**FACULTY PRIMARY MENTOR MEETING FORM**

Primary Mentee: Date of Meeting:

Primary Mentor:

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| What is going well? |
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| Where do you need to improve? |
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| Are you on track for promotion? |
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| If not, what do you need to do to get on track for promotion? |
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| Notes from primary mentor: |
|  |

Date:

Primary Mentor’s signature