ajcucitm-mentoring | FrontPage

The purpose of the AJCU-IT mentoring Program is to provide AJCU member schools with an effective staff development resource for outstanding staff who, in the judgment of their sponsors, have leadership potential. The AJCU IT Mentoring Program will offer these staff the opportunity to develop their skills and broaden their perspective on the issues and challenges Information Technology professionals face in higher education.

CIO Nomination Form

Apply to be a Mentor

Apply to be a Mentee

AJCU IT Mentoring Pilot Program Description and Procedures

Description

The AJCU-IT Mentoring Program is designed to provide professional development opportunities for emerging IT leaders at AJCU institutions, as well as allow current leaders to gather fresh perspectives and contribute to the development of the AJCU community.

Mentoring relationships will be cross-institutional. Mentors and mentees will be matched based upon their stated career goals and preferences.

Guide for Mentors

What are my responsibilities as a Mentor?

As a Mentor, the following specific activities are required during the year:
- Fill out a pre-mentorship survey to express interests, experiences, and other information to promote effective pairing of mentors and mentees.
- Schedule and conduct a "get to know you" meeting, either in person, phone call, or videoconference. This meeting is the opportunity to come to a mutual understanding of the goals and expectations of both the Mentor and Mentee for the year.
- Co- draft a basic mentoring plan with your mentee, documenting your shared understanding of goals and expectations for your mentoring relationship (template will be provided).
- Meet by phone, videoconference, or in person for at least 1 hour per month throughout the mentoring period.
- Fill out a post-mentorship evaluation survey to help guide and improve the program.

Mentor Qualifications
- Have at least 5 years experience in IT management and leadership.
- Non CIOs must be nominated for participation in the program by the CIO or equivalent.
- Be willing to share experiences, lessons learned, and thoughts on future directions regarding the IT profession.
- Be willing to meet the Mentor Responsibilities as defined above.

Benefits for Mentors
- The satisfaction that comes from helping the professional development of an AJCU-CITM colleague.
- A new friend and colleague.
- Fresh ideas and perspectives from a colleague newer to the profession
- Additional cross-institutional perspective and contacts

Guide for Mentees
What are my responsibilities as a Mentee?

As a Mentee, the following specific activities are required during the year:
- Fill out a pre-mentorship survey to express interests, experiences, and other information to promote effective pairing of Mentors and Mentees.
- Participate in a "get to know you" meeting, either in person, phone call, or videoconference. This meeting is the opportunity to come to a mutual understanding of the goals and expectations of both the Mentor and Mentee for the year.
- Co- draft a basic mentoring plan with your mentor, documenting your shared understanding of goals and expectations for your mentoring relationship (template will be provided).
- Meet by phone, videoconference, or in person for at least 1 hour per month throughout the mentoring period.
- Fill out a post-mentorship evaluation survey to help guide and improve the program.

Mentee Qualifications
- Be professionally employed in an IT-related job at an AJCU institution.
- Be nominated for participation in the program by your CIO or equivalent.
- Be willing to ask questions of your Mentor about the IT profession.
- Be willing to meet the Mentee Responsibilities as defined above.

Scott
Matt
~~Estelle~~
Bob S.
Mihey

Benefits for Mentees
- One-on-one guidance from an experienced IT manager and leader.
- A new friend and colleague.
- Cross-institutional perspective and contacts

All prospective mentors and mentees are encouraged to read "The Importance of Mentors" by Susan Metros and Catherine Yang, __Educause Cultivating Careers: Professional Development for Campus IT__, 2006, prior to applying to participate in the program.

Timeline

Applications for the pilot program will be due by June 30. The Pilot program mentoring relationship will be for six months, commencing August 1 and continuing through January 31, 2008, barring any problems requiring dissolution of the relationship. Problems potentially requiring dissolution of the relationship should be addressed to the Mentoring Program chair. Evaluation will then be conducted to inform discussion of continuation of the program at the March AJCU CITM conference.

Mentor/mentee Pilot program pairs may choose to continue their relationship in to the next year.

Mentor and Mentee Nomination and Matching Procedures

1. Each AJCU institution may nominate up to a maximum of 2 mentors and 1 mentee.

2. The CIO (or equivalent) shall nominate.

3. Each nominee must complete the appropriate questionnaire and agree to the Terms and Conditions of the AJCU-IT mentoring program.

4. Based upon nominations and questionnaire responses, the AJCU IT Mentoring Program committee shall match up to a maximum of 10 mentees with mentors.

5. The committee chair shall inform mentors and mentees of the outcome of the matching process. Any mentor or mentee concerns regarding matches shall be reviewed by the committee as a whole for appropriate action.

Links to Mentoring Resources

http://www.mentoringgroup.com/

http://www.menttium.com/

http://www.educause.edu/mentoring/

Mentoring Terms and Conditions

AJCU IT Mentoring Committee Charter

Mentoring Program Proposal

Return to Top

AJCU Mentoring Program Terms and Conditions - DRAFT

As a participant in the AJCU CITM Mentoring program, I agree to:

1. Establish and maintain a professional, work-oriented relationship throughout the mentoring period.

2. Avoid using the mentoring program as a recruiting or job search opportunity.

3. Maintain the confidentiality of matters discussed in mentoring conversations.

4. Notify my immediate supervisor and/or CIO and the Mentoring Program chair in a timely manner if any concerns or issues arise, including changes in availability, personality conflicts, failure to follow these terms and conditions, or other issues.

5. Terminate the mentoring relationship in the event of a significant personal or professional change to either party which precludes their further participation in the mentoring program.