Tips for Instituting a Mentoring Program

From the programmatic perspective:
- Train mentors and protégés, discuss needs, clarify expectations, and reevaluate
- Provide overall structure (frequency of meetings, reminders, tools for cyber-mentoring)
- Teach the three career competencies:
  1) Knowing why - understand the values, beliefs, motivations, etc. of protégé, mentors, the department and institution
  2) Knowing how - develop skills and expertise for career enhancement
  3) Knowing whom - develop a network of people in and outside of the institution (de Janasz et al. 2003, McCormack & West 2006)

From the perspective of the protégé:
- Respect the time, advice and investment of mentors (de Janasz et al. 2003)
- Be an active participant and bring your unique talents to the interaction (de Janasz et al. 2003, Wasburn 2007)
- Have different mentors for all stages of your career and needs
- Realize that relationships with mentors change over time
- Understand your strengths and weaknesses

From the perspective of the mentor:
- Provide open, supportive, and confidential atmosphere for discussion and collaborations
- Be an advocate for protégés in the department, college and university
- Understand your strengths and weaknesses
- Keep mentoring relationships and discussions positive
- Provide networking opportunities for protégés
From the perspective of the institution:
• Support mentoring by providing resources and an open, supportive environment

• Provide training for mentoring programs and clarify expectations (Allen et al. 2006)

• Expect good mentoring and include mentoring in annual faculty evaluations (Kanuka & Marini 2004)

• Reward good mentoring (Kanuka & Marini 2004)

Best practices from mentoring mosaics
• Clarify goals and needs of protégés

• Provide quality training on communication skills (e.g. active listening) and technologies being used (Single and Single 2005, Allen et al. 2006)

• Stress benefits of group and peer mentoring as compared to one-to-one mentoring


Mentoring Resources

Iowa State External Mentoring Program
http://www.advance.iastate.edu/scholarprogram/scholarprogram.shtml

Kansas State Career MAPS:
http://advance.ksu.edu/projects/32/career-milestones-for-academic-personal-success

University of Montana Mentoring Forms
http://pace.dbs.umt.edu/Mentoring/MentorForms.htm

University of Rhode Island Mentoring Tutorial
http://www.uri.edu/advance/MentorTutorial/mentoring_introduction.html

Virginia Commonwealth University—Faculty Mentoring Guide
http://www.medschool.vcu.edu/facultyaffairs/career_dev/facultymentoringguide/index.html
University of Washington—Guide to Mentoring New Faculty
http://faculty.washington.edu/olmstd/research/Mentoring.html

University of Wisconsin Faculty Mentoring Resources
http://www.uwosh.edu/mentoring/faculty/