

Dear Mentor,

Thank you for agreeing to be a mentor.

Role of Mentor

While the Mentor is appointed as part of the candidate's probation and establishment process, it is also part of their overall induction into the University. The appointed Mentor will need to be prepared to share their own experience and knowledge to enable the appointee to develop and realise his/her potential in line with the requirements of the post. The level of support provided by the Mentor will inevitably vary based upon the appointee's level of experience. However I have provided below as a general guide.

The Mentor should be in a position to provide the following to new appointees:

Guidance in work practices

- Guidance on departmental culture
- Act as a sounding board for advice and guidance
- Be approachable (the appointee should not feel intimidated when approaching their mentor)
- Ensure honesty and confidentiality
- Give constructive and positive feedback
- Must be willing to debate and discuss
- Should be familiar with the criteria/responsibilities of the post
- Should be familiar with the criteria outlined in the Probation and Establishment Scheme (scheme attached)
- Encouragement to take up learning opportunities, where appropriate

The Staff Welfare & Development unit provide a short briefing for appointed mentors & mentees. These are held several times a year. All mentees and mentors are encouraged to attend. There is no obligation for mentors to attend the same briefing as mentees or vice a versa. Should you wish to book a place on the next briefing, please contact Cal Doyle @ traininganddevelopment@ucc.ie.

Kind Regards,
Lorna McKeon

On behalf of the Secretary to the Lecturer Promotions & Establishment Board