

Structured Mentoring Program Outline

1. Definition and Goal of the Mentoring Program

- A. Definition: Intentionally paired, one-on-one, mutual, voluntary, committed relationship between a junior and senior person
- B. Goal: To promote personal and professional development beyond any particular curricular or institutional goals

2. Expectations of the Mentor and Mentee

A. Mentor

- 1. Be willing to provide time, experience, and advice to a junior colleague for 1 calendar year
- 2. Establish the mentee's reason for seeking a mentor
- 3. Identify what the mentee hopes to gain from the relationship
- 4. Establish goals of the mentor/mentee relationship
- 5. Coordinate regular meetings via phone, video conferencing, in person (e.g., if local or if attending the same conference)
- 6. Provide honest and constructive feedback to foster personal and professional development

A. Mentor

- 1. Be willing to commit to the mentor/mentee relationship for 1 calendar year by providing time and sharing goals
- 2. Determine the reason(s) for seeking a mentor
- 3. Contact the mentor within 2-weeks of being notified of pairing; be prepared to schedule follow-up meetings via phone, video conferencing, or in person (e.g., if local or attending the same conference)
- 4. Identify additional opportunities for professional development, career direction

3. Sample Program Timeline

December	Update mentor and mentee application forms, as needed
January	Launch mentor and mentee applications
February	Match mentors and mentees, share the pairings, and include resources on mentoring and the importance of the relationship
April	Develop a satisfaction survey to obtain participant feedback
June	Contact mentors and mentees individually to assess progress and identify any challenges
August	Administer satisfaction survey to all participants
September	Analyze survey results and incorporate feedback for the next round of the program