Mentor Program Expectations

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Expectations of Mentors

- Schedule weekly meetings the first month, then biweekly meetings with mentee (30 minutes)
- Be available to answer questions and communicate any concerns
- Help coordinate classroom visits
- Semester check-in with coordinators
- Provide end-of-year feedback

Description of Role: Build lasting relationships with new faculty and establish belonging

Inform Informal Guide	**Support** Trusted Colleague	**Grow** Non-evaluative Socratic listener
• Provide information for day-to-day activity • Help establish norms in new role/division • Discuss Randolph culture, customs, & traditions • Describe upcoming events • Point towards others who can help	• Be available to answer questions as they arise • Listen empathetically to concerns • Introduce mentee to others to encourage relationships • Schedule conversations that provide a safe space and opportunities to build a relationship	• Aid in reflection and progress • Provide resources and guidance as requested • Help define professional identity • Help discover personal aspirations • Engage in classroom visits and conversations

Expectations of Mentees

- Biweekly meetings with mentor (30 minutes)
- Quarterly classroom visits with mentor and others
- Engage in New Faculty Orientation and cohort meetings
- Utilize two professional days to observe others in the Randolph community
- Ask for guidance if you need help or have questions
- Provide end-of-year feedback

Description of Role: Learn about our community as you actively engage and prepare to grow

Learn	**Engage**	**Grow**
• Understand expectations of the job and what is valued • Ask questions of colleagues and community members	• Take part in our community • Begin building relationships	• Develop professional identity • Consider growth areas and seek professional development

Expectations of Coordinators

- Coordinate and facilitate New Faculty Orientation (August) and cohort gatherings
- Biweekly Mentor Team email meeting reminder with recommended and timely discussion topics
- Regular check-ins with new faculty members
- Regular check-ins with mentors
- Quarterly check-in with Assistant Head of School & Dean of Faculty
- Gather and incorporate feedback from all participants
- Encourage and help coordinate new faculty in-house professional days
- Provide resources for mentors and mentees
- Be available for conversations and questions

Description of Role: Program coordinators and liaisons