

Faculty Mentoring - Needs Assessment

a self-analysis

Mentoring includes many types of support - rarely can one person fulfill them all. What types of support would be useful to you? Use this form to gauge where your mentoring needs are, and whether your needs are being met.

	Things I Could Do					
I'd benefit from mentoring that provides: (not necessarily in order of priority)	I don't really have a need for this.	My mentor is providing this very effectively (or has found someone else to help with this).	I should talk about the possible need for this with my mentor.	I could encourage my mentor to provide more guidance on this issue	I should find another mentor to offer this guidance (list any possible names)	Who could I contact to help me identify my options?
Guidance about conducting research & scholarship						
Guidance about the tenure & promotion process						
Guidance about scholarly publications						
Guidance about teaching						
Advocacy						
Help finding resources						
Advice about service						
Advice on navigating URI systems						
Advice on work-life issues						
Help establishing professional relationships						
Help establishing social relationships						
Someone who will educate & encourage department to take mentoring seriously						
Support and a sounding board						
Direct and frequent mentor communication						
Help with settling in to URI						

Mentoring Characteristic	For Example:		
Provide guidance about conducting research & scholarship	Pertinent funding sources; lab management; how to find and inspire grad students; budget management; communicating with funding agencies; etc.		
Provide guidance about the tenure & promotion process	Encourage attendance at AAUP P&T workshop; show examples of successful dossiers; assistance in preparing for annual review, tenure evaluation; etc.		
Provide guidance about publications	Pertinent journals and meetings; how to deal with reviewer revision requests; dealing with paper rejection; writing efficiently; collaborations; etc.		
Provide guidance about teaching	Suggestions for class inspiration; encourage attendance at IDP teaching workshop; dealing with large classes; grading; communication boundaries with students; etc.		
Serve as an advocate	Help expedite lab or office renovations; represent mentee's needs and concerns to chair/dean; protect mentee from inappropriate demands on time, department politics; etc.		
Provide help finding resources	Interface with dean, etc; take on a trip to visit a grant monitor; make aware of inhouse COR and other funding opportunities; etc.		
Provide advice about service	Which committees to volunteer for at which point in career; importance of being at some time on dept./college/university committee; appropriate balance of service time; etc.		
Provide advice on navigating URI systems	Getting budget paperwork approved; names of key people in administrative offices; what are TARs and other forms, and how early to submit; how to "walk paperwork" through system; etc.		
Advise on work-life issues	How to ask for parental and/or other leaves; dual career assistance; balancing work and life responsibilities; etc.		
Help establish professional relationships	Arrange meetings/lunches with colleagues; introduce to administrators and potential faculty collaborators; invite to working lunches; etc.		
Help establish social relationships	Invite to lunches, events, etc; plan social gathering or introduce to similar others; meet regularly on an informal basis; etc.		
Educate, encourage department to take mentoring seriously	Ask to get on dept. meeting agenda to talk about mentoring; encourage mentor gatherings; talk about your college mentoring policy; endorse and practice idea that mentoring & nurturing junior faculty is entire department's responsibility; etc.		
Offer support	Be sensitive to anxiety – gauge when to step in, offer advice, etc.; be a good sounding board – listen without judgment; remain positive and encouraging, not critical; etc.		
Encourage direct and frequent communication	Schedule regular (not haphazard) and frequent meetings, even if just to say hello; be proactive – don't wait for issues to arise – ask for ways you can assist; schedule some meetings off-campus; stay in touch until tenure decision; etc.		
Help with settling in to URI	Be sure employment paperwork is in place BEFORE mentee arrives on campus; office, lab, studio are ready; provide info on realtors, day care, schools, restaurants, civic orgs, community action groups, etc; introduce around campus; take on campus tour; info about unique aspects of URI; tips on University and Rhode Island "culture;" etc.		