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Researcher Mentorship Policy	0.0.1	November 18, 2020
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<b>Abstract</b>		
<p>Researchers (postdocs, graduate students, technicians and staff) in the IBL require support to ensure professional development and career progress throughout their tenure in the IBL. This document defines a policy to implement a mentorship program for IBL members to ensure this need is met.</p>		

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## Goals & Scope

The goal of this policy is to ensure that all Research Scientists, Graduate Students, Technicians and Staff Scientists in the IBL receive mentorship to support professional development and career progress during their time in the collaboration.

The IBL mentorship program is intended to provide overall guidance and support, but not to make employment decisions.

## The IBL Mentor

Each mentee will have at least two forms of support in IBL:

1. A **Home PI** (For staff scientists, the Line Manager, as defined in the Staff Supervision Policy, serves the role of the Home PI.)
2. A **Mentor**, who is a GA member

The Mentor's responsibilities include, but are not limited to:

- Holding an annual meeting with their mentee
- Providing career guidance
- Upon request, writing a confidential letter of recommendation on behalf of the IBL - they will gather information from colleagues throughout the IBL. The researcher can ask that the letter be open to him/her.
- Evaluating and providing constructive feedback about IBL contributions
- Providing support in navigating the IBL (eg. help finding resources, resolving IBL related conflicts or choosing project board members)
- Hosting the mentee at least once a year for an informal social meeting, in person or virtually.

Each researcher can request a mentor of their choice, typically just prior to their first mentor-mentee meeting. It is recommended, but not required, that the chosen mentor is:

- Close in expertise (eg. an experimentalist for an experimentalist)
- Not currently on the researcher's project board

A change in mentor can be requested by the mentee or mentor at any time.

All IBL GA members are required to be available to serve as a mentor, but a GA member may only mentor up to 3 individuals concurrently unless approved by the Executive Director.

## The Formal Mentor-Mentee Meeting

The core of the mentorship relationship is the annual Mentor-Mentee meeting. The first meeting will occur 3 months after the researcher starts with the IBL. Thereafter, formal mentor-mentee meetings will occur annually. Mentors and mentees are also encouraged to meet informally during the year.

Steps of the Mentor-Mentee meeting:

1. Researcher schedules the meeting.
2. Researcher completes their section of the Mentor-Mentee meeting form and sends it, along with an up-to-date CV to the Mentor at least 48 hours in advance of the meeting
3. The researcher asks the home PI to provide a brief report to the Mentor at least 48 hours in advance of the meeting
4. The Researcher and Mentor meet to discuss the mentor-mentee meeting form and the PI report. The mentor gives feedback at this meeting.
5. After the meeting, the Mentor writes up a short summary of the meeting/feedback
  - a. The main section and a short summary for the PI are sent to the researcher for sign off/comment.
  - b. The Mentor then sends the short summary to the PI
  - c. The Mentor sends a copy of the full report to the Executive Director for confidential archiving. Confidentiality will only be waived at the request of the mentee.
  - d. The mentor can add a confidential section that only the Executive Director can access (and share with the Ombudsman as needed)
  - e. The mentor can take other informal actions as needed

If possible, the mentor and mentee should meet for an exit interview two weeks before the mentee leaves the IBL. This is an opportunity to gather feedback about the mentee's experience in the IBL and to ensure that a letter of recommendation for the mentee is on file with the IBL to respond in case of future inquiries.

## **The Mentor-Mentee Meeting Form**

The purpose of the Mentor-Mentee Meeting Form is to collate information about the researcher's progress during the previous interval. Along with the most recent CV and a short update from the PI, it serves as the basis for the discussion at the mentor-mentee meeting. The actual form can be found [here](#), but the information requested is below for reference

Mentee Name

Mentor Name

Scheduled Meeting Date

Link to most current CV

### **PART A: Tasks and responsibilities**

Please answer the following questions with regard to your IBL responsibilities for platform and personal projects only

- Objectives achieved since last review
- Achievements in addition to set objectives
- Summary of factors affecting achievements of objectives over the review period
- Major objectives, tasks, priorities and roadblocks anticipated in the coming review period
- Additional/new responsibilities since last review

## **PART B - Professional development**

Please answer these questions with regard to your overall professional development, including activities outside of IBL

- Any training identified to improve performance in the current role
- Any training anticipated to be undertaken or needed in the upcoming review period
- Outline of your career plans for the next 12-36 months, and how you feel you would best achieve these aims.
- Review of CV - identify potential achievements that you would like to see or areas where you think additional experience may be helpful (e.g. more invited talks)

## **Oversight**

The Executive Director will oversee the IBL Mentorship program. Oversight responsibilities include:

- Provide onboarding information about the mentorship program
- Ensure that each IBL mentee selects a mentor and that the mentor/mentee relationship is maintained or changed as necessary'
- Monitors and facilitates mentor allocation
- Ensure that mentors/mentees complete the annual mentor mentee meeting process
- Archive all mentor mentee meeting materials and letters of recommendation
- Arbitrate disputes involving mentors, mentees and/or PIs over IBL-related issues
- Raise concerns that require additional intervention with the EB as needed (eg. insufficient effort allocation, conflict between researcher and PI over IBL-related issues
- Collate summary information about the mentorship program to share with the EB and GA