

Melbourne Medical School EMCA Mentoring Program 2024

Program Guidelines



THE UNIVERSITY OF
MELBOURNE

Introduction

The Melbourne Medical School (MMS) is pleased to introduce a new mentoring program for Early and Mid-Career Academics (EMCAs).

The Mentoring Program has been developed with the intention of advancing the academic capabilities and leadership skills of EMCAs. It has been designed to be inclusive and open to all kinds of academic staff across the School – including clinician researchers, staff based outside of Parkville, and honorary staff – with a view to addressing identified gaps in mentoring support provided across the University. The Program will provide a platform for EMCAs to consult with appointed mentors on key areas for career development, including team leadership, research skills, career progression, and networking.

This Program is being run by the MMS Research Support Team. In this pilot year of the Program, up to 30 EMCAs will be matched with mentors with relevant skills to support their identified goals.

This document provides an overview of the Program and guidelines for participating in it.

“I am pleased to announce a new mentoring program for Early and Mid-Career academics at the Melbourne Medical School. We believe passionately that the future of health and medical research and education needs to be maintained by supporting those who will be delivering this future! As the largest school of the Faculty of Medicine, Dentistry, and Health Sciences, we aim to foster cross-departmental collaboration opportunities and do our part in supporting aspirations of up-and-coming researchers. We welcome individuals who are committed to encouraging a culture of continual learning to join and support the pilot run of this initiative – both as mentors and as mentees.”

~ Professor Christobel Saunders, Research Director, Melbourne Medical School

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Program Overview

The MMS EMCA Mentoring Program will formally run for a period of six-months, from July to December 2024. Mentors and mentees will be required to meet regularly and are encouraged to focus on the main goals of this initiative, which is to strengthen research capabilities and advance leadership skills.

This is an informal Program that will be mainly driven by the mentee. The relationship and meeting arrangements between mentors and mentees will be guided by their own individual preferences and interests. While the Program will be supported by the [MMS Research Support Team](#), it will be the responsibility of mentors and mentees to ensure that regular communication is maintained via methods best suited to their availability (e.g. Zoom, MS Teams, in-person meetings, email).

Mentors and mentees can expect the following through the course of the Program:

1

Attend the introductory 'Effective Mentoring Training' session organised by the MMS Research Support Team.

2

Mentees set up at least four mentor-mentee check-in meetings (recommended to schedule every six-weeks) through the course of the Program.

3

Mentors and mentees co-develop goals and objectives of the mentoring relationship.

4

Participants can contact the MMS Research Support Team for administrative support and to provide feedback via an evaluation survey at the completion of the Program.

5

Based on participant engagement and feedback, top mentor(s) of the Program will be acknowledged for their outstanding contribution and support.

Eligibility Criteria

Prospective mentors and mentees are first required to submit an Expression of Interest (EOI) to participate in the Program. The opening of applications for mentors and mentees will be communicated by the MMS Research Support Team via email and other channels.

Participants are encouraged to apply only if they satisfy the eligibility criteria listed below.

Eligibility Criteria for 'Mentors'

You are eligible to be a mentor if:

- You hold an honorary or salaried academic Level D or E appointment within the Melbourne Medical School (either via one of its [13 academic departments](#), or with the School directly).
- Your appointment with the Melbourne Medical School does not expire prior to 31 December 2024.
- You have capacity to provide support to a mentee from July to December 2024.

Eligibility Criteria for 'Mentees'

You are eligible to be a mentee if:

- You hold an honorary or salaried academic appointment with the Melbourne Medical School (either via one of its [13 academic departments](#), or with the School directly).
- Your appointment with the Melbourne Medical School does not expire prior to 31 December 2024.
- You are an early or mid-career academic according to the following definitions:
 - Early career academic: Full-time equivalent employment as an academic with up to 5 years post-PhD experience, factoring for any career disruptions.
 - Mid-career academic: Full-time equivalent employment as an academic with between 5 to 15 years post-PhD experience, factoring for any career disruptions.
- You are willing to dedicate time to advance your research and leadership capabilities through this Program from July to December 2024.

The matching of mentors and mentees will be based on the information provided in the Expression of Interest form.

Submitting an Expression of Interest will not guarantee participation in this Program, as the Program will be capped at up to 30 mentees in its inaugural format in 2024.

We recognise that mentees may want to re-engage in mentoring relationships to seek guidance on other areas of interest from different mentors in the future. Given that the intention of this Program is to create more opportunities for engagement within the School, mentors and mentees that participate in the 2024 run of this Program will be able to apply for the Program again in subsequent years.

How it works

Matching

Mentor-mentee matching will be performed by members of the MMS EMCA Advisory Committee. Mentorship arrangements will be notified via email, after which the mentoring relationships can commence. Mentor and mentee arrangements will be matched through a confidential process based on information provided in the applications. Whilst the selection panel will make every effort to ensure mentees' interests are aligned as closely as possible with those of their mentor, some degree of flexibility and understanding may be required from mentors and mentees. Different interests can be mutually beneficial and enable cross-school collaboration opportunities.

Setting Goals and Meetings

Mentees are required to lead the mentoring relationship. It will be the responsibility of the mentees to approach their mentors and schedule at least four check-in meetings throughout the course of the Program. At the initial meeting, it is recommended that mentees and mentors agree on goals and objectives that are expected to be achieved at the end of the six-month commitment period.

A feedback and evaluation survey will be facilitated by the MMS Research Support Team to evaluate the effectiveness of the mentoring relationship and depending on the extent of engagement and participation in the Program, identify nominees for an MMS Award for Excellence in Mentoring.

If there are issues with maintaining mentor-mentee meetings, mentees are advised to contact the [MMS Research Support Team](#).

Program Timeline

July 2024	Announcement of mentor-mentee matches (via email). Program commences.
July 2024	Opening session and training on 'Effective Mentoring.'
July 2024 to December 2024	Program duration.
November/December 2024	Feedback and evaluation survey open.
December 2024	Program concludes. Feedback and evaluation survey close.

Other Information

Policies and Procedures

Participants of this Program are advised to strictly adhere to professional standards of behaviour and safety outlined in the University of Melbourne's policies and procedures.

[Privacy Policy](#)

[Appropriate Workplace Behaviour Policy](#)

[Health and Safety](#)

No fault clause

There may be instances where mentoring relationships may not progress as expected due to availability constraints, unforeseen circumstances, or incompatibility. Participants are encouraged to contact the MMS Research Support Team immediately should any issues arise. It is expected that mentors and mentees will exercise sound judgement in resolving any potential conflicts. If an issue is not resolvable, the Program allows the mentoring relationship to discontinue through a 'No Fault' clause.

Evaluation

The MMS EMCA Mentoring Program is being introduced through this first inaugural round in 2024. Feedback and evaluation are of vital importance to shape future iterations of this Program. Participants are encouraged to contribute to the formal evaluation processes at the end of the Program. In addition, mentors and mentees are welcome to contact the [MMS Research Support Team](#) to provide their feedback and thoughts on the Program at any stage.

Program Contacts

Please contact the MMS Research Support Team in case of any queries, feedback, or enquiries in relation to the Program.

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