



**University of California Office of the President Mentorship Program  
2020 UCOP Mentorship Program Goals**

Program Goal	Organizational goals	Participant goals
The UCOP Mentorship program provides a formal one-on-one mentoring structure to foster a culture of development and learning for growing professionals.	The UCOP Mentorship Program aims to <i>promote</i> : <ul style="list-style-type: none"> <li>• A <b>shared responsibility</b> for a culture of coaching and development throughout UCOP</li> <li>• Visibility of diversity in leadership</li> <li>• Employee engagement and connection to the UC vision and mission</li> </ul>	For Mentors and Mentees, the goals are: <ul style="list-style-type: none"> <li>• Share and learn leadership skills practices</li> <li>• Guide and navigate the UCOP organizational culture</li> <li>• Establish long term professional relationships</li> </ul>
<b>2020 Mentorship Program Outcomes</b>		
<ol style="list-style-type: none"> <li>1. Sustain 90% participant program satisfaction on end of year survey.</li> <li>2. In partnership with mentors, mentees establish and work toward explicit professional learning goals.</li> <li>3. Increase participation in the mentor pool by 10%.</li> </ol>		

**UCOP Mentorship Program Leadership Roles**

We believe that all leaders in the organization hold an important responsibility in our successful Mentorship Program. Here are the roles and responsibilities:

Program Coordinator	UCOP Leaders	Mentorship Program Steering Committee
<ul style="list-style-type: none"> <li>• Manages the recruiting, selection, and matching process</li> <li>• Works with Senior Leaders to integrate program into team development strategy</li> <li>• Works with each mentoring pair to provide resources and resolve any issues</li> <li>• Communicates regularly with mentors, mentees, and mentees' managers</li> <li>• Provides training both initially and during the program</li> </ul>	<ul style="list-style-type: none"> <li>• Be a mentor</li> <li>• Recruit mentors</li> <li>• Nominate mentors and mentees</li> <li>• Support mentees to participate in the program</li> <li>• Integrate the mentorship program into team members' professional development plans</li> <li>• Recognize Mentors and mentees for their</li> </ul>	<ul style="list-style-type: none"> <li>• Use participant feedback and experience to guide program goals and structures</li> <li>• Provide input to adjust program to meet program outcomes</li> <li>• Supports the recruiting, selection, and matching process</li> </ul>

<ul style="list-style-type: none"> <li>• Conducts an evaluation to determine the program's effectiveness</li> <li>• Communicates program results to UCOP community</li> <li>• Facilitates the Mentorship Program Steering Committee</li> <li>• Updates and revises program based on research and input of participants and UCOP leadership</li> </ul>	<ul style="list-style-type: none"> <li>• commitment to professional growth</li> <li>• Participate in leadership panel for one of the Mentee Cohort lunches</li> <li>• Be a Mentorship Program Champion</li> </ul>	<ul style="list-style-type: none"> <li>• Champion the Mentorship Program</li> </ul>
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### UCOP Mentorship Program Participant Roles

Here are the roles and responsibilities for Mentors and Mentees:

Mentor	Mentee
<ul style="list-style-type: none"> <li>• Commit to meet with your mentee at least once a month</li> <li>• Be open to sharing practices and ideas to support mentor's growth</li> <li>• Support mentees to develop and work towards their goals for their mentorship time</li> <li>• Be an advisor and teacher of leadership practices</li> <li>• Model and support networking efforts and skills</li> <li>• Be a compassionate supporter and cheerleader</li> <li>• Be a good listener and hold confidentiality</li> <li>• Communicate as needed with program coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Commit to meet with your mentor at least once a month.</li> <li>• Participate completely in all program activities</li> <li>• Be open to learning and reflective</li> <li>• In collaboration with mentor, develop and work toward goals for the program</li> <li>• Be proactive and clear about your learning goals</li> <li>• Come prepared to all meetings with your mentor</li> <li>• Communicate consistently and be respectful of time</li> <li>• In collaboration with mentor, develop and work toward goals for the program</li> <li>• Communicate as needed with the program coordinator</li> </ul>

For questions, please contact Anne Prozan, Talent and Organization Manager, Local HR and Mentor Program Coordinator at [annie.prozan@ucop.edu](mailto:annie.prozan@ucop.edu) or 510-987-0057.