

## Graduate Student Mentoring Checklist (for Faculty Mentors)

This checklist is designed to support University of Pittsburgh faculty members in effectively mentoring PhD students. It incorporates best practices and responsibilities outlined in the University of Pittsburgh's Elements of Good Academic Advising and the Final Report from the UCGS Subcommittee on Graduate Mentoring and Advising.

### Before Enrollment

- ☐ Provide accurate, up-to-date information about the program, faculty research interests, and degree requirements.
- ☐ Share data on average time to degree, financial aid availability, and employment outcomes.
- ☐ Ensure prospective students understand [program](#) expectations and opportunities.

### Onboarding New Students

- ☐ Provide clear maps of degree requirements and timelines.
- ☐ Introduce students to program policies and available resources.
- ☐ Discuss initial career goals and expectations for the mentoring relationship.

### Advising Continuing Students

- ☐ Conduct regular (at least annual) evaluations of student progress.
- ☐ Support timely completion of degree milestones.
- ☐ Assist with grant writing, research integrity, and skill development.
- ☐ Encourage participation in professional meetings and teaching development.
- ☐ Provide career guidance and help students plan for employment.

*(continues)*

## Thesis/Dissertation Advising

- ☐ Ensure timely initiation of research projects.
- ☐ Hold regular meetings and provide timely feedback on written work.
- ☐ Clarify co-authorship and publication practices.
- ☐ Conduct annual dissertation committee meetings to assess progress.

## Graduation and Career Preparation

- ☐ Assist with job search preparation, including CVs, teaching portfolios, and interviews.
- ☐ Write letters of recommendation and promote networking opportunities.
- ☐ Support students in identifying postdoctoral or industry opportunities.

## Mentoring Best Practices

- ☐ Build authentic, respectful relationships with mentees.
- ☐ Be available and responsive to communications.
- ☐ Support work-life balance and be sensitive to diverse backgrounds.
- ☐ Encourage development of independent research and critical thinking.
- ☐ Promote professional development and advocate for mentees.

## Problem Resolution and Support

- ☐ Be proactive in addressing challenges.
- ☐ Refer students to appropriate contacts (e.g., [ombuds](#), program chairs) when issues arise.
- ☐ Support transitions if a change in mentor is necessary.
- ☐ Familiarize yourself with grievance procedures and support services.