

Pacifica Peer Mentorship Guidelines

The mentorship program aims to provide incoming graduate students with guidance, support, and valuable insights from mentors. The program seeks to foster a positive and inclusive environment, promoting academic and personal growth.

Mentor Responsibilities and Expectations

1. **Eligibility:** Mentors must be enrolled in good academic standing. Any conduct-related violations that occurred in the last 12 months will be reviewed on a case-by-case basis. Mentor applications will be reviewed and approved by a committee of faculty and staff.
2. **Commitment:** Mentors are expected to commit to the program for the agreed-upon duration of up to one academic year.
3. **Regular Meetings:** Schedule regular meetings with the mentee to discuss questions and challenges.
4. **Voluntariness and Non-Employment Relationship:** Participation in the Pacifica Peer Mentorship Program is entirely voluntary. This program does not create an employment relationship between mentors and the institution. Mentors are not considered employees, contractors, or agents of the institution, and they will not receive compensation, benefits, or employment-related protections. The institution reserves the right to modify or discontinue the program at its discretion.
5. **Guidance and Support:** Offer guidance on academic and professional matters, providing constructive feedback and support. Mentors provide informal peer guidance only and are not authorized to represent or make decisions on behalf of the Institution. Mentees should refer to the official institutional resources for administrative or policy-related inquiries.
6. **Confidentiality and Reporting Obligations:** Maintain mentee privacy but acknowledge that confidentiality is not absolute. Any concerns related to safety,

discrimination, harassment, or other institutional reporting obligations (e.g., Title IX, Clery Act) must be reported to the appropriate department.

7. **Respect and Inclusivity:** Foster a respectful and inclusive environment, promoting diversity and equity.
8. **Mandatory Training for Mentors:** All mentors are required to complete a brief training session before being paired with a mentee. This training will cover institutional policies, Title IX obligations, professional boundaries, and best practices for effective mentorship. Mentors must complete this training and acknowledge program guidelines before participating.

Disclaimer: Mentors Are Not Institutional Representatives

Mentors provide informal peer support and guidance based on their personal experiences and are not authorized to represent, speak on behalf of, or make decisions for the institution. Mentors should not provide official academic advising, administrative guidance, or legal/financial advice. Mentees should consult institutional staff or faculty for official policies, procedures, and academic matters. The institution is not responsible for any advice or information provided by mentors in the course of their mentorship.

Mentee Responsibilities and Expectations

1. **Commitment:** Mentees are expected to commit to the program for the agreed-upon duration as noted in their application.
2. **Active Participation:** Engage actively in the mentorship program, seeking guidance and feedback from the mentor.
3. **Communication:** Maintain open and respectful communication with the mentor, sharing concerns, challenges, and successes.
4. **Professionalism:** Demonstrate professionalism in all interactions with the mentor, including punctuality, respect, and preparedness.

5. **Feedback:** Provide constructive feedback to the mentor, helping to improve the mentorship experience.

Behavior Expectations

All parties must adhere to the policies described in the [Student Handbook](#), with particular attention to the Civility and Professional Conduct Policy.

In addition, mentors and mentees are expected to embrace these values:

1. **Respect:** Treat each other with respect, dignity, and professionalism.
2. **Open Communication:** Maintain open, honest, and respectful communication.
3. **Confidentiality:** Respect each other's confidentiality and privacy.
4. **Inclusivity:** Foster an inclusive environment, promoting diversity and equity.
5. **Professional Boundaries:** Establish and maintain appropriate boundaries, avoiding conflicts of interest.

Program Evaluation and Feedback

1. **Mentor-Mentee Feedback:** Mentors and mentees are encouraged to share feedback with one another to improve the mentorship experience.
2. **Survey:** There will be an opportunity to complete a survey near the end of your mentorship experience, suggesting improvements and areas for growth, as well sharing what worked well.
3. **Program Assessment:** Mentor-mentee feedback will be used to conduct annual program assessments to evaluate effectiveness, identifying areas for ongoing improvement.

Program Termination and Appeal Process

1. **Voluntary Withdrawal:** Either the mentor or mentee may withdraw from the program or mentorship pair voluntarily, providing reasonable notice to the

Committee and their pair. If it is due to a breach of mentorship guidelines, they must notify the committee immediately at studentservices@pacific.edu.

2. **Committee Discretion:** The committee reserves the right to terminate the mentorship arrangement if either party fails to meet program expectations or violates program guidelines.
3. **Appeal Process:** If a mentor or mentee disagrees with a termination decision, they may submit a written request for review to the committee within 10 days. The committee will review the appeal and provide a final decision within 14 days.

By following these guidelines, mentors and mentees can establish a productive and supportive mentorship relationship, promoting academic and professional growth.

Mentor Print Name: _____

Mentor Signature: _____

Mentee Print Name: _____

Mentee Signature: _____