**Selection of Mentors and Mentees**

The ACUA Mentoring Program is a method for experienced ACUA members to connect with ACUA members new to the industry or those seeking professional growth and to provide a professional relationship conducive to sharing ideas and knowledge. Mentorship is a proven method to help colleagues new to either internal audit and/or to the higher education industry feel supported, drive workplace satisfaction, and foster member engagement. This program promotes networking, learning from others, sharing knowledge, and growing professionally.

The goal will be to match mentor and mentee before the Fall AuditCon Conference. During the summer before the AuditCon Conference, the ACUA Mentorship Coordinator will contact the ACUA membership to request both Mentors and Mentees. Mentors will be selected from ACUA members with proven track records and experience in leading an audit function in higher education and in mentoring staff. The size of the institution, type of the institution (public or private), size of audit staff, and other attributes will be taken into consideration in order to assign the best mentor for each mentee.

The ACUA Membership Committee will attempt to schedule a formal gathering (i.e. Breakfast or Lunch) to allow Mentors and Mentees to meet face to face during the AuditCon (Fall) and Audit Interactive (Spring) Conferences.

**Duration of Relationship**

The Mentorship is expected to be a one-year commitment (September to August) for both parties. However, we encourage the mentorship to continue even after the one-year commitment concludes.

**Mentor Roles and Responsibilities**

The primary role of a mentor is to listen and support the mentee in whatever way is most suitable for the mentee. Mentors will be responsible for:

* Conducting sessions via telephone calls, video conferencing, e-mails, and other means of communication at a frequency agreed upon mutually by the mentor and the mentee. It is important to discuss your mutual expectations about time and communication at the start of the mentorship. Examples of successful mentor/mentee sessions have included:
* Establishing a set monthly meeting time so both have the calendar time saved. If not needed in a given month, the meeting could be cancelled.
* Establishing a set of meetings with agenda items specific to the mentee’s interests or needs for discussion.
* Being available to their mentee as they have challenges, questions, or need guidance.
* Respecting their mentee as an equal.

Mentors will gain personal satisfaction in helping those new to higher education and/or internal audit to reach their career goals and leadership potential and by supporting the success of ACUA institutions and the internal audit profession.

**Mentee Roles and Responsibilities**

Mentees will gain valuable insight from their Mentors throughout the year as they receive guidance that is not available in a one-hour webinar or conference. The direction and topics to cover is primarily directed by the Mentee, which affords the individual the opportunity to receive knowledge and feedback on areas specific to their needs. Mentees will be responsible for:

* Taking the initiative and proactively setting and organizing the schedule with their mentor.
* Being respectful of their mentor’s time and being prepared with topics, areas to discuss, and questions.
* Utilizing the suggested activities list as a starting point, if needed.

**Suggested Activities**

* Discuss emerging issues and current events in higher education or internal audit.
* Discuss the soft skills needed in leadership roles.
* Read and discuss leadership articles or quotes.
* Brainstorm and create a personal mission statement or professional bucket list.
* Attend the same ACUA or other professional webinars and discuss the content and lessons learned.
* Book Clubs – Read Richard Chambers or IIA books or magazine articles together.
* Take and discuss the results from assessment tools like Strengths Quest, personality tests, leadership style tests, etc.

**Things to Consider**

* The program should not be considered a supervisory relationship, especially as it relates to specific projects.
* It is important to make a commitment to the program and keep scheduled appointments as much as possible.
* The arrangement does not have to take on a strict and prescribed format. The program allows for the freedom to structure the arrangement to meet the needs of the particular mentee and mentor to facilitate a successful relationship.