

SOCIETY OF
ARCHITECTURAL
HISTORIANS

SAH Mentoring Guidelines

FOR ACCEPTANCE BY ALL MENTORSHIP PROGRAM PARTICIPANTS

The purpose of the SAH Mentorship program is to provide career advice and counseling for members, especially those in the early stages of their careers, going up for promotion, or considering or undertaking a significant change in career direction or location.

Mentors and mentees agree to meet six times over an eighteen-month period. After the first meeting and before the second, they should come up with a mutually agreed written plan, typically one paragraph in length, outlining the expectations of both parties for the mentorship.

Code of conduct

With thanks to the School of Architecture, Planning & Preservation, University of Maryland, from whose mentorship principles much of this language has been taken

1. Balance: all participants should respect diverse issues and exposures, as well as time commitment and time management. When meeting with one another, all parties should be respectful of one another's unique perspectives and each other's schedules. That means being prepared and enthusiastic for conversation in a timely manner. While the mentor is expected to be willing to read and comment upon draft or published samples of scholarship by the mentee, and related work, such as book proposals, this should not typically exceed 50-100 pages over the course of the mentorship agreement.
2. Communication: both mentor and mentee should prioritize a culture of thoughtful listening, letting multiple voices be heard and intellectual diversity be a strength in the conversation. The mentor-mentee relationship should be built on listening and responding to one another, rather than talking at one another.

3. **Perspective:** the mentor should use conversation as an opportunity for reflection and insight, while keeping that reflection relevant to conversation. The mentee should feel that this is a space where questions can be asked about what future opportunities and challenges their career may present to them. Mentorship is a two-way street. Consider your role as a mentee, and how you can make your mentor's experience as rewarding as your own. Reflection as a mentor, particularly reflection on one's own career, can be a very healthy part of mentorship.
4. **Confidentiality:** both mentor and mentee should be able to have a frank conversation about career trajectories, including obstacles they have faced and how to overcome them. This may mean that one or the other or both request that information they share be confidential; such confidentiality must be respected.
5. **Space:** it is presumed that most meetings will take place on-line. Any exceptions should be in public or professional spaces, such as hotel conference rooms or university offices, in which confidential conversations are unlikely to be overheard or interrupted.

Signed by

Mentor
Name, date

Mentee
Name, date