YSPH MENTORING PROGRAM – MEETING TIMELINE

I. **September-November meeting** - an initial meeting with both mentors should take place near the beginning of the school year. The agenda should include:
   • Review of the annual report and feedback from annual faculty evaluation meeting with Dean, Deputy Dean and Department Chair
   • Review of CV
   • Review of current teaching commitments, committee assignments, student advising activities (MPH, PhD, thesis advising/reading, etc.)
   • Review of current projects and goals for the future
   • Review timeline for promotion
   • Complete meeting summary sheet, signed by both mentors and mentee

II. **January-March meeting (OPTIONAL)**
Review of Fall semester: Review accomplishments in the following areas –
   • Teaching
   • Research/publications
   • Grant applications
   • Participation in critical professional meetings
   • Projects and activities.
   • Delineation of opportunities, challenges, problems and concerns.

III. **April-June meeting**
   • Jr. faculty complete the current years’ annual report and submit a copy to both mentors and YSPH Faculty Affairs Office.
   • Both mentors meet with junior faculty mentee, individually or together, to discuss progress during the year.

IV. **YSPH A&P Committee Meetings**
   • Both mentors are expected to attend a YSPH A&P Committee meeting to share information with the Committee about their assigned mentee when appropriate (i.e., when being considered for reappointment or promotion). Discussions should include: accomplishments, challenges and trajectory/plans for the future. These meetings take place Sept-June each year.
   • Both mentors are expected to provide timely feedback to their mentee

V. **Mentor/Mentee Summary Reports submitted to YSPH Faculty Affairs Office**
   • Summary reports should be submitted to YSPH Faculty Affairs Office by July 30th of each academic year.

October, 2013