

Centre for Excellence in Environmental Decision Making (CEED) Mentoring Program 2017: Guidelines

What is mentoring?

Mentoring is a voluntary professional relationship in which an experienced person (the mentor) assists another (the mentee) in developing specific skills and knowledge to foster mutual professional and personal growth.

What are the benefits?

In addition to building meaningful and mutually supportive relationships, mentoring can provide:

- For mentees: personal guidance and professional direction to mentees, enhance career development skills, pathways and trajectories, build professional networks, and deepen career satisfaction of participants.
- For Mentors, it can leverage their research leadership skills and expand their understanding of the professional experience of early and mid career researchers.

CEED Mentoring Program Objectives 2017

1. To encourage two-way exchange of professional experience, perspectives and knowledge, with a particular focus on non-academic career development and building research leadership skills of PhD students, early and mid career researchers.
2. To build a supportive, reflective, and collaborative mentoring culture.
3. To facilitate inter-disciplinary, cross-node and external collaboration between CEED researchers, alumni and key stakeholder groups.
4. To introduce the mentee to the broader professional network of the mentor, and vice versa.

Eligibility/Participation criteria

- **Mentee: current CEED member who is a PhD student, an early Career researcher (up to 5 years post doc) or a mid Career researcher (up to 10 years post doc), please indicate any career interruptions**
- **Mentors: Current CEED staff (ie early, mid or late Career researchers), alumni, external partner or generous individual with an interest in the career and skill development of CEED ECR and MCRs and relevant experience**

Structure

1. Participation in the program is voluntary and a commitment to professional development and growth.
2. The program is proposed to involve regular meetings (between fortnightly and monthly) of recommended 1hour duration between June and December 2017 on mutual agreement between mentees and mentors. Informal mentoring may occur beyond the period of the program by mutual agreement at the end of the formal program.
3. At the first meeting, the mentor and mentee will decide meeting frequency and type, clarify goals and expectations as well as agree on preferred frequency and nature of any additional communication ie emails etc.
4. Mentees should not be supervised or employed by their mentors. Mentors retain the right to decline a proposed mentee and vice versa without explanation.
5. All participants are encouraged to complete the mentoring agreement (below) and it is the responsibility of the mentee to return these to CEED.comms@uq.edu.au within 10 days of the first meeting.

CEED 2017 Mentoring agreement template

**Mentoring agreement between (mentor) and
..... (mentee).**

This agreement runs from until

During this period, regular meetings are required, and may be a face-to-face meeting or via videoconference. The timing and duration of each meeting will be pre-specified and agreed upon. It is the responsibility of the mentee to take the initiative in scheduling the arrangements and respect the availability of the mentor. It is the responsibility of the mentor to indicate their preference for timing and nature (face to face, phone or online) of the meetings and commit to a feasible schedule subject to their workload, availability and any travel plans.

The mentor and mentee agree to meet (please circle) as either:

Fortnightly, every three weeks or monthly by

Face to face, phone, skype, Zoom or other

Approximately every month, if feasible, a virtual meeting may occur for delivery of supporting career development information or networking. This is voluntary for mentees and optional for mentors.

The following goals are sought to be achieved from the mentoring partnership:

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The mentor seeks to enter this mentoring partnership because:

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The mentee seeks to enter this mentoring partnership because:

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The following topics are suggested (others may be added during the course of the partnership):

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This agreement can be modified during the course of the agreement period, and documented on this form. It is possible to prematurely terminate the mentoring partnership: to do so, please email CEED.comms@uq.edu.au with EMCR in the Subject line. The confidentiality of conversations between mentors and mentees is a basic condition of the partnership.

Signature Mentor/ Date

Signature Mentee / Date