

WEST LOS ANGELES COLLEGE  
MENTOR/MENTEE AGREEMENT  
Fall 2014 through Spring 2015

"According to the 2011-2014 AFT Faculty Guild 1521 Agreement with the LACCD, Article 42.H "a mentor shall be designated for any contract faculty members who requests one within the first 20 days of employment." At that point, the Vice-President of Academic Affairs or his/her designee, consults with the faculty members and his/her Division Chair to identify the appropriate mentor. Only tenured faculty may serve as mentors, and a single tenured faculty member should not be designated as a mentor for more than two contract faculty members at any time. All other provisions of this article apply.

A number of factors bear on the success of the mentoring relationship; having clear objectives, respectful interaction, acceptance of differences, and, the willingness of the parties to make the relationship work. If the wrong partners are chosen participation will be a futile activity. In an effort to enhance its success, the tenured faculty member serving as "mentor" and the new probationary faculty member as "mentee" agree to abide by the following expectations:

**EXPECTATIONS OF MENTOR**

1. To enhance the new faculty member's effectiveness, encourage his/her professional growth and assist in their smooth transition into the permanent faculty.
2. To offer empathy, time, and understanding. Help identify and build upon strengths and thereby generate mentee's confidence. Serve as a source of vital information and as an advocate for the new faculty member all the while keeping the confidentiality of the communications inviolate.
3. Be willing to commit a minimum of 1-3 hours per month to the relationship.
4. Connect the mentee to other potential mentors.
5. Adhere to any mentoring guidelines adopted by West Los Angeles College.

**EXPECTATIONS OF MENTEE**

1. To become a productive member of the campus community, both inside and outside of the classroom, and in the process achieve tenure.
2. Be willing to commit a minimum of 1-3 hours per month to the relationship.
3. Mentor and Mentee shall meet and agree on scheduling up to three (3) meetings or conversations per month that advance the goals of enhancing the Mentee's professional growth and effectiveness in his/her job.
4. Adhere to any mentoring guidelines adopted by West Los Angeles College.

\_\_\_\_\_  
**Mentee** (print)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Mentor** (print)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**VP or designee** (print)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please keep a copy of this agreement and forward the signed original to the Office of Academic Affairs or Student Services

3. Except as provided in Section G.4, below, any recommendation forwarded during a contract faculty member's second contract year shall be a recommendation to notify the faculty member of one of the following:
  - a. he/she will be employed for the following two academic years as a contract faculty member, or that
  - b. he/she will not be employed for the following academic year.
4. Notwithstanding Sections G.2 and G.3, the college president may, during a contract faculty member's first or second contract year, recommend that the faculty member be employed for all subsequent academic years as a tenured faculty member, but only in extraordinary circumstances where that recommendation has been initiated by the tenure review committee on the basis of documented evidence that the contract faculty member is performing at a level that warrants the granting of early tenure, and the president finds that there are clear and compelling reasons to conclude that the action will be in the best interests of the college. No recommendation made pursuant to this section, and no action accepting or rejecting any such recommendation, shall be grievable.
5. Any recommendation forwarded during a contract faculty member's fourth contract year shall be a recommendation to notify the faculty member that:
  - a. he/she will be employed for all subsequent academic years as a tenured faculty member, or that
  - b. he/she will not be employed for the following academic year.

#### H. Mentors

1. A mentor shall be designated for any contract faculty member who requests one within the first 20 days of employment. When a contract faculty member requests a mentor, the appropriate vice president shall consult with the contract faculty member and his or her department chair to identify an appropriate mentor, who can be any tenured faculty member who is employed at any of the colleges within the District.
2. A tenured faculty member may serve as a mentor to more than one contract faculty member, but since effective mentoring often requires the investment of an extensive amount of time and effort, a single faculty member should not generally be designated as a mentor for more than two contract faculty members at any time.
3. Service as a mentor shall not be considered an adjunct assignment under Article 16(A) or Article 16(B), nor shall it be counted towards the limitation on adjunct assignments specified in Article 13.C. Nevertheless, for each full year that the mentoring relationship continues, each mentor shall receive \$450 per mentee, as partial recognition for his or her service as a mentor.
4. During the period of mentoring, the mentor shall consult and interact with the contract faculty member for the purposes of enhancing the contract faculty member's effectiveness and ability to perform his or her basic duties, and encouraging the contract faculty member's professional growth. All mentors shall adhere to any mentoring guidelines adopted by the college.