

WEST LOS ANGELES COLLEGE  
MENTOR/MENTEE AGREEMENT  
Fall 2012 through Spring 2013

"According to the 2011-2014 AFT Faculty Guild 1521 Agreement with the LACCD, Article 42.H "a mentor shall be designated for any contract faculty members who requests one within the first 20 days of employment." At that point, the Vice-President of Academic Affairs or his/her designee, consults with the faculty members and his/her Division Chair to identify the appropriate mentor. Only tenured faculty may serve as mentors, and a single tenured faculty member should not be designated as a mentor for more than two contract faculty members at any time. All other provisions of this article apply.

A number of factors bear on the success of the mentoring relationship; having clear objectives, respectful interaction, acceptance of differences, and, the willingness of the parties to make the relationship work. If the wrong partners are chosen participation will be a futile activity. In an effort to enhance its success, the tenured faculty member serving as "mentor" and the new probationary faculty member as "mentee" agree to abide by the following expectations:

**EXPECTATIONS OF MENTOR**

1. To enhance the new faculty member's effectiveness, encourage his/her professional growth and assist in their smooth transition into the permanent faculty.
2. To offer empathy, time, and understanding. Help identify and build upon strengths and thereby generate mentee's confidence. Serve as a source of vital information and as an advocate for the new faculty member all the while keeping the confidentiality of the communications inviolate.
3. Be willing to commit a minimum of 1-3 hours per month to the relationship.
4. Connect the mentee to other potential mentors.
5. Adhere to any mentoring guidelines adopted by West Los Angeles College.

**EXPECTATIONS OF MENTEE**

1. To become a productive member of the campus community, both inside and outside of the classroom, and in the process achieve tenure.
2. Be willing to commit a minimum of 1-3 hours per month to the relationship.
3. Mentor and Mentee shall meet and agree on scheduling up to three (3) meetings or conversations per month that advance the goals of enhancing the Mentee's professional growth and effectiveness in his/her job.
4. Adhere to any mentoring guidelines adopted by West Los Angeles College.

\_\_\_\_\_  
**Mentee** (print)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Mentor** (print)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please keep a copy of this agreement and forward the signed original to the Office of Academic Affairs or Student Services.

APPROVED BY ACADEMIC SENATE ON 10/9/2012