



LIBRARY AND INFORMATION ACCESS MENTORING MEETING CHECKLIST

For probationary faculty serving in their first year, a mentoring meeting with the Library associate dean may be requested in lieu of a formal evaluation.

Name of Faculty Member: _____
Last Name First Name MI

College: _____

DISCUSSION ITEMS

Library Service Effectiveness

- Review primary job duties & expectations
- Provide general overview of our liaison structure
- Review teaching resources on campus
- Discuss potential growth areas for subsequent semesters

Professional Growth

- Discuss potential five-year plan
- Discuss grants and funding including campus resources (e.g., SDSURF, UGP, GREW)
- Establish a program of research/creative endeavors
- Identify other faculty members who might assist in research/creative activity agenda and long-range professional growth plans

Service & Other

- Discuss service expectations
- Review RTP process
- Review materials required for periodic evaluation
- Review college policy and governance documents

(initial here) I understand that this document will be placed in my Personnel Action File five (5) days after it is received by the Office of Faculty Advancement.

(initial here) I waive my periodic evaluation for this academic year.

Faculty Employee Name (Print)

Signature

Date

Associate Dean (Print)

Signature

Date

College Dean (Print)

Signature

Date

**Please deliver to Dean's Office College RTP Rep by December 1.
Due to the Office of Faculty Advancement by December 15.**