



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO
Paul L. Foster School of Medicine

QUARTERLY MENTORING PROGRESS REPORT

Faculty Development

DATE _____

Faculty Mentee: _____ Faculty Mentor: _____

Mentor and Mentee are asked to complete the progress report during their meeting.

Progress on GOAL #1 (Presentation at a national/regional meeting)

- Title: _____
- Specific objectives: _____

- Roles: _____

Please provide information pertained to your role in the preparation of the project and specific objectives to be achieved within the next few months. Please indicate the current stage of your project according to the suggested scale. To help you and us in monitoring the progress of your project, you have the option to provide the anticipated dates of your future project stages.

Project Stage

Project initiation (10%)	Date: _____
First draft completed (20%)	Date: _____
Second draft completed (40%)	Date: _____
Final draft completed (60%)	Date: _____
Project submitted (80%)	Date: _____
Project accepted (100%)	Date: _____

Progress on GOAL #2 (Publication in peer-reviewed journal)

- Title: _____
- Specific objectives: _____

- Roles: _____

Please provide information pertained to your role in the preparation of the project and specific objectives to be achieved within the next few months. Please indicate the current stage of your project according to the suggested scale. To help you and us in monitoring the progress of your project, you have the option to provide the anticipated dates of your future project stages.

Project Stage

Project initiation (10%)	Date: _____
First draft completed (20%)	Date: _____
Second draft completed (40%)	Date: _____
Final draft completed (60%)	Date: _____
Project submitted (80%)	Date: _____
Project accepted (100%)	Date: _____

Progress on GOAL #3 (Level 2 or higher scholarly activity/educational or research project)

- Title: _____
- Type of the project: Educational: _____ Research _____ Other _____
- Specific objectives: _____

- Roles: _____

Please provide information pertained to your role in the preparation of the project and specific objectives to be achieved within the next few months. Please indicate the current stage of your project according to the suggested scale. To help you and us in monitoring the progress of your project, you have the option to provide the anticipated dates of your future project stages.

Project Stage

Project initiation (10%)	Date: _____
First draft completed (20%)	Date: _____
Second draft completed (40%)	Date: _____
Final draft completed (60%)	Date: _____

Project submitted (80%)

Date: _____

Project accepted (100%)

Date: _____

Progress on other GOALS:

Comments:

Mentee's Name: _____

Mentee's Signature: _____ Date: _____

Mentor's Name: _____

Mentor's Signature: _____ Date: _____

***This form should be completed by mentor and mentee and forwarded to Connie Rosales,
Office of Faculty Development; connie.rosales@ttuhsc.edu***