



SABARAGAMUWA UNIVERSITY OF SRI LANKA

Policy Title – POLICY ON MENTORING FOR ACADEMICS - SUSL

Policy Number – Policy / SUSL / Gov & Mgmt / 13

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Revised Dates – NA

Approving Authority – The Council, Sabaragamuwa University of Sri Lanka

Administrative Responsibility – The Council, Sabaragamuwa University of Sri Lanka

Overview

Academic mentoring has been a worldwide practice used to ensure supportive learning environment for new or less experienced colleagues in institutes of higher education. Such a well-structured facility may improve the strength and quality of the academic staff of Faculties promoting academic and research environment while integrating participants in to the organizational culture of a University. This program will ensure career guidance and structured support for early career academics enhancing their potential for growth.

Formal mentoring is always superior than informal mentoring that happen in an unorganized manner in higher education institutions. Mentoring role of a senior academic is different from the role of an administrative head, supervisor or an academic counselor. Mentoring is one way of engaging with peer-support for learning and teaching, in the areas of skills development benefit younger colleagues in multiple areas of their career development.

Purpose

Providing a professional growth oriented, personalized helping service for newly recruited academic staff members by senior academics.

Scope

This policy is applicable to academic members of staff in all the Faculties in Sabaragamuwa University of Sri Lanka.

Legislative context:

This policy for academic mentoring is supported by the University establishment code, UGC Circulars and internal circulars and circular letters, guidelines and etc.

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

Objectives of Mentoring for Academics

- 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.

Policy statement:

1. University Mentoring Steering Committee (UMSC) should be established at SUSL.

The Composition of the University Mentoring Steering Committee (UMSC) as follows.

The university mentoring steering committee (UMSC) consists of

- I. Chairman, UMSC
- II. Faculty coordinators
- III. Directors SDC
- IV. Director CQA

This committee will be chaired by a Chairman appointed among the members of UMSC.

All the appointments for the UMSC will be made by the Vice-Chancellor for a period of one year.

2. Faculty Academic Mentoring Steering Committee (FMSC) should be established at all the faculties. The composition of the committee as follows.

Faculty Academic Mentoring Steering Committee (FMSC) consists of

- i. Faculty Coordinator –FASC and
- ii. appointed Mentors

The coordinator for the FMSC will be appointed by the Vice-Chancellor with the recommendation of the Dean of the faculty for a period of three years.

Six senior academics 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 three years, and shall be extended.

3. Newly recruited academic staff members shall be introduced to a mentor of their own Faculty.
4. Mentor will be a senior academic staff member (Senior Lecturer -Grade I. Or above).
5. Training programs on mentee facilitation covering different topics of relevance to the career enhancement of newly recruited academic staff members will be annually conducted by Centre for Quality Assurance (CQA) and Staff Development Center (SDC) of the Sabaragamuwa University of Sri Lanka.
6. Academic Mentoring becomes a permanent item in the Faculty Board agenda.
7. The University Mentoring Steering Committee (UMSC) –SUSL, shall gather every other month for the purpose of monitoring and making necessary adjustments while taking relevant decisions. There should be not less than five UMSC meetings annually.

8. One senior academic staff member appointed as a Mentor or can have a maximum of three mentees.
9. Position of Mentee should be made through a formal application made through Director – SDC.
10. Those nominated mentors can act as the mentor for the selected mentees for a period of three years. This can be extended. The period of mentoring for each mentee shall be three (03) years since the date of inception of Academic Mentoring.
11. Appointed mentors shall be available for Mentee to meet and discuss at least once a week. Mentoring may take place in a verbal realm through physical meeting, online meetings and telephone conversations.
12. All Mentors and Mentees should comply with the Terms of Reference (ToR) (Annexure No 2) and guidelines (Annexure No 1) promoted by the UMSC –SUSL.
13. Mentor shall be a male or female, gender should be selected as convenient for the Mentee.
14. University shall organize training programs in collaboration with the Staff Development Center and Centre for Quality Assurance to improve mentoring skills of the lecturers of SUSL.
15. Mentors may keep records of each Mentee confidentially and Faculty coordinators should maintain such information should be made available for the UMSC -SUSL. After the cessation of the mentoring period of a Mentee, the records should be disposed responsibly and it is necessary to maintain the confidentiality.
16. Both mentor and the mentee must maintain the professionalism and ethical conduct.

17. Mentors/Mentees are provided with a clear cut guide lines / Standard Operating Procedure (SOP) regarding the Mentoring Process (See the Annexure1)
18. Any of the records involved in the Mentoring process should not be used for Administrative purposes within the Department / Faculty/ University.
19. In case of a breach in the ToR by the Mentor/Mentee, the Vice Chancellor/Dean has the full authority to officially suspend any Mentor/Mentee relationship with the consultation of UMSC and FMSC. In such case, the Dean may issue a formal letter to either parties suspending the Mentor/Mentee relationship with a copy to the personal file of the respective academic mentor.
20. 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).
21. Faculty coordinator – (FMSC) may submit a brief Annual Report to the Steering Committee –UMSC, SUSL and it is forwarded to Centre for Quality Assurance- SUSL. He/she is responsible for coordinating the Faculty academic mentoring with CQA and SDC. The coordinator- Faculty FMSC organize Mentor meetings in the Faculty in the purview of sharing Mentoring experiences while fully safeguarding the privacy of Mentees.
22. Provide mentorship training to all newly recruited staff incorporating the need as an item in the Teaching Methodology Certificate Course offered by the SDC, SUSL.
23. By the end of the mentoring period Coordinator – AMP at faculty receive a feedback from each Mentor and Mentee in order to improve the program further.

24. Mentoring for Academic Staff shall be an agenda item in the Senior Management Committee - SUSL.

25. English version of this document is considered as the official document

26. This policy can be amended whenever required and regular monitoring of the policy is recommended

Supporting Documents:

- I. The Universities Act No. 16 of 1978, including its subsequent amendments
- II. Establishment code for HEI
- III. Strategic Management Plan – Sabaragamuwa University of Sri Lanka
- IV. Administrative and Financial Circulars and Circular Letters of UGC
- V. Policy on Career Development for Newly Recruited Staff SUSL: Policy Number – Policy / SUSL / Teach & Learn / 11

Responsibility: University Academic Mentoring Steering Committee

Promulgation:

- I. This policy will be circulated among all academics.
- II. Appear in the web site of the University, SDC web site and CQA website.
- III. Mentors and Mentees will be given a copy of this document, when they enroll in Academic Mentoring Program.

Implementation:

1. Implementation will be by the University Academic Mentoring Steering Committee (UMSC).

2. Programs on mentee facilitation sessions will be through Staff Development Center (SDC) and Centre for Quality Assurance (CQA).

This policy is prepared by a committee chaired by Dr. W.M.J. Welgama. Other members involved are Prof. H.M.S. Priyanath, Prof. Aruna Shantharachchi, Prof. W. Manoj Ariyaratne, and Prof. HAD Ruwandeepika.

*****Remarks: this policy 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
May 2022**