Curtin ACADEMY
MENTORSHIP

"Making the invisible, visible"

CURTIN ACADEMY MENTORING SCHEME

The Curtin Academy Mentoring Scheme (CAMS) is coordinated through the Office of the Curtin Academy and the its CAMS team. They are responsible for managing the delivery of the two mentoring schemes, The Curtin Academy Mentoring Network (CAMN) and the Curtin Academy Mentoring Circle (CAMC).

PROGRAM ONE
CURTIN ACADEMY MENTORING NETWORK (CAMN)

The focus of this network is to assist academic staff to build their profile in teaching and learning nationally and internationally. Through the mentorship of Curtin Academy Fellows, the objective of this program is to support academic staff in developing new and exciting contributions to teaching and learning. As a result, the CAMN is a competitive mentorship program where eligible staff must apply via an expression of interest to receive this support. Academics at all levels – (teaching only and teaching and research roles) are encouraged to apply but must provide evidence that they are working on developing, or further enhancing, their national and international teaching and learning profile through innovation, leadership and the scholarship of learning and teaching. This national and international focus is consistent with the guidelines in the current Curtin University Academic Capability Framework, particularly at the Senior Lecturer level and above.

https://staffportal.curtin.edu.au/employment/career-development/academic-capability-framework/

Some examples are innovative curriculum development that might lead to teaching national or international recognition, research supporting the scholarship of teaching and learning that might lead to quality publications, efforts to apply for competitive grant success in teaching and learning and building a national or international leadership profile in learning and teaching.

APPLICATION

Academic Staff from any OneCurtin campus may apply and the number of mentees accepted will be limited to the Curtin Academy's capacity to provide this mentorship. On successful completion of the one year program, the Curtin Academy will issue a certificate which mentees can use for their teaching and learning portfolio. Applicants interested in the CAMN should submit an expression of interest (EOI) and, if they wish to, include an endorsement from their Head of School or equivalent. This endorsement from their Head of School can be attached to their EOI in the form of a statement or letter. Endorsement from your Head of School, however, is not mandatory to participate in the mentoring scheme. This application can be submitted at any time. See appendices for the application form. All applications should be sent to the following email curtinacademy@curtin.edu.au with a subject header – CAMN Application.

In the event an applicant is not successful in obtaining a Curtin Academy mentor, the candidate will be encouraged to contact the Curtin Staff Mentoring program as there may be other options for the individual to receive mentoring staffmentoring@curtin.edu.au.

MENTORING PARTNERSHIPS

Mentees are invited to nominate 2 potential mentors from the Curtin Academy Mentor List in their application. This list notes the availability of mentors for the current CAMN cycle. The list denotes what strengths the CA Mentor can offer in terms of mentorship. Mentees are encouraged to contact their preferred mentors for a brief meeting prior to nomination as this has been shown to assist with fit, longevity and success in the relationship (Kurre, J et. al., 2014).

Mentees are then assigned a mentor and both parties are advised of this relationship in writing. See appendices for CA Mentor List. Both the mentor and mentee are encouraged to read/watch the suggested resources on mentoring relationships noted in the learning resources. Both parties should also complete the mentoring training course on iPerform and complete a Mentoring Agreement. See appendices. At the end of the mentoring network cycle, a one page report noting the outcomes achieved as a result of the mentoring partnership should be sent to the CAMS Team. This should be prepared by the Mentee and signed off by both parties and sent to: curtinacademy@curtin.edu.au.

The mentorship relationship can be changed by both parties up to eight weeks in to the relationship or after at least three sessions. This is to ensure that both parties feel comfortable with the relationship and are able to work together to achieve the outcomes set by the mentee. In the event a mentorship relationship is changed, and the mentee would still like work with a mentor, other mentor options will be explored wherever possible pending availability. Either the mentor or mentee should write to the Curtin Academy curtinacademy@curtin.edu.au to request a change or an end to the mentoring relationship during the mentorship cycle.

PROGRAM TWO
CURTIN ACADEMY MENTORSHIP CIRCLE (CAMC)

The focus of the CAMC is to support and advance teaching and learning initiatives and innovations across the OneCurtin campus community. These initiatives and innovations should be important to the advancement of strategic teaching and learning priorities for Curtin University which are outlined in the current enabling plan. https://planning.curtin.edu.au/local/docs/restricted/2017_2020EnablingPlanV02.pdf

A Curtin Academy Fellow leads the CAMC and the focus will be a teaching and learning concept or strategy that is important to contributing knowledge to the field. Once this focus is determined, a notification will be sent to academic staff at each OneCurtin Campus. Each CAMC runs for 15 weeks (one 2 – 3 hour meeting every 3 weeks for a total of 5 meetings. The 3 week separation between meetings enables participants to work through their ideas. The skill mix of the CA Fellows, workloads, and priorities of the university and academic staff will dictate how many mentorship circles might be running throughout the year.

APPLICATION

Any OneCurtin Staff member (teaching only academic and teaching and research academic) may register to participate in the circle as they will be WEBEX enabled. Applicants should express an interest to join the CAMC by providing a short expression of interest noting how the circle would benefit their learning and teaching initiatives. Application should be sent to the following email curtinacademy@curtin.edu.au with a subject header – CAMC Application.

Certificates would be awarded for their portfolios and participation. Applicants are welcome to attach a letter of support/endorsement from their Head of School or equivalent. However, this is not a requirement for applying to the mentoring circle.

In the event that an individual is not successful in their application, and/or there is excess demand for the particular circle they are interest in, the candidate will be encouraged to contact the Curtin Staff Mentoring program as there may be other options for the individual to receive mentoring. staffmentoring@curtin.edu.au.

Resources for Mentors and Mentees
References (available in Curtin Library)

- D'Abate, C., Eddy, E. & Tannenbaum, S. (2003) What's in a Name? A Literature-Based Approach to Understanding Mentoring, Coaching, and Other Constructs That Describe Developmental Interactions. Human Resource Development Review Vol. 2, No. 4 December 2003 360-384. DOI: 10.1177/1534484303255033
- Minter, Robert and Edward Thomas. 2000. "Employee development through coaching, mentoring and counseling: A multidimensional approach." *Review of Business* Summer: 13-17.
- *Mentoring Processes in Higher Education*. 2016. Laverick DM. Springer International Publishing. Chapters 1 – 3. Pp. 1 - 46
- Ann Darwin & Edward Palmer (2009) Mentoring circles in higher education, *Higher Education Research & Development,* 28:2, 125-136, DOI: 10.1080/07294360902725017
- Russell L. Huizing (2012) Mentoring Together: A Literature Review of Group Mentoring, Mentoring & Tutoring. *Partnership in Learning*, 20:1, 27-55, DOI: 10.1080/13611267.2012.645599
- Kurre J., Schweiger, E., Kulms G., Guse, A. (2014) Speed mentoring: establishing successful mentoring relationships. *Medical Education*, 48:1131

Online Training
Curtin University iPerform Mentoring Course
https://curtin.csod.com/ui/lms-learning-details/app/course/bdbfceea-2d88-41d3-a1b7-3b0044bb4fd5

A guide to mentoring in the workplace (provides a good succinct overview of the mentoring process in higher education although it is pitched towards apprentices)

https://www.youtube.com/watch?v=nXSbrYbZef8

Other Resources

Curtin Staff Mentoring Guidebook

There are so many references and how to resources on mentoring in the Scholarly Databases and on Youtube/TedTalks that a simple search should lead you to a range of resources to support your mentoring and your mentee role.

CURTIN ACADEMY MENTORSHIP SCHEME EXPRESSION OF INTEREST (EOI)

1.   Name of Applicant:

2.   Campus/Faculty/School/Area:

3.   Email: Phone:

4.   Academic Level (eg. Lecturer, Senior Lecturer etc.):

5.   Mentorship Program (which mentorship program are you applying for?

     Curtin Academy Mentorship Network (CAMN):   [   ]

     Curtin Academy Mentorship Circle (CAMC):   [   ]

6.   Expression of Interest (500 words max) - please describe **how you see the specific mentoring initiative helping you to achieve your learning and teaching goals. Please include how your initiative will support innovation, leadership and the scholarship of learning and teaching at a national and/or international level.** Please attach an additional page if extra space need for 500 word maximum.

7.   Mentor: You may indicate in order of preference the name of the Curtin Academy Fellow you are seeking as a mentor and the reason why (optional and subject to availability).

a. How this mentor can help you achieve your L&T goals? b. How this mentor can help you achieve your L&T goals

   Signature (Applicant):   Date:

Applicants may also wish to attach a separate letter of support/endorsement from their Head of School. However, this is not a requirement for participation in the program.

Submit EoI to: curtinacademy@curtin.edu.au

CURTIN ACADEMY

Curtin University
www.curtin.edu.au

CAMN PARTNERSHIP AGREEMENT
(ADAPTED FROM CURTIN ORGANIZATIONAL DEVELOPMENT UNIT)

Name of Mentee:

Name of Mentor:

1. We have agreed on the following goals and objectives as the focus of this mentoring relationship

2. We have discussed the protocols by which we will work together in the partnership to ensure that our relationship is a mutually rewarding and satisfying experience for both of us, we agree to:

    Meet Regularly: How often -   How long -

    Who is responsible for scheduling our meetings?

    How will changes be handled:

    Honour the ground rules we have developed, which are:

3. Provide regular feedback to each other and evaluate progress through the following process:

4. Maintain confidentiality at all times.

5. Declaration

    We agree to meet regularly over the calendar year. At the end of this time, we will review this Agreement, evaluate our progress and reach a learning conclusion. Once we have agreed on this, the formal relationship will be considered complete.

    In the event that one of us believes the relationship is no longer productive or the learning situation is compromised, we may decide to conclude the relationship. In this event, we agree to use closure as a learning opportunity.

Mentor Signature: Date:

Mentee Signature: Date: