

Mentoring Worksheet for Assistant Professors
Update 8/19/2021
Name:

The WKU English Department Mentoring Program for Assistant Professors document outlines the philosophy, guidelines, and procedures of the mentoring program and includes two detailed appendixes distinguishing between *formative* and *evaluative* observations and the different outcomes those observations yield. This *Mentoring Worksheet* will help assistant professors organize, track, and anticipate their mentoring observations over the course of the continuance period. You should also save relevant notes from your interactions to facilitate your professional growth and to provide support for your continuance folder.

Insert the names of your mentors in the columns to the left and record the dates of your observations in the colored boxes. Yellow boxes are for formative observations; blue boxes are for evaluative observations.

Mentoring Visits of Assistant Professor's Classes

	Year 1	Year 2	Year 3	Year 4	Year 5
Primary Mentor	Visit 1:				
	Visit 2:	Visit 1:	Visit 1:		
Sec. Mentor A		Visit 1:			
		Visit 2	Visit 1:		
Sec. Mentor B				Visit 1:	Visit 1:
				Visit 2:	

Visits of Mentee to Primary Mentors Classes

	Year 1	Year 2	Year 3	Year 4	Year 5
Primary Mentor					