

### **Academy Mentoring Program Expectations of Mentors and Mentees**

We hope that both mentees and mentors in the Academy Mentoring Program have a positive experience. The guidelines below are intended facilitate such an experience. These are just guidelines, and mentors and mentees can agree on the parameters of their mentoring relationship.

#### **Expectations of Mentors:**

1. Provide **mentoring for a period of one academic year**. You may continue beyond that timeframe if both you and your mentee wish to do so.
2. **Make the first contact within 2 weeks** after being notified of the match.
3. **Meet monthly** (or more) unless your mentee prefers to meet less frequently.
4. **Videoconference meetings are preferred**, but mentor/mentee pairs may elect to communicate via phone, email, and other means.
5. If possible, schedule an in-person **meeting at a national conference** (e.g., CSWE APM, SSWR, GSA, APPAM, etc.).
6. **Set specific goals** with your mentee for the 1-year period; help mentee define tasks and deadlines to meet the goals. Because mentees can have differing needs/priorities, we provide the following as illustrations rather than as expectations. Examples of goals (and are:
  1. submitting one or more manuscript for publication  
sample tasks: draft intro section, complete data analysis
  2. writing a grant proposal  
sample tasks: draft letter of intent, draft aims, develop budget
  3. contacting colleagues to advance research plans  
sample tasks: send email query to senior colleague, set up coffee at conference
  4. setting priorities for promotion and tenure  
sample tasks: develop publishing plan, discuss plan with senior faculty member
  5. plan for work/life balance  
sample tasks: establish weekly times for writing and activities with family
7. Provide a **timely review of your mentee's accomplishments** toward meeting the goals.
8. **Inform the mentoring coordinators of any problems** as soon as possible if the relationship is not working well or is discontinued for any reason. Not every match works well, and coordinators make changes as they understand the issues.

9. **Complete a brief survey mid-year and end-of-year** to help the Academy evaluate the effectiveness of the mentoring program and make any needed improvements

### **Expectations of Mentees:**

1. You will receive **mentoring for a period of one academic year**. You and your mentor may continue beyond that timeframe if both of you wish to do so.
2. **Contact your mentor directly within 3 weeks** after receiving your mentoring match if you have not yet heard from them.
3. **Inform your Dean/Director/Chair** of the mentoring arrangement as soon as possible to ensure coordination with any mentoring from senior faculty at your own institution.
4. Plan for **monthly meetings** unless you or your mentor prefer a different timeframe to meet your needs.
5. Plan for **videoconference meetings** unless you and your mentor prefer to communicate in other ways (phone, email, text, etc.). Inform your mentor in advance if you are unable to participate in any meetings.
6. If possible, be available for an in-person **meeting at a national conference** (e.g., CSWE APM, SSWR, GSA, APPAM) if your mentor is able to do so.
7. **Set specific goals** with your 1-year mentoring period and work with your mentor to define your tasks and deadlines to meet your goals. Examples of goals (and tasks) are:
  1. submitting one or more manuscript for publication  
sample tasks: draft intro section, complete data analysis
  2. writing a grant proposal  
sample tasks: draft letter of intent, draft aims, develop budget
  3. contacting colleagues to advance research plans  
sample tasks: send email query to senior colleague, set up coffee at conference
  4. setting priorities for promotion and tenure  
sample tasks: develop publishing plan, discuss plan with senior faculty member
  5. plan for work/life balance  
sample tasks: establish weekly times for writing and activities with family
8. **Come prepared to the meetings**. Submit written products/summary of accomplishments to your mentor at least 3 days prior to a meeting about your goals.
9. Provide your mentor with **helpful timeframes** for reviewing your accomplishments toward meeting your goals.

10. **Inform the mentoring coordinators** of any problems as soon as possible if the relationship is not working well or is discontinued for any reason. Not every match works well, and coordinators may be able make changes of they are informed about the issues.
11. Complete a **brief online survey mid-year and end of year** to help the Academy evaluate the effectiveness of the mentoring program and make any needed improvements. Your participation in these surveys is also an important way to let the coordinators know if the mentoring relationship is not going well. These responses are anonymous so you would need to provide your identity if you would like the coordinators to contact you.

We have learned the communication with mentors and mentees and with the program coordinators is central to the success of the mentor/mentee relationship. Please contact us if you have any issues. [AASWSWMentoring@exchange.asu.edu](mailto:AASWSWMentoring@exchange.asu.edu)