

## Documentation of Formal Mentoring Activities: Mentors

(Revised from Wright State University (2013) Faculty Mentoring: Policy & Resources)

Last Name:

First Name:

Department:

Date:

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

Department/School    College    University    Profession

Please describe, in your own words, the formal mentoring activities that you offered in service to your department/school, 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 you provided supported faculty within your department/school, within your college (but outside your department), university (outside the college), or your profession (another institution);
- Whether the activity was formally initiated by you or the mentee; 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/school/college/university you used or would have liked to have had available in support of your role mentoring the mentee.

### Formal Mentoring Activities