

## Mentor Cheat Sheet

### Meeting your Mentee/Introductions

- Reach out to your mentee to schedule a time to meet to:
  - Learn about mentee goals and expectations of partnership
  - Discuss preferences for meetings, evaluating relationship effectiveness, etc. (see [mentorship agreement](#), which can serve as a conversation starter)

### Things to Consider for New Hires:

#### Is this their first time...?

*Every new hire has a different background. They may be coming straight from their graduate program or a job outside academia, or they may have 10+ years of experience as a professor at another university. When considering areas for guidance, ask yourself, “Is this their first time engaging in this activity?” If so, you may want to reach out and ask if they are aware of department and university-wide resources (see university resources [document](#)) and/or make sure they are familiar with department/university culture surrounding the topic. For example, if it is their first time teaching a specific course, how do they access the master syllabus in your department? Can you connect them to others who have taught the course recently (and may be willing to share materials)?*

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|--------------------------------|-----------------------------|---------------------------------|
| • Faculty meetings             | • P&T materials             | • Travel reimbursement          |
| • New courses                  | • Merit pay documents       | • Receiving student evaluations |
| • Choosing service commitments | • Office hours              | • Seeking external funding      |
| • Ordering textbooks           | • Setting up a research lab |                                 |
| • Mentoring graduate students  | • Living in Muncie          |                                 |

### Things to Consider for New Hires:

#### Unwritten rules of the department

*Every department has its own culture, and these unwritten rules can be hard to decipher without the help of a more senior faculty member. It may be helpful to let your mentor know about these unwritten rules proactively (e.g., letting them know if it is expected that new hires serve on a departmental committee their first year), or as constructive feedback after an event (e.g., if your mentee thought a meeting was optional, but typically everyone shows up to the meeting). Some example areas where departments may have “unwritten rules” include:*

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|--|--------------------------------------|
| • Meeting attendance   | • Expected number of thesis students |
| • Commencement   | • Expected departmental service      |
| • How to interact with staff; staff expectations of faculty                          | • Teleworking                        |
| • Course scheduling (e.g., is it appropriate to ask for a certain class and/or day?) | • Professional attire                |
|  | • Office hours                       |
|  | • Sick days                          |

### **End of the “Official” Mentoring Time**

*Many mentor programs have official start/end dates, but often the relationship continues after these dates. Near the end of your official date, set up a meeting with your mentee to discuss expectations about the future:*

- Do you plan to informally continue the relationship?
- If so, what does that look like (Monthly meetings? Or the individual is always free to stop by and ask questions?)

### **Being Supportive & Building Relationships**

- Be supportive but avoid playing the savior. Don’t be preachy or didactic. Think of yourself as a coach or cheerleader rather than guru or expert.
- Use “I” statements rather than laying out general precepts. “When I had this problem, this is what I did.”
- You do not have to know everything. More often than not you will simply point your mentee in the right direction.
- Set a calendar reminder for yourself to check in with your mentee in-between meetings.

### **What if the mentor-mentee pairing is not working?**

*Sometimes mentor and mentee pairings look good on paper, but ultimately end up not being an effective relationship – and that’s OK! The best thing to do is to reach out to the mentor coordinator to discuss (This is often the department chair for new hire mentorships. For the interdepartmental mentorship program, please contact Dr. Katie Lawson, [kmlawson4@bsu.edu](mailto:kmlawson4@bsu.edu)).*

### **Example Questions to Ask Your Mentee**

- What are you working on right now? What are your next steps? How can I help?
- How is your work-life balance?
- How can I advocate for you?
- Do you have enough time to devote to research?
- How are classes going? What has your experience been with our students so far, and how is this similar/different from past experiences or expectations?
- What service appointments did you get this year? How’s that going?
- Have you checked the internal calls from Aspire? (research funding)
- Is everyone treating you well? Have you encountered any problems?
- Is there anyone you’d like to meet on campus?
- Do you have a work friend?