

CEPAR MENTORING SCHEME 2021

BACKGROUND

The CEPAR Mentoring Scheme is a formal scheme designed to pair early and mid-career researchers (Research Fellows, Senior Research Fellows, Senior Research Associates and Postdoctoral Fellows – hereafter referred to as ‘Fellows’) with mid-career and senior researchers within the Centre who will act as Mentors. This mentoring is provided in addition to any mentoring provided by CEPAR Project leaders to their research teams and other informal mentoring occurring within the Centre. Participation in the Scheme is voluntary.

The Scheme provides benefits to CEPAR by supporting the development of early and mid-career researchers, and enhancing connection and collaboration within and across nodes as well as with other institutions where our Partner Investigators, Associate Investigators and Honorary Professors are based.

OBJECTIVES

The primary objective of this Scheme is to support the professional, leadership, career and personal growth of Mentees by appointing a Mentor who will support goals identified by the Mentee. The mentorship may be focused on a particular area of development or concern or career development more broadly. However, goals should be clearly identified prior to application, and could include:

- providing advice on career and goal planning
- supporting the development of skills and leadership capabilities
- offering perspective on the Mentee’s research
- providing advice on work/life balance
- providing advice on strategies for engaging with or translating research for stakeholders or the media
- providing advice on publication or grant application strategies
- Mentors may also provide networking or other opportunities through their connections.

APPLICATION PROCESS & DURATION OF SCHEME

The Mentoring Scheme will be formally launched in September 2021. CEPAR Fellows will be invited to apply to participate in the Scheme via online form. The CEPAR Mentoring Team¹ will then anonymously share Mentoring needs with all mid-to-senior researchers at the Centre and ask for volunteer Mentors.

Mentors and Mentees will be matched based on how well their knowledge, skills, experience, and/or disciplinary background are compatible with the Mentee’s stated goals. By completing the application form, Mentees consent to their development needs being shared with potential Mentors.

The Mentor may be a mid-to-senior researcher including Chief, Partner or Associate Investigator, CEPAR Honorary Professor, or CEPAR Senior Research Fellow located within or outside the Fellow’s node and from a disciplinary background that is the same as or different to the Fellow’s background.

The Mentor-Mentee relationship will last for 12 months or may have a shorter duration depending on the nature of the goals set. This should be decided collaboratively between Mentor and Mentee.

PROGRAM KICKOFF

Once matched, Mentors and Mentees are required to attend a 30-minute virtual ‘kick off session’ which includes:

- Introduction to the program, including Mentor/Mentee roles and responsibilities
- Question, Answer and Discussion
- The opportunity for private discussion between Mentors/Mentees for introduction, brief discussion of goals, and scheduling of the first, and subsequent Mentoring meetings.

An invitation to this session will be shared once Mentor and Mentee matches are finalised.

¹ The Mentoring Team will comprise the two Directors of Mentoring and the Senior Administrative Officer – Research and Mentoring Support.

REQUIREMENTS OF MENTEES

- Initiate, drive and maintain the relationship proactively.
- Make formal contact with Mentors within 2 weeks of being notified of the match.
- Have a specific or broad goal in mind before applying to the program, and communicate this clearly with the assigned Mentor.
- Maintain confidentiality throughout the relationship.
- Attend a virtual kick-off session (more information above) where Mentor and Mentee will meet for the first time.
- Inform the CEPAR Grievance Officer, Colleen Faes-Scott (c.faes@unsw.edu.au), of any issues that need to be addressed.
- Complete the evaluation of program on its conclusion.

REQUIREMENTS OF MENTORS

- Agree to meet with and support the Mentee for the agreed upon duration, either for 12 months or to the natural end due to achievement of goals.
- Provide support for the Mentee's identified goal(s) as agreed with Mentee.
- Respond to Mentee emails within a reasonable amount of time (i.e. 1 week).
- Be available to meet virtually (or in person as agreed and within COVID-19 restrictions) on an agreed upon schedule.
- Maintain confidentiality throughout the relationship.
- Inform the CEPAR Grievance Officer, Colleen Faes-Scott (c.faes@unsw.edu.au), of any issues that need to be addressed.
- Complete the evaluation of program on its conclusion.

Acknowledgements and references

CEPAR acknowledges the mentoring programs developed by UNSW Sydney and the ARC Centre of Excellence in Convergent Bio-Nano Science and Technology (CBNS), on which the CEPAR program is partially based. We were also grateful for insights contained in the report on the PhD Mentoring Scheme developed by the Emerging Researchers in Ageing.

CEPAR wishes to thank Lisa Gulesserian (University of Sydney Node CEPAR team member) who conducted a review of CEPAR's Mentoring Program which informed the redesign of the scheme in 2021. CEPAR would also like to note the contribution made by members of the CEPAR Career Development Subcommittee (formerly the CEPAR Mentoring Subcommittee) who provided feedback on the proposed program changes.

Hurry, C. (2017) CBNS Mentee Guidelines. [CBNS Mentee Guide](#)

Hurry, C. (2017) CBNS Mentor Guidelines. [CBNS Mentor Guide](#)

Henwood, T., Bartlett, H. & Carroll, M. (2011). Mentoring Emerging Researchers in Ageing: Evaluation of a pilot mentoring Scheme. *Educational Gerontology*

UNSW Human Resources (2015) Academic Mentoring Program.

<https://www.hr.unsw.edu.au/services/peopleandculture/BEADMentoringGuidelines2015.pdf>

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