

# Faculty Mentoring Program

## GUIDELINES FOR MENTORS

- Take the initiative in the relationship. Invite your mentee to meet with you, suggest topics to discuss, ask if you can offer advice.
- Raise questions such as “Where are you going?” and “What are you doing next?” Or, ask “What are you spending your time on?” and “Are you writing manuscripts/proposals?”
- Listening attentively is a big part of effective mentoring. Avoid distractions such as phones and knocks at the door when meeting with your mentee.
- Make observations or suggestions, and offer advice tentatively.
- Avoid making judgments or issuing evaluative statements.
- Be explicit that you are only offering suggestions that should be weighed along with advice and ideas received from other coaches or mentors.
- Respect the privacy and time commitments of your mentee.
- Maintain the strictest confidence about anything that your mentee says to you.
- Introduce and expose your mentee within your own professional circle and to circles outside the university community as relevant.
- In public conversations in which your mentee’s name surfaces, make only positive or neutral comments about your mentee.
- Don’t be afraid to end the relationship if either you or your mentee are unable to keep the terms of the contract. Remember, the “no fault” separation policy.
- Review your mentoring relationship agreement on an annual basis. Most mentoring relationships end naturally when the relationship is no longer beneficial for both parties.

