

MENTOR CHECKLIST

The Mentor Checklist was designed by the College of Education Faculty Development Advisory Committee as a tool to be used to ensure that new faculty members are assisted in being successful as they pursue promotion (for clinical, teaching, and research assistant professors) and tenure and promotion (tenure-track faculty) within the College. The Mentor Checklist and suggested processes are intended to complement, **not** substitute, the induction and mentoring process already in place within each department. The checklist contents should promote frequent and productive mentoring meetings across the new faculty member's first years at the University of Memphis.

A copy of this checklist will be placed on the COE Faculty Resource Web page:
https://www.memphis.edu/education/faculty/faculty_resources.php

We appreciate the input that each of you provided to your departmental or unit representative in the development of this tool. Chairs, program coordinators, mentors, and new faculty are requested to provide feedback on the usefulness of the Mentor Checklist and suggestions for improvement at least once per semester. Information should be sent to Dr. Steve Zankas at szankas@memphis.edu

Suggestions and Assumptions for Use:

- *Assignment of mentor.* Each new faculty member will be assigned a mentor in collaboration with the department chair.
- *Priority column.* While each item is numbered, the mentor and new faculty may decide on a different priority to record in this column to meet the new faculty member's needs.
- *Topics covered.* Activities/processes are listed that relate to each of the areas to promotion and tenure, e.g., teaching, research, and service. Other related areas you may want to add include general, travel, and other categories.
- *Date.* It may be useful to note when a particular item or process was completed. Both mentors and new faculty members may want to use the checklist to record processes completed.
- *Web sites/Notes.* Where available, Web sites have been listed that are related to the activity or process noted. Space is also provided for relevant notes that may be useful to the new faculty member plus feedback for improving the checklist to be forwarded to the Office of Faculty Development.

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PRIORITY	TOPIC COVERED	DATE	WEB SITES/NOTES
	GENERAL		
	1. Contact/meet with new faculty members before reporting to work for the first time.		
	2. Introduce faculty to offices and personnel within the department/University that provide resources to support teaching, research, and service (offer a departmental referral guide regarding which person to see regarding what question/need).		https://www.memphis.edu/aa/resources/index.php
	3. Faculty receives copy of departmental, college and university P & T guidelines and engages in in-depth discussion re: 3rd year review process.		University website: https://www.memphis.edu/aa/resources/facres/tenurepromotion/ COE-specific T&P policy/procedure: https://www.memphis.edu/education/pdfs/fall_2018/coe_t_p_policy_procedure_final_19rev.pdf Department-specific guidelines: https://www.memphis.edu/aa/resources/facres/tenurepromotion/education_guidelines.php
	4. Examine required university vita.		https://umwa.memphis.edu/fcv/mycv.php
	5. Assist in completing Effort Certification Form (if paid by a sponsored program contract, grant, restricted fund, or University cost share)		https://www.memphis.edu/grants/effort.php

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	6. Discuss university and college faculty handbook features.		UofM Faculty Handbook: https://www.memphis.edu/faculty_handbook/ COE workload policy: https://www.memphis.edu/education/faculty/resources/coe_facultyworkload_2022.pdf
	7. Be available daily/weekly to respond to questions that require immediate responses.		
	8. Discuss annual faculty evaluation & planning format & process.		https://www.memphis.edu/aa/resources/faculty-evaluation.php
	9. Make weekly contact with new faculty during the first semester on the job to assist in meeting both social & professional needs.		
	10. Assist new faculty to access most recent program college accreditation self-study/report & program assessment report.		University Accreditation website: https://www.memphis.edu/about/accreditations.php COE-specific Accreditations: https://www.memphis.edu/education/about/accreditation.php
	11. Review with new faculty the college and dept conceptual framework.		COE Strategic Plan: https://www.memphis.edu/education/about/coestratplan.php Divisive Concepts Information & Resources: https://www.memphis.edu/aa/resources/divisiveconcepts.php
	12. Arrange for a guided walking tour of the campus. Contact university ambassador.		https://www.memphis.edu/education/students/ambassadors.php

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	13. Encourage attendance at professional development activities to support P & T process.		https://www.memphis.edu/education/faculty/faculty_resources.php
	14. Provide a copy of departmental program assessment reports.		
	15. Provide access to appropriate departmental and program area materials and minutes.		
	16. Encourage development of faculty web page.		https://www.memphis.edu/fac_staff/ https://www.memphis.edu/webdev/creating-web-pages.php
	17. Acquaint new faculty with support for professional development dept., college, university, i.e., travel release time, research, outside service, professional development leave.		
	18. Set up tour of department's workroom, lounges, storage areas, resource rooms, conference rooms, etc.		

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	TEACHING		
	19. Provide access to sample syllabi for courses taught and to requirements for department.		COE syllabus template: https://www.memphis.edu/education/faculty/faculty_resources.php
	20. Discuss student support services available in the university that address students' academic, social, and financial needs (Offer a convenient referral guide listing this information).		https://www.memphis.edu/deanofstudents/sos/
	21. Introduce new faculty to offices and personnel within the department/University that provide resources to support teaching (after that, offer a referral guide regarding which person to see regarding what question/need).		https://www.memphis.edu/aa/resources/teaching_resources.php
	22. Faculty members learn to use available technology to enhance teaching before classes begin. Examples include Canvas; Online course design; UMdrive; Access to Advance Learning Center.		https://www.memphis.edu/fac_staff/ http://itd.memphis.edu/faculty https://www.memphis.edu/umtech/index.php
	23. Invite new faculty to visit one/two courses taught by colleagues to observe		

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	teaching style and student culture.		
	24. Refer to a mentor- professor of record for each course taught.		
	25. Provide copy of Student Evaluation of Teaching Effectiveness (SETE)/process and discuss interpretation or refer to colleagues as needed to understand process.		https://www.memphis.edu/sete/
	26. Provide input on departmental expectations for teaching activities.		
	27. Review policy and process regarding student Plagiarism, Cheating, Behavior in class, Attendance policies. See the University Faculty Handbook for details.		https://www.memphis.edu/osa/faculty/index.php
	28. Assist or refer as needed in creating classroom activities.		Center for Service Learning and Volunteerism: https://www.memphis.edu/service/about/index.php
	29. Assist in finding resources/professional development activities related to teaching adult learners.		
	RESEARCH		

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	30. Assist new faculty with faculty/community networking.		https://www.memphis.edu/education/faculty/newstaff.php CREP Faculty Affiliate Program: https://www.memphis.edu/education/faculty/resources/crep_facultyaffiliate.pdf
	31. Invite/accompany new faculty to professional development opportunities of interest.		CITI Human Subjects and Financial Conflict of Interest Training: https://www.memphis.edu/research/researchers/compliance/index.php
	32. Serve as a “sounding board” for new faculty to discuss/ process their research interests. Offer suggestions as to people/resources/ agencies to contact that would facilitate their projects.		Division of Research and Innovation: https://www.memphis.edu/research/ COE Faculty Research Grant Application: https://www.memphis.edu/education/faculty/facultyresearchgrant_coe_2023.pdf Women+'s Mentorship Network: Co-chairs Leah Winsor & Leigh Harrell-Williams
	33. Invite new faculty to join a grant project as junior or associate member so they have experience working with grants.		
	34. Provide information and encouragement about establishing a research team with motivated students.		
	35. Discuss release time research policies and opportunities available both within and outside the department.		COE Professional Development Activity (PDA): https://www.memphis.edu/education/faculty/resources/coe_professionaldevelopmentassignments.pdf
	36. Review research requirements and guidelines required by department for tenure and promotion, i.e., experimental, quasi-		

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	experimental, action research, case studies, etc.		
	37. Acquaint new faculty with a list of publications and professional organizations (for presentation) acceptable for consideration for tenure and promotion in your department and program area generated by the department.		
	38. Discuss university and department guidelines related to engaged scholarship.		<p>2022-2023 Engaged Scholarship Network Co-chairs: Alison Happel-Parkins & Diana Ruggiero</p> <p>2022 Engaged Scholarship Grant (for reference): https://www.memphis.edu/research/impact/newsletter_2022/april_stories/engagedscholarship.php</p> <p>Center for Service Learning and Volunteerism: https://www.memphis.edu/service/about/index.php</p>
	39. Assist the new faculty in developing a research support group.		

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	SERVICE		
	40. Introduce the department's guidelines for minimizing new faculty service commitments during the first year.		
	41. Offer guidance as to expectations/boundaries so new faculty has sense of what is appropriate and when to "draw the line" in service activities.		
	42. Offer suggestions as to the range of service opportunities.		
	43. Provide department's expectations for service activities.		
	TRAVEL		
	44. Provide information on submitting travel authorization and planned leave of absence forms.		https://www.memphis.edu/travel/ https://www.memphis.edu/travel/index.php#beforeyoutravel Travel Worksheet: https://www.memphis.edu/travel/xls/travel_worksheet.xlsx Chrome River Travel & Expense System: https://www.memphis.edu/travel/chromeriver.php
	45. Explain paperwork and arrangements to be made prior to and following local, national, and international travel.		https://www.memphis.edu/travel/ https://www.memphis.edu/travel/index.php#beforeyoutravel Travel Worksheet: https://www.memphis.edu/travel/xls/travel_worksheet.xlsx Chrome River Travel & Expense System: https://www.memphis.edu/travel/chromeriver.php

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	46. Discuss other sources of travel funds that may be available outside the regular departmental budget with new faculty members.		COE Dean's Travel Grant: https://www.memphis.edu/education/faculty/resources/facultyresearchsupplemental_rev22.pdf
	OTHER		