



## 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

#### Counseling

- Counseling Methods –
- Counseling Methods: case discussion and case conference
- First semester clinical services experiences and review
- Counseling service schedule and clinical load expectations for subsequent semesters
- Case conference participation and resource for learning
- Counseling resources within Counseling & Psychological Services

#### Professional Growth

- Five-Year Plan, including growth areas
- Establishing a Program of Research/Creative Endeavors
- Identify other faculty members who might assist in research/creative activity agenda and long-range professional growth plans.
- Identify campus and community resources to support professional growth plan

#### Service & Other

- Service Expectations
- Overview of RTP Process with Director and peer faculty
- Review Materials Required for Periodic Evaluation
- Department Governance Documents
- Review of university committee options for involvement

\_\_\_\_\_  
(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.**