

# Postdoc Mentorship Program

## Roles & Responsibilities Guidelines

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## Roles

Mentoring Program Advisor (MPA)

Postdoc

Mentor

Scientific Mentoring Lead (SML)

Supervisor

## Mentoring Program Advisor (MPA)

### *Responsibilities*

Manage program design, logistics and develop tools & resources

Deliver professional development programs with SMEs or members of the L&D team

Coach mentors/postdocs when needed

Periodically check-in with participants to ensure any issues are resolved in a timely manner

Ensure that the mentorship guidelines are being adhered to

Seek feedback on the elements of the mentorship program for continuous improvement

Oversee and measure effectiveness of the program

## Postdoc- Research Associate

### *Responsibilities*

Meet with Mentoring Program Advisor (MPA) within their first week at BNL to discuss the postdoc mentorship program guidelines

Communicate interests, career goals to department Scientific Mentoring Lead (SML)

With the help of the SML, each postdoc will select a mentor that is outside of their direct manager/supervisor

A mentor can be within or outside of their department

Ensure the mentoring agreement is completed

Complete the Individual Development Plan and review it with Supervisor and Mentor

Communicate any issues to SML or MPA

If a mentor change request is made by the postdoc, they will notify the MPA to advise on next steps.

## Scientific Mentors

### *Assignment*

Suggested Criteria:

Mentors will begin at an S-3 level, or equivalent.

Minimum of 1 year at BNL

**NOTE:** Level and years at BNL may be at the discretion of senior management based on prior experience/performance

Outside of direct manager/supervisor

Available to meet a minimum of 1 hour per month

Mentors may be assigned to multiple postdocs if they and their supervisor agree

### *Responsibilities*

Support each step in the mentoring processes

Assist postdocs in developing an Individual Development Plan for mentoring goals and key milestones

Is an available resource to share knowledge and provide guidance on career and professional development.

Mentors are **not** responsible for postdoc performance or for resolving conflict between postdoc and supervisor. For issues, contact MPA.

## *Characteristics of Scientific Mentors*

When considering the scientific mentor pool, consider the following qualities of a successful mentor:

Respectful and trustworthy

Supportive by recognizing postdoc accomplishments and challenges them to continue to gain new skills and develop

Successful in their own career and is able and willing to share their knowledge

Desire to develop their own scientific leadership skills

Value diverse perspectives and eager to learn

Makes themselves available with responsive communication

Prepared to provide guidance

Honest in their feedback

Able to broaden postdoc network and provide resources

## **Scientific Mentoring Lead (SML)**

Identified department scientific staff to help facilitate the mentoring program within respective area.

### *Assignment*

Each department with postdocs will have a minimum of one (1) SML

The number of SMLs is at the discretion of each department, however it is recommended that departments that have 15 or more postdocs have a minimum of two (2) SMLs.

Leadership will identify SML based on the following criteria:

S-2, or equivalent, and minimum one year at BNL

Self-nomination is encouraged

Leadership/supervisors can nominate



## *Responsibilities*

Assist the MPA in the mentor matching process:

- Learn postdoc areas of interest and expertise

- Assist the postdoc with developing a BNL network and introduce them to potential mentors

Serve as a liaison between postdoc and MPA, as needed

Provide input to the MPA on continuous improvement to the mentorship program

## *Characteristics of Scientific Mentoring Lead (SML)*

Knowledgeable of BNL culture and environment

Approachable and respected

Strong performance

Is motivated to help others succeed

Willing and able to be accessible

Strong communication and interpersonal skills

Ability to connect the postdoc with other researchers

## **Postdoc Supervisor**

### *Responsibilities*

Ensure that each postdoc receives a mentor for a minimum of 2 years, or for duration of term if shorter

Oversee the performance of the postdoc, including research efforts, timecards as well as addressing postdoc needs to perform their work

Support the mentoring process

Provide support, development opportunities and coaching for their postdocs

Review initial postdoc development plan and participate in IDP annual review with postdoc and mentor

## Enrollment Process for New Postdocs

