* Use this page to describe your engagement in advising and mentoring, highlight specific evidence in the Advising and Mentoring Record (next page) and/or your curriculum vita. Also include on this page any other narrative or evidence of quality and impact that is not included in the Advising and Mentoring Record.

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|  | **Narrative/Description** | **Evidence**  **Bullet items in this column are suggestions, not an exclusive list of what you may present as evidence. Please highlight the italicized text and replace with your relevant evidence. Reference any relevant evidence already in CV, do not duplicate entries here.** |
| **Quantity**  (Roles and Activities) |  | * *Complete the Advising and Mentoring Record (required), include and reference it as an Appendix item. Provide an overall description of how much you are engaged in this area in the cell to the left. Reference or highlight any particularly significant features or involvement here, as necessary.* |
| **Quality**  (Effectiveness and Excellence) |  | * *Reference or highlight significant evidence of quality that may be presented in the Record (e.g., achievements and outcomes across advisees/mentees)* * *Other examples of evidence may include the frequency of peer referrals to you, awards for excellence in mentoring* * *Letters or other forms of communication that provides evidence of quality* |
| **Engagement**  (Collaboration; Scholarly Approach, Scholarship, Contributions/ Impact) |  | * *List activities and describe ways in which you have engaged with others about improving advising and mentoring (including faculty development workshops, presentations at meetings, program development)* * *Actions/Activities for innovation and improvement in advising and mentoring and connections to prior work, literature, and best practices* * *List of specific contributions and outcomes (significant results) resulting from actions targeting innovation and excellence in advising and mentoring* * *List or reference items in your CV for presentations, publications, and other scholarly activities pertaining specifically to advising and mentoring* |

**Advising and Mentoring Record**

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| Name: | Dept. | School: | Date |
| Page \_\_\_\_ of \_\_\_\_ |

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| **Advisee/Protégé[[1]](#footnote-1)** | **Level[[2]](#footnote-2)** | | | | | **Type[[3]](#footnote-3)** | | | | | **Purpose/Goals[[4]](#footnote-4)** | **Frequency & Duration[[5]](#footnote-5)** | **Process/Activities[[6]](#footnote-6)** | **Outcomes[[7]](#footnote-7)** | **Evidence[[8]](#footnote-8)** |
|  | **1** | **2** | **3** | **4** | **5** | **1** | **2** | **3** | **4** | **5** |  |  |  |  |  |
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\*Add rows as needed

1. In some situations, it may not be appropriate or in the best interest of the advisee/protégé to insert his/her name. In such cases, prove a brief description (e.g., 1st year medical student, PGY-2, Year 2 nurse anesthesia student, junior faculty) [↑](#footnote-ref-1)
2. Double-click the box to check the appropriate response using the following: 1= Undergraduate student (e.g., MD, Baccalaureate Nursing, Allied Health); 2=Graduate (e.g., Masters, Medical Resident); 3=Doctoral (e.g., PhD, DrPH); 4=Fellow or Post-Doc; 5=Faculty/Professional Colleague [↑](#footnote-ref-2)
3. Double-click the box to check the appropriate response using the following**:** 1=Assigned Academic Advisor, 2=Voluntary Advisor; 3=Assigned Mentor; 4=Voluntary Mentor; 5=Other [↑](#footnote-ref-3)
4. List the primary purpose(s) or goals of the relationship (abbreviated statements) [↑](#footnote-ref-4)
5. Duration**:** Enter start and end dates (e.g., 2007-2009 or 2008-present; Frequency: Describe typical frequency of contact (e.g., monthly face-to-face meetings, 1-2 hours each; periodic telephone and email communication) [↑](#footnote-ref-5)
6. **Process/Activities:** Describe activities used in the relationship and provide details, specific examples (e.g., introduced protégé to role models, provided advice and critique for project development and materials, edited paper) [↑](#footnote-ref-6)
7. List the results/impact of the relationship (e.g., goal attainment, problem resolved, award, presentation/paper acceptance, publication) [↑](#footnote-ref-7)
8. Include or describe evidence/documentation of the outcome(s)/impact achieved (e.g., quote from a thank you card, email message, or letter from the protégé, list/describe award, presentation, publication or reference entriy(ies) already included in your curriculum vita) [↑](#footnote-ref-8)