

MENTORING

1. **Definition.** Mentoring describes a developmental relationship between colleagues, one of whom will normally be more experienced and be the mentor. The mentor supports a mentee to create a strategy for enhancing their career. Any member of staff can be a mentor and/or a mentee and the scheme will encompass both academic and support staff. A mentor offers guidance, support, encouragement and informed feedback to a mentee. The mentor is also a beneficiary from the process by the opportunity to make contact with new colleagues and ideas and from the scope to reflect on their skills in research, teaching and administration. The mentor is not in a managerial relationship with the mentee and is not involved in the appraisal process.

2. **Links to University Policy.** The University of St Andrews has policies for early career academics and for support staff. Currently the Centre for Academic, Professional and Organisational Development (CAPOD) supports the following mentoring schemes:

a. **Early career academics.** This scheme is a joint initiative between the Universities of St Andrews and Dundee. <https://www.st-andrews.ac.uk/staff/teaching/teacherstalk/mentoring/researchstaffmentoring/>

b. **Support staff.** This scheme is for all University support staff. <https://www.st-andrews.ac.uk/staff/teaching/teacherstalk/mentoring/supportstaffmentoring/>

These schemes remain available to all staff where appropriate. Where an alternative institutional scheme will better meet the needs of a mentee, they can be filtered into the appropriate scheme.

3. **School Policy.** Mentoring is available in the School of Medicine for all categories of staff across all career stages. The school policy notably provides mentorship opportunities for those not covered by the university scheme, e.g. contract staff and mid and later career academic and academic related staff.

a. **Participation.** Participation, for early career academics should be mandatory. All other members of staff are encouraged to participate. Staff wishing to participate can sign up online using the [School of Medicine Mentoring Scheme signup](#)

b. **Allocation of mentors.** The mentorship scheme within the School of Medicine aligns with the University Policies detailed above. Karen Hunter, Research Administrator, is the lead coordinator of the School mentorship group; she can be contacted directly by emailing medment@st-andrews.ac.uk. All enquiries relating to the scheme including the allocation of mentors and mentees can be directed to this address. Based on the information provided in the sign up form, the scheme coordinator will create a provisional partnership and this will be offered to the mentee. If accepted the partnership will be confirmed with both partners. Mentors will not be informed until a partnership is confirmed.

c. **Mentors' responsibilities:**

- (1) Share knowledge skills and expertise
- (2) Support mentees with goal setting and career management
- (3) Guide current and future objectives in relation to work and personal life
- (4) Support mentees in taking responsibility for their own skills and career development
- (5) Facilitate learning
- (6) Respond to the needs of the mentee, which may change during the life of the partnership

d. **Mentees' responsibilities:**

- (1) Arrange meetings.
- (2) Record decisions and learning points.
- (3) Follow through with agreed actions.
- (4) Take responsibility for their own learning and development.

e. Training and support. The School mentorship group advises and supports a group of mentors and facilitates links to Mentorship training through CAPOD. All those interested in becoming mentors are advised to contact the scheme through the dedicated email address medment@st-andrews.ac.uk. Face to face briefing will be available to all participants before mentoring begins. All participants will have access to a scheme handbook and to in-house mentoring experts who can provide help and advice should any participants have need of it.

4. **Ways of Working:**

- a. Mentoring relationship is confidential
- b. Dedicated time to focus on developmental needs
- c. Usually monthly meetings lasting about 45 minutes
- d. Time limited, usually a year but can be extended if required

5. **Evaluation.** There is an annual appraisal of the value of the scheme which will include questionnaires and other methods of feedback. The evaluation will focus on the process and outcome of the scheme itself and at no point will you be asked about specific details of what you have discussed in your mentoring relationship. The purpose of the evaluation is not only to assess the scheme's value but also to provide some indicators of how it might be developed and improved.

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Version Control Record (expand table as required)

Date	Revision Description	Major Changes
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