

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

Think in advance about what you want from the meeting (research or other opportunities, advice for challenges you have, guidance for promotion, assurance you are on track, etc.). Unless your purpose requires it, keep handouts to a minimum. Discuss your meeting plans with your division director and/or primary mentor.

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 Activity
 - Overall research progress
 - Research direction/focus (decisions about which project(s) to focus on presently and in the future)
 - Grants (present/planned)
 - Manuscripts (present/planned)
- Leadership activities or opportunities
- Teaching (medical students, residents, fellows, faculty)
 - Didactics
 - Evaluations/feedback
 - Trainees/Mentees
 - Mentor role(s), impact
- Service
 - Journal reviewing/editorial board membership
 - Regional/national society membership
 - Committee work
 - Grant reviewing (local, national)
 - Administrative roles
 - Clinical service
- Awards/recognition
 - Invited talks
 - Moderating sessions at meetings
 - Honorary society membership (ASCI, APS, SPR, AAP, AAAS)
- **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.