
MENTOR ROLES AND RESPONSIBILITIES

Mentors can take various roles during the mentoring relationship depending on the nature of the mentees needs and experiences. Mentors participating in the New Faculty Mentoring Program are required to:

- take the initiative for contacting their mentees and staying in touch with them
- devote time to the relationship and be available when requested
- assist new faculty with their various questions, needs, or concerns
- share their knowledge and experience to benefit their new faculty
- follow up on their progress
- maintain confidentiality of the information shared by their mentee

Mentors are also expected to:

- complete the [New Faculty Mentoring Program Goals Form](#) during a face-to-face meeting (in person, virtual, etc.)
- schedule at least one face-to-face meeting per semester
- be available on an as-needed basis, based on the specific goals and needs defined on the Goals Form
- participate in the evaluation of the New Faculty Mentoring Program by completing the end of semester evaluation survey

Mentors are responsible for gaining their mentees' trust and confidence by interacting morally, ethically and collegially so as to value their mentees' time, professional and personal commitments, while engaging in activities that support Stetson's mission.

MENTEE ROLES AND RESPONSIBILITIES

Mentees roles will depend on their need, academic experience and the nature of the mentoring relationship. Mentees participating in the New Faculty Mentoring Program are required to:

- complete the [New Faculty Mentoring Program Goals Form](#) during a face-to-face meeting with the mentor(s) (in person, virtual, etc.)
- devote time to the mentoring relationship and interacting often with the mentor(s)
- take full advantage of opportunities provided by the mentor(s)
- keep the mentor(s) informed of academic progress, successes, challenges and other concerns
- exchange ideas and experiences with the mentor(s)
- seek assistance and support as defined on the Faculty Mentoring Goals Form
- participate in the evaluation of the New Faculty Mentoring Program by completing the end of semester evaluation survey

Mentees are responsible for gaining their mentors' trust and confidence by interacting morally, ethically and collegially so as to value the mentor's time, professional and personal commitments, while engaging in activities that support Stetson's mission.