



# MRFA Contract Faculty Mentorship Program

## Mentor and Mentee Resource Guide *Spring 2025 Launch*

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### Page 1: Overview & Getting Started

#### Purpose of the Mentorship Program

The MRFA Contract Faculty Mentorship Program aims to support contract faculty members by fostering professional connection, development, and community. Mentorship will focus on teaching, scholarship, service, and navigating institutional life at MRU.

#### Core Principles

Based on research and best practices, this program is grounded in the following principles:

- **Reciprocity:** Both mentor and mentee bring value to the relationship.
- **Mutual Respect:** Each person's experience, time, and goals are honored.
- **Clarity of Expectations:** Defined goals, boundaries, and timelines help ensure success.
- **Confidentiality:** Trust is built on discretion and respect for privacy.
- **Commitment:** Mentorship is a professional responsibility that benefits both parties.

#### Getting Started: First Meeting Checklist

1. **Introduce Backgrounds:** Share professional experiences, goals, and interests.
  2. **Establish Expectations:**
    - How often will you meet?
    - What format will you use (in-person, Zoom, email)?
    - What are your preferred communication styles?
  3. **Set Goals:**
    - What does the mentee hope to learn or accomplish?
    - What can the mentor offer based on their expertise?
  4. **Set Boundaries:**
    - Define time commitments and any topics that are off-limits.
  5. **Plan Your Next Meeting** and agree on any tasks to complete.
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## Page 2: Roles, Responsibilities & Best Practices

### Role of the Mentor

Mentors are experienced faculty committed to supporting their colleagues by:

- Sharing institutional knowledge and unwritten rules.
- Helping mentees set realistic professional goals.
- Providing feedback on teaching, scholarship, and service.
- Encouraging self-reflection and confidence.
- Acting as sounding boards—not problem solvers.

#### Best Practices for Mentors:

- Listen actively and without judgment.
- Be proactive and available.
- Offer constructive, specific feedback.
- Guide, but don't direct—mentorship is not supervision.
- Model a balanced, collegial academic life.

### Role of the Mentee

Mentees are encouraged to take initiative and shape their mentorship experience by:

- Identifying areas of growth and professional interest.
- Being open to feedback and new perspectives.
- Asking questions and seeking advice.
- Respecting the mentor's time and boundaries.
- Following through on commitments.

#### Best Practices for Mentees:

- Prepare for meetings with questions or topics.
- Share your goals and evolving needs clearly.
- Be honest about challenges and feedback.
- Reflect on your learning and progress.
- Express appreciation for the mentor's time and insights.

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## Sustaining the Relationship & Resources

### Tips for Maintaining a Strong Mentoring Relationship

- **Schedule Regular Check-ins:** Even brief touchpoints help sustain momentum.
- **Revisit Goals:** Needs shift over time; adapt accordingly.
- **Celebrate Successes:** Acknowledge milestones and small wins.