



Peer Mentor Role in Candidacy Status

Role Description: Peer Mentors serve as a guide for assigned programs for no more than six months during the candidacy process.

- Peer mentors do not serve as evaluators or decision makers
- They do not indicate whether criteria are “met or “not met”

Responsibilities:

Feedback on Material

1. Provide qualitative feedback concerning Candidacy Materials
2. Offer clarity on eligibility criteria and suggestions to help the program align with them

Certification Timeline Guidance

Peer mentors will recommend an appropriate certification cycle timeline, considering:

- Program readiness
- Areas of criteria requiring further development

These recommendations are advisory only.

Self-Study Preparation

Peer Mentors will assist by reviewing all certification criteria with the program and:

- Suggesting documentation methods
- Clarifying what types of materials/ evidence are typically used or requested by teams

Program Improvement Guidance

Peer Mentors may provide:

- Ideas for Program improvement and enhancement (recommendations)
- Suggestions for strengthening program assessment and processes

Specific Scope of Work:

Peer Mentors are expected to:

- Review assigned candidacy materials
- Participate in no more than three one-hour scheduled mentoring meetings to review materials, feedback, and discuss preparation for certification criteria
- Complete the formal reporting template via AUPHA's online platform to provide final feedback to the program

Guidelines:

1. Review Team Participation
 - To provide a separation between mentoring and evaluation, Peer Mentors will not be placed on the review team for a program they mentor
2. Certification Endorsements
 - Recommendations from peer mentors provide guidance and feedback to programs, not determinations on criteria
 - Final certification decisions are determined through AUPHA's review process; no single person can confirm that a program meets a given criterion
 - Peer mentors can point to areas where programs may need to make changes to meet a criterion but should not frame this in language similar to the review report (fully meets, partially meets, does not meet)
3. Communication Oversight
 - All communication between mentors and programs should be sent with AUPHA cc'd
 - The AUPHA Zoom account will host meetings with peer mentors; all meetings should be scheduled using the Undergraduate Programs Managers' Calendly link
 - The formal report crafted by the peer mentor will be released to the program after AUPHA reviews it
4. Program Material
 - Peer mentors will leave drafting program documents or collecting evidence to the programs

Please keep in mind: this is a pilot program. Please feel free to share feedback on the process and structure so AUPHA can continue to improve it.