



THE UNIVERSITY OF  
MELBOURNE

Faculty of Medicine,  
Dentistry and  
Health Sciences

# SWiM MENTORING FOR PROMOTION

## PROGRAM GUIDELINES

SUPPORTING WOMEN IN MDHS (SWiM)

The SWiM Program provides focused support for Level B, C and D academic women who are applying for promotion. To ensure the faculty is progressing towards gender equity, we provide tailored support to women and the mentoring partnership is a key factor in the success of our program.

Mentees are matched with senior academics outside of their discipline, department and School where possible. The pairings are based on the data provided at registration. Please read the guidelines to ensure that you are ready to begin the process and make the most of the SWiM Mentoring for Promotion program.

We look forward to your participation.

The [SWiM Mentoring for Promotion](#) program is open to any participant with a lived experience of womanhood. This includes trans and cis women, non-binary and gender diverse people.

## WHAT TO EXPECT

Workshops



Speaker events



Peer support



Online resources



Teams network



### 1. One on one support through individual mentee/mentor relationships

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- Your mentor will be someone who has recent experience of academic mentoring and the university promotions processes and has opted in to be a mentor for this specific program
- They will be an active listener; ask you questions about your career and provide constructive feedback to prepare an application that showcases your attributes in line with the promotions criteria
- You will receive one-on-one support and guidance on developing and refining your application
- Communication between you and your mentor is targeted towards preparing a strong promotion application; the relationship, communication style and medium should be mutually agreed to early on to ensure you meet each other's expectations. We recommend 4 mentor/mentee meetings throughout the promotion process.



*It was great to connect with others going through the same process. We shared lots of ideas and reviewed each other's work with a critical eye. I think this helped all of us improve our own application and support improvements more collectively. It also made us stick to a deadline to keep progressing the applications.*

- Mentee

## 2. Opportunities for networking and peer support

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- Mentees are invited to practical workshops focused on preparing and refining promotion applications
- Member-only access to a SWiM MS Teams group to share relevant content, stories and progress as well as useful files and videos
- Mentees are set up in peer networks with others at the same academic level. These are optional and are there to encourage connection during the writing process
- Mentees receive regular updates from the SWiM Team with regard to program dates, reminders and university process check-ins.

## 3. Alignment with the University's promotions process and timelines

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The University offers academic promotions briefings in February that you are encouraged to attend. Check the dates on the Academic Careers @ Melbourne dashboard

## MENTORS

We invite experienced academic mentors from across the faculty who are Level C, D or E, and any gender.

Inclusion criteria for mentors:

- You have participated in MDHS promotion process (as an applicant, assessor or panel member) and are familiar with current university promotions processes
- You have past mentoring experience
- You can demonstrate Faculty values
- You genuinely support the career development of others
- You're available to meet one on one with mentees from February to June

Mentors are not expected to edit promotion applications and are not responsible for promotion outcomes. The role of the mentor is to provide high level advice and support with respect to the narrative of the promotion application, consideration of performance relative to opportunity and asking questions to draw out the strengths of the mentee as they relate to promotions criteria.

## MENTEES

Academic women or non-binary staff at Levels B, C and D are invited to join the program.

Inclusion criteria for mentees:

- Readiness to apply for academic promotion
- Availability and commitment to attend program events and meet with assigned mentor between February and June
- Employed by Faculty of Medicine, Dentistry and Health Sciences (the program is not available to honorary staff)

**If you would like to join the program, as a mentor or mentee, please register in our webpage**

# GETTING THE RIGHT MATCH

- The matching process uses the data provided at registration.
- When completing the registration keep an open mind when completing your preferences in your profile – we will try our best to accommodate your preferences but it is not possible to guarantee a 100% match.
- Mentoring participants often report gaining a lot from mentors they would not necessarily of chosen in the beginning. Intuition is important and should be relied on but mentees often experience great outcomes by keeping an open mind and maintaining a professional relationship. You may also have other mentors in your Department, try to use your paired mentor to help convey your case beyond your discipline or workforce category.
- Ideally, an agreement should be reached between you and mentor about expectations and style, duration and regularity of meetings between early on.
- Remember that mentoring can be more than the traditional expert-novice relationship. We have many committed mentors who are willing to share their expertise and support you through the promotions process.

*The support, guidance and mentorship provided was top notch. I wasn't sure what to expect but I came away feeling I couldn't have done or asked for anything more with my finished application.*

- Mentee

## This program is underpinned by our Faculty values:

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- **Teamwork & collaboration** – sharing knowledge and expertise to help achieve goals
- **Respect** – for the diversity of histories and lived experiences to create a safe space to share knowledge and experiences
- **Integrity** – honesty and trust underpin our mentoring relationships, where mentoring conversations are kept confidential
- **Compassion** - communicate and clarify expectations of each other (active listening is critical)
- **Accountability** – we are accountable for the actions we commit to, including being on time to scheduled meetings, advising of any changes in plans as soon as possible and being prepared for meetings.

# Key Dates | SWiM Mentoring for Promotion program

Date	SWiM Program Timeline
Mid-November	Program registration opens for Mentees/Mentors
<b>February</b>	<b>Registrations close</b>
February	Mentees and Mentors notified
<b>February</b>	<b>SWiM Mentoring for Promotion program launch</b>
February	University-wide Promotions Briefings
February	Women's Academic Promotion Briefings Sessions
March	Performance Relative to Opportunity Briefing Session
February	Mentor/mentee meeting
February	University Call for applications
<b>March</b>	<b>Workshop 1 – Preparing your application</b>
	Mentor/mentee meeting
	Peer group meeting (optional)
March	Level B and C advise HoD/HoS intention to apply for promotion
<b>March</b>	<b>Workshop 2 – Refining your application</b>
	Mentor/mentee meeting
	Peer group meeting (optional)
March	Level D advise HoD/HoS they are applying for promotion
<b>April</b>	<b>Workshop 3 – Courage/Leadership &amp; Promotions Panel</b>
April	Level B (for C) – Closing date for completed applications
May	Application and HoD/HoS report returned to applicant (B)
April	Level C (for D) – Closing date for completed applications
May	Application and HoD/HoS report returned to applicant (C)
May	Level D (for E) – Closing date for completed applications
June	Application and HoD/HoS report returned to applicant (D)
	Mentor/mentee meeting
July	SWiM Program Event

## Notes

- The Promotions Timetable is available [here](#)
- Check Academic Careers @ Melbourne for University-wide briefings by academic level and information sessions on performance relative to opportunity
- For specific questions about the university's promotions process, contact Dawn Quintal or log your query via HR Assist

# Further Information

We value diversity and encourage applicants from diverse backgrounds and experiences to apply. If you require any adjustments or support during the application process or at any other stage during the program, please contact: [swim-mentoring@unimelb.edu.au](mailto:swim-mentoring@unimelb.edu.au)

## [SWiM Mentoring for Promotion program](#)

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Mentors and Mentees at the SWiM Mentoring for Promotion program event,