**Assistant Professor Pre-Mentoring Committee Meeting Update**

For the best use of your Advising Committee’s time, please provide the following information to committee members at least **1 week** before your meeting. Please include information on everything that has changed since your last Advising Committee Meeting.

IMPACT: Please provide 1-2 paragraphs describing the long-term impact of your research.

Accomplishments: Please provide information regarding your progress/ accomplishments during the past 12 months in the following categories

Publications

Include accepted manuscripts and status of those in-progress.

Grants

Grants/ funding (include grants funded and/ or submitted since last meeting and designate as such. Also include applications for students/fellows in your laboratory).

Invited Presentations

Invited presentations (at Vanderbilt, other institutions and regional/national conferences).

Teaching

Please indicate any lectures or courses you are currently teaching in or directing.

Personnel

Please indicate all personnel you currently have working in your laboratory.

Service

Administrative activities and professional service, both within and outside of Vanderbilt.

Resources Utilized

Please check the boxes of any resources that you have used. It is not required that you do any of these – this list is merely meant to provide a comprehensive list of all resources currently available to you within and outside Vanderbilt.

* [Visited the Faculty Development Website](https://medschool.vanderbilt.edu/basic-sciences/faculty-development)
* [Attended VICTR Grant Studio](https://starbrite.vanderbilt.edu/research/studios.html)
* [Attended VICTR Manuscript Studio](https://starbrite.vanderbilt.edu/research/studios.html)
* [Attended EDGE for Scholars Grant Pacing Workshop](https://my.vanderbilt.edu/ctcareerdevelopment/grant-pacing-workshops/)
* [Attended EDGE Scholars Grant Review](https://my.vanderbilt.edu/ctcareerdevelopment/edge-reviews/)
* [Looked at the Tools for Grant Writing webpage](https://medschool.vanderbilt.edu/oor/tools-grant-writing)
* [Applied for Provost Research Studio](https://www.vanderbilt.edu/faculty-development-diversity/faculty-development/PRS.php)
* [Viewed examples of funded grants](https://my.vanderbilt.edu/ctcareerdevelopment/funded-grants-library/)
* [Attended Newman Society Workshop](https://my.vanderbilt.edu/ctcareerdevelopment/newman/)
* Developed a Career Timeline
* [Read “Giving and Getting Career Advice”](https://www.vanderbilt.edu/faculty-development-diversity/faculty-development/faculty-mentoring-resources.php)
* [Learned more about NIH grant review process](https://public.csr.nih.gov/aboutcsr/contactcsr/pages/contactorvisitcsrpages/nih-grant-review-process-youtube-videos.aspx)
* [Completed a “manuscript sprint”](https://edgeforscholars.org/recipe-for-hosting-a-manuscript-sprint/)
* Met with Alyssa Hasty
* [National Research Mentoring Network](https://nrmnet.net/)
* [Visited website of National Center for Faculty Development and Diversity](http://www.facultydiversity.org/)
* [Looked at Limited Submission Opportunities from VU](https://research.vanderbilt.edu/researchadministration/lso/)
* [Listened to a Development Webinar](https://www.vanderbilt.edu/faculty-development-diversity/faculty-development/events.php)

Planned Activities: Activities planned during the next 12 months. Please include a targeted date for completion. Please also include anticipated barriers and possible solutions, if applicable.

Publications:

Grants:

Invited Presentations:

Teaching:

Personnel:

Service:

Goals: Please list 2 short-term (1-2 years) and 2 long-term goals (3-5 years)

Short-Term

Long-Term

Advice Requested: Please list any specific areas where you would like advice/guidance. Please select from the list below or create your own.

* Assistance with reading drafts of grants or papers
* Feedback about progress
* Advice about teaching issues (too many or too few teaching opportunities)
* Recommendation on journal to target
* Should I join “X” committee
* What to do with a student/post-doc/RA that is not working out
* How to communicate with journal editor about my paper
* Information about the department
* Information about the Tenure and Promotion process
* Information about the university culture
* Help with fostering connections and visibility
* Information about resources within and outside Vanderbilt
* How to get involved in professional societies
* Information about core laboratories
* Information about attracting students
* Information about recruiting postdoctoral fellows
* Help with networking
* Help identifying sources of funding
* Help with getting outside invitations to present work
* When to say “yes”
* When to say “no”

Committee Evaluation for Department Chair

(to be completed after advising meeting):

Committee Chairperson Name, Signature and Date:

Received and agreed to by faculty member: Name, Signature, Date: