



Scientists of the
US Public Health Service



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SCIPAC)**

**STANDARD OPERATING PROCEDURES OF THE
MENTORING SUBCOMMITTEE**

**VERSION: 3.0
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I. GOAL

The goal of the SciPAC Mentoring Subcommittee is to facilitate and 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, resources, and services to all mentors and mentees.
- Promoting the program through the SciPAC website, briefs, informational one-page documents, etc.
- Coordinating and keeping records of the matched pairs and providing recognition to those involved.
- Monitoring the success of the program and making any necessary changes.

II. PURPOSE

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

The following procedure represents the current state of the subcommittee and shall be updated as needed or on an annual basis with the selection of a new Chair.

III. GOVERNING BODY AND OFFICERS

a. Organization

1. Structure

The SciPAC Mentoring Subcommittee governing body shall include the Chairperson (Chair), Co-Chairpersons (optional), and Secretary. Subcommittee teams can be formed as needed with a team lead and volunteers.

2. Size

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

3. Requirements

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

appointed annually based on self-nomination with the approval by the Chair and Co-Chairs.

The Chair is the only officer required to be a voting member. New prospective volunteer officers may be asked to share their Curriculum Vitae with Subcommittee leadership (Chair/Co-Chair(s)), to provide insight on how their knowledge, skills, and experience could best assist the Mentoring Subcommittee.

b. Officers – Roles & Responsibilities

1. Chairperson

The Chair shall support the goals of this subcommittee and provide the leadership to ensure the timely completion of subcommittee objectives, and to recommend strategies or actions that best address issues impacting mentoring activities. The Chair or a designee (usually a Co-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.
- Creating teams and assigning team lead(s) to carry out the Subcommittee's goals.

2. Co-Chairperson(s)

The Co-Chair shall support the Chair in his/her duties and responsibilities. Because this position is considered optional, the duties and responsibilities of this officer are flexible and defined as needed.

3. Secretary

The Secretary shall provide the following support activities to the Mentoring Subcommittee Chair/Co-Chairs:

- Document and maintain accurate minutes of the meetings including the attendance of members;
- Prepare, distribute, and inform subcommittee members of the agenda and minutes of meeting; and
- Provide additional support to the Chair/Co-Chairs, as requested.

4. Subcommittee Members

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

IV. OPERATIONS AND PROCEDURES

a. Meetings

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

b. Teams

Teams will consist of one Team Lead and team members, as needed. The number of teams and their duties will remain flexible based on what the Chair and Co-Chair(s) deem necessary. Suggested teams include:

- The Matching Team - responsible for the full range of activities to ensure a successful mentor-mentee matching program. Requests to become a mentor or mentee are submitted to the Mentoring Subcommittee Chair or Co-Chair who will forward this information to Matching Team. For detailed procedures, contact Matching Team Lead;
- The Promotion Panel Team – responsible for developing activities to mentor officers on the promotion process. For detailed procedures, contact Promotion Panel Team Lead;
- The Category Day Team – responsible for developing mentoring activities for the US Public Health Service Scientific and Training Symposium. For detailed procedures, contact Category Day Team Lead;
- The Mentor Led Initiatives Team – responsible for developing activities to mentor officers on a successful USPHS career. For detailed procedures, contact Mentor Led Initiatives Team Lead;
- The SOP Review Team – responsible for ensuring and revising (if needed) the standard operating procedures to align with the Subcommittee’s current organizational structure and processes. For detailed procedures, contact SOP Review Team Lead.

c. Review of Mentoring Subcommittee documents

The Chair and/or Co-Chair(s) may request a team (for example, the SOP Team) work with other teams to coordinate or facilitate the review of documents developed by the Mentoring Subcommittee. Suggested subcommittee documents for review may include: Mentoring Program Application, Mentor-Mentee Agreement Form, Mentoring Guidebook, Mentoring Chapter of the Scientist Officer Handbook, and/or the Reference Guide for mentors and mentees.

V. RECOGNITION OF SUBCOMMITTEE MEMBERSHIP

All SciPAC Mentoring Subcommittee members must actively participate in subcommittee activities in order to be formally recognized for their contribution to the subcommittee.

Active members will be recognized with a letter of appreciation from the SciPAC CPO at the end of each SciPAC year. This letter may be placed in the officer's eOPF.

The Mentoring Subcommittee Chair/Co-Chairs may delegate the responsibilities of verifying active participation of members and drafting of letters for CPO signature to a specific team.

VI. TRANSITIONING

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

VII. REFERENCES

None