

The College of Education
Department of 4-H Youth Development Education
Mentoring Checklist

- _____ Become acquainted with your mentee and his/her immediate supervisor.
- _____ Help your mentee become acquainted with the OSU Extension Service and its faculty, the College of Education, Oregon State University and OSU Statewide.
- _____ Help your mentee become acquainted with Oregon as a state, if needed.
- _____ Help your mentee understand the teaching, scholarship and service aspects of SOARS, the Periodic Review Of Faculty (PROF- Annual Review) and the Promotion and Tenure process.
- _____ Help your mentee understand the role of professional associations at the state and national levels- both as an opportunity for (1) service (leadership, NOT just membership) and (2) communication and validation of scholarship through presentations and awards.
- _____ Encourage mentee to identify one or two needs in the county where the mentee can **make a difference**. They need to focus their efforts!
- _____ Encourage mentee to assess their interests, expertise and overall program and help them pursue appropriate activities which address county or multi-county issues leading to creative and/or scholarly products (i.e. articles, presentations, posters, curriculum, etc.).
- _____ Help identify appropriate training opportunities.
- _____ Give guidance to mentee on setting up VITA structure and keeping it updated.
- _____ Encourage mentee to keep their SOARs reporting up to date monthly for External Funding, Publications, Awards, Extension Contacts and Extension Volunteers.
- _____ Serve as a peer teaching reviewer. Send a **typed** copy of each Peer Evaluation of Teaching Through Presentation form to Virginia.
- _____ Provide guidance and serve as a reviewer for written materials. Presentation proposals, articles etc.
- _____ Be a sounding board and provide support for mentee.
- _____ Share concerns with Virginia and/or Roger, as appropriate, if additional support is needed for the mentee to be successful.

Third Year Review

- _____ Become acquainted with the process for the “Department of 4-H Youth Development Education Intensive Review of Third-Year Annual Tenure Faculty Guidelines.”

- _____ Review the University guidelines posted at http://oregonstate.edu/faculty_staff_handbook.html
- _____ Encourage mentee to set dates to meet the deadlines of the third-year review. Final materials are due in the 4-H Department office on April 1 of the Third Year review year.
- _____ Serve as Chair of the Third Year Review Committee. In January of the mentee's Third Year Review Year, consult with Virginia on committee structure and membership. Contact and invite members to serve. Set dates for the full committee meeting (without mentee) and the feedback meeting with mentee. Include Virginia in the date setting process. The full committee meeting should be scheduled on campus. Feedback meetings may be by Poly-com if appropriate.

Promotion and Tenure

- _____ Encourage mentee to set dates to meet the deadlines of the Promotion and Tenure process. Final materials are due in the 4-H Department office on August 1 of the Promotion and Tenure year.
- _____ Review the University guidelines posted at http://oregonstate.edu/faculty_staff_handbook.html