

Tool for reflective discussion between mentee and mentor

The goal of this document is to stimulate thoughtful, reflective discussion between mentee and mentor. Once per semester, the mentee should draft a response to the questions in the form, and then discuss their responses with their mentor. This form should be kept confidential. Any concerns about the department that arise while completing this form should be anonymized before sharing with other faculty.

Example discussion topics

- Finding grants
- Improving grant writing
- Developing and ensuring mutually beneficial collaborations
- Choosing interesting research projects
- Advice with employee benefits
- Navigating RPT and the Form D
- Resources at MSU for faculty development, mental health, improving teaching
- Improving productivity and time management
- Maintaining work-life balance
- Intersectional career concerns (e.g., concerns about being a woman or underrepresented minority and a junior faculty member)
- Developing teaching skills
- Creating a positive/productive working environment
- Advising students and postdocs
- Recruiting and selecting good students and postdocs
- Interacting with those with leadership positions (e.g., chair, dean)

What is the role of your mentor?

A good mentor offers support, advice, and understanding for each stage of your growth as a member of the Michigan State University faculty: envisioning goals; prioritizing commitments; mapping goals into action; reflecting on those actions; and seeking opportunities for further growth. The role of your CMSE mentor is not to evaluate, but to listen actively, confidentially, and empathically; to pass on knowledge and expertise clearly, encouragingly, and helpfully; and to guide your journey along the academic career path.

Career

What is your rank, and how many years have you been in your current rank?

When is the anticipated date of your next RPT action?

Status

What are the expected results from the last period?

What are the expected results for the next period?

What were the major challenges or issues encountered over the last period?

Development

What are your areas of strength?

What are your areas for growth?

Long-term goals

What are your long-term career goals?

What actions are required to achieve those goals?

What are the barriers to reaching these goals, and what are the plans for mitigation?

What are the barriers to job satisfaction, and what is required to remove them?

Remarks

Do you have any feedback for the mentor?

Do you have any concerns about the department?

Target date for next meeting: