



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SCIPAC)**

**STANDARD OPERATION PROCEDURES OF THE
MENTORING SUBCOMMITTEE**

VERSION: 1.0

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I. PURPOSE

The purpose of this standard operating procedure (SOP) is to supplement the SciPAC Charter by providing specific and detailed information on the duties and responsibilities for each position on the SciPAC Mentoring Subcommittee and the operations and procedures currently employed by the Mentoring Subcommittee.

At the present time, the Mentoring Subcommittee is undergoing re-organization as part of a PHS-wide initiative. The following procedure represents the current state of the subcommittee and shall be updated as the re-organization progresses.

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The SciPAC Mentoring Subcommittee governing body shall include one chairperson and subcommittee members. If the option for a subcommittee co-chairperson is available, then the Subcommittee Chair may select Co-Chair(s) at his/her discretion.

ii. Size

There is no specific limit to the size of the SciPAC Mentoring Subcommittee. The Chair/Co-Chair shall make final determination on whether new members shall be accepted based on the needs of the SciPAC Mentoring Subcommittee.

iii. Representation

The transaction of business by the SciPAC Mentoring Subcommittee shall require a quorum.

b. Officers – Roles & Responsibilities

The goal of the SciPAC Mentoring Subcommittee is to provide the opportunity to all officers of the Scientist Category to achieve their full professional potential by benefiting from being mentored by a senior officer. The program will achieve this goal by:

- Providing support and services to all mentors and protégées.
- Promoting the program.
- Keeping records of the matched pairs and providing recognition to those involved.
- Monitoring the success of the program and making any necessary changes.

i. Chairperson

The Chair shall support the goals of this subcommittee and provide the leadership that ensures timely completion of subcommittee responsibilities listed in the SciPAC Charter and to recommend strategies/actions that address issues that affect mentoring activities. The Chair shall accomplish these goals by carrying out the following duties:

- Schedule monthly committee meetings.
- Provide a written summary of the SciPAC Mentoring Subcommittee activities to the Executive Secretary of the SciPAC Executive Committee annually, in addition to an oral summary during each full meeting of the SciPAC.
- Ensure timely completion of other Mentoring-related tasks or special projects, as requested by the SciPAC Executive Board.

ii. Co-Chairperson(s)

The Co-Chair(s) shall support the Chair in his/her duties and responsibilities.

iii. Mentoring Assignment Program Manager

The Program Manager shall manage the mentor/mentee matching process and maintain associated records.

iv. Subcommittee Members

Subcommittee members shall support the Chair and Co-Chair with their responsibilities and participate actively in subcommittee activities.

III. OPERATIONS AND PROCEDURES

a. Meetings

The Mentoring Subcommittee shall meet on a regular basis, such as monthly, as designated by the Chair. The meeting dates shall be determined by the subcommittee as a whole. The Subcommittee Chair may call special meetings of the committee members, based on specific projects, as needed.

b. Activities/Duties

i. Assignment of Mentors and Record Keeping

(Participants: Chair/Program Manager, 1 or more additional subcommittee members as needed)

The Chair of the Mentoring Subcommittee acts as the Program Manager in the assignment of mentors to officers of the Scientist Category. The Chair, at his/her

discretion, may delegate the responsibilities of the Program Manager to any member(s) of the subcommittee. The procedure for the mentor/mentee matching process is as follows:

- i. Requests for mentorship are submitted by the Scientist Officer. Requests may be received by either email or fax, using the Mentor Request Form posted on the SciPAC website (see Attachment A).
- ii. Mentor requests shall be responded to within 48 hours of receipt.
- iii. The Program Manager contacts requesting officer for a follow-up conversation in order to identify goals, expectations, and career background.
- iv. The Program Manager identifies of a suitable mentor from a list of volunteer mentors from the Scientist category.
- v. The Program Manager will update records of the mentor/mentee assignment.

IV. SUBCOMMITTEE MEMBERSHIP

a. Requirements

All officers will be full-time Commissioned Corps personnel who meet the eligibility requirements for appointment to the Scientist category and to be either voting or non-voting members of SciPAC. Members of the Mentoring Subcommittee shall be appointed annually based on self-nomination.

b. Letter of Appreciation

All SciPAC Mentoring Subcommittee members will be formally recognized for their contribution to the subcommittee with a letter from the SciPAC CPO at the end of each SciPAC year which may be placed in the officer's OPF.

V. TRANSITIONING

a. Incoming Chairperson and Co-Chairperson Preparation

To ensure a smooth transition when a change in leadership occurs, the Outgoing Chair/Co-Chair will provide the incoming Chair/Co-Chair with up-to-date information on the status of current activities and discuss any projected activities for the coming year.

VI. REFERENCES

1. 2011 SciPAC Mentoring Program Operational Plan

VII. ATTACHMENTS

Attachment A: Mentor Request Form

Attachment A. Mentor Request Form

SciPAC Mentor/Protégé Application

I would like to be a Mentor ____ Protégé ____

Name and Rank _____

Category _____

Discipline and Career Development Track

Years of Service _____ Corps _____ Other Uniformed Service (_____) _____

Current Agency _____

Address _____

Daytime phone _____ FAX _____

E-mail _____

Briefly, what are your expectations of the mentor/protégé relationship?

Please complete and mail or fax this application to the current Chair of the SciPAC Mentoring Subcommittee.