

SRJC MENTOR/MENTEE GUIDELINES AND EXPECTATIONS

The goal of mentoring is to guide a faculty member to ensure their success at SRJC. The mentor allows a new faculty to bring questions, concerns, or problems to someone who listens, supports, informs, and sympathizes without judgment, criticism, advice, or comparison.

Mentors: *Tips for being an effective mentor*

- **Listen more than you talk; be an active listener**
- Be proactive, follow timelines, inform mentees what they should be doing
- Be flexible and assessable
- Be good listener
- Create a timeline for the first semester, share what is important to know, and be clear
- Find answers for questions mentees might have
- Explain policies
- Have a routine, but don't mandate it
- Discuss the culture of the department and the college
- Explain communication protocols
- Invite mentees to join groups
- Be kind, compassionate; love all, serve all
- Encourage cultural competency and professional development trainings
- Be a friend, guide, colleague, coach, supporter
- Be organized
- Have a sense of humor
- Show dedication to the betterment of the college
- Be goal oriented
- Stay focused and open minded
- Don't evaluate, rescue, or criticize
- Be non-judgmental, don't pass along negatives about the college or its employees
- Care about the mentee genuinely and invest in their success
- Help mentees identify their strengths
- Be open and caring, accepting new or different ideas, valuing their background, experiences and training, personal and professional.
- Elicit a mentor's help in developing other informal supportive relationships.
- Avoid a deficiency mindset that's not supportive of what this new faculty person offers.
- Respect the privacy/confidentiality of your mentor

Mentees: *Tips for being an effective mentee:*

- Be proactive in seeking advice
- Provide timely updates to mentors on all facets of teaching and service
- Schedule time to develop an effective, professional relationship with the mentor et al. colleagues
- Contribute to the exchange of ideas with the mentor and other colleagues
- Make wise use of opportunities presented by others to engage in refining teaching skills and performing service that is viewed as valuable
- Respect the privacy/confidentiality of your mentor
- Ask for what you need
- Jot down questions throughout the month leading up to the meeting to ask your mentor

Mentorship Activities to Consider:

- For zoom meetings, find a time that is not distracting for both
- Keep the climate informal
- Review policies or procedures as they arise or have questions about
- If meeting in person, consider a walk or mutually agreeable activity
- Introduce the mentee to other faculty and staff on campus
- Sit with them at a meeting, such as Academic Senate or AFA
- Consider some group meetings with other mentors and mentees
- Review the academic calendar periodically for important dates
- Discuss syllabi formats and expected items to be included
- Demonstrate how and where to access information on the SRJC website, including the policy manual.
- Explain how you measure your SLO's for your department/class
- Share how you advise students
- Share best teaching practices through stories
- Explore time management techniques and the rhythm of SRJC
- Encourage appreciative observation(s) in your class or the class of a colleague
- Avoid a deficiency mindset that's not supportive of what this new faculty person offers
Find out what your mentee is good at, passionate about, and working on.
- Address stated needs as best you can. Offer more only when it's appropriate

- Be open and honest about your personal styles and discuss work and learning styles and personality types

Note to both the Mentor and Mentee:

- *Evaluate the mentor/mentee relationship:* Be honest about any minor concerns regarding the mentoring relationship. If things are just not working, face facts and follow a “no fault” separation policy if the mentoring year is not over. Talk about it with your faculty coordinators who can help you find another mentor or mentee.

Adapted from:

- *Faculty mentorship Guidelines*, College Of Education, Missouri State
<https://education.missouristate.edu/faculty-mentorship-guidelines.htm>
- *A Guide to Mentoring Faculty*, by Cicily Tubb-Warbington
<https://uca.edu/cte/files/2011/06/Mentoring-Final-Draft-5.14.pdf>
- *A Checklist for the Development of Faculty Mentorship Programs*
Anandi V. Law, et. Al., American Journal of Pharmaceutical Education June 2014
<https://www.ajpe.org/content/78/5/98.full>

compiled 8/2020