

# School of Biological Sciences Mentoring Scheme

## Introduction

The School of Biological Sciences is committed to supporting staff and research students at all stages of their careers. A School Mentoring Scheme has been established as a result of an action from the School's Athena SWAN Bronze Department Award. This voluntary scheme is open to all academic and research staff and PhD students and will *run alongside the current scheme for mentoring of probationary staff*.

## Aims of Scheme

The Mentoring Scheme aims to support individuals' at various stages of their professional or personal development. Mentors will provide support, give advice and guidance on career/ personal development and provide opportunities to reflect on progress. The scheme supports both traditional mentoring with senior staff as well as peer mentoring and can be either long-term or short-term to suit individual needs. Through the establishment of the Mentoring Scheme we aim to:

- Support staff at key career transition points
- Provide guidance on career and personal development
- Enhance job satisfaction

## Scheme Outline

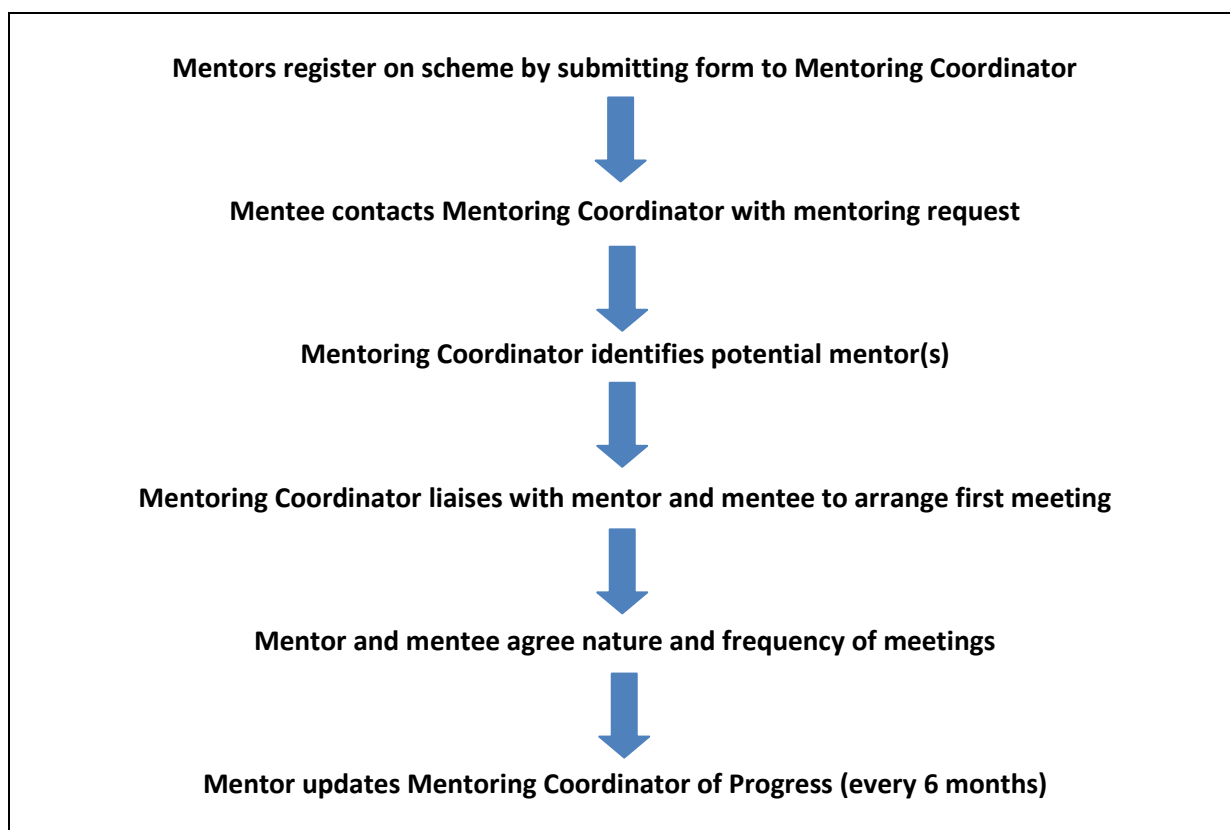
The scheme will be coordinated by a 'Mentoring Coordinator' who will maintain a database of mentor biographies, match prospective mentees and mentors, arrange training and monitor the uptake and success of scheme.

To register on the scheme prospective mentors should complete a brief Mentor Profile form providing details on their career path, professional experience and any relevant personal details and return to the Mentoring Coordinator (all personal information provided will be confidential). Individuals can request a mentor by contacting the Mentoring Coordinator who will identify suitable potential mentors based on the individual's specific needs. The mentor need not be in the same field of research.

Once a suitable mentor is identified and the match has been agreed the Mentoring Coordinator will arrange the first meeting. It is up to the mentor and the mentee how often they meet and for how long. At the outset, the mentor and the mentee must be explicit about how much time they are prepared to give and agree the frequency of meetings. All meetings will be confidential.

Once the mentor: mentee relationship has been established the mentor should keep the Mentoring Coordinator informed of progress (at a minimum every 6 months) to facilitate tracking and monitoring of the success of the scheme. The Mentoring Coordinator should be informed once the mentor: mentee relationship has ended.

## Summary of Scheme:



## Guidance and Training for Mentors/Mentees

Guidance documents for mentors and mentees are available and Learning and Development will offer regular workshops for prospective mentors in the School to provide training, support, and guidance. Those staff without previous mentoring experience should aim to complete this training as soon as possible after registering for this scheme.

## Mentoring Coordinator

Dr Beverley Wilkinson (Research Services and Projects Manager)

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The Mentoring Coordinator will liaise with mentors and mentees to establish matches. Records will be kept to allow for monitoring of how many partnerships are being established, as well as the amount of time mentorship has taken for the mentors (for potential consideration in the workload model) . This will be reviewed after the pilot period.