

Tool for reflective discussion between mentee and mentor

The goal of this document is to stimulate thoughtful, reflective discussion between mentee and mentor. Once per semester, the mentee should draft a response to the questions in the form and then discuss their responses with their mentor. This form should be kept confidential. Any concerns about the department that arise while completing this form should be anonymized before sharing with other faculty.

Example discussion topics

- Finding grants
- Improving grant writing
- Developing and ensuring mutually beneficial collaborations
- Choosing interesting research projects
- Advice with employee benefits
- Navigating RPT and the Form on Progress & Excellence
- Resources at MSU for faculty development, mental health, improving teaching
- Improving productivity and time management
- Maintaining work-life balance
- Intersectional career concerns: e.g., concerns about growing a family while meeting expectations of being a junior faculty member
- Developing teaching skills
- Creating a positive/productive working environment
- Advising students and postdocs
- Recruiting and selecting good students and postdocs
- Interacting with leadership, e.g., chair and dean

What is the role of your mentor?

A good mentor offers support, advice, and understanding for each stage of your growth as a member of the Michigan State University faculty: envisioning goals; prioritizing commitments; mapping goals into action; reflecting on those actions; and seeking opportunities for further growth. The role of your CMSE mentor is not to evaluate, but to listen actively, confidentially, and empathically; to pass on knowledge and expertise

clearly, encouragingly, and helpfully; and to guide your journey along the academic career path.

Career

What is your rank, and how many years have you been in your current rank?

When is the anticipated date of your next RPT action?

Status

What are the expected results from the last period?

For each anticipated result, as discussed at the last meeting, give a succinct description and its status. Results should be grouped into categories that match those in the appointment: i.e., Administration, Advising, Curriculum Development, Outreach, Research, Service, Teaching. For T-S faculty only the last three are used.

What are the expected results for the next period?

These should be broken into categories that match those in the appointment.

What were the major challenges or issues encountered over the last period?

Development

What are your areas of strength?

These should be broken into categories that match those in the appointment.

What are your areas for growth?

These should be broken into categories that match those in the appointment.

Long-term goals

What are your long-term career goals?

These should be broken into categories that match those in the appointment.

What actions are required to achieve these goals?

Why are these goals important? What aspects are going well? What are areas for growth? What actions can the mentee do on their own, and what actions require assistance? What is the timeline for doing these actions?

What are the barriers to reaching these goals, and what are the plans for mitigation?

What are the barriers for job satisfaction, and what is required to remove them?

Remarks

Do you have any feedback for the mentor?

Do you have any concerns about the department?

Target date for the next meeting: