

# MUSTANG MENTORING PROGRAM IN NCURA REGION V



**NCURA Region V is happy to announce the Mustang Mentoring pilot program!**

## **Who Should Participate?**

The Mustang Mentoring program is open to members of NCURA Region V who would like to enhance their Research Administration (RA) knowledge and/or skills (mentees), as well as those who wish to share their experience and leadership skills with others (mentors). The goal of the program is to provide mentees with the knowledge and confidence they need to implement change within their own system and to actively contribute to growth across the field of Research Administration. Participants should have a willingness to listen and engage, excellent interpersonal skills, and enthusiasm for new ideas.

## **How Does the Program Work?**

The program pairs mentors and mentees based on areas of common interest and expertise. It involves a commitment of one year, during which the mentor guides the mentee through a course of leadership development skills. The program is loosely based on the book “The Leadership Challenge” by James Kouzes and Barry Posner, but with a specific focus on Research Administration.

## **Mentees**

Mentees are typically early in their career in RA (1-5 years), but participants might also include those who wish to advance their knowledge of the field or acquire new skill sets. Most importantly, participants are those who wish to grow into leadership positions within Region V and acquire the guidance and structure a mentor can provide them.

Mentee Expectations include:

- Active participation in planned activities
- Capstone project in consultation with the Mentor
- Minimum of two contacts per month
- Be available, responsive and respectful of time commitments
- Complete assignments in a timely manner
- Proactively communicate needs to Mentor
- Remain open to feedback
- Seek opportunities to continually grow professionally and to contribute to NCURA Region V

## **Mentors**

Mentors are typically those who have five or more years of experience in Research Administration and wish to take an active role in mentoring others to succeed in the field. Mentors understand the importance of sharing their own knowledge and experiences in order to help others advance and become tomorrow’s leaders.

Mentor Expectations include:

- Assist Mentee in setting his/her goals and objectives
- Help the Mentee devise a viable Capstone Project

- Be accessible to Mentee based on a mutually agreed upon schedule
- 2 times per month minimum
- Enthusiastically share information, skills and knowledge
- Provide constructive feedback
- Serve as a thoughtful listener and supportive advisor
- Encourage opportunities for professional growth within the profession and volunteer contributions to NCURA Region V both regionally and nationally

Activities include:

- Monthly phone meetings with the cohort (mentors, mentees, and a member of the Mustang Mentoring Committee) to discuss mentee goals and progress.
- Regular communication between mentors and mentees, on a schedule agreed upon by both parties. Use of a shared document storage platform (e.g. Google drive, Dropbox, etc.) is encouraged to upload goals, document progress, and share resources.
- Capstone project that demonstrates what the mentee has learned through the program incorporation with their mentor. The mentee will present their project at the NCURA Region V Spring regional meeting. Mentees are encouraged to seek financial support from their institution to offset travel and registration costs.

### **How Do I Sign Up?**

Use the application link provided to complete the form. Institutional letter with the signature of your supervisor is required to ensure institution approves of the goals, time and financial commitment of the program.

**Deadline for submission is **March 20, 2020****

**Application Link:** <https://www.surveymonkey.com/r/JQTZZB6>

If you have any questions regarding the Mustang Mentoring Program, please send them to [ncuraregionv.mustangmentoring@gmail.com](mailto:ncuraregionv.mustangmentoring@gmail.com)

## MENTOR/MENTEE FAQs



### **What time will the mentor/mentee meet?**

The day and time of meetings will be unique to each mentor/mentee. Some may prefer to use lunchtime for discussions, while others prefer before or after work. The mentor and mentee will discuss and determine an optimal day/time for both.

### **How do we go about canceling a scheduled meeting, if necessary?**

As meeting conflicts arise, both email and phone are suggested methods to communicate any rescheduling needs. If the meeting is booked in outlook (or similar email system), the new meeting day/time can be requested directly in outlook.

### **What is the best way we can contact each other?**

Communication should be tailored based on the preferred form of communication of the mentor and mentee.

### **What ideas do we have for getting our activities organized?**

The Mustang Mentoring Committee may discuss organization ideas during the initial zoom meeting and thereafter as needed. Suggested options to store and communicate ideas are Dropbox, google docs, and other online storage platforms.

### **What happens if my mentor/mentee are not fulfilling their obligations?**

You may contact a member of the Mentoring Committee to discuss any issues as they arise.

## COHORT FAQs

### **How often will we meet?**

The cohort (mentors, mentees, and a member of the Mustang Mentoring Committee) will meet via zoom once a month. In addition, it will likely be necessary for the mentor and mentees to communicate as needed through the mentoring process.

### **How long will our meetings last?**

Meeting times will vary, but will be no longer than 60 minutes.

### **Where will we be meeting?**

We will meet via Zoom. The dial-information will be provided on the calendar invites sent out by the Mustang Mentoring Committee.

### **On which weeks of the month will the cohort meet, and on which days?**

The Mustang Mentoring Committee will establish the meeting frequency. The intention is to set a standard day and time for each month (for example: the first Tuesday of the month at 11:00 a.m.)

**Who will be responsible for setting up our meetings?**

The Mustang Mentoring Committee will set up the meetings for the cohort. However, meetings between the mentor and mentee will be coordinated between themselves.

**How does the cohort monitor progress?**

The cohort will meet via zoom once a month to discuss mentee goals and progress. The mentor and mentee may also utilize a shared document storage platform to upload goals and progress plans.

**What are the financial obligations?**

Both the mentor and mentee are expected to purchase (or otherwise get access to) the book that will be used during the program and consider potential travel costs to the regional meeting.