UNIVERSITY OF VICTORIA FACULTY & LIBRARIAN MENTORSHIP HANDBOOK

University of Victoria

INTRODUCTION

Mentoring can be a powerful means of enhancing the professional well-being of faculty members. It can aid in understanding and advancing organizational culture, provide access to formal and informal networks of communication, and offer professional engagement to faculty and librarian members at any career stage. Use of mentoring is often seen as one of the common characteristics of a successful faculty

ROLES AND RESPONSIBILITIES

ROLE OF THE MENTOR:

- x ACT AS A ROLE MODEL
  Demonstrate the behaviours that enable success in the role.

- x BE AN ADVOCATE
  Put your mentee in touch with other potential mentoring partners, networks or opportunities.

- x LISTEN ACTIVELY
  Allow the mentee to lead the process, sg1 Tf 0MCID 21gui004 Tc 0.004 Tw 2.033 0 Td ( )Tj E[1gui

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TEACHING

- x Visiting each other's classrooms and providing constructive feedback.

- x Connecting with the Learning, Teaching, Support and Innovation (LTSI) Centre for workshops, teaching strategies, and creating a teaching dossier.

- x Key student issues such as advising, directed studies and working with and supervising graduate students.

- x How to deal with student issues (academic performance, academic integrity, non-academic misconduct, personal distress); and services and resources available to support students such as counseling, health services, accommodation services, Equity and Human Rights office, faith chapel, and many others.

- x Fostering opportunities to talk about teaching and learning among the other colleagues in your department.

SERVICE/OTHER CONTRIBUTIONS

- x What kinds and amounts of service and/or community engagement are expected?

- x Advice on selecting committees that will support the mentee's research and teaching agenda, opportunities to network or better understand the wider university or to fulfill and interest of the mentee.

- x Cultural norms for the ways in which a colleague is expected to engage in collegial endeavours within the department.

PROFESSIONAL PRACTICE (for Librarians)

- x Guidance on role expectations and best practice

- x Advice on preparing and presenting career progression files

- x Opportunities for participation in skill and experience development

- x Cultural norms for the ways in which a colleague is expected to engage in collegial endeavours within the library

ADMINISTRATION

- x Guidance on the Collective Agreement provisions outlining rights and duties of faculty and librarians

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