



FACULTY MENTORSHIP CERTIFICATION PROGRAM (FMCP)

COHORT II MENTORING FOLDER

DEANSHIP OF ACADEMIC DEVELOPMENT

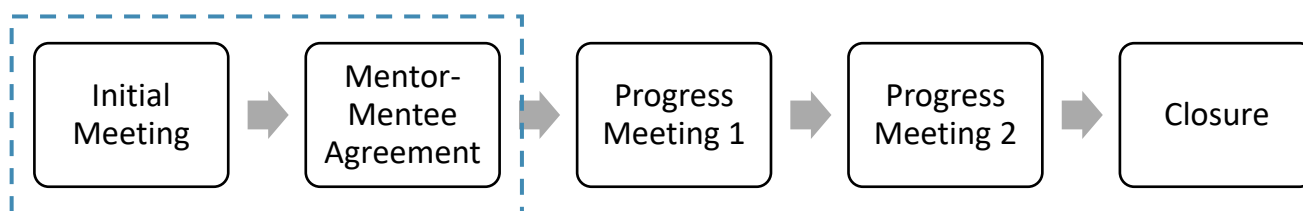
2018



MENTORING FORMS

Mentee-Mentor Meetings

Here, you may schedule (with your partner) each of the meetings required.



1. **Wednesday: February 14, 2018 Time: 9:00 a.m. – 12:00 p.m. At the Deanship of Academic Development**

Date for the Initial Meeting (Date/Time/Location)
(Mentor-Mentee Agreement takes place)

2. _____

Date for the Progress Meeting 1 (Date/Time/Location)
Before Thursday: March 1, 2018

3. _____

Date for the Progress Meeting 2 (Date/Time/Location)
Before Thursday: March 22, 2018

4. _____

Date for the Closure Meeting (Date/Time/Location)
Before Thursday: April 12, 2018



Mentee Information

Name of Mentee: _____ Male; or Female

Rank: Assistant Professor Associate Professor Professor

College/Deanship/Center: _____

Department: _____

Major/Specialty: _____

Position: Faculty Member Dean Vice Dean Chair

Other: _____

Number of Years at IAU: _____

Languages: Arabic and English Arabic English

Which areas of mentoring are you interested in? (check all that apply)

Teaching and Learning Research and Innovation Academic Leadership Service

Email address: _____ Phone number: _____

Mentor Information

Name of Mentor: _____ Male; or Female

Rank: Assistant Professor Associate Professor Professor

College/Deanship/Center: _____

Department: _____

Major/Specialty: _____

Position: Faculty Member Dean Vice Dean Chair

Other: _____

Number of Years at IAU: _____

Languages: Arabic and English Arabic English

Which areas of mentoring are you interested in and qualified for? (check all that apply)

Teaching and Learning Research and Innovation Academic Leadership Service

Email address: _____ Phone number: _____



Initial Introduction Meeting Form

This meeting is to take place as the first meeting of the mentoring agreement. Mentor-Mentee Partnership Agreement MUST be signed prior to or at this meeting. No official mentoring can proceed without this agreement in place. All areas of the form should be completed. Both the mentor and mentee should keep a copy of all forms with the original held by the mentor in the mentee's folder.

Name of Mentee: _____ College: _____

Name of Mentor: _____ College: _____

Area of Mentoring (Circle the Area—one form is to be completed for each area):

Teaching and Learning

Research and Innovation

Leadership

Service

Meeting Details:

Location: _____ Date: _____ Time: _____

Purpose of the Initial Introduction Meeting: 1) to fully introduce the mentor and the mentee, 2) to discuss professional background that is relevant to the mentoring relationship, 3) to discuss boundaries and confidentiality, 4) to set future career goals, intended outcomes to reach those goals, and meeting times (mentoring plan) for the semester, and 5) agree upon and sign the mentor-mentee agreement if this has not been done prior to this meeting.

- 1) **Introductions**—the mentor and mentee introduce themselves, discuss their educational background, etc.
- 2) **Professional Background relevant to the mentoring relationship**—the mentor and mentee discuss their relevant professional background specifically in the area of mentoring, i.e. teaching, research, leadership, or service at IAU and in their field in general.
- 3) **Confidentiality and Boundaries:** The mentor and mentee discuss professional boundaries and importance and aspects of confidentiality.

4) Mentoring Plan:

How many times do we plan to meet this semester (4 minimum)? _____

What are the dates of the meetings (day/month/ year)? *Fill in the Form "Mentee-Mentor Meetings"*

Mentor-Mentee Goals and Outcomes—In coordination with the mentor, each mentee must set at least ONE five-year career goal in each of the mentoring areas and outcomes that can be achieved in one semester to reach that goal.

If not being mentored in all four areas, a total of four outcomes should still be set and achieved. For example, if being mentored in teaching and learning and research only, two outcomes could be set for each area to reach the required total of four outcomes for the semester.

The outcomes should be SMART: specific, measurable, attainable and actionable, relevant and time-bound. Consider the support needed, the tangible proof that the outcome has been achieved, and set reasonable deadlines.

Examples of Five-Year Career Goal and Mentoring Outcomes

Example in the research area: My 5-year goal is to publish at least one research article per year in a high-impact and approved academic journal in my field and collaborate with reputable and experienced colleagues in my field.

Examples of Mentoring Outcomes for One Semester:

- Research: To find and read articles in at least 3 journals relevant to my field, feasible for my research skills, and within the university scientific guidelines.
- Teaching and Learning: To use active learning strategies and technology applications in my classroom.
- Leadership: To attend and participate in a leadership workshop.
- Service: To join and volunteer with an organization in my field.

Five-Year Career Goal in the Mentoring Area of (_____):

Please write the outcomes and completion date decided between the mentor and mentee below—the **Mentee Action Plan Worksheet** will serve as a guide and contain details of action:

	Outcomes in this Area of Mentoring for One Semester	Expected Goal Completion Date
1		
2		
3		
4		

Mentor Signature and Date _____

Mentee Signature and Date _____



Mentee Action Plan Worksheet (Required)

(To be completed by the mentee with the assistance of his/her mentor)

One worksheet for each mentoring area. If you are participating in more than one area, please ask for extra copies of this worksheet.

Area of Mentoring: _____

Overall Career Goal in this Area: _____

	Mentoring Outcomes for One Semester to reach the Five-Year Career Goal*	Start Date	End Date*	Action Steps to Achieve this Outcome	Required Support	Performance Indicator
	I can and will aspire to achieve the following outcomes in this mentoring area in one semester. Achieving these outcomes will work toward my overall career goal.			Step by step process to achieve the outcome— 1, 2, 3...	Budget, time, facilities, peer assistance, mentor assistance, etc.	Indicate the tangible proof of achievement of this outcome.
1						
2						
3						
4						

*This item should be written on the Initial Introduction Meeting form.



Confidentiality Assumptions—Option 1 (Optional)

This form* is optional; however, confidentiality and boundaries do need to be discussed in the initial meeting and agreed upon between mentor and mentee. This form is meant to start the discussion.

Complete the below Confidentiality Assumptions Questionnaire. Answer each question with a check in the “Yes”, “No”, or “Not sure” box.

When you meet with your mentee for the first time, this is an important worksheet to use to be sure that you are on the same page on the issue of confidentiality. Once you both have completed the checklist, review and discuss each item with your mentee. Then come to consensus about what confidentiality will mean in the context of your agreement.

Which of the following assumptions about confidentiality do you hold?	Yes	No	Not sure
What we discuss stays between us for as long as we are engaged in our mentoring relationship.			
We can freely disclose what we talk about in our conversations with other people.			
After our mentoring relationship has ended, it is okay to talk with other about what we discussed or how we related.			
If there is a demonstrated need for someone else to know, we can appropriately disclose our conversations and impression with that person.			
What we say between us stays here unless you give me specific permission to talk about it with others.			
Some issues will be kept confidential, while others will not.			
It is okay to discuss with others how we relate to one another but not the content of our discussions.			
It is okay to talk about what we talk about as long as it is positive.			
Other assumptions I hold that should be added to this list: <ul style="list-style-type: none"> ▪ ▪ 			

Once you both have completed the checklist individually, review and discuss each item with your mentee. Then come to consensus about what confidentiality will mean in the context of your agreement.

Our agreement on confidentiality based on the discussion and each of the items above.

Mentor Signature: _____ Mentee Signature: _____ Date: _____

*Adapted from *The mentor's guide: Facilitating effective learning relationships (2nd Ed)*, by L. J. Zachary, 2011, United Kingdom.



Confidentiality and Communication in the Mentoring Relationship—Option 2 (Optional)

This form is optional; however, confidentiality and communication do need to be discussed in the initial meeting and agreed upon between mentor and mentee to create a positive and open mentoring environment. Please discuss each question below in detail and come to a consensus on what confidentiality and communication will mean in your mentor-mentee relationship .

1. What does confidentiality mean in our mentor-mentee relationship?

Consider the following questions:

- a) Can we discuss our mentoring relationship or any of the information shared with others or is it only between us ?
- b) When is it appropriate to share this information, if at all? What if someone needs to know the information?
- c) How much information and what specifically can be shared? With what boundaries? With your permission? With whom, if anyone ?
- d) During the mentoring relationship? What about after the mentoring relationship is completed?

2. How would we like to communicate ?

Consider the following questions:

- a) How do you prefer to communicate between meetings? *E-mail, phone, text, etc.*
- b) What are the best times to communicate? *Share schedules and preferred timings.*
- c) What is your communication style? *Direct, open, quiet, talkative, etc.*
If I don't understand what you mean, what should I do ?

Together, we have agreed upon the following confidentiality and communication principles for our mentoring relationship:

Mentor Signature: _____ Mentee Signature: _____ Date: _____



Mentor-Mentee Partnership Agreement

Name of Mentee: _____ College: _____

Teaching and Learning Mentor Name: _____

Research and Innovation Mentor Name: _____

Leadership Mentor Name: _____

Service Mentor Name: _____

In order to ensure that our relationship is beneficial, rewarding and a satisfying experience for both of us, we agree to:

- Plan regular communication meetings:** The mentor and mentee agree to meet a minimum of 10 hours for one semester with at least one meeting every 2-3 weeks. Additional meetings are encouraged. The meeting schedule for the semester will be set at the Initial Introduction Meeting between the Mentor and Mentee.
- Set goals and intended outcomes based on mutual agreement:** Goals and intended outcomes based on the area of mentoring (Teaching and Learning, Leadership, etc.) will be set and agreed upon at the Initial Introduction Meeting. These goals and outcomes will be based on the needs of the mentee, the department, college, and university with a focus on best practices and work-life balance.
- Cooperate and collaborate within the mentor-mentee relationship:** Both parties agree to a mutually beneficial, cooperative relationship that is based on mutual respect, collaboration, development, and the best of professional intentions. Both parties will be respectful of the mentor/mentee relationship.
- Uphold strict confidentiality:** All discussions will be held in the strictest of confidence highlighting the importance of trust between mentor and mentee. If, for any reason, the information discussed in the relationship needs to be shared, this can only happen if both the mentor and mentee agree.
- Seek opportunities and venues to network and learn for all parties:** Mentors and mentees will invite each other to professional events, meetings, and opportunities related to their area of mentoring, network, and support each other to reach their goals via various ways both inside and outside of the university.
- Honor the Department, College, and University expectations:** Both parties agree to work toward and support goals that honor and uphold the mission, vision, and values of Imam Abdulrahman Bin Faisal University.



7. **Offer consistent, constructive feedback and assess progress:** The mentor and mentee agree to meet four times throughout the first semester. The meeting structure is as follows:
- Initial Introduction Meeting** is the first meeting in month 1 of the semester where goals, intended outcomes, and overall Mentor Plan for the mentor-mentee relationship will be set.
 - Progress Meeting One** will be in the second month and focus on the progress of the outcomes, which have been achieved or are in progress, how the mentor-mentee relationship is going and will focus on mentor assisting mentee. Feedback from both parties will be included.
 - Progress Meeting Two** will be in the third month of the semester and focus again on the progress of the outcomes, those achieved and in progress (more outcomes should be achieved or further in progress at this point), how the mentor-mentee relationship is going and will focus on the mentee becoming more independent at completing and setting new outcomes to reach their goals. Feedback from both parties will be included.
 - Closure Meeting** will be the fourth and final official meeting between the mentor-mentee. In this meeting, the outcomes that have been achieved and those not achieved will be discussed along with feedback for future learning. A summary of accomplishments and recommendations for future development to enhance strengths and develop challenges for the mentee will be set.

This agreement is set for a minimum of one semester. At the end of this period of time, we will review this agreement, assess our progress, and close the mentor-mentee relationship. The relationship will then be considered complete. If we choose to continue our mentoring partnership, we may do so.

Teaching and Learning

Mentor's Signature

Date

Research and Innovation

Mentor's Signature

Date

Leadership

Mentor's Signature

Date

Service

Mentor's Signature

Date

Mentee

Mentee's Signature

Date

Progress Meeting One Form

This meeting is to take place before Thursday: March 1, 2018

Name of Mentee: _____ College: _____

Name of Mentor: _____ (One form is to be completed for each area)

Area of Mentoring (Circle the Area/s):

Teaching and Learning Research and Innovation Leadership Service

Meeting Details:

Location: _____ Date: _____ Time: _____ (include full time—ex: 10-12 pm)

Purpose of the Progress Meeting One: 1) To review the mentee’s outcomes from the Initial Introduction Meeting, 2) to discuss the progress of those outcomes—those achieved and those in progress, 3) to put forth tangible ways the mentor can assist the mentee to progress his/her goals, and 4) to provide feedback (both oral and written) on the mentoring relationship to this point.

- 1) **Review of Outcomes:** Review the mentee’s outcomes from the Initial Introduction Meeting and discuss if there is any need for revision of outcomes or completion dates.
- 2) **Progress of the Outcomes:** The mentor and mentee discuss the progress of the outcomes and the performance indicators as written on the Mentee Action Planning Worksheet.
- 3) **Mentor Assistance:** The mentor/mentee discuss tangible ways the mentor can assist the mentee to progress his/her outcomes.

After discussion between Mentor and Mentee about items 1, 2, and 3 above, please complete the following table:

Outcomes in the Area of Mentoring for One Semester	Progress to this point including Performance Indicators	Mentor assistance needed (what, when, where, etc.)	Expected Completion Date of Goal



- 4) **Feedback:** Discuss and write a few comments about the progression of outcomes from both the mentor and mentee’s perspective.

Mentor’s Feedback:

Mentee’s Feedback:

Next:

Progress Meeting Two Location: _____ Date: _____ Time: _____

Report your meeting by answering the following questions:

- Did you meet with your partner?
- How did the meeting go?
- Have you achieved any of the outcomes yet?
- Do you need assistance with mentoring from the Deanship of Academic Development at this point?
- Rate the mentoring relationship thus far.
- Comments/feedback.

via one of the following methods:

Survey link: [Goo.gl/od97in](https://goo.gl/od97in)

Or



Email: ded@iau.edu.sa

Phone: 32850 (DED); 32877 (Dr. Mohammed); 32854 (Dr. Philline); 32857 (Dr. Marzoq).

Mentor Signature and Date

Mentee Signature and Date

Progress Meeting Two Form

This meeting is to take place before Thursday: March 22, 2018

Name of Mentee: _____ College: _____

Name of Mentor: _____ (One form is to be completed for each area)

Area of Mentoring (Circle the Area/s):

Teaching and Learning Research and Innovation Leadership Service

Meeting Details:

Location: _____ Date: _____ Time: _____ (include full time—ex: 10-12 pm)

Purpose of the Progress Meeting Two: 1) To review the mentee’s outcomes from Progress Meeting One, 2) to discuss the progress of those outcomes—those achieved as per the Performance Indicators and those in progress, 3) to put forth tangible ways the **mentee** can further assist to progress his/her outcomes (at this point, the mentee should become more independent in fulfilling their outcomes), 4) to discuss achievement of the Performance Indicators and make necessary plans for those that still need to be completed; and 5) to provide feedback (both oral and written) on the mentoring relationship to this point.

- 1) **Review Outcomes:** Review the mentee’s outcomes from Progress Meeting One and discuss if there is any need for revision of outcomes or completion dates.
- 2) **Progress of the Outcomes:** The mentor and mentee discuss the progress of the outcomes and the performance indicators as written on the Mentee Action Planning Worksheet.
- 3) **Mentee Independence:** As the mentoring relationship has progressed and the mentee becomes more independent, the mentor/mentee discuss tangible ways the mentee can assist him/herself in reaching their desired outcomes.

After discussion between Mentor and Mentee about items 1-3 above, please complete the following table:

Outcomes in the Area of Mentoring for One Semester	Progress to this point including Performance Indicators	Mentee Independence—How can the mentee on his/her own with limited mentee assistance reach those outcomes?	Expected Completion Date of Goal



- 4) If there are any outcomes as demonstrated by the Performance Indicators that have not been achieved or not on schedule to be achieved, what are the steps to progress these outcomes further to meet the expected completion date?

- 5) **Feedback:** Discuss and write a few comments about the progression of outcomes from both the mentor and mentee's perspective.

Mentor's Feedback:

Mentee's Feedback:



Next:

Closure Meeting Location: _____ Date: _____ Time: _____

Report your meeting by answering the following questions:

- Did you meet with your partner?
- How did the meeting go?
- Have you achieved any of the outcomes yet?
- Do you need assistance with mentoring from the Deanship of Academic Development at this point?
- Rate the mentoring relationship thus far.
- Comments/feedback.

via one of the following methods:

Survey link: [Goo.gl/od97in](https://goo.gl/od97in) Or

Email: ded@iau.edu.sa



Phone: 32850 (DED); 32877 (Dr. Mohammed); 32854 (Dr. Philline); 32857 (Dr. Marzoq).

Mentor Signature and Date

Mentee Signature and Date

Closure Meeting Form

This meeting is to take place within the final month of the formal mentoring agreement.

Name of Mentee: _____ College: _____

Name of Mentor: _____ (One form is to be completed for each area)

Area of Mentoring (Circle the Area—one form is to be completed for each area):

Teaching and Learning Research and Innovation Leadership Service

Meeting Details:

Location: _____ Date: _____ Time: _____ (include full time—ex: 10-12 pm)

Purpose of the Closure Meeting: 1) To review the mentee’s outcomes from Progress Meeting Two, 2) to discuss the achievement of those outcomes as illustrated by the Performance Indicators, 3) to provide feedback (both oral and written) on the mentoring relationship in its entirety, 4) to share strengths and areas for improvement for the mentee, 5) to recommend plans for future development to achieve the five-year career goal in the mentoring area, and 6) to bring the formal mentoring relationship to a close in a positive and supportive manner.

- 5) **Review Outcomes to Reach the Overall Career Goal:** Review the mentee’s outcomes from Progress Meeting Two and discuss which outcomes were achieved and, if applicable, which ones were not.
- 6) **Achievement of the Outcomes:** The mentor and mentee discuss the achievement as shown by the Performance Indicators.

After discussion between Mentor and Mentee about items 1 and 2 above, please complete the following:

Five-Year Career Goal in Mentoring Area:

	Mentoring Outcomes for One Semester	Performance Indicator(s)	Was the outcome completed? <i>Yes or No</i>	If not, Expected Completion Date of Outcome
1				
2				
3				
4				

7) **Outcome Achievement:** If there are any outcomes as demonstrated by the Performance Indicators that have not been achieved, please indicate the reason. What are the steps to progress and achieve the outcomes?

8) **Feedback for Learning:** Discuss and write a few comments about your mentor and mentee relationship—its progression and closure. Reflect on the process and lessons learned.

Mentor’s Feedback on the Process and Lessons Learned:

Mentee’s Feedback On the Process and Lessons Learned:

9) **Mentee’s Strengths and Areas for Improvement: To be completed by the Mentor.**

Mentee Strengths:

Area(s) for Improvement:

10) **Future Actions:** The mentor and mentee discuss future plans to reach his/her career goals in the specific area of mentoring. Please write the highlights of those future plans:

This meeting is the final meeting in the formal Faculty Mentorship Certification Program. The Mentor-Mentee Partnership is now complete and at an end. However, the mentoring relationship can proceed informally if both parties agree to continue.

Please include all forms and worksheets in the mentee’s folder and both parties should have a copy of all forms.

Next:

- Report your meeting by answering the following questions:
 - Did you meet with your partner?
 - How did the meeting go?
 - Have you achieved any of the outcomes yet?
 - Do you need assistance with mentoring from the Deanship of Academic Development at this point?
 - Rate the mentoring relationship thus far.
 - Comments/feedback.

via one of the following methods:

Survey link: [Goo.gl/od97in](https://goo.gl/od97in) Or

Email: ded@iau.edu.sa

Phone: 32850 (DED); 32877 (Dr. Mohammed); 32854 (Dr. Philline); 32857 (Dr. Marzooq).





Mentor Signature and Date

Mentee Signature and Date

**Thank you for participating in the Faculty Mentorship Certification Program
At Imam Abdulrahman Bin Faisal University
and for supporting each other in this reciprocal mentor-mentee relationship.**