Mentor/Mentee Discussion Checklist:

Below is a list of suggested topics/questions to be discussed during mentor/mentee meetings that address some of the key components of a successful academic career.

Research:
- Evaluation of/establishing career goals.
- Submission of journal manuscripts. Type of journals? First author? Senior author?
- Establishing a content ‘niche’ and network.
- Current grants and grant applications. What type? Has the grant application been reviewed by others relative to the content, budget, etc.?
- Collaborative efforts. Who are you currently working with at the University? Outside the University? Who would you like to collaborate with at the University? Outside the University?

Teaching:
- Type and number of courses taught each year. Are teaching responsibilities reasonable?
- Quality of teaching evaluations. Are improvements needed or have any improvements been made based on teaching evaluations?
- Student advising.

- Thesis advising. Primary or secondary reader?

Service:

**Local Exposure:**
- Active participation on major YSPH/YSM/University committees, working groups, etc.

**National International Exposure:**
- Presentations at national/international conferences? Submitted abstracts?
- Service on journal review boards, professional committees, NIH Study Section or other foundation grant review group
- Involvement in activities outside the University that will increase exposure within area of expertise and provide contact with those individuals who could later serve as “arms length” referees at time of reappointment or promotion (i.e., conference presentations, committee memberships, etc.)