



SABARAGAMUWA UNIVERSITY OF SRI LANKA

TERMS OF REFERENCE (TOR) FOR MENTORS AND MENTEES ACADEMIC MENTORING PROGRAM

1. Overview of The Academic Mentoring Program – Sabaragamuwa University of Sri Lanka

In this program, senior academic staff members in a mentoring position are introduced to newly recruit academic staff members in the academic Faculties of the Sabaragamuwa University of Sri Lanka (SUSL). Mentor will be a senior colleague above the Senior Lecturer - Grade I. The program further conducts mentee facilitation sessions covering different topics of relevance to the career enhancement of newly recruited academic staff members through Staff Development Center (SDC) and Centre for Quality Assurance (CQA), of the Sabaragamuwa University of Sri Lanka.

2. Definitions

Term	Definition
Academic	Member of the permanent/probationary academic staff of the University
Academic Mentoring	Academic Mentoring is a strategy applied in institutes of higher education by which more experienced senior academics help newly recruited academic staff members meeting their career goals and output in a friendly, professional growth oriented mutually satisfying relationship.
Academic Mentor	A senior academic staff member with experience in the job who supports and advises newly recruited academic staff member with less experience to help him/her develop in their careers.
Academic Mentee	A newly recruited academic staff member who has identified a specific personal or professional goal and who believes that the guidance and help of an academic mentor.

AMP	Academic Mentoring Program
CQA	Centre for Quality Assurance
FMSC	Faculty Academic Mentoring Steering Committee
SDC	Staff Development Centre
SUSL	Sabaragamuwa University of Sri Lanka
ToR	Terms of Reference
University	Sabaragamuwa University of Sri Lanka
UMSC	University Mentoring Steering Committee

3. Academic Mentoring Objectives

- i. Providing assistance to develop teaching, administration and research of newly recruited academic staff to fulfill the vision and mission of the University.
- ii. Enabling a positive academic orientation among newly recruited academic staff members in the Faculties supporting them to develop reflective practices with the support of experienced senior academics.
- iii. Promoting an academic culture within the University strengthening collaborative networks among academic staff fostering a culture of interdependence.
- iv. Developing work appropriate professional skills, experience and ethical behavior of newly recruited academic staff members along with the support of senior academics.
- v. Improving work life balance and mental health of newly recruited academic staff members.

4. Eligibility and Selection Criteria

- i. Position of Mentee should be made through a formal application made through Director – SDC.

Six senior academics (Senior Lecture –Grade I or above) consisting of three females and three males will be appointed as academic mentors for each faculty by the Vice-Chancellor with the recommendation of the UMSC considering the nominations made by the Faculty Coordinator together with the Dean of the faculty. Appointments of Mentors will be for a period of one years, and shall be extended.

- ii. Nominated Mentors must demonstrate leadership capability, personal-management, good Communication, problem solving, adaptability and interpersonal capabilities

Applicants must be in good academic and disciplinary standing at the University

- iii. Applicants must be accessible and committed for the full duration of this program

5. Tenure

The tenure of this Program mentorship is THREE YEARS ONLY. Duration of appointment as a Mentor will be also maximally for three years. At first instance they will be appointed for one year period and that will be extended up to a maximum of three years per Mentee.

6. Roles and Responsibilities of Mentor

Sabaragamuwa University of Sri Lanka expects following roles and responsibilities from an appointed Mentor.

- i. The Mentor may develop a rapport with the mentee and will act according to the ToR of AMP- SUSL (Academic Mentoring Program).
- ii. The mentor should have the best interest at heart to participate on the program.
- iii. It is the primary responsibility of the mentor to provide support to the mentees in their personal development.
- iv. Even though the participation is volunteer, the mentor should commit with the program and take the responsibility of what is agreed as a relation.
- v. The new mentor is responsible to participate on the workshops or similar events organized by AMP –SUSL with the hope of upgrading the mentoring skills of Mentors.

- vi. The mentor will use his/her personal experience and knowledge to meet the needs of the mentee, while suggesting additional references or resources where they may not have relevant knowledge or experience.
- vii. The mentor will ensure that his/her capability is sufficient to enable him/her to operate according to ToR of AMP –SUSL and any standards that may subsequently be produced.
- viii. The Faculty Coordinator - AMP will maintain contact with the mentor, on request, in order to evaluate progress in accordance with the programme aims and objectives.
- ix. The mentor will operate within the limits of their own competence, seeking to recognize when it is appropriate to say he/she does not have the experience in an area and, where possible, referring the mentee to other possible sources of information, taking advice from AMP- Faculty Coordinator/University Mentoring Steering Committee (UMSC) –SUSL if necessary.
- x. The mentor should be ready to follow operational strategies in the process of mentoring and may cater the service following the procedures, guidelines provided by AMP – SUSL.
- xi. The mentor will be focused on and have the opportunity for learning and throughout, the mentor and mentee will maintain a high level of confidentiality which is appropriate and is agreed at the start of the relationship.
- xii. The mentor will respect personal boundaries to ensure preserved privacy and promote a healthy balance in the relationship.
- xiii. The mentor will respond to the mentee’s learning and development needs. Assist the Mentee in setting realistic goals and objectives.
- xiv. Gain understanding of resources available for the Mentee and provide guidance to the Mentee based on his/her needs.
- xv. The mentor will not exploit the mentee in any manner, including, but not limited to, financial, sexual or those matters within the professional relationship.

- xvi. The mentor will ensure that the duration of the mentoring contract is only as long as is necessary for the mentee and agreed with AMP- SUSL.
- xvii. The mentor understands that professional responsibilities continue beyond the termination of any mentoring relationship. These include the following: Maintenance of agreed confidentiality of all information relating to stakeholders; avoidance of any exploitation of the former relationship; provision of any follow up which has been agreed; and, safe and secure maintenance of all related records and data.
- xviii. Act as a careful listener providing a professional feedback to the Mentee; allocate the expected time with the Mentee and maintain communication and follow ups. Mentor should meet or attend the mentee at least once a week.
- xix. Inform the Faculty Mentoring Coordinator immediately if you want to leave the program for any reason; communicate the Faculty Mentoring Coordinator on the completion of the mentoring program.
- xx. Provide feedback where appropriate; and attend quarterly Mentor meetings to share experience, maintain activity report and network best practices.
- xxi. Follow the code of conduct implied by the ToR –AMP –SUSL.

7. The role of the Mentee

- i. Assume equal responsibility for ongoing contact throughout the program
- ii. The mentee should have the best interest at heart to participate on the program, respecting the mentor as a support to their development, taking into consideration the mentor personal experience, work-related knowledge and the fact that the mentor is a volunteer in the program.
- iii. The mentee is responsible to manage his/her own learning, identify and achieve the goals, using the mentor as a support for this learning sharing of know-how, expertise and lessons learned.
- iv. The mentee should be aware that this relation is confidential on the content, but need to be aware of the supervising role taken by the Faculty Mentoring

Coordinator and the Dean, and his/her capacity to involve in case of any condition violates the ToR by Mentor or Mentee.

- v. The mentee will ensure that his/her capability is sufficient to enable him/her to operate according to this ToR and any standards that may subsequently be produced.
- vi. A member of the FMSC will maintain contact with the mentee, on request, in order to evaluate progress in accordance with the program aims and objectives.
- vii. The mentee will respect personal boundaries to ensure preserved privacy and promote a healthy balance in the relationship.
- viii. The mentee understands that professional responsibilities continue beyond the termination of any mentoring relationship. These include the following: maintenance of agreed confidentiality of all information relating to stakeholders; avoidance of any exploitation of the former relationship; provision of any follow up which has been agreed; and, safe and secure maintenance of all related records and data.
- ix. Be responsible to document meetings briefly of what he/she achieved in the session.
- x. Collaboratively schedule meeting dates and keep commitments
- xi. Prepare a list of questions before meeting with the mentor and follow up on your mentor's suggestions.
- xii. Contact periodically the Faculty Mentoring Coordinator to let him/her know how you are benefiting from the process or if you are facing any issues; inform the mentor and Mentoring Coordinator immediately if you want to leave the program for any reason or if you have reached your objectives.
- xiii. Let your mentor know how his or her advice and feedback has contributed to your career goal setting and achievements.
- xiv. The mentee will act according to the stated SUSL Academic Mentoring Policy.

- xv. Any grievance regarding the mentoring process can be directed to the relevant parties in line with the – Staff Grievance Redressal Policy - SUSL (Policy / SUSL / Gov & Mgmt / 07).

8. The role of the Mentoring Committee

- i. The role of the Mentoring Committee (which will comprise the Mentoring Coordinator and all the mentors participating in the program), will be to hold meetings every other month, in order to discuss best-practices.
- ii. Submit activity reports to the Faculty Mentoring Coordinator, who need to provide feedback to the FMSC.
- iii. Serve as a body assists the Dean when it comes to the decision making pertaining to the Academic Mentoring Program within the Faculty.

9. The role of the Mentoring Faculty Coordinator

- i. Organize meetings with Faculty mentors.
- ii. Submit summary activity report to the University Mentoring Steering Committee (UMSC) – SUSL
- iii. Liaise with the Dean with regards to the matters of mentoring in the Faculty
Communicate with SDC and CQA when necessary
- iv. Help mentors/mentees to carry out mentoring process smoothly providing the necessary assistance.
- v. Reporting issues if there is any to the UMSC/FMSC.
- vi. Maintaining a data base of Mentors and Mentees in the Faculty.
- vii. Advise participants and interested parties on the program and provide guidance about mentoring match the Mentee with a Mentor based on preferences; and respond within 48 hours on mentor and Mentee enquiries.

- viii. Make sure all Mentors get the mentorship training.
- ix. Offer encouragement to mentees through genuine positive reinforcement.
- x. Maintain minutes of the Faculty mentoring committee.
- xi. Process Mentor and Mentee applications.

10. Supporting document

1. Policy on Mentoring for Academic - SUSL ; Policy Number – Policy / SUSL / Gov & Mgmt / 13

*****Remarks: this document has been prepared based on the recommendations made at the 40th and 41st Senate Standing Committee meeting held in May and June, 2022.***

******This has been approved at the 265th Senate held on 12.07.2022 and at the 287th Council held on 22.08.2022***

**Centre for Quality Assurance
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