

Appendix 3: FAS Mentee-Mentor Annual Report

Reporting period: –

Section I

This section of the report is to be jointly filled out and signed by the mentee and mentor for the reporting period mentioned above. Please answer questions 1-6 and then submit this report to the mentoring coordinator or chairperson of your department.

1. Mentee Information

1.1 Name:

1.2 Department:

2. Mentor Information

2.1 Name:

2.2 Professorial Rank:

2.3 Department:

3. How long has the mentor been officially assigned to the mentee?

<input type="checkbox"/>	Less than 6 months
<input type="checkbox"/>	6 – 12 months
<input type="checkbox"/>	1 year
<input type="checkbox"/>	2 years
<input type="checkbox"/>	3 years
<input type="checkbox"/>	4 or more years

4. How often did the mentee and mentor communicate for mentoring purposes over the reporting period?

(e.g. in person, email, phone)

<input type="checkbox"/>	Every week
<input type="checkbox"/>	Every month
<input type="checkbox"/>	1-2 times per semester
<input type="checkbox"/>	Once a year
<input type="checkbox"/>	Never
<input type="checkbox"/>	On an as-needed basis

5. Please list specific activities for which mentoring was provided in research, teaching, service, and others.

5.1 Research (review of grant proposal and manuscripts, advice on publication venues, etc.)

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5.2 Teaching (peer observation of teaching, sharing of course material, advice on teaching methods, etc.)

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5.3 Service (advice on committees to serve on or avoid, etc.)

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5.4 Other (networking, nomination for awards, work-life balance, etc.)

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6. If there is anything else you would like to comment on, please write it here.

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Mentee's signature: **Mentor's signature:**
Date: **Date:**

Section II

This section of the report is to be filled out by the department chair after the mentee and mentor submit Section I of this report.

Department chairperson's feedback (if department chair is not the department mentoring coordinator):

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Department chair's name:
Department chair's signature:
Date:

Note to chairperson: Please submit this report to the Dean after you insert your feedback above.