

Meeting Tool – Mentor-Mentee Meeting Form (2)

Name of Mentee: _____

Date of Meeting: _____

Job Description of Mentee: _____

1. Academic goals of the mentee

2. Steps to achieve academic goal and identified milestones

3. Other issues identified and steps to resolve if barriers exist

4. Promotion criteria/tenure discussed. Current rank _____

- Teaching dossier
- Clinical
- Research
- Administration

5. Faculty Development and Faculty support for academic goals

6. Specific topics for discussion at the next meeting

7. Any issues that should be brought forward to the Division Chair and/or Department Head?

8. Date of next meeting _____

Signatures:

Mentee _____

Mentor _____