

## *ARNOVA Early Career Mentoring Program*

### **Expectations for Mentors and Mentees**

The purpose of this document is to establish some basic expectations for both mentors and mentees participating in the Early Career Mentoring Program. Please review the points below prior to and during participation in the program.

#### **Expectations for Mentees**

- **Create genuine and sustained engagement with your mentor.** You should interact with your mentor at least 3–4 times per year. These interactions, whether in person, via email or phone, or by video conference, should be a primary focus rather than a secondary consideration.
- **Be clear about your questions or needs.** Communicate clearly with your mentor about questions, types of advice you need, and preferred methods of interaction (phone, video conference, email).
- **Initiate contact with your mentor to schedule meetings.** It is the responsibility of the mentee to proactively contact the mentor to schedule interactions, whether in-person or virtual. Be sure to approach scheduling in a manner that demonstrates both mutual respect and flexibility.
- **Commit to working with your mentor for one full calendar year.** The program lasts for one full calendar year, though mentors and mentees are encouraged to continue communicating past the conclusion of the program if so desired by both.

#### **Expectations for Mentors**

- **Create genuine and sustained engagement with mentee.** You should interact with your mentee at least 3–4 times per year. These interactions, whether in person, via email or phone, or by video conference, should be a primary focus rather than a secondary consideration.
- **Be clear about the extent of mentoring.** This program supplements, not replaces, formal mentoring at the mentee's place of employment, and mentor/mentee pairs should communicate about expectations, the extent of interactions, and preferred methods of interaction (phone, video conference, email) early and frequently.
- **Provide tailored advice to mentees.** Advice or guidance on career progression, research and teaching interests, discipline, and location will vary from person-to-person, and specific advice based on these differences will be more helpful.
- **Share your experiences.** Mentors have been chosen for their specific characteristics, including breadth and depth of experience. Mentees may benefit from hearing about pertinent details of those experiences.
- **Be aware of any important contextual issues.** While specific advice and feedback will be most helpful, mentors should also bear in mind that mentee institutions may have different rules, norms, and expectations, and identifying those will be important in offering tailored advice.
- **Be responsive to your mentee in scheduling meetings.** It is the responsibility of the mentee to proactively contact the mentor to schedule interactions, whether in-person or

virtual. Be sure to approach scheduling in a manner that demonstrates both mutual respect and flexibility.

- **Commit to mentoring for one full calendar year.** The Early Career Mentoring Program lasts for one full calendar year, though mentors and mentees are encouraged to continue communicating past the conclusion of the program if so desired by both.