

Mentor's Meeting Checklist



- Set aside adequate time for meetings
- Obtain and review mentee's CV and IDP prior to meeting
- Be sure to review contact information and other meeting arrangements
- Clarify what mentee expects from you--and what you expect from mentee
- Review mentee's short/long term goals
- Be sure that you have accurate, up-to-date information on advancement and promotion policies for your mentee's series and rank (see the Academic Senate Faculty Handbook at <http://senate.ucsf.edu/facultyhandbook/index.html>)
- Ask mentee to help you with writing, research, teaching, curriculum development etc. that is consistent with their career goals
- Be aware of potential conflicts of interest if you are both a supervisor and mentor for the mentee
- Be sure that mentee has joined committees and professional organizations helpful for career development
- Assist your mentee to find other mentors within and outside UCSF