



# The Patricia Grimshaw Awards for Mentor Excellence

## GUIDELINES 2009

### Overview

In 2008 the University of Melbourne established the *Patricia Grimshaw Awards for Mentor Excellence*. Patricia Grimshaw is a distinguished Professor of History and pioneer of women's and gender history. She has mentored generations of PhD students and younger colleagues across the University, particularly on their research projects and career development.

The *Patricia Grimshaw Awards* are designed to encourage, recognise and reward excellence in professional and academic staff mentoring relationships at the University of Melbourne. Up to **two awards** will be presented annually, **one to a Professional staff member and one to an Academic staff member**. Each recipient will receive a grant of \$10,000 and a certificate. Winners may use the grant to support any project related to their professional development or academic work. The grants will be paid to the departments for the use of the recipient. The certificate will be presented by the Vice-Chancellor at an award granting ceremony.

### Definitions

#### **Mentor**

An individual who serves with positive influence as an experienced and trusted advisor in encouraging and promoting the professional development of others.

#### **Mentorship**

A mentorship is a relationship formed between a mentor and mentee with the goal of mutually sharing knowledge and expertise.

### Eligibility

- All University staff employed full-time or part-time on continuing or fixed-term contracts are eligible to be nominated for the *Patricia Grimshaw Awards*.
- Nominees must have at least three year's service at the University with an established and sustained record of effectively mentoring others.
- Past winners are not eligible for re-nomination of the *Patricia Grimshaw Awards*.

### Nomination Process

Individuals can be nominated by members of the University of Melbourne community including those who have been mentored, managers, or heads with the endorsement of the Faculty Dean or Division Head. A staff member who has been mentored may nominate no more than one person per year. To be considered, nominations must duly follow the Nomination Process.

A call for nominations with advice on the application date and nomination process will be publicised widely across the University (including a circular sent to all heads, deans and senior managers and notification in *Staff News*.)

#### **Application- essential documentation**

i) The nomination must be completed on an **Application Cover Sheet** – available at <http://www.cshe.unimelb.edu.au/awards/grimshawaward.html> signed by the nominator(s), nominee (mentor), and Dean of the Faculty or Head of the Division.

ii) **Two references** of no more than three A4 pages (minimum of Arial 12 font or equivalent) must be provided by nominators or mentees who are able to comment on the nominee's mentor qualities.



References should address the selection criteria as appropriate to the nominator's or mentee's position. References can describe how the mentor has been instrumental in supporting, encouraging and promoting the professional development of others. Mentees are encouraged to cite specific examples.

iii) A **written statement** from the nominee (mentor) including an introductory paragraph in which the nominee describes their personal philosophy and approach to mentoring. The statement must then specifically address the selection criteria as appropriate and provide supporting evidence. The written statement is limited to up to four A4 pages (minimum of Arial 12 font or equivalent.)

iv) A **current curriculum vitae** from the nominee (mentor) of no more than three A4 pages outlining the mentor's educational qualifications, career history and experience.

### **Optional documentation**

Nominators may also provide up to two additional references of support from members of the University who have been directly mentored by the nominee. References are limited to one A4 page (minimum of Arial 12 font or equivalent.)

### **Submission of application**

There should be an **original** plus **twelve** print copies of each of these documents. An **electronic copy** should also be forwarded to CSHE by the due date (see submission details below.)

All submissions are confidential.

### **Selection Criteria**

Nominees (mentors) will be assessed on the evidence provided in relation to the three **selection criteria**. All selection criteria will be given equal consideration by the Selection Committee. The primary focus for the award is excellence in mentoring and this will be assessed against the following:

#### **1. An established and sustained record of effectively mentoring others**

Which may include: demonstrating a commitment to the role of mentoring; demonstrating a history of successful mentorships; providing intellectual or professional leadership; acting as a successful role model.

#### **2. Skill at providing support and sharing knowledge with mentees**

Which may include: communicating effectively in different interpersonal contexts; providing access to a network of professional colleagues; facilitating opportunities and advocating for colleagues; advising staff on career options and opportunities within and external to the University.

#### **3. Respect for the development of colleagues as individuals**

Which may include: fostering the development of individual talents and strengths; maintaining and communicating the highest ethical standards; providing objective and considered advice; empathising with colleagues; encouraging optimism; building mentee confidence and self-sufficiency.

### **Selection Committee**

The Selection Committee will determine up to **one award recipient from Academic staff nominees and up to one award recipient from Professional staff** nominees. The Selection Committee for the *Patricia Grimshaw Awards* will be drawn from the following representatives:

- Provost *Selection Committee Chair*
- Pro Vice-Chancellor (Teaching, Learning and Equity)
- President of the Academic Board or nominee
- Pro Vice-Chancellor (Graduate Research), Melbourne School of Graduate Research or nominee
- Chair of the Teaching and Learning Quality Assurance Committee or nominee
- Director of the Centre for the Study of Higher Education
- Senior Vice-Principal or nominee
- Vice-Principal Human Resources or nominee
- Two professional staff managers nominated by the Provost
- Member of the Research Higher Degrees Committee
- Member of the Research and Research Training Committee
- Academic and professional staff representatives who have previously won a University Award
- Undergraduate and graduate student representatives

If nominations for Indigenous persons or people involved in Indigenous programs are received, an Indigenous representative will be appointed to the Committee.



## **DEADLINE FOR 2009 APPLICATIONS**

Print and electronic applications are to be submitted by **Tuesday 10 March** to:

**Leanne Howard or Claire Jennings**

**Centre for the Study of Higher Education (CSHE)**

**715 Swanston St, Level 1**

**Phone 8344 6306 (Leanne) / 8344 7577 (Claire)**

**Email [l.howard@unimelb.edu.au](mailto:l.howard@unimelb.edu.au) / [clairej@unimelb.edu.au](mailto:clairej@unimelb.edu.au)**

Applications will be acknowledged via email.

For further information on University awards and selection processes visit

[http://www.cshe.unimelb.edu.au/academic\\_dev/awards.html](http://www.cshe.unimelb.edu.au/academic_dev/awards.html) or contact

Leanne Howard, CSHE, ph. 8344 6306, [l.howard@unimelb.edu.au](mailto:l.howard@unimelb.edu.au)



