



SAN DIEGO STATE UNIVERSITY

LIBRARY 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)
- Establishing a program of research/creative endeavors
- Identifying 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 the completed form to Faculty Advancement.