



MENTORING PROGRAMME

for professors with a tenure-track position

STARTING POSITION

In accordance with section 6 of the Statutes on the Appointing Tenure-Track Professors at the Friedrich Schiller University Jena as at 17 May 2017, professors with tenure-track positions shall participate in a mentoring programme of the University.

(1) In agreement with the professors with a tenure-track position, the respective faculty council appoints two mentors from among the teaching staff who shall be members of the University. They shall be appointed to this position within three months after the appointment of the professors with a tenure-track position.

(2) The mentors shall advise, support, and encourage the professors with a tenure-track position to intensify their scientific development.

(3) The mentors shall support the professors with a tenure-track position in developing their research field actively as well as in integrating them in the national and international top-level research.

PARTICIPATING UNITS

- all faculties which appoint professors with a tenure-track position
- Division for Human Resources – Staff Development
- project coordinator.

RESPONSIBILITIES

- The respective faculty shall assist their professors with a tenure-track position in selecting two mentors.
- The Staff Development team shall provide the guidelines on the mentoring programme.
- The project coordinator is responsible for a regular exchange between the participating units.

Guidelines on the mentoring programme for professors with a tenure-track position

THE MENTORING PROGRAMME

In order to stay competitive and ensure future viability of institutions of higher education, it is crucial to provide appropriate conditions for recruitment of excellent young researchers.

To provide the utmost supervision of the professors with a tenure-track position, the University introduces a tenure-track mentoring scheme at the faculties. Every professor with a tenure-track position shall be accompanied by two professors (salary scale W2 or W3) who shall be appointed as mentors by the respective faculty council in agreement with the professor to be supervised. To provide objectivity and detachment, one of the mentors shall come from another faculty. Thus the mentoring programme consists of two separate supervision relations. Surely, all three persons involved may exchange jointly, too.

The mentors shall advise, support, and encourage the professors with a tenure-track position to intensify their scientific development. The mentors shall support the professors with a tenure-track position in developing their research field actively as well as in integrating them in the national and international research community. In particular in the phase before the interim review, they give them a regular feedback on the scientific development.

1. STRUCTURE OF THE PROGRAMME

The Mentoring Programme covers the whole period of the tenure-track procedure, the first four years before the interim review being the most intensive part of the supervision.

The number and duration of the mentoring meetings shall be coordinated by the persons involved themselves. It is, however, recommendable to meet in person twice per semester at the beginning of the programme. Later on, the number of such meetings may be reduced accordingly, e.g. to one meeting per semester.

The Mentoring Programme is accompanied by the Qualification Programme for Professors with a Tenure-Track Position which offers selected development courses for this target group.

2. SUPERVISION RELATION

In addition to the support for mentees during their field-specific career development, the objective of the mentoring is also to give them the access to scientific networks and to convey them informal knowledge about the "rules of the game" in the higher education system and in science.

Mentoring is not a hierarchical relation and does not include any authority to give instructions. It is rather an advisory service and an opportunity to exchange views and experience between two persons having different levels of experience.

Mentoring comprises:

- assistance in the scientific research field
- exchange of experience and informal knowledge related to career-related topics
- assistance in establishing and expanding one's network within the scientific community
- joint reflection on strengths and weaknesses as well as on objectives.

The mentor assists the mentee in:

- shaping the scientific profile.
- planning of concrete projects.
- the integration into the field-specific national/international scientific community.
- providing an insight into the structures of the University.
- strengthening the self-awareness.

A good relation and cooperation between the mentor and the mentee are based on:

- openness
- trust and confidentiality
- respect
- ability to criticize and to accept criticism
- social engagement
- voluntary basis
- reciprocity
- regularity
- courtesy.

3. CLARIFYING THE FRAMEWORK

In order for the mentoring process to be mutually beneficial, the mentor and mentee are advised to clarify the conditions, expectations, and objectives in their first meeting. This allows both persons involved to reflect on the individual ideas of the mentoring and to clarify how the supervision relation should be shaped from the beginning.

The following aspects may be helpful for this purpose:

- number, form, and coordination of the meetings
- location and dates of meetings
- confidentiality of the conversations
- topics and objectives which should be pursued during the supervision process
- expectations towards the role of the other.

4. SOURCE

The present guidelines were created using the following source: *Mentoring-Programm für Postdoktorandinnen, Leitfaden zum Mentoring*; edited by: University Association Halle-Jena-Leipzig, 2018.

CONTACT

Dr. Daniela Siegel | Project Coordinator of the Joint Federal Government-Länder Tenure-Track-Programme (FSU)

daniela.siegel@uni-jena.de | +49 (0) 3641 9 415 130

TRANSLATION

Jernej Biščak | International Office