



Instructions. Look over items in the list below to identify materials you might collect, or descriptions of work you might wish to write for your portfolio. The list is not exhaustive, but is meant to prompt your memory for knowledge, skills, and experiences you bring to the role of mentoring. Be sure to consider all of your experiences when conceptualizing your mentoring portfolio.

		Collect	Write
1. General			
	introductory information		
	institution		
2. Mentoring philosophy			
	reflective statement		
3. Mentoring roles and responsibilities			
	initiatives		
	policies		
	projects		
	descriptions of growth and evolution as a mentor (past, present, future)		
	short-term and long-term mentoring goals		
	annual review of own goals and performance with plans for the future		
4. Mentoring innovations and leadership			
	your mentoring innovations		
	leadership at the individual, institutional, or nation level		
	narrative about innovations		
	reflections, evaluations of innovations		
	planned next steps		
5. Networking/collaboration			
	departments with whom you have collaborated		
	joint projects with other services on campus		
	joint initiatives with other academic institutions or higher education organizations		

		Collect	Write
6. Contributions to the field			
	member of action group(s) or subcommittees (role & title)		
	mentor to other faculty		
	scholarship		
	knowledge dissemination		
	presentations		
7. Mentoring and Teaching Experience			
	list of courses taught or teaching		
	teaching experience and how it has shaped your mentoring		
8. Evidence of effectiveness and impact			
	measures of impact resulting in change at the individual, institutional, and/or national level		
	formative and summative feedback and evaluations related to the effectiveness and impact of your mentoring practice		
9. Feedback, data summaries, appendices			
	mentor review/assessment		
	list of honors, awards, or nominations		
	quantitative and/or qualitative data related to effectiveness and impact		
	workshop evaluations		
	long-term impact studies		
	case studies		
10. Other			