

## Annual Planning Document for SCSE Faculty Mentoring Program

**Mentees:** Please complete this form and bring it to your annual planning meeting along with your current CV

**Mentors:** Please discuss the items on the planning document during your annual planning meeting

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**Date:**

**Mentee Name:**

**Mentor 1 Name:**

**Mentor 2 Name:**

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**Time Allocation:** Mentee, fill in approximate percentage time allocation to these activities.

\_\_\_\_\_ **Teaching**

- \_\_\_ Development of new courses
- \_\_\_ Development of material for existing courses
- \_\_\_ Grading
- \_\_\_ Office hours and other forms of direct student contact
- \_\_\_ Undergraduate student advising

\_\_\_\_\_ **Research**

- \_\_\_ Doing research yourself
- \_\_\_ Advising and supervising graduate student research
- \_\_\_ Advising and supervising undergraduate student research
- \_\_\_ Grant writing
- \_\_\_ Grant administration
- \_\_\_ Preparing talks for meetings and seminars
- \_\_\_ Writing manuscripts

\_\_\_\_\_ **Service**

- \_\_\_ Service at the college and university level
- \_\_\_ Departmental committees
- \_\_\_ Outreach to the community
- \_\_\_ Reviewing manuscripts for journals and grant proposals
- \_\_\_ Editorial positions
- \_\_\_ Administrative responsibilities

**Would you like to change this time distribution?** If so, consider these questions and discuss strategies, tradeoffs, and feasibility with your mentoring team.

1. Do you have responsibilities that you would like to quit?
2. Are there responsibilities that you have been asked to take on that you would rather not do?
3. Which responsibilities would you like to continue?
4. What are some activities that you are not doing that you would like to start?
5. What are some strategies that you can use to improve your time allocation given the issues outlined above?

## What are your goals?

**Short term:** List three specific professional goals for the upcoming year and how you will assess if the goal was accomplished (expected outcome).

1. Goal:

Expected outcome:

2. Goal:

Expected outcome:

3. Goal:

Expected outcome:

**Long term:** List your professional goals for the next 3-5 years.

1. Goal:

Expected outcome:

2. Goal:

Expected outcome:

3. Goal:

Expected outcome:

**Do these goals align with the Form 25 or other form of annual evaluation?**

If not, please discuss strategies to bring them into alignment.