Mentoring: Roles and Responsibilities

Both mentors and mentees are responsible for establishing a relationship built on trust and confidence and interacting with each other in a collegial manner. Both are to remember that the intent of the mentoring program is to provide information and services to the new faculty member that will enhance student learning and thus promote the mission of Tidewater Community College.

**Mentors** are responsible for the following:

1. Making initial contact with the mentee within one month of the beginning of fall classes to develop mutually agreed upon goals and staying in touch with the mentee throughout the academic year (the best method of communication to be determined jointly by mentor and mentee).
2. Providing appropriate guidance to the mentee’s questions, needs, or concerns, and developing measurable goals for the mentee.
3. Maintaining the confidentiality of all shared information.
4. Committing the necessary time to the relationship and being available at the mutually agreed upon times.
5. Sharing knowledge and experience with the mentee in a way that benefits the mentee in her/his career at TCC.
6. Completing an evaluation form at the end of the academic year about the mentorship program and submitting it to the Office of Academic Services.

**Mentees** are responsible for the following:

1. Committing the necessary time to the relationship and being available at the mutually agreed upon times.
2. Exchanging ideas and experiences with the mentor in a collegial manner and developing measurable goals for the academic year.
3. Taking advantage of the experiences and opportunities provided by the mentor.
4. Maintaining the confidentiality of all shared information.
5. Keeping the mentor informed about any problems, concerns, or progress made during the academic year.
6. Completing an evaluation form about the mentorship program and submitting it to the Office of Academic Services.