



THE UNIVERSITY OF  
MELBOURNE

# SUPPORTING WOMEN IN MDHS SWiM

SWiM MENTORING FOR PROMOTION PROGRAM

Well done on taking the step of exploring the benefits of promotions advice from senior academics through the SWiM Program. The SWiM Program aims to provide focused support for Level C and D academic women applying for promotion in 2021. To ensure our Faculty is progressing towards reaching gender equity, we want to provide support to women in a new tailored form and the mentoring partnership is a key factor in the success of our program.

Participants will be partnered with Level D and Level E academic mentors outside of their Department (and School where possible) for tailored advice and to support them through the promotion application process. Pairings are based as much as possible on the data we receive from your registration application.

Please go through this handbook 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.

*“Every great achiever is inspired by a great mentor”*

– Lailah Gifty Akita

The SWiM program and related activities are 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

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

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- Your mentor will be someone who has successfully applied for academic promotion to level D or E and have opted in to be a mentor for this specific program, they will likely have mentored others in a promotion application too
- They will be an active listener, ask you questions about your career and provide constructive feedback in order to prepare an application that best showcases your attributes in line with the promotions criteria
- You will receive six months of one-on-one support and guidance developing and refining your promotion application
- Communication between you and your mentor should be targeted towards preparing a strong promotion application, the relationship, communication style and medium should be mutually decided on early to ensure you meet each others expectations. We recommend at least 4 mentor/mentee meetings throughout the promotion process (please see page 6 for more details about the key program dates)

## 2. Opportunities for networking and peer support

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- You will be invited to practical workshops with other mentees focused on preparing and refining promotion applications
- You will be set up with a members access online connection via Teams to share content, stories, and progress
- Two small-group networking sessions twice throughout the promotion rounds to encourage connection and application preparation (peer groups will be encouraged to also connect in addition to these two sessions)
- You will be supported with updates and check-ins from the SWiM team with respect to program dates and expectations of progress

## 3. Alignment with the University's promotions process, timelines and briefings to ensure that workshops are timely and relevant

# MENTORS

A cross section of academic mentors from Levels D and E will be identified to provide a mentor for each mentee.

Inclusion criteria for mentors are:

- Participation in the academic promotion process either as an applicant or assessor, preferably MDHS but not essential (must be familiar with current promotions process)
- Evidence of effective mentorship in the past
- Demonstration of the Faculty values
- Passion for supporting the career development of others
- Availability and commitment to attend program events and meet with mentees between January and July 2021

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, time management, consideration of performance relative to opportunity and asking questions to draw out the strengths of the mentee as they relate to promotions criteria.

# MENTEES

Any academic women at Level C and Level D are invited to join the program if they intend to apply for academic promotion in through our registration portal.

Inclusion criteria for women are:

- Readiness and commitment to apply for academic promotion in 2021
- Availability and commitment to attend program events meet with assigned mentor between January and July 2021

Registration of both mentees and mentors will be managed online [here](#).

# GETTING THE RIGHT MATCH

- The matching process will be undertaken using the data gained through the registration survey
- When completing the registration keep an open mind when completing your preferences in your application 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 picked themselves 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 this paired mentor to help convey your case beyond your discipline or workforce category
- An agreement should be reached about the style, duration and regularity of meetings possible between you and your mentor early on – with expectations discussed early
- 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.

## 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 PROGRAM DATES

Date	Activity
November - December 2020	Call to HoD/HoS to identify potential mentees and mentors
18 January 2021	<b>MDHS Mentoring program launch event</b>
17 February 2021	University wide women-only promotions briefings
18 - 19 February 2021	University wide promotions briefings
February 2021	First mentor/mentee meetings
1 March 2021	University calls for promotion applications University wide women only promotions briefing <b>MDHS Mentoring program workshop 1 – preparing your application</b>
26 March 2021	Mentee advises HoD/HoS they are applying for promotion
March 2021	Second mentor/mentee meetings
19 – 23 April 2021	<b>MDHS Mentoring program workshop 2 – refining your application</b>
April 2021	Third mentor/mentee meeting
14 May 2021	Complete application submitted to HoD/HoS
May 2021	Fourth mentor/mentee meeting
28 May 2021	Application and HoD/HoS report returned to applicant (Level E)
4 June 2021	Closing date for application to HR (Level E)
11 June 2021	Application and HoD/HoS report returned to applicant (Level D)
18 June 2021	Closing date for application to HR (Level D)
June - July 2021	<b>MDHS Mentoring program celebratory event</b>
July - August 2021	Evaluation phase 1 (debrief with participants)
November 2021	Evaluation phase 2 (promotion outcomes)

## Contact details

If you have any suggestions or issues to raise in regard to the SWiM Tailored Mentoring Program, please do not hesitate to contact:

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