



STAFF MENTORSHIP RESOURCE GROUP TERMS OF REFERENCE

Purpose

- To provide encouragement and advice to staff members in a new role, act as a sounding board, and help with problem solving
- To assist with networking and introductions to others in Western Engineering and the University
- To provide information on development opportunities, including Western's Educational Assistance Plan and other ideas for personal and professional growth
- To provide an informal place to seek advice; not to conflict with the formal mentoring that will be provided by leaders and supervisors

Composition

- Mentors should be experienced staff members
- The group should be no more than 6 members
- Membership of the group should be representative of the working groups within Engineering (i.e. undergrad, graduate, department and ancillary unit administrators, and technicians)
- A mentor need not be an individual who supervises/assesses the mentee
- A mentor will have access to mentorship training

How the Program Works

- Mentoring should remain separate and distinct from orientation
- The group of mentors will be available for new and existing staff members
- The Dean's Office will solicit nominations for membership of the Group ensuring representation of all working groups and coordinate mentorship training
- New staff members will be informed of the group during their Faculty Orientation and invited to approach any member as they feel the need
- A listing of the groups membership will be announced by the Dean's Office and posted on the Faculty's Intranet
- This listing should include a brief description of the mentor's role within the Faculty to assist mentees in who would be best to approach for the area in which they require mentorship
- Longer term staff members who are being promoted may also request a mentor
- Term length will be two years with a staggered procession. Half of initial members agree to a three year term while half agree to a two year term. This ensures continued experience within the group
- Mentorship group will meet quarterly to discuss success, future strategies and any new items.

- Meeting notes will be captured from each meeting and stores in a secure section of the mentorship resource page for mentors to access.
- Agendas will be provided prior to meeting
- Position of Chair will be rotating and the next decided at each meeting
- Mentors will document each case by topic and season. No personal information will be gathered during meetings. All information disclosed will remain completely confidential.