



DIVISION OF STUDENT AFFAIRS 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

Department/Unit: _____

DISCUSSION ITEMS

Counseling

- Counseling methods
- Counseling methods: case discussion and case conference
- First semester clinical services experiences
- 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
- Identifying other faculty members who might assist in research/creative activity agenda and long-range professional growth plans
- Identifying 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

Division Director (Print)

Signature

Date

VP for Student Affairs (Print)

Signature

Date

Please send the completed form to Faculty Advancement.