

# **Checklist for Establishing a Faculty/Staff Mentorship Program in a California Community Colleges**

Developed by: Dr. Maria Wright, Faculty (Bakersfield College)

For more information and resources contact Dr. Wright at  
[maria.wright2@bakersfieldcollege.edu](mailto:maria.wright2@bakersfieldcollege.edu)

Programmatic Website: <https://www.bakersfieldcollege.edu/employees/professional-development/faculty-diversification-fellowship>

## **Stage 1: Where is the Gap?**

- 1. What is the need at your institution? In which department and/or discipline?**
  - a. Do you have data to show the need?
    - i. At least 3 years' worth of data is recommended to highlight a longitudinal or "long standing" concern
    - ii. Include comparative student data that account for any recent changes in student demographics
  - b. Do you plan on recruiting internal personnel, graduate students, both?
- 2. Assess the campus culture as it pertains to recruitment and retention of people of color and other minority groups?**
  - a. Develop common language around equity efforts
    - i. If possible, develop and adopt a glossary of terms to help norm the language
    - ii. This avoids confusion on equity, diversity, inclusion, disadvantaged, etc.
- 3. What resources do you need to successfully implement a mentorship program?**
  - a. Human, fiscal, physical, etc.
  - b. Are grants or external funding sources available to help with this work?
  - c. Develop a proposed budget that includes funding source in the program proposal for additional clarity

## **Stage 2: Advance the Agenda**

- 1. Gather support for the program**
  - a. Present proposal to admin team
  - b. Share approved proposal with governance bodies for feedback and support
  - c. Identify faculty and staff champions that can advocate for the program
- 2. Establish Institutional and Departmental Partnerships**
  - a. If you plan to recruit graduate students, establish partnerships with departments heads, administrators, and faculty in the targeted disciplines.

- b. If you plan to recruit internal candidates, identify any potential union or institutional policies that need to be considered in the implementation of the program

### **Stage 3: Establish the Program**

1. Develop the application and recruitment process for mentees and mentors
2. If funding will be used to provide stipends or special compensations, work with your budget/finance office to establish accounts, timelines, etc.
3. Market the timeline for recruitment
4. Calendarize important dates for orientation and training that can be made available to candidates interviewing for the program

### **Stage 5: Launch the Program**

1. Go live with the program!
2. Assess any difficulties and document any concerns that surfaced during the launch process
3. Gather feedback from participants
4. Complete a programmatic evaluation that can be used to inform decision-making process for the program