

UW Department of Pediatrics

Research or Non-Research Mentor Evaluation Instructions for Mandatory | Non-Mandatory Promotions

OBJECTIVE

To gain insight from your mentees of your sharing skills, guidance, support, and professionalism.

GENERAL

We find mentorship in all areas, not just in research. These departmental forms can be used by Research Faculty, Clinician-Scholars, Faculty-Scientists, Clinical Practice Faculty, and Academic Clinicians.

FACULTY CANDIDATE

Mentees eligible to complete the departmental Research or Non-Research Mentor Evaluation forms include doctoral students, post-doctoral graduate students*, residents, fellows, and junior faculty.

Evaluations from post-doctoral students listed in your CV **are required elements in your promotion dossier.*

Do not include evaluations from staff members (technicians and student helpers) if they are not moving forward in a research/medical pathway (e.g., going to graduate or medical school).

Identify the potential mentees and which evaluation form (Research Mentor or Non-Research Mentor) they should receive. *This is optional, especially for those who are not currently mentoring anyone.*

DIVISION ADMINISTRATIVE STAFF

1. Appropriately provide either the “Research Mentor Evaluation Form” or “Non-Research Mentor Evaluation Form” to the mentee for completion.
2. Include the submission due date and return email to *Division Administrative Staff* in your communication.
3. All mentor evaluations should be populated on the Teaching Activities Summary in **reverse** chronological order and combined with the teaching evaluations.

- Please see file “INSTRUCTIONS – Teaching Portfolio-Activities Sum M-NM” for additional details.

FACULTY AFFAIRS TEAM

The Faculty Affairs team will review and confirm inclusion of the mentee entry(ies) in the Teaching Portfolio.

Return of these evaluations to the Faculty Candidate will follow the instructions provided on the “INSTRUCTIONS – Teaching Portfolio-Activities Sum M-NM” document.