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The Australasian Council of Deans of Arts, Social Sciences and Humanities

# DASSH Mentoring Program

# Program Agreement

## Communication

DASSH recommends the Mentor and Mentee establish a schedule and structure of meetings which address the expectations, goals and capacities of both parties. We advise maintenance of clear lines of communication so both parties feel supported throughout the duration of the program. It is important that both Mentor and Mentee communicate about changing expectations and goals.

## Duration and commitment

- DASSH recommends Mentors and Mentees meet for a minimum of four, one-hour sessions between March and December 2027.
- Mentees are requested to fill out a pre-briefing form to give to the Mentor before the first session.
- We recommend using the first session to establish the schedule, goals and topics to be focused upon across the Mentoring relationship.

## Parameters and expectations

Participation in the Mentoring Program is entirely voluntary and developmental. Mentoring occurs between individuals from different institutions and portfolios. It does not replace formal line-management, HR or institutional processes.

- The Mentors have committed to a minimum of four sessions with their Mentee(s).
- The Mentor is not committed to reading material or providing advice outside of these sessions.
- The Mentee is not obliged to perform any tasks suggested by the Mentor.
- Participants are recommended to maintain clear professional boundaries and expectations at all times. Communication channels and frequency are decided upon between the Mentor and Mentee.
- Establish set goals for each mentoring session or identify a longer-term project or goal to work towards.
- Facilitation and administrative queries should be directed to DASSH, while anything specific to institutions should be directed to appropriate professional or HR staff.

## Privacy and confidentiality

- All matters shared in the context of the mentoring program remain private and confidential between the mentor and mentee. Any part of discussion to be shared outside of this relationship must be agreed to by both parties in advance.
- During the Mentor and Mentee sessions and separate sessions facilitated by DASSH, any information shared needs to be anonymous or approved by all parties in advance.
- Any information shared during the program should remain internal to the individuals participating in the program.
- DASSH is available to support both Mentors and Mentees throughout the program. Any information shared with us will remain confidential and private.

## Conflicts of interest

Mentoring relationships should not attempt to address problems with formal line-management, supervision, HR or performance processes.

The Mentoring relationship should not be used to influence employment decisions, performance management, promotions, disciplinary processes or organisational disputes.

If either Mentor or Mentee is concerned about a real or perceived conflict of interest, they can contact DASSH about possible options.

Where a Mentor and Mentee become aware of matters relating to misconduct, wellbeing concerns, legal obligations or workplace performance management, the Mentor should not attempt to manage these matters through the Mentoring relationship.

Mentees should be encouraged to use appropriate internal institutional processes and where necessary seek further guidance outside of the Mentoring relationship.

## Support

DASSH is committed to being available for the duration of the Mentoring Program for guidance and support to both Mentors and Mentees.

DASSH support includes facilitating administration of the program, partnering Mentee relationships and providing guidance on the overall aims of the program.

DASSH cannot provide support for internal university matters or grievances. We suggest contacting university HR support.

In the case of conflict within the program, DASSH will facilitate the administration for organising alternative mentoring relationships. DASSH cannot provide interpersonal support due to the nature of the organisation.