

Recommendations to Foster an Environment of Mentoring in the UC Irvine Libraries
Final Report submitted to the LAUC-Irvine General Members by the LAUC-I Committee on Professional Development
Adopted by LAUC-I membership, July 26, 2004

INTRODUCTION

In order for a mentoring program to succeed, it must be both scalable and sustainable. Each mentoring relationship will have unique characteristics that reflect the needs, expertise, and experiences of the people involved. It is the responsibility of those who desire a mentor to be proactive in making this need known. It is the responsibility of those who are in a position to act as mentors to be receptive and responsive to requests for mentoring. It is the responsibility of all librarians, particularly review initiators and more experienced librarians, to recognize when a colleague might benefit from mentoring and to facilitate establishing mentor/mentee relationships. It is the responsibility of the organization to recognize and reward those who act as mentors.

DEFINITION

Mentoring is a finite relationship between two people directed towards a specific career goal such as introducing an early career librarian to the profession and the culture of the organization or helping an early or middle career librarian achieve a specific career goal. Examples of areas or situations where mentoring is valuable include:

- Becoming involved in professional organizations
- Peer mentoring to encourage a sense of loyalty and belonging within the organization
- Disciplinary affiliations
- Fostering networking opportunities both within and outside of the library
- Help with specific aspects of the formal review and evaluation process like putting together one's factual resume.
- Collaboration on professional activities; i.e. articles, research projects
- Mid- and late-career librarians who want to re-energize their careers
- Librarians who have taken on new assignments
- Help to identify and submit grant applications, including but not limited to LAUC Research and Professional Development grants

The benefits of a mentoring relationship include:

For mentees, mentoring helps provide direction in your career and opportunities to connect with colleagues.

For mentors, it provides an opportunity to share your values, experience and expertise as a librarian, develop future leaders in the profession, and gain a fresh perspective on library issues.

EXPECTATIONS OF THE MENTOR

- Have an interest in investing in the future of academic librarianship.
- Be open to requests to be a mentor when approached by an individual who is interested in establishing a mentoring relationship.
- Supervisors and review initiators have a special obligation recognize when a person who reports to them might benefit from mentoring and to facilitate establishing mentor/mentee relationships.
- Set aside time to concentrate on his/her mentee and remain accessible to the mentee.
- Articulate goals for the mentoring relationship and work to meet them.
- Demonstrate and explain effective work methods.
- Initiate contact.
- Identify expectations of the mentee.
- Be honest and professional in interactions with mentee.
- Maintain confidentiality.
- Follow-up/Follow through.

EXPECTATIONS OF THE MENTEE

- Be proactive in seeking a mentor.

- Articulate goals for the mentoring relationship and work to meet them.
- Check in with mentor regularly.
- Be honest and professional in interactions with mentor.
- Be open to suggestions given by mentor.
- Keep mentor current on your activities.
- Ask questions.
- Maintain confidentiality.
- Follow-up/Follow through

EXPECTATIONS OF LAUC-I

- LAUC-I will provide regular opportunities to inform members about the availability and benefits of mentoring through activities such as:
 - Workshops
 - Lunches with LAUC-I (Mentors I have Known)
 - Practice sessions to rehearse conference paper presentations
 - Peer editing sessions for professional contributions
 - Formal programs dedicated to further exploration and development of a mentoring program at UCI
 - Regular announcement and reminders about the availability of mentoring at LAUC-I General Membership meetings

LAUC-I MENTORING PROGRAM GOALS

- Foster an environment of mentoring in the UC Irvine Libraries.
- Provide support and encouragement so that all librarians and library staff members can succeed and excel in their positions.
- Articulate the responsibility that all librarians have to assist their colleagues in becoming involved in professional organizations.
- Encourage sharing of expertise among librarians and library staff members.
- Leverage and share the experience that each individual brings to the organization for the good of the organization.
- Provide all librarians new to the organization with opportunities to become involved in a mentor/mentee relationship.
- Encourage the organization to recognize and reward those who participate in mentoring relationships by formally recognizing mentoring relationships in the review process (if desired by those in the relationship)..

Professional Development Committee Recommendations

1. Every librarian will create a profile using the UC Irvine Faculty Profile system (<http://www.faculty.uci.edu/adm/>). The PDC will develop guidelines to assist librarians for the types and amount of information that is most useful to include. The use of the Faculty Profile System allows librarians to:
 - Gather, list, and keep up-to-date information on UCI librarians involvement in professional organizations.
 - Facilitate sharing of information about professional research interests and areas of expertise.
 - Gather, update, and make available information about UCI librarians' publications.
 - Highlight their accomplishments and areas of expertise to faculty and campus personnel outside the Libraries.
2. The Professional Development Committee will review the mentoring program on an annual basis to determine if the LAUC-I Mentoring Programs Goals have been met. Recommendations for changes and improvements to the program will be made to membership.
3. Every new librarian will be informed of the mentorship program and introduced to the Faculty Profile System as part of their LAUC-I Orientation by the LAUC-I past-chair. We recommend adding this statement to the New

Employee Orientation outline for all library employees. PDC members are available to provide assistance and consultation about the mentoring program.

4. PDC members will remind LAUC-I members about the availability of the mentoring program at each General Membership meeting. They will work with the Program Committee to sponsor other events which focus on the mentoring experiences of librarians at UC Irvine.

Guidelines for information to include in the Faculty Profile system include:

- List the library professional organizations to which you belong
- Indicate offices you have held
- Current memberships
- Past memberships
- List all your publications including conference presentations and other works which are available that document your areas of professional expertise and interest.

(Adapted from ACRL New Member Mentoring Program Workbook
<http://www.ala.org/cfapps/archive.cfm?path=acrl/mentorwb.html>)

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