

Mentor/Mentee Checklist *(excerpts)*

Year 1

- **Before Fall Semester:** Mentor/Mentee discuss research and lab/computing readiness; graduate students; and need to maximize early research productivity.
- **Start of Fall Semester:** Review teaching load; expectations; support systems.
- **Early in Fall Semester:** Mentor/Mentee review mentee research plan and goals, including a discussion of proposal submission dates, mechanisms, guidelines.
- **Mid-semester:** Mentor/Mentee review dates and processes for yearly evaluations; 2 and 4-year reviews; P&T—research and external letters that will be needed.
- **End of Fall Semester:** Mentor/Mentee review fall semester (balance of research, teaching, and service; development of a professional network and long-term strategy).

Year 2

- **Middle of Spring Semester:** Development of a 5-year research plan by mentee, which mentor proactively reviews.

Years 2, 3, 4, 5

- Long and short-term planning and evaluation of research, teaching, and service. Preparation for and discussion of 2 and 4-year reviews, junior research leave, P&T preparedness.

Complete details available at
www.engr.udel.edu/mentoring



ADVANCE

Resources for Recruitment & Retention

FACULTY MENTORING

Assisting faculty in recognizing and obtaining the resources that will help them succeed



NSF ADVANCE PAID HRD-0819993

The University of Delaware is an Equal Opportunity/Title IX institution. Please visit www.udel.edu/ExecVP/policies/personnel/4-40.html to read our anti-discrimination policy in its entirety.



ADVANCE

Resources for Recruitment & Retention



ADVANCE at UD

The University of Delaware holds an NSF ADVANCE-P.A.I.D. grant jointly between the College of Engineering and the College of Arts and Sciences. The goal of the ADVANCE project is to transform the culture for women faculty in science, technology, engineering, and math (STEM) fields at the University of Delaware by educating STEM faculty and administrators in best practices for the recruitment, retention, and mentoring of faculty. To this end, the ADVANCE team holds the following two workshops several times each academic year:

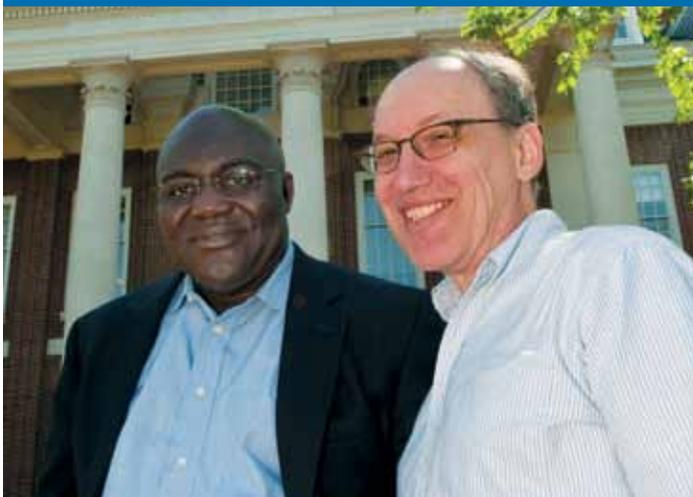
1. FACULTY RECRUITMENT: "Best Practices,"
Searching for Excellence

2. FACULTY MENTORING: "Mentoring the Mentors"

Built on successful programs at the Universities of Michigan and Wisconsin, each workshop includes a module on cognitive shortcuts and accumulation of disadvantage, and how they can negatively impact women's careers.

The UD ADVANCE team is comprised of a gender-balanced group of prominent UD faculty members, as well as the University Provost and Dean and Associate Dean of Engineering.

For More Information About UD ADVANCE
Email UD-ADVANCE@udel.edu



Types of Mentors

- 1. EVALUATIVE*:** Department chair through yearly evaluations; department promotion and tenure (P&T) committee through two- and four-year reviews.
- 2. PROCEDURAL/MECHANICS*:** A senior faculty member from within the department, appointed by and monitored by the chair. This individual meets formally with the mentee monthly and goes over policies and procedures of the university, college, and department.
- 3. PROFESSIONAL LIFE:** A senior faculty member preferably from another institution, and within the candidate's research area. This mentor can directly recommend funding opportunities, external opportunities, national or international research opportunities and can give an outsider's view of events.
- 4. OTHER (as the mentee deems appropriate):**
If possible, include a senior faculty member from another department who may have cultural, gender, international, or other similarities with the mentee and can act as a conduit for specific local information and advice. This individual's value, among others, is that he or she is not influenced by departmental policies.

* Focus of formal UD mentoring program

Resources for Mentors & Mentees

- College of Engineering Mentoring: www.engr.udel.edu/mentoring
- UD Faculty handbook: www.udel.edu/provost/fachb
- UD Collective Bargaining: www.udel.edu/EMPRELATION/CB/cba05
- ADVANCE at UD: www.engr.udel.edu/advance
- University of Michigan ADVANCE resources: www.sitemaker.umich.edu/advance/toolkits
- University of Wisconsin WISELI resources: <http://wiseli.engr.wisc.edu>

Campus Resources for Mentees

- Yearly P&T Workshop, sponsored by Provost's Office: www.udel.edu/OWA/development.shtml
- Research Orientation for New Faculty Workshop, sponsored by Research Office
- WISE Brown Bag lunches
- Center for Teaching & Learning: <http://cte.udel.edu>
- Office of the Provost: www.udel.edu/provost
- Research Office: www.udel.edu/research
- Academic Calendar: www.udel.edu/registrar/cal/main.html