

GUIDELINES

MENTORING UNDER TU DRESDEN'S JUNIOR PROFESSORSHIP AND TENURE TRACK PROGRAMME

These guidelines provide mentees and mentors with advice and guidance on how to shape their mentoring relationship and their own role within it.

1. Mentoring in TU Dresden's Junior Professorship and Tenure Track Programme

Mentoring is a successful instrument of personnel development. It is a process in which Junior Professors and Tenure Track positions holders at TU Dresden (mentee) receive target-orientated guidance in their professional and personal development by Chairs (mentor) already established at TUD/DRESDEN-concept.

The aim of the mentoring partnership is to motivate, advise and qualify the mentee during the planning and development of their academic career, and to impart knowledge about structures, processes and principles of everyday academic life (e.g. of teaching, research, project management, leadership).

Mentors support their mentees with their knowledge, as well as with their personal and professional life experience. They bolster their strengths, cultivate their ideas and plans, and analyse these alongside the mentees' goals and how to implement them. They provide assistance in career planning and explain the management requirements of a chair. Additionally, they facilitate access to important scientific networks within TUD and the regional academic landscape as well as to professional structures and sources of information.

2. What is the key to a successful mentoring partnership?

Mentoring implies taking an active interest in colleagues, giving them practical advice and sharing knowledge, networks and personal knowledge assets.

Mentoring is a supportive relationship, not an assessing one. It involves active listening, stimulating discussion, and giving advice. Successful mentoring relationships require open communication and the development of trust. These elements are of particular importance to ensure that critical feedback can be given and constructively received, if necessary.

Mentoring is not lobbying. While some mentors may wish to serve as advocates for their mentees, this is not necessary to be a valuable support. Raising mentees' awareness of resources and opportunities and encouraging them to consciously build their networks are essential ways of strengthening colleagues.

3. Characteristics of the mentoring:

- The mentoring is a one-to-one relationship. This does not exclude that the mentee may have several mentors.
- Mentoring is provided on equal footing (there is no dependency).
- The exchange between mentee and mentor takes place in a protected environment.
- Mentoring takes place regularly and within a fixed period of time.
- The mentoring partnership is of voluntary nature and requires open-mindedness, confidentiality, mutual goodwill, respect, willingness to support, availability within the agreed framework, independence, and commitment.
- Mentoring gives the mentee insights into TU Dresden's formal and informal rules of the game as well as into the regional academic landscape.

4. Organisation

- Agreement of a first meeting between mentee and potential mentor - exchange of goals.
- When the result is positive: Signing of a mentoring agreement with concrete objectives and agreement on the organisation and the frequency of the next meetings (together with the project coordinator).
- Suggestion: at the beginning - every two months, later once per quarter.
- Suggestion for the overall duration of the mentoring: 18 months.
- Regular feedback (once a semester) from mentee and mentor to the project coordinator.
- Final meeting: Marks the official end, opportunity to assess the mentoring (together with the project coordinator).

The coordinator offers the mentors personal or telephone consultation taking into account their individual availability.