



MENTORING MEETING CHECKLIST

For probationary faculty serving in their first year, a mentoring meeting with department chair or school director may be requested in lieu of a formal evaluation.

Name of Faculty Member: _____
Last Name First Name MI

College: _____ Department/School: _____

DISCUSSION ITEMS

Teaching

- Teaching Methods – Including Course Syllabi
- First Semester Classroom Experience
- Teaching Resources on Campus
- Teaching Schedules and Loads for Subsequent Semester

Professional Growth

- Five-Year Plan, including Grants and Funding
- Establishing a Program of Research/Creative Endeavors (First Semester Experience)
- Research/Creative Endeavors Resources on Campus (e.g., SDSURF, UGP, GREW)
- Identify other faculty members who might assist in research/creative activity agenda and long-range professional growth plans.

Service & Other

- Service Expectations
- Overview of RTP Process
- Review Materials Required for Periodic Evaluation
- Department and 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

Department Chair/School Director (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.**