



## MENTORING MEETING CHECKLIST

For probationary faculty serving in their first year, a mentoring meeting with the 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)
- Identifying 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

#### For IV Campus Faculty Only

- Support available from IVC
- Support available from San Diego campus
- Questions about joint appointments

\_\_\_\_\_  
(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 the Office of Faculty Advancement by **December 15.**