**Section 1: Purpose**

1. The purpose of the mentor is to give the new hire collegial support; to instill values of the college’s culture; and to help him or her learn college procedures, practices and policies.

**Section 2: Notification**

1. When a new employee is hired, the WNC Human Resources Office will ~~notifies the college community of a new staff member by~~ e-mail~~,~~ the supervisor ~~an additional e-mail,~~ requesting that a mentor be assigned.~~, will be sent to the direct supervisor of the new hire. specific Vice President and to one of the following:~~
	1. ~~For academic faculty, to the appropriate Academic Director;~~
	2. ~~For administrative faculty or classified staff, to the appropriate governance senate/council chair.~~

**Section 3:Procedure**

1. At the start of each academic year, each governance group on campus (Academic Faculty Senate, Administrative Faculty Senate, and Classified Council) will gather a list of members of the respective groups who are willing and able to serve as mentors. This list will be submitted to the Human Resources Department.
2. At the point when notification is made, the ~~Academic Director or supervisor and the governance chair~~ supervisor of the new hire will ~~confer and~~ select a mentor ~~to be recommended~~ from the list maintained by Human Resources for the newly hired individual~~. The Academic Director or supervisor will submit the mentor recommendation(s) to the appropriate vice president. If the recommendation is approved by the vice president, the recommendation will be forwarded to the president for final approval.~~
3. The ~~president’s office~~ supervisor will notify the ~~Academic Director or supervisor and the governance chair of approval~~ Human Resources Department and the mentor of the ~~mentor recommendation~~ selection. ~~The Academic Director and the governance chair or supervisor will notify the mentor.~~ The ~~President’s~~ Human Resources Office will keep a master list. The mentor should contact the new hire as soon as possible, but no later than two weeks after being appointed.
4. When possible, no single employee should be assigned more than one mentee in a single academic year. ~~the mentor and new hire should be on the same campus~~.~~, but not generally employed in the same division/department.~~ If all available mentors have already been assigned a mentee, the new hire supervisor and Human Resources office should collaborate to determine appropriate next steps, which could include requesting additional mentors from the governance group, assigning a second mentee to a mentor, or assigning a mentor from one of the other two governance groups.
5. A mentor relationship may be dissolved at any time at the request of either party and a new mentor may be assigned.
6. No mentor plays a role in a peer review process for the new hire, unless requested by the new hire.