

# UW Department of Pediatrics

## Research or Non-Research Mentor Evaluation Instructions for Academic Clinician | 2<sup>nd</sup> Term Reappointment

### OBJECTIVE

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

### GENERAL

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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

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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 the 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

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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” for additional details.

## **FACULTY AFFAIRS TEAM**

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Once submitted, the Faculty Affairs Team will review and confirm inclusion of the mentee entry(ies) in the Teaching Portfolio.