

## 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.

- |   |   |
|---|---|
| <input type="checkbox"/> <a href="#">Visited the Faculty Development Website</a>          | <input type="checkbox"/> <a href="#">Read “Giving and Getting Career Advice”</a>                                  |
| <input type="checkbox"/> <a href="#">Attended VICTR Grant Studio</a>                      | <input type="checkbox"/> <a href="#">Learned more about NIH grant review process</a>                              |
| <input type="checkbox"/> <a href="#">Attended VICTR Manuscript Studio</a>                 | <input type="checkbox"/> <a href="#">Completed a “manuscript sprint”</a>  |
| <input type="checkbox"/> <a href="#">Attended EDGE for Scholars Grant Pacing Workshop</a> | <input type="checkbox"/> <a href="#">Met with Alyssa Hasty</a>  |
| <input type="checkbox"/> <a href="#">Attended EDGE Scholars Grant Review</a>              | <input type="checkbox"/> <a href="#">National Research Mentoring Network</a>                                      |
| <input type="checkbox"/> <a href="#">Looked at the Tools for Grant Writing webpage</a>    | <input type="checkbox"/> <a href="#">Visited website of National Center for Faculty Development and Diversity</a> |
| <input type="checkbox"/> <a href="#">Applied for Provost Research Studio</a>              | <input type="checkbox"/> <a href="#">Looked at Limited Submission Opportunities from VU</a>                       |
| <input type="checkbox"/> <a href="#">Viewed examples of funded grants</a>                 | <input type="checkbox"/> <a href="#">Listened to a Development Webinar</a>  |
| <input type="checkbox"/> <a href="#">Attended Newman Society Workshop</a>                 |   |
| <input type="checkbox"/> <a href="#">Developed a Career Timeline</a>                      |   |

**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

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Long-Term

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**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: