

UNIVERSITY OF ILORIN, ILORIN, NIGERIA



MENTORSHIP POLICY

2024

1.0 Introduction

Introduction

The University of Ilorin aims to foster a culture of continuous professional development and knowledge transfer by establishing a structured mentorship program. This policy outlines the framework for experienced staff to mentor younger colleagues, ensuring that institutional knowledge, skills, and values are effectively passed down. This initiative is designed to support the professional growth of staff members, enhance job satisfaction, and improve overall performance within the university.

Purpose

The purpose of the University of Ilorin Staff Mentoring Program is to develop relationships and facilitate interaction among staff, resulting in a stronger, more collaborative environment. The goal is to provide more experienced and less experienced staff with valuable resources, mentors who offer support, encouragement, and points of reference for many additional resources.

Definitions

- **Mentor:** An experienced and well-established staff member who provides guidance, knowledge, and support to less experienced colleagues (mentees).
- **Mentee:** A less experienced staff member who seeks guidance, knowledge, and support from a more experienced colleague (mentor).

Roles and Responsibilities

Mentor Responsibilities:

1. Provide guidance and advice on career development, research, teaching, and administrative duties.
2. Share knowledge and experiences to help mentees navigate university processes and culture.
3. Offer feedback and constructive criticism to support mentee growth.
4. Assist mentees in setting and achieving professional goals.
5. Facilitate networking opportunities and introduce mentees to key contacts within and outside the university.

Mentee Responsibilities:

1. Actively seek and be receptive to feedback and advice from the mentor.
2. Set clear professional goals and work with the mentor to develop a plan to achieve them.
3. Take initiative in scheduling meetings and maintaining regular communication with the mentor.
4. Apply the knowledge and advice received from the mentor to their professional activities.
5. Show commitment to personal and professional growth by participating in mentorship activities.

Schedule of Activities

1. Initial Meeting: Mentor and mentee to discuss goals, expectations, and establish a mentorship agreement.
2. Monthly Meetings: Regular meetings to review progress, discuss challenges, and set action plans.
3. Quarterly Reviews: Formal review of mentee's progress and adjustment of goals as necessary.
4. Annual Evaluation: Comprehensive evaluation of the mentorship relationship and overall achievements.

Incentives

For Mentors:

1. Priority for attendance at local and international conferences funded by TETFund.
2. Recognition and awards for outstanding mentorship contributions.
3. Opportunities for professional development and training in leadership and mentorship.

For Mentees:

1. Consideration for conference attendance based on progress and achievements in the mentorship program.
2. Certificates of completion and commendation for successfully reaching mentorship goals.
3. Opportunities for career advancement and professional development.

Evaluation Criteria

Mentor Evaluation:

1. Feedback from mentees on the mentor's effectiveness and support.
2. Number of mentees successfully achieving their professional goals.
3. Mentor's commitment to regular meetings and activities.
4. Contribution to the professional development of mentees.

Mentee Evaluation:

1. Achievement of set professional goals and milestones.
2. Active participation in mentorship activities and meetings.
3. Application of knowledge and skills gained through mentorship.
4. Feedback from mentors on the mentee's growth and commitment.

Implementation Guidelines

1. **Program Launch:** Announce the mentorship program to all staff members, outlining objectives, benefits, and participation criteria.

2. **Mentor Selection:** Identify and recruit experienced staff members willing to serve as mentors.
3. **Mentee Recruitment:** Invite applications from staff members interested in being mentored.
4. **Matching Process:** Pair mentors and mentees based on professional interests, goals, and compatibility.
5. **Training:** Provide training sessions for mentors and mentees on effective mentorship practices.
6. **Monitoring and Support:** Establish a committee to oversee the mentorship program, offer support, and address any issues.
7. **Evaluation and Feedback:** Conduct regular evaluations of the mentorship program to assess its effectiveness and make necessary adjustments.

Detailed Program Design

Mentoring Program Structure:

- **One-on-One Mentoring:** Through one-on-one meetings, mentors and mentees discuss and explore areas including professional strengths, career development, and organizational culture.
- **Professional Development Workshops:** The program includes seven to ten development workshops designed to promote the strengths and career potential of mentees. Workshops cover topics such as leadership development, identifying skills, and navigating university culture.
- **Peer Coaching Groups:** Mentees will have the opportunity to build strong relationships with other mentees through peer coaching groups, which will meet monthly.

Program Requirements:

- **Mentees:** Expected to meet with their mentors at least six times during the program cycle, attend a minimum of six development workshops, participate in peer coaching groups, and complete a strengths/skills assessment.
- **Mentors:** Encouraged to attend the orientation session, meet with mentees at least six times, and participate in the program evaluation.

Estimated Time Commitment:

- **Mentees:** Approximately 21.5 hours over a six-month period.
- **Mentors:** Approximately 5.5 hours over a six-month period.

Program Benefits:

1. **Personal and Professional Development:** Both mentors and mentees can gain valuable experience and develop new skills.
2. **Networking Opportunities:** Expanding professional networks for both mentors and mentees.

3. Improved Job Performance: Mentees receive guidance that can lead to increased productivity and career success.
4. Increased Self-Confidence: Mentees benefit from a supportive environment, boosting their self-confidence.

Mentor and Mentee Matching:

1. Mentees must have worked at the University of Ilorin for a minimum of one year.
2. Mentors and mentees will not be from the same unit.
3. Mentors will not hold a supervisory capacity over mentees.
4. Matching will be based on professional experience, strengths, areas of interest, and program expectations.

Program Expectations and Time Commitment:

Activity	Mentees (Hours)	Mentors (Hours)
Program Orientation	1.5	1.5
First Mentoring Session	1.0	1.0
Monthly Mentoring Sessions (5)	2.5	2.5
Professional Development Workshops (6)	9.0	N/A
Peer Coaching Groups	6.0	N/A
Strengths Finder 2.0 Assessment	1.0	N/A
Program Evaluation and Feedback	0.5	0.5
Total Time Commitment	21.5	5.5

Certificate of Completion:

- At the end of the program cohort, mentors and mentees that complete the program requirements will receive a certificate of completion.
- A notification of the program completion will be provided to the participant's supervisor.

Policy Approval and Review This policy shall be approved by the University Senate and will be reviewed annually to ensure its effectiveness and relevance in the first 3 years and subsequently every 3 years. The review process will involve feedback from participants and stakeholders to make necessary adjustments and improvements.

University of Ilorin Mentorship Program: Call for Mentors and Mentees

Overview The University of Ilorin is excited to announce the launch of its Mentorship Program, designed to foster a culture of continuous professional development, knowledge sharing, and collaboration. This program pairs experienced staff members (mentors) with less experienced colleagues (mentees) to support professional growth, enhance job satisfaction, and improve overall performance within the university.

How to Participate as a Mentor *Eligibility:* Potential mentors should be experienced staff members who have demonstrated excellent performance, professionalism, a positive attitude, and a willingness to share their career experiences and skills.

Process:

1. **Complete an Interest Form:** Fill out the Mentor Interest Form. This form will require approval from your supervisor to ensure that participation does not interfere with your current responsibilities.
2. **Submit the Form:** Submit the completed form to the Human Resources Department in the Registry.
3. **Pairing:** The committee will use the information provided to pair mentors with suitable mentees based on professional experience, strengths, areas of interest, and program expectations.

Benefits of Being a Mentor:

- Opportunity to help identify, support, and develop staff members at the university.
- Enhancement of leadership and mentoring skills.
- Expansion of professional network.
- Priority consideration for local and international conferences funded by TETFund.

How to Participate as a Mentee *Eligibility:* Potential mentees can be any eligible member of the University of Ilorin staff who has been an employee of the university for at least six months. Approval from the mentee's Head of Department and Dean is required prior to participation.

Benefits of Being a Mentee:

- Access to guidance and advice on career development, research, teaching, and administrative duties.
- Opportunities to set and achieve professional goals with the help of an experienced mentor.
- Participation in professional development workshops and networking events.
- Increased self-confidence and professional growth.

Program Structure

- **Initial Meeting:** Mentor and mentee discuss goals, expectations, and establish a mentorship agreement.
- **Monthly Meetings:** Regular meetings to review progress, discuss challenges, and set action plans.
- **Quarterly Reviews:** Formal review of mentee's progress and adjustment of goals as necessary.
- **Annual Evaluation:** Comprehensive evaluation of the mentorship relationship and overall achievements.

Schedule of Activities

1. **Program Orientation:** Introduction to the program, roles, responsibilities, and expectations.
2. **One-on-One Mentoring:** Regular one-on-one meetings between mentors and mentees.
3. **Professional Development Workshops:** Seven to ten workshops designed to promote the strengths and career potential of mentees.
4. **Peer Coaching Groups:** Monthly meetings for mentees to build relationships and provide support to each other.
5. **Evaluation and Feedback:** Regular evaluations to assess the effectiveness of the mentorship program and gather feedback for improvements.

Incentives

For Mentors:

- Priority for attendance at local and international conferences funded by TETFund.
- Recognition and awards for outstanding mentorship contributions.
- Opportunities for professional development and training in leadership and mentorship.

For Mentees:

- Consideration for conference attendance based on progress and achievements in the mentorship program.
- Certificates of completion and commendation for successfully reaching mentorship goals.
- Opportunities for career advancement and professional development.

Contact Information For more information or any queries regarding the mentorship program, please contact the Human Resources Department.

Join the University of Ilorin Mentorship Program today and take a step towards professional growth and development. Together, we can build a stronger, more collaborative university community.