

Office of Faculty Development Department of Pediatrics
Clinician Educator Faculty
Suggested Structure for Mentor Committee Meetings

Think in advance about what you want from the meeting (new opportunities, advice for promotion, assurance you are on track, etc.). Keep handouts to a minimum – e.g., a 1-page outline.

You set the agenda and lead the meeting. Here is a suggested outline. Adapt it to fit you.

- Welcome, thank you's
- Agenda and Purpose: Orient committee members (let them know what you will talk about and what you want from the meeting)
- Scholarly Activities. Example areas
 - Clinical projects
 - Quality improvement projects
 - Educational scholarship
 - Publications, posters, abstracts, workshops
 - Other areas of dissemination of scholarly activity
- Teaching (medical student, resident, fellow, faculty)
 - Didactics
 - Evaluations/feedback
 - Mentorship
 - Outcomes of mentees
 - Curriculum development
 - Evaluation of curriculum
 - Evidence of dissemination
- Leadership activities/opportunities/areas of interest
- Service
 - Regional/national society membership
 - Committee work
 - Administrative roles
 - Clinical service
- Awards/recognition
 - Teaching awards
 - Invited talks
- **Open discussion. Be sure to structure time for open discussion (15 mins or so). This will likely be the richest part of the meeting. Use this time to gather input that you can sort out and follow up with later.**
- Take notes, or ask someone to do this for you.
- Send thank you emails or notes to members afterwards, with a summary of your next steps.