Documentation of Formal Mentoring Activities: Mentors

Last Name: ________________________________________ First Name: ________________________________________

Department ______________________ Date ______________________

This report is to document mentoring activities in service to (check all that apply):

☐ department  ☐ college  ☐ institution  ☐ profession

Please describe, in your own words, the formal mentoring activities that you offered in service to your department, college, institution or profession over the past year. Formal mentoring activities occur as a result of the strategic identification of an individual who can support another's professional development. These activities should have specific, outcome-focused goals and expectations and involve interactions that are structured around achieving these goals. Both short- (e.g., commenting on a manuscript draft) and long-term (e.g., meeting for a pre-determined number of times during the year to discuss teaching) efforts may qualify as formal mentoring as long as the activities are intentional and structured to meet a particular goal, rather than incidental and unstructured.

When describing each of your formal mentoring activities, be sure to indicate:

• whether the service your provided supported faculty within your department, within your college (but outside your department), your institution (outside the college), or your profession (another institution);

• whether the activity was formally initiated by you or the protégé; and

• a short description of the activities engaged in, the specific goals of these activities, and their outcomes; and

• a short statement describing any additional resources from the department/college/university you used or would have liked to have had available in support of your role mentoring the protégé.

Formal Mentoring Activities:

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