

ABOUT AAUTN TEACHING AWARD MENTOR SCHEME

The **AAUTN Award Mentor Scheme** aims to provide mentoring for aspiring award applicants and for recipients of national Teaching Excellence awards, by linking them with past award winners.

Mentors who are past national Teaching Excellence award winners have volunteered to be part of the scheme. All available Mentors are listed on the MENTORS page of the AAUTN website.

The Mentor Scheme is designed to work as a self-serve system. Mentees choose a mentor from the list and approach them by email. We recommend mentees identify two or three preferred mentors initially and then approach one by email. Be aware that mentors' workloads and responsibilities will fluctuate. They be already 'taken', or personal circumstances may complicate their availability, and they may be unable to take on the role in the period a mentee may need them. In that circumstance, mentees will need to move down their list of preferred mentors and write to more than one before they find an available, suitable mentor.

We hope that both mentors and mentees gain something from the experience: mentors, by participating in a professional activity related to teaching and learning which demonstrates leadership and broadens the influence of their experience and expertise; mentees, by being supported by a mentor while they weigh their goals and explore the opportunities afforded by national recognition of their teaching excellence.

The scheme is flexible and will depend on the specific needs of the mentor and mentee. It is expected that the mentoring will last for up to six months, but this can be altered by mutual agreement. Although it may seem overly formal, we recommend that mentor pairs discuss and complete the Mentoring Agreement to at the start to define a clear and shared understanding of the mentoring goals and expectations. Each person can retain a copy of the completed agreement. To ensure a smooth ongoing process, and to ensure clarity and structure, please consider the following guidelines for the management of your first meeting:

- Identify the expectations and goals of the mentoring relationship and timeframe in which the goal/s or specific task/s can be achieved
- Establish the mentor's/mentee's roles and responsibilities
- Agree on frequency of meetings
- Discuss and decide on the action items for the following meeting
- Establish a goal for each meeting

We envisage that mentors could assist mentees in a number of ways:

- Providing advice and assistance with thinking through and writing an award application
- sharing their own experience;
- providing a sounding board as to what opportunities to take up, and helping mentees to clarify their personal goals;
- listening and sharing how to leverage some power to effect change from the profile given by the award;
- helping to debrief after the high of the ceremony and raised profile, and/or the negative reactions from colleagues that are sometimes occasioned by the receipt of the award;
- sharing their experience of negotiating changing identities;
- how to get colleagues on board or networks started within some context;
- encouragement

As the mentor scheme is an evolving process, we invite ongoing feedback on how it is working from your point of view, and how it could be improved. To give feedback, please use the link 'Feedback' on the Mentor webpage.

AAUTN MENTORING AGREEMENT

We are voluntarily entering into a mutually beneficial mentoring relationship. It is intended that this relationship will be a rewarding experience. Our time together will be defined by a specific goal, or completion of a specific task, of the mentee. The mentor will advise and/or assist with the process of working towards this goal or completing this task. Features of our mentoring relationship will include:

Duration of the mentoring relationship:	
Frequency of meetings:	
Maximum length of each meeting:	
Agreed upon goals:	
Mentoring activities:	
Mentee's responsibilities:	
Mentor's responsibilities:	
<p>Confidentiality agreement**:</p> <p>We have discussed these principles to establish the boundaries of our mentoring relationship and the no-fault, no-blame procedure should this relationship need to end.</p>	
Mentor:	Mentee:
Date:	Date:

** all information exchanged during the meetings between mentors and mentees, both online and face-to-face, remains between those parties, unless either the mentor or the mentee has given permission for that information to be discussed with others.