

## Being a PSF Mentor

Your role as a Mentor for a colleague applying for HEA Fellowship is to provide opportunities to discuss their progress, answer questions around the UKPSF requirements and the BCU scheme, and offer practical advice and an independent voice while developing their application. This is a valuable role, where your knowledge and experience of both teaching and learning and of UKPSF will greatly contribute to the applicant's success. The time commitment to fulfil the role may vary, but this would likely be at least three hours while the candidate is working towards recognition. As the role is voluntary, if you are unsure of your capacity to take on the role, you are encouraged to discuss this with your line manager, as mentoring time may be included in your WAM.

As a PSF Mentor you would be expected to

- Be an HEA Fellow, Senior Fellow or Principle Fellow
- Advise the Faculty Lead of your availability to mentor candidates
- Attend initial mentor training and on-going CPD opportunities
- Be familiar with the BCU PSF scheme and keep up to date with any changes made to the UKPSF
- Meet with your mentee (or contribute to group mentoring) and co-develop an agreement of how the relationship will best work in terms of timings, meetings and how the time will be used most effectively
- Encourage the mentee to discuss any areas of concern at an early stage
- Be a source of support for the candidate in terms of identifying evidence and reflecting on the impact of their own academic practice
- Provide feedback and guidance on the application and comment on the readiness to submit

Mentoring on the BCU PSF scheme may be quite different from other mentor experiences, such as mentoring a new employee or career mentoring, as the mentor-mentee agreement is for a specific time period and task; the agreement ends once the candidate has submitted their application.

If the candidate's application is a Refer, the candidate will be provided with feedback from the Review Panel and can consult with the Faculty Lead prior to a re-submission; there is no on-going support expected from the Mentor.

Please note that as a PSF Mentor, you would be unable to provide a supporting statement for a mentee's Fellowship application; you may wish to consider this before taking on a new mentee, if the colleague expects you to act as a referee.

## Becoming a mentor

If you would like to become a Mentor, please speak to your Faculty Lead, who will be able to answer any further questions and advise you on the next training opportunity for PSF mentoring; this is normally held at least twice a year.

The initial training and the Mentor FAQs should provide sufficient information and support to start working with your first mentee, and includes advice on how to develop your mentor-mentee agreement. Your Faculty Lead will advise on when you would likely be allocated a mentor.

If you wish to further develop your mentoring skills, we will shortly be offering a SEDA accredited Mentoring course and will advise Mentors when this is available.