**Teaching & Learning Professionals Pathway Mentorship Toolkit**

The EDUCAUSE Teaching & Learning Pathway Mentorship Toolkit provides a conversation and coaching structure for mentors and supervisors to aid those in their professional care to design a career pathway. It is a learning action plan designed to spark conversation between mentors and mentees to improve immediate performance and foster readiness for long-term professional goals.

| **The Next Destination** |
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| **5 Year Vision***Explore the pathway to research paths together. Identify the current level of the mentee and the subsequent two levels along their pathway. Describe the key characteristics of their aspirational work. In addition to work characteristics, consider their lifestyle factors such as financial standing, life balance, family needs, material needs, etc.* |
| **Potential Job Titles***Use the* ***Sample Positions*** *tab of the pathway levels to locate potential job titles and descriptions that might move them along their pathways. Note the title, descriptions, and high-level skills of a few positions of interest.* |
| **The Path** |
| *Between now and the mentee’s five-year path, there are skills to gain and jobs on the path. Use this space to consider possible courses forward. The mentor can offer experience and perspective on how others have built their own pathways. This path is not prescriptive, but it can provide ideas of where to go next.*Potential next job:Why this job is the next step:Additional education or certifications needed for this job:Important skills and experiences for this job:Potential next job:Why this job is the next step:Additional education or certifications needed for this job:Important skills and experiences for this job:Potential next job:Why this job is the next step:Additional education or certifications needed for this job:Important skills and experiences for this job:Potential next job:Why this job is the next step:Additional education or certifications needed for this job:Important skills and experiences for this job:Potential next job:Why this job is the next step:Additional education or certifications needed for this job:Important skills and experiences for this job: |

| **The Skills** |
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| *Determine the essential skills the mentee needs to progress to one or more of the positions identified above, perhaps found in a few of the job descriptions. Hold a conversation to determine their current level of mastery with each skill: developing, performing, or mastered. The mentee should provide a rationale as to why each skill is rated as it is. Finally, work together to rank the skills by order of importance for moving along the pathway with the most needed skills ranked highest.* |
| **Skill** | **Mastery rating (highlight one)** | **The rationale for the rating** | **Skills Ranking of importance** |
|  | DevelopingPerformingMastered |  |  |
|  | DevelopingPerformingMastered |  |  |
|  | DevelopingPerformingMastered |  |  |
|  | DevelopingPerformingMastered |  |  |
|  | DevelopingPerformingMastered |  |  |
|  | DevelopingPerformingMastered |  |  |
|  | DevelopingPerformingMastered |  |  |
|  | DevelopingPerformingMastered |  |  |

| **Activities to Take Action** |
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| *Review the relevant level(s) of the* ***Take Action*** *section of the pathway to identify possible activities that align with the mentee’s priorities, skills, and development needs. The mentor or supervisor should provide perspective as they define success, identify stakeholder support and potential obstacles, and set target completion dates.* |
| Activity and Rationale: | Skills Covered: | Potential Barriers: | Target Completion Date and Outcomes: |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |