

Committee Name

Mentorship and Career Development Committee for the Department of Surgery (Melbourne Medical School).

1. Type

1:1 The Mentorship and Career Development Committee is an Advisory Committee of the Department of Surgery (hereby known as the Department) Executive

1:2 Working groups may be formed to undertake specific tasks under the Mentorship Committee's terms of reference and ad hoc items which may periodically arise.

2. Purpose

The vision of the Department of Surgery Mentorship and Career Development Committee is to be recognized for promoting a dynamic sustainable culture of mentorship and support for academic career progression. Our mission is to equip members of the Department for academic success by offering meaningful mentoring expertise and career development support and resources.

The aims of the Mentorship Committee are to:

- Develop a mentorship and career development strategy for the Department, within the framework approved by the Executive, and set out in the Strategic Framework
- Foster a culture of inclusive excellence by actively promoting and supporting diversity, inclusion, and equity in all its forms to expand and enrich our work and elevate the careers of our staff and students
- Keep under review the mentorship and career development activities of the Department in order to encourage and facilitate mentorship and career development opportunities of the highest quality

3. Scope

3:1 The Mentorship Committee shall have overall responsibility for the development and translation of the Department' Careers Development Strategy and policy

3:2 The Mentorship Committee will coordinate activities with the Research and Academic Promotions Committees in the development and management of strategies, initiatives and innovations that promote the research and education interests of the Department, and that foster the conduct of research and research education that is of the highest quality.

4. Authority

The Mentorship Committee will approve and subsequently make recommendations to the Department Executive, other University Departments and Faculty Services.

5. Membership

- Senior paid or honorary Academic Department staff member at Level D or E (Chair)
- A minimum of one representative from each Precinct within the Department of Surgery (7)
- Manager, Department of Surgery
- Executive Administrator, Department of Surgery (ex-officio)

Members are nominated from appropriate Department Precinct Lead to the Mentorship Committee Chair; with a period of appointment being 2 years (members can be nominated by their precinct and subsequently reappointed for further terms as appropriate).

6. Meeting arrangements

6:1 The Mentorship Committee will meet monthly (or at more frequent intervals as determined)

6:2 A quorum will deem to be 50% of members (including Chair)

6:3 Agendas and minutes of previous meeting will be prepared by the Executive Administrator, Department of Surgery to the Chair, and distributed by email to members one week prior to the meeting.

6:4 Communications between meetings will be by email.

7. Reporting

7:1 The Mentorship Committee Chair or delegate will report to the Executive at least annually.

7:2 All working groups shall operate under the strategic direction of the Mentorship Committee to which they shall report on an annual basis or more frequently as the Mentorship Committee requires and to which they can make recommendations.

8. Resources and budget

Meeting rooms will be booked by the Executive Administrator to the Chair, and all expenditure planned from the Mentorship Committee will be approved by the Department Executive.

9. Program of Work

- Identify the Department areas of priority in Mentorship and Career Development across the department by:
 - a) Conducting an annual review of available resources for mentorship and career development across the Department, School and Faculty
 - b) Revising the framework by which identified deficiencies in resources are identified and subsequently accommodated

- Monitoring and revising infrastructure and processes to support the Department of Surgery strategic aims for mentorship and career development.
- Establishing a model by which basic researchers and clinicians can access resources in support of academic promotion.
- Build a culture of mentorship and encouragement of academic career progression in the Department of Surgery by ensuring that all precincts have professional development plans in place that will identify and support individuals into positions of leadership/mentoring
- Facilitate discussion on common challenges in mentorship and career development by
 - a) Bringing together annually members of the Department, whereby they can discuss common challenges in academic career progression
 - b) Identifying deficiencies in current mentorship activities where the greatest impact can be made or where optimum opportunities exist.
- Put in place processes that will provide our researchers greater access and participation in academic promotion pathways by
 - a) Exploring models of investment across the Department to ensure attraction, retention, and sustainability of such positions
 - b) Facilitating opportunities and infrastructure for both paid and honorary staff appointments within the Department
 - c) Promoting mentoring opportunities for Higher Degree by Research (HDR) students within the Department
- Position the Department as a leader in mentorship locally/regionally/internationally by identifying, encouraging, and supporting equity and diversity in academic career pathways
- Identify and pursue stable sources of funding for mentorship activities.

10. Review

The Terms of Reference will be reviewed every two years by the Mentorship Committee, and upon finalisation, will be reported to the Department Executive by the Chair.