetings take place on a regular basis, once per month. The meetings can take place less frequently after the first year, per mutual agreement between mentor and mentee.

#### **Mentor and mentee meeting expectations:**

- Meeting frequency during the next year
- Meeting setting (lunch, coffee, regular meeting, etc.)
- Who will schedule the meetings (mentor or mentee)
- Discuss expectations for formal and informal meetings/discussions
- Discuss preferred modes of communications and meeting set up (Teams, email, stop by the office, etc.)

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### **Scholarship & Impact discussion**

- What is the mentee's appointment breakdown? What does that translate into in terms of current workload?
- Are the expectations clear for a successful career that is recognized internally and externally?
- What is the mentee's area of scholarship?
- What are the achieved/planned measurable impacts of this scholarship through activities of appointment (research, teaching, service, outreach, extension etc.)?
- How can the mentor help bring clarity to and/or develop these items?

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### **Research discussion**

- Is the mentee receiving the support they need to be successful? If not, what can be improved?
- Is the mentee publishing research results? If not what can be improved? How can the mentor help?
- Is the mentee making connections to the community, industry, and other key stakeholders? If not, how can the mentor help?
- What are the flagship journals, outlets, and recognized forms of scholarly publications within the mentee's area of scholarship?
- Does the mentee have invited talks at conferences/seminars/colloquia? If not, how can the mentor help?
- Discuss lab structure (for new faculty).
- Meetings with lab visitors/seminar speakers

- Discuss and introduce mentee to key CANR personnel relating to purchasing, finance, HR, AgBioResearch, Extension, foundations, IT, etc.
- Discuss possible collaborations between the mentor and the mentee and/or other faculty at CANR, MSU, and in the scientific community
- Discuss internal and external awards and honorifics received and/or planned. How can the mentor help?

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### **Teaching discussion**

- Mentee's teaching assignment (past, current, future)
- Is the mentee receiving the support they need to be successful? If not, what can be improved?
- Teaching strategies
- Discuss student feedback – what can be improved?
- Discuss student learning outcomes and other ways of measuring impact in teaching and learning.
- Discuss resources and training/workshop opportunities that can help improve teaching/ learning.
- What are time management strategies?
- Future teaching requests
- Potential teaching release requests
- Discuss innovative and scholarly ways of demonstrating impact in teaching
- Discuss internal and external awards and honorifics received and/or planned. How can the mentor help?

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### **Student/postdoc discussion**

- Students (undergraduate and graduate) and postdocs that the mentee is currently supervising
- What are the recruitment strategies for a successful lab?
- What is the ideal number of people in group?
- Strategies for effective mentoring of students/postdocs
- How to address issues that come up
- Resources and/or training opportunities to improve mentoring
- Creating a supportive and inclusive group culture
- Writing recommendation letters

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### **Funding discussion**

- Mentee's current funding situation
- If new to grant process, discuss:
  - allowable expenses
  - indirect costs
  - grant evaluation process
  - timeline
  - budget

- timeline of proposal/funding announcements
- Grants that mentee has already applied for
- Plans for new grant submission
- Refereeing opportunities to help improve insights with funding institutions
- Discuss internal and external funding opportunities as well as targeted strategies to help improve chances of success
- Discuss dates and make plans for mentor (and other faculty) to review grant proposal draft
- How to manage budget

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### **Reappointment/promotion discussion**

- Time of next reappointment/promotion
- What needs to be included in the package?
- How can the mentor help?
- Discuss possible external letter writers. If more are needed, discuss strategies to make mentee more well-known in the community
- Discuss sabbatical, study away, and/or faculty development opportunities and how the mentor can help.

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### **Service and Leadership discussion**

- Mentee's current committee assignments within
  - the unit
  - CANR
  - MSU
- Mentee's contributions in the academic and professional community (committees, editorial boards, refereeing, panels, etc.)
- Mentees current leadership and/or administrative assignments, if any.
- Discuss if mentee is doing too much or too little and how to balance assignments.
- Discuss internal and external awards and honorifics received and/or planned. How can the mentor help?

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### **Outreach and Extension discussion**

- Mentee's current outreach and/or extension efforts
- If the mentee is not familiar, discuss unit and college outreach and extension efforts as well as resources and how the mentee can be involved if interested
- Discuss possible new projects if interested
- Discuss relevant stakeholders, commodities, and industry partners for the field and networking opportunities
- Discuss the efforts to create a welcoming environment for all
- Identify issues/gaps and discuss possible solutions
- Is the mentee receiving the support they need to be successful? If not, what can be improved?

- Discuss internal and external awards and honorifics received and/or planned. How can the mentor help?

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**Other**

- How is the mentor managing the balance of responsibilities with time for self, both inside and outside of work?
- Are there particular stressors or challenges right now that feel heavier than usual?
- Are there any areas that could support the mentee's health and well-being considering the mentee's career and life stages?
- How can the mentor help—by offering resources, sharing personal experiences, or connecting the mentee with professional support?