



TULANE UNIVERSITY  
SCHOOL *of* MEDICINE

SAIDE Mentorship Program  
2024-2025  
Handbook



# **Staff Mentorship Program Handbook**

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## **Staff Mentorship Handbook Intro**

This manual contains important information related to the Staff Mentorship Program at Tulane University School of Medicine. SAIDE will serve as the administrative entity for the Staff Mentorship Program and will provide support and follow-up with mentors and mentees throughout the year.

This handbook contains the mission, vision, and goals of the Staff Mentorship Program, the specific roles of mentors and mentees, as well as commitments and expectations.

**Program Cycle:** The Staff Mentorship Program cycle runs 12 months based on the fiscal year, July 1 - June 30. The application period will open in June of each fiscal year.

## **Vision, Mission, and Goals**

### **Vision**

The Tulane School of Medicine Staff Mentorship Program is a volunteer program that pairs experienced Tulane staff with newer staff who seek to develop themselves professionally. The program provides a supportive structure in which participants can cultivate contacts, explore challenges, and enhance effectiveness as they design their personal growth and career paths at Tulane. It also provides the opportunity to gather information, develop peer support, learn more about Tulane, and better understand the Tulane organizational culture and opportunities.

Mentoring is a proven approach to accelerating leadership and employee development while increasing retention, engagement, and productivity.

### **Mission**

The mission of the Staff Mentorship Program is to assist in the personal and professional success and development of all mentees by offering support and guidance.

### **Goals**

The Mentorship Process will include goal-setting sessions to help mentees achieve their individual personal and professional goals.

## **Learning Objectives**

As a result of the Staff Mentorship Programs, mentors will:

- Gain knowledge of resources and services that support diversity, inclusion, and equity at Tulane and within the New Orleans community.
- Develop and follow attainable goals related to the mentee's personal and professional successes
- Engage in opportunities for development within the local community

As a result of the Staff Mentorship Program, mentees will:

- Gain knowledge of resources and services that support diversity, inclusion, and equity at Tulane and within the New Orleans community.
- Develop and follow attainable, individual goals related to personal and professional successes
- Identify, create, and follow through with personal strategies for acquiring valuable experience and developing professionally as a Tulane staff member.
- Engage in opportunities for development within the local community

## **Who Can Participate:**

The program encompasses Tulane staff employees.

**Mentors** are seasoned Tulane employees and well-respected advisors, coaches, and colleagues who guide and challenge, and who are willing to share their experiences.

**Mentees** are Tulane staff employees interested in career development and who have relatively fewer years of service than mentors.

**Eligibility requirements for program participants include:**

**Staff in exempt and non-exempt (report time hourly) payroll titles**

**Non-probationary employment status by the start of the mentee program**

**Must be a staff member in good standing with the University**

**Before applying, potential mentees should:**

Confirm their job classification as a staff member

## **How the Program Works**

Mentees who are accepted for the program will be notified shortly after the application deadline.

Applications will be sent electronically to interested mentors/mentees.

The Tulane Staff Advisory Council/Dean's Office will sponsor a networking event to launch the Mentorship Program cycle, at which time mentors and mentees can meet in an informal setting. Mentees and mentors will receive the date, time, and location of this 'Program Kick-Off Reception' via email.

Once matching is complete, pairs will be notified, and the mentoring process will begin during the month of July.

Once matched, the mentor and the mentee establish mutually agreeable terms for the mentorship relationship. Mentors and mentees meet monthly in person and/or virtually according to an established schedule for one fiscal year.

# **Staff Mentorship Program Commitments and Expectations**

## **For Mentors and Mentees**

Once pairs are set, mentors and mentees will define the shape and scope of their personal experiences.

### **Role of a Mentor**

- Inspire and motivate mentees to achieve greatness in all aspects of their lives
- Be knowledgeable about multicultural variables and intersections (race, religion, etc.)
- Engage in goal-setting sessions with a mentee
- Reach out to mentee and maintain regular contact and communication
- Respect and protect the privacy of the mentee
- Provide a welcoming and psychologically safe space where a mentee can speak honestly and without fear of judgment
- Provide guidance regarding how to develop career paths
- Hold mentee to a high standard of professionalism
- Guide mentees in identifying potential leadership opportunities

### **Role of a Mentee**

- Commit to actively working with the mentor
- Adhere to all policies and procedures
- Engage in goal-setting sessions with a mentor
- Maintain regular contact and communication with mentor
- Be willing and open to accepting advice and feedback necessary for professional development

Mentor/Mentee Evaluation: At the end of each FY, an evaluation will be sent.



