

This is a suggested list of items for discussion, covering key areas of evaluation and wellbeing. It should be adapted for each individual pairing and there may be relevant items not on this list. The list is adapted from the documentation “Mentoring Moments” of the Radiology Faculty Mentoring Scheme of the University of California, San Francisco (<https://radiology.ucsf.edu/academic-affairs/mentoring>, accessed 8/8/2025).

We also encourage potential mentors to consider the free online training at <https://www.open.edu/openlearn/money-business/exploring-career-mentoring-and-coaching/content-section-overview?active-tab=description-tab> [accessed 8/8/2025].

1. Research:

How is the mentee progressing?

Are publications, grant applications, abstracts, conferences moving forward?

Do they have sufficient research opportunities?

Do they have knowledge of, and access to, research support?

Do they perceive any barriers to what they want to achieve?

Do they receive appropriate credit for the work they do?

2. Teaching:

Are they lecturing, and if so, in HE/a relevant area?

Do they need help with lecturing or preparation skills? (Where can they get this help?)

Do they need further training or resources to help to develop and enhance their teaching?

3. Professional Competence:

Are they developing a network of collaborators and professional friends/colleagues?

How do they feel about their workload and the balance between different aspects?

Are they struggling with their workload?

Do they have appropriate support at work and do they know how to access it?

Are they aware of opportunities through which they can expand their network?

4. Admin:

Are they on any relevant committees/societies?

Do they review books/articles for journals or similar?

Are they doing too many of these activities?

5. Wellbeing:

How do they feel they are handling their work-life balance?

Do they feel in control of their career development?

Do they have other support in their musicological work?

Are there aspects of their life their mentor should be aware of?