

Documenting Faculty Mentorship Program (FMP) mentoring for the personnel review process

[updated April 5, 2022 by the Committee on Career Advising]

You work hard as a mentor, and we recommend that you include information about your service in two places in your merit review materials: in your biobibliography and in your personal statement.

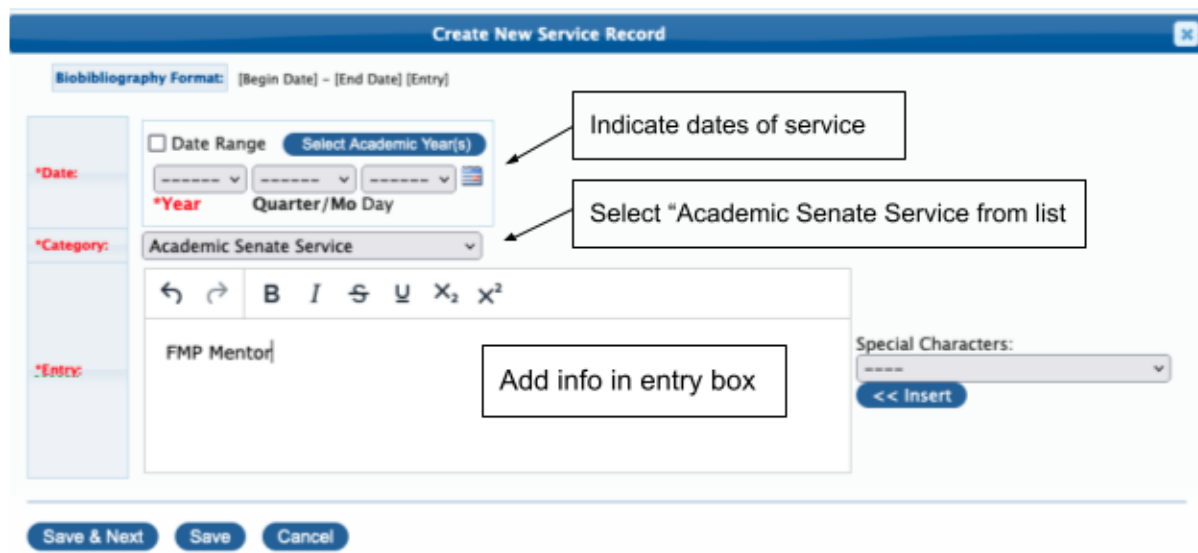
In your biobibliography, click on the “University Service” tab. On that page create an entry with the following information (see image for additional guidance):

- **Date:** Select the dates of your service as a mentor
- **Category:** Academic Senate Service
- **Entry:** FMP Mentor

In your personal statement, include a brief summary of the work you completed. For example, you could note the number of mentees you worked with, as well as the times and tasks undertaken. Some people prefer to add this information to the biobibliography in the entry box, which offers an alternative to calling out your mentoring service in the personal statement.



Select “university service” on the DivData menu.

A screenshot of the 'Create New Service Record' form. The form has three main sections: *Date, *Category, and *Entry. The *Date section has a 'Date Range' checkbox and a 'Select Academic Year(s)' button. The *Category section has a dropdown menu with 'Academic Senate Service' selected. The *Entry section has a text box with 'FMP Mentor' and a rich text editor toolbar. Annotations with arrows point to the 'Date Range' section, the 'Academic Senate Service' dropdown, and the 'FMP Mentor' text box. At the bottom, there are 'Save & Next', 'Save', and 'Cancel' buttons.

Note the dates of service, select “Academic Senate Service,” and provide “FMP Mentor” in the entry box.