Early Career Academics’ Mentoring Scheme
Guidance notes for applicants

A cross-institutional mentoring scheme for early career academics
Aims and objectives of the scheme:
The aim of the scheme is to support early career academics/researchers in developing their career. Scheme objectives are to:

- Share knowledge and expertise
- Increase cross-institutional mentoring
- Support mentees with goal-setting and career management
- Support mentees in taking responsibility for their own skills and career development
- Managing and developing the careers of early career academics
- Provision of continuing professional development opportunities for mentors

Why do you ask for my age and gender?
Because you (or potential mentoring partners) may have stated preferences about how you are matched, it is helpful for us to have this information about you. If you do not wish to provide this information it is not mandatory.

How do I decide where I want my mentoring partner to be from?
In making this decision consider:

- **What you want from participation in the scheme:** Are you more likely to get this from someone at your own institution or someone from the other institution in the scheme? For example, if what you are looking for relates to progression within your own institution and developing your own institutional knowledge, then someone from your own institution would be the sensible choice. If, on the other hand you are looking for more generic career development advice, then someone for the other institution may be able to offer different perspectives.

- **Practical issues:** For example, where would be most convenient for you to meet with your mentoring partner? You may work at St Andrews, but live closer to Dundee, and a Dundee-based mentoring partner may therefore be a more practical proposition for you.

How important is it that my mentoring partner works in (or has experience of) a discipline and/or has research interests very close to my own?
If, for example, you want a mentor who works in the same discipline as you and whose research interests very closely match your own, then this will narrow the options for finding a match. However, if this is important to the achievement of your objectives then this information will help us to ensure that any proposed match is likely to reflect your needs. If, on the other hand you are looking for more generic support on how to raise your research profile and develop your career, then casting the net more widely to include a broader range of subjects will provide more possibilities for finding a match.
In the sign-up form you can select one of the broad ‘discipline’ categories, but if you want to be more specific about discipline please include this in the free text statement about what you are looking for, from your mentoring partnership.

There is also a Skills Set drop down list on the sign-up form. Please let us know what particular areas that you would like support with or have experience in. This will help with the matching process.

**Why are we asking for hyperlinks to web pages with information about you and your research interests, publications etc?**

When we make a provisional match, it is useful for your potential mentoring partner to know a little more about you than just your name and place of work. It helps mentees to establish, with a greater degree of confidence, that the proposed mentor has the experience to support them in meeting their goals. It is useful for mentors because they can gain some understanding about the background and accomplishments of the mentee, which will help them to prepare for the first mentoring meeting.

**Why are we asking for Alumni contact information?**

We would love to keep in touch with you if you leave the university. We would love to know how things are going once your early career academics’ partnership has ended and how mentoring has supported you in any future role. As a mentor, we would love to share your experience, especially to others who might be interested in becoming a mentor in the future.

**Data protection**

All the data you provide is covered by the data protection act. By completing and submitting the application form you are agreeing for us to use this information in relation to the Early Career Academics’ Mentoring Scheme, and to pass on to potential mentoring partners within the scheme the essential information necessary for a mentoring partnership to be established. No information will be shared outwith the scheme or used for any other purpose without your consent.

For further guidance or any other queries contact one of the scheme coordinators:

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