

# Teaching, Research & Academic Mentoring Scheme

Guidance notes for applicants



University of  
St Andrews



University  
of Dundee

**A cross-institutional mentoring scheme**

## Background

The Teaching, Research & Academic Mentoring Scheme pairs experienced Teaching and Research Academics (mentors) with colleagues at an earlier career stage (mentees), to provide guidance and structured support.

This highly successful cross-institutional mentoring scheme developed through collaboration between the University of St Andrews (CAPOD) and the University of Dundee (OPD) and has been running for over 10 years. We are proud to now partner with Abertay University, Glasgow School of Art and the James Hutton Institute.

## Aims and objectives of the scheme

The aim of the scheme is to support researchers and teaching staff in developing their career.

Scheme objectives are to:

- Support mentees to learn from an experienced colleague
- Gain insight, knowledge, ideas and advice
- Assist in career development planning
- Support mentees in taking responsibility for their own skills and career development
- Manage and develop the careers of early career teaching, research and academic staff
- Provide continuing professional development opportunities for mentors
- Increase cross-institutional mentoring.

The following information will help you fill in the application form.

## Why do you ask for my age and gender?

We ask for age and gender in the application form because you (or potential mentoring partners) may have stated preferences about how you are matched, however 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 one of the other institutions in the scheme?

For example, if what you are looking for relates to progression within your own institution 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 from one of the other institutions may be able to offer a different perspective.

**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 therefore a Dundee-based mentoring partner may be a more practical solution for you.

You may be happy to have a mentor who is based some distance away and meet using a video chat facility such as Skype.

**How important is it that my mentoring partner works in (or has experience of) a discipline and/or a research area 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.

## 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 also helps mentees to establish, with a greater degree of confidence, that the proposed mentor has the experience to support them in meeting their goals.

Mentors find it useful 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 mentoring 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 general data protection regulation (GDPR).

By completing and submitting the application form you are agreeing for us to use this information in relation to the *Teaching, Research & Academic 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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