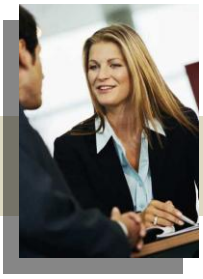

2014-15 SanFACC Mentor Program

D E S C R I P T I O N

You're invited to participate in the ***SanFACC Mentor Program***, an exciting career-enhancing opportunity designed to prepare community college employees who aspire to administrative leadership positions. The program identifies future community college leaders and pairs them with mentors from another college whose backgrounds and expertise correspond to the mentees' professional development needs in order to expand their knowledge and expertise. The program is sponsored by the **San Gabriel/ Foothill Association of Community Colleges** (SanFACC), which is composed of Chaffey College, Citrus College, Glendale College, Mt. San Antonio College, Pasadena City College, and Rio Hondo College.

Eligibility: This program is open to community college employees who:

- have taken leadership roles in a community college or other setting;
- have demonstrated interest in professional development and advancing their career in the community college system;
- have defined career goals and identified areas of professional growth needed to advance to these goals; and
- are motivated and committed to be fully engaged in the program and optimize their learning experience.

Application: Employees interested in participating in the program must submit an application describing their professional background, their career goals, and the specific areas they would like to learn. A resume, an acknowledgment form from their supervisor, and a letter of recommendation are also required as part of the application packet. Participants will be selected based on the following criteria:

- Evidence of past participation in professional development activities;
- Community college experience;
- Leadership experience; and
- Potential to apply learning to present and future positions that benefit the college.

Process: A selection committee will review and score applications and select potential mentees. Each selected mentee will be paired with a mentor from a different college to minimize potential confidentiality issues and to introduce new ideas, perspectives, and practices. Mentors will be selected carefully, based on their expertise in the fields that mentees want to learn about and on their commitment to invest their time into future leaders' careers. Please note that program coordinators will make every possible effort to recruit mentors that match mentees' requests, but the availability of mentors in a specific job category cannot be guaranteed.

Expectations: Mentors will discuss mentees' career goals, review their resumes, and help them identify gaps to fill in order to prepare for leadership positions that mentees aspire to hold. Each mentee will voluntarily participate in the program on his/her own time, prepare a learning contract describing specific learning needs, activities (*e.g.* job shadowing, participation in meetings or projects), and timelines. Mentors and mentees are expected to communicate at least once a month for 10 months and complete the activities listed on their individual learning contracts. At the end of the program, mentees will report to the SanFACC Mentor Program Coordinators on their experience in the program and complete a program evaluation.

Benefits: Employees participating in the program will learn from their mentors, receive one-on-one assistance and advice regarding their own professional development, and have the opportunity to job shadow and gain experience through their individual work with their mentors. They will apply their expanded skills and knowledge to their work, therefore benefiting their campuses. Please note that participation in the program does not guarantee that mentees will be promoted within their organization. Recruitment for college positions will continue to be open to all and provide equal opportunities to job applicants.

Timeline and Deadlines:

- Applications are due by ***Friday, May 16, 2014.***
- The selection results will be announced in June, 2014.
- The 2014-15 program will start with a mandatory orientation in August, 2014, and conclude in May, 2015.

For more information, please contact the coordinator at the following participating colleges:

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