Individual Mentoring and Coaching for Advanced Talents

MENTOR GUIDELINES

These guidelines serve to provide you as a **mentor** with information and ideas for comfortably and successfully interacting with your mentee.

Basic Requirements for Mentors

- You must be an experienced current professor or professor emeritus.
- You can work in the same field as the mentee. However, this is not a requirement, since mentoring is about advising and dialogue across disciplines, and a change in perspective can be helpful.
- You can be, but do not have to be, employed at RWTH Aachen.

Possible Mentor Responsibilities

- Support in the form of informal knowledge and personal experiences
- Advice on necessary, qualifying performance in research and teaching
- Identification of missing, general or transdisciplinary transferable skills, which are necessary for successful evaluation or application to an external call
- Facilitation of important management skills such as time management and setting priorities
- Help with networking
- Strategy development for establishing one's own working group
- Advice regarding publications and the acquisition of external funding

Not Your Responsibility

- Influencing the decision during the (interim) evaluation

Your Incentive

- You enjoy supporting individual junior researchers and exchanging knowledge and experiences.
- You help excellent scientists find the right way.
- You gain a valuable look at a junior researcher's situation.
- You expand your own network.
- You can reflect on your own career.
- You can gain new motivation and perspectives for your own management and advising style.
- You can pass on what you have learned from your own mentors and experienced colleagues.

Prerequisites to a Good Mentoring Relationship

- Confidentiality
- Independence
- Individuality
- Exclusivity

How the Mentoring Relationship Works:

- The mentee selects a suitable mentor and informs us of the decision.
- If the mentee cannot find a suitable person to be the mentor, the Rector's Office and dean's office in the faculty assist with finding a suitable mentor.

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- If the mentee and mentor do not know each other from before the mentoring relationship, the mentee provides us with introductory materials about his or her current situation, e.g. resume and list of publications. These documents are shared with the mentor and possibly Professor Klee (Vice-Rector of Human Resources Development and Management).
- The official mentoring relationship begins with Professor Klee contacting the mentor, if not otherwise desired.
- In addition to these guidelines and any possible specific documents from the mentee, the mentor receives an overview of the criteria for an (interim) evaluation of the RWTH Aachen junior professors from Professor
- The mentee assumes the active role of the mentoring relationship. If necessary, additional information and tips for a mentoring dialogue are available in the Handbuch Tandem Mentoring-Programme.
- The mentoring relationship is not restricted to a specific duration. The official component, which is supported by the "Individual Mentoring and Coaching" service, ends, at the latest, when the mentee is no longer a member of the RWTH Aachen advanced talents target group. This can happen, for example, through an appointment or by leaving academia.

Contact

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Additional Helpful Documents:

- Richtlinie zur Zwischenevaluation von Juniorprofessorinnen und Juniorprofessoren, RWTH Aachen Intranet (If you do not have access to the intranet, please contact us.)
- Handbuch Tandem Mentoring-Programme, RWTH Aachen IGAD