

Newly Appointed Assistant Professors Pilot Development Programme

College of Science

College of Social Sciences & Law

Guidelines for Mentors

Aim of the Pilot Development Programme:

To orientate new Assistant Professors into the expectations of the role, the strategic direction of their school and college and support them in their current and future career and professional development by bringing together the formal and informal processes into a holistic and integrated experience.

Mentoring:

Mentoring is a focused developmental relationship between a more experienced individual (the mentor) and a less experienced individual (the mentee). Mentoring in the workplace is used to provide support, career development, build self-confidence and promote positive role modelling.

Mentors should:

- Have a genuine interest in helping people develop their careers
- Be considered successful in their careers
- Be knowledgeable and experienced in UCD and understand its culture so as to be able to offer advice and support
- Have time to work with their mentee – possibly 3 or more, one – one meetings a year of about 60 minutes duration, set up by the mentee. Plus additional introductory meeting or two in early stages of process
- Be willing to engage in the formal mentoring training seminar, scheduled for June 26th 2018
- Be willing to attend internal events to support their mentee e.g. Mentee may invite you to an event they have organised/are participating in.

The mentor will act as a sounding board as Assistant Professors move through the pilot programme and also provide support in terms of role modelling and guidance on career and professional development opportunities.

For the purposes of this programme Mentors & Mentees will generally but not always be in the same School

Generally it is advised that the mentor should not be the HOS

Mentoring is often referred to as “..offline help by one person to another in making significant transitions in knowledge, work and thinking”. **Offline is important and in the context of mentoring, it means that the mentoring relationship is not between a direct line manager and the immediate member of staff.**