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Cc: [Sandra Hill](#)
Subject: AACME Mentoring Programme for all staff
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Importance: High

From: Chris Rielly, Dean of AACME and Aisha Benachour, Director of EDI
To: All AACME staff

In 2019-20 we ran a pilot AACME Mentoring programme for academic staff, which started but was then disrupted by COVID. The mentoring scheme is part of our EDI action plan to support retention and progression of our staff.

This year HROD has developed a similar programme for all University staff, which will be launched next week: full details are on the [CMB Framework webpages](#) and there is some background information below. The plan is for us to work with the university mentoring scheme and expand our programme **to all AACME colleagues**, including PDRAs and Professional Services support staff. Where possible, we will use the university training and associated documentation, but in addition we offer the option to be paired with someone within the school, or to find a mentor / mentee from the wider university community.

Either way, please apply via the AACME scheme first using the link given below. We will make use of the university scheme to meet any needs that cannot be accommodated from within AACME.

To express your interest as a Mentor or as a Mentee, then [please complete the short questionnaire \(8 mins\)](#). The questions are different from last time, to make them consistent with the university scheme. We would be grateful for responses before 7 May, so that we can make some preliminary arrangements. However, we will do our best to accommodate requests related to mentoring received at a later date.

Regards,
Chris and Aisha

The objectives of the mentoring programme are to:

- support all AACME staff at various stages throughout their career
- provide informal career development through sharing of experience, information and advice
- build relationships through which professional and personal skills may be shared

How will it work?

- The programme will be independent of any management structures within the school and ideally, we want to have mentee – mentor relationships which **bridge across disciplines or departmental boundaries or extend outside the school**. One caveat is that a mentor cannot be a line manager or PDR reviewer of the mentee.
- This is **a voluntary** programme in which mentees and mentors are asked to sign up for 12 months, but can withdraw from the scheme at any time. The questionnaire

collects basic information about needs, motivations and preferences (e.g. gender, ethnicity, discipline) which will help in assigning mentors to mentees. We will provide an allocation of 10 h in the workload model for participants, which is consistent with schemes in other schools, such as SSEHS.

- During the mentor-mentee matching process we will do our best to accommodate preferences, but obviously both parties will need to agree to work with each other and if it's not functioning, then either person can withdraw from the pairing
- There will be a **briefing / training** for both mentors and mentees and we will provide a guide, including a **code of practice**, for those participating in the mentoring scheme
- We will suggest a format for the first meeting, but thereafter it will be up to the mentor and mentee to decide how best to work together. We would like to keep this informal and simple to administer, so, for example, the use of meeting notes or action points will be entirely down to the preferences of the mentor and mentee.
- After 12 months, we will review the programme using a simple questionnaire. The review will use success criteria, such as:
 - % engagement within the eligible participants in AACME;
 - % positive feedback from mentors and mentees;
 - % of mentees reporting increased engagement in developmental activities that enhance their profile, improve their job satisfaction or increase their potential for promotion

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