

Sponsorship Self-Evaluation Checklist

This checklist is an opportunity to reflect on your sponsorship efforts as a leader. It is a starting point, and you may not need to have all the below mechanisms in place to be successful.

- 1) I have read the [Sponsorship Tip Sheet](#)
- 2) I have shared the [Sponsorship Tip Sheet](#) with my faculty, including WHY sponsorship is important, and what the department/section is doing to support sponsorship, at least twice/year
- 3) I have shared the [Sponsorship Tip Sheet](#) with new faculty, to demonstrate our department/section commitment to sponsorship
- 4) I have integrated sponsorship questions (examples below) into my annual review, and the reviews of my direct reports
 - Describe some of the sponsorship activities you have done this year
 - Have you been sponsored in the last year?
 - What kinds of sponsorship would you be interested in?
 - Would you like to be sponsored?
 - What kinds of things would you want to be sponsored to do?
- 5) I have shared sponsorship opportunities in department/section newsletters, announcements, etc.
- 6) I have highlighted recent successful sponsorship activities in the form of “shout outs” in department/section announcements, newsletters, etc.
- 7) I have a process for quantifying sponsorship activities