

**Query: Handout for Mentoring Meetings**

*Question from Mary Field, Children's Hospital of Philadelphia  
([fieldm@email.chop.edu](mailto:fieldm@email.chop.edu)):*

For a mentor-the-mentor program that we're developing here at the Children's Hospital of Philadelphia, does anyone have a tool/ short handout that would guide mentors on topics to address during mentoring meetings?

**Responses:**

*From Patricia Byrnes, UNC Chapel Hill ([pbyrnes@med.unc.edu](mailto:pbyrnes@med.unc.edu)):*

Mary - this may be more than you want, but I really like it. Comes out as one of the products of the NSF grant at University of Michigan.

<http://www.umich.edu/%7Eadvproj/career%20advising.pdf>

*From Susan Scott, University of New Mexico ([sscott@salud.unm.edu](mailto:sscott@salud.unm.edu)):*

Attached is the checklist that we use as part of a two hour mentoring workshop we have 4-6 times per year. It was developed because one of departments asked if we could give them a checklist on how to start the conversation.

## **Checklist for Mentoring**

\_\_\_\_\_ **Contact new faculty member to set up first meeting.**

\_\_\_\_\_ **Establish dates to meet at least once monthly for the first six months (preferably for one year)**

\_\_\_\_\_ **Remind new faculty to attend functions that will provide them with access to the culture of UNMSOM (faculty meetings, celebrations...)  
meet them at these functions to introduce them to other faculty, administrators, staff**

\_\_\_\_\_ **Discuss what the new faculty member wants to achieve in a mentoring relationship. If this is not clear, consider setting up discussions around the following topics:**

- scholarly activity**
- review dossier-preparation book**
- review online sites for UNM including tenure and promotion criteria, descriptions of departments, etc**
- discuss appropriate committee work at UNM**
- discuss which national/regional meetings to attend (and purposes)**

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**-manuscript preparation: techniques that have worked for you**  
**-financial issues (loans from school...)**  
**-conflicts and politics within department/SOM**  
**-work with them on developing their annual performance plan using departmental-specific process or SMART**

\_\_\_\_\_ **If you are not a content expert, work with the new faculty member and their chair/division chief to identify a mentor in their area of emphasis (research, clinical care, education)**

\_\_\_\_\_ **If you are a content expert, review the process they need to engage in so that they will be successful (development of their library, contacts with experts at UNM or other places, journals to submit to (and not)...)**

\_\_\_\_\_ **Give them timely, thoughtful feedback concerning progress**

*From Gregg Servis, UC Davis ([gregg.servix@ucdmc.ucdavis.edu](mailto:gregg.servix@ucdmc.ucdavis.edu)):*

I've attached a couple of mentoring tools we use at U.C. Davis:

- 1) Mentoring Agreement - This agreement ties in with the topics used on the IDP form.
- 2) Individual Development Plan - This IDP is adapted from an IPD form presented by Russell G. Robertson MD, Medical College of Wisconsin, 2004 AAMC Faculty Affairs Professional Development Conference.
- 3) JAMA Article: Academic Mentoring—How to Give It and How to Get It

We've developed other resources for our School-wide mentoring program that you might find helpful. You can review them at:

<http://www.ucdmc.ucdavis.edu/facultydev/mentoring.html>