

2022-2023 EDEN

Mentoring Programme Prospectus and Application Form

Applications Open 15 March 2022

APPLICATION DEADLINE: 15 May 2022

‘Preparing EDEN’s Leaders for Tomorrow Today’

15 March 2022

2022-2023 Mentoring Programme at a Glance

MENTEE refers to any member of the EDEN community wishing to benefit from the experience and expertise of senior members of the community.

MENTORS are experienced members of the EDEN community who have volunteered to put this expertise at the service of others.

MENTORSHIPS are mentoring relationships between **MENTEES** and **MENTORS** which cover topics that **MENTEES** wish to work on for their professional development. These topics may relate to teaching and research, management, leadership, policy and strategy in the field of digital education.

MENTEE APPLICATION DEADLINE: Due 15 May 2022

- 1) Review Eligibility Criteria and Responsibilities
- 2) Prepare and submit application package by 15 May 2022
 - a) Cover Letter
 - b) Application form signed by supervisor or line manager
 - c) One-page biosketch single-spaced

REVIEW AND SELECTION PROCESS

- 1) Applications will be reviewed by the Council of Fellows Mentoring Review Committee.
- 2) Applicants will be notified of acceptance/rejection by **15 June 2022**
- 3) The Mentoring Committee will recommend (2) potential mentors for selected mentees for 1:1 mentorships. Group mentorships will be organized on a case by case basis given these may have more than one mentor assigned to the mentorship.
- 4) Mentor-Mentee assignments will be negotiated and verified by the Mentoring Review Committee for all mentors-mentees by **1 September 2022**.
- 5) Mentor-Mentee agreement will be completed and submitted by **15 September 2022**.

MENTORSHIP ANNUAL TIMELINE

Mentorships begin on 1st October 2022 & conclude no later than 1st May 2023

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Welcome from the Chairs

We are delighted to welcome you to the 2022-2023 EDEN Mentoring Programme. Indeed, lifelong learning and the exponential shift and proliferation in knowledge and innovation suggest we all must continually grow and develop our skills, talents and professional portfolio. Today, the once-held view that learning stops once a professional reaches a particular role or educational level has been rendered obsolete. This includes even the most experienced professionals and hence the EDEN Mentoring Programme is for *all* EDEN members.

Underlying the EDEN Mentoring Programme is a focus on enhancing leadership at all levels within an organisation whether one is leading the organisation, leading programme teams, training and mentoring faculty, or empowering students, learning designers, evaluators, and other stakeholders to improve. The Programme is also dedicated to enhancing and expanding leadership opportunities for women in online and distance learning.

The Programme's foundation is centred around the principle that mentorships supported with experienced guidance and coaching produce reciprocal benefits for the mentee and the mentor. As professors we learn as much as we impart with our experienced students; and mentorships are similar exchanges that collectively allow all of us to expand and refine our professional skillset. Mentoring is collaborative learning in practice.

Despite the preoccupation with soundbites that have emerged from the global pandemic about a 'new normal', the reality is that there are and will be **many new normals** across all sectors and social institutions in global society. Moreover, the most valid truism to emerge from the pandemic is that we truly are in this together – empathy, empowerment, engagement and humanity are becoming part of the fabric of the leadership mosaic and life. And being in this together is an invaluable recognition that the learning, experience and collaboration from professional mentoring opportunities can only bring more benefits to more people within and across the professions.

We invite you to embrace the opportunities and potential benefits that the EDEN Mentoring Programme can bring to our profession, our colleagues, and to our institutions and their students. If we can answer any questions or provide further information, please contact us at your earliest convenience.

Sincerely,

2022-2023 EDEN MENTORING PROGRAMME

Dr. Don Olcott, Jr., FRSA, Chair

Dr. Deborah Arnold, Co-Chair

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Introduction and Purpose

Lifelong learning and the exponential shift and proliferation in knowledge and innovation suggest we all must continually grow and develop our skills and professional portfolio. Today, the view that once a professional reaches a particular role or educational level that learning stops has been rendered obsolete. This includes even the most experienced professionals and hence the EDEN Mentoring Programme is for all EDEN members. Underlying the Programme is a focus on improving leadership at all levels within an organisation whether leading the organisation, teams, faculty, students, learning designers, evaluators, and other stakeholders.

The EDEN Mentoring Programme was originally conceptualised as an initiative housed within the EDEN Council of Fellows with oversight by the Council's Board. The programme maintains critical liaisons with the Secretariat and the EDEN Europe Executive Committee. As a starting point in the Council's Board discussions, it was clear that one of the Association's most valuable resources was its Senior Fellows and Fellows who, as potential mentors, were a natural starting point for the programme's experienced and talented mentors.

The purpose of the EDEN Mentorship Programme is to provide tailored and flexible professional development opportunities for *EDEN academic and professional members and for up and coming postgraduate students* wishing to explore expanding their skill and expertise base. The programme is intentionally flexible, recognising the time constraints on the modern professional, and allows for the mentor and mentee once linked to have the autonomy to set the formal parameters of the mentorship documented in a mentor-mentee agreement.

The founding principles for the programme are embedded in a Code of Practice which serves as both roadmap and guidelines for developing the basis of the Programme. The Programme is intended to reflect the highest degree of professional and ethical practice to support the needs of all EDEN members.

Programme Mentorship Types

The EDEN Mentoring Programme is designed to offer a variety of different mentorship types and durations. These include 1:1 mentoring; group mentoring with one or more mentors and multiple mentees ranging in duration anywhere from a few weeks to a year. Additionally, the 2022-2023 programme will offer ***Just in Time*** mentorships that will be short-term (2-4 weeks) and targeted at mentees seeking specialised coaching and mentoring on specific skills and

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competency development.

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Mentee Eligibility

Mentees must be EDEN **professional members and/or postgraduate students** from EDEN member institutions. Applicants must have a minimum of (3) years of professional experience in open and distance learning; technology-related fields; and/or education and business. The Review Committee may waive the three-year requirement for postgraduate students in specific cases.

Application Process

The deadline for applications for the 2022-2023 Mentee class is **15 May 2022**. Applicants must submit the following materials:

- 1) Mentee Application Form
- 2) Letter of Intent-Interest
- 3) Biosketch (one page, single-spaced) outlining professional experience to date.

A sample completed application form can be found at the end of this document. The form to be submitted is a separate Word document:

2022-2023 EDEN Mentee Application Form.docx

Application materials should be sent via email to:

Chair, EDEN Mentoring Programme

eden@eden-europe.eu

All applicants will receive an email verifying receipt of their application within one week.

Mentee Application Review and Selection Process

Mentee applications are reviewed by the Mentoring Review Committee. The Mentoring Review Committee is appointed by the Council of Fellows Chairperson and typically includes a chair and 2-4 members. Unless there are extenuating factors or a conflict in interest, every effort will be made to formalise a mentorship for applicants.

The Mentoring Review Committee will initially recommend two possible mentors but the primary mentor will be notified only at the outset. *The second*

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mentor option will only be notified if the first mentor declines. The process basically is as follows:

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- 1) Proposed mentor is invited to serve as a mentor for a specific applicant and agrees or declines.
- 2) Upon acceptance, the Review Committee sends the mentor the mentee's application and biosketch for review and acceptance.
- 3) The review committee provides the mentee with basic information about the mentor. If the mentee agrees to the proposed mentor, the mentee is instructed to email the mentor to set up the first meeting of the mentorship.
- 4) Upon agreement to the mentorship by both parties, the Review Committee sends a copy of the Mentor-Mentee Agreement Form and the Code of Practice principles.
- 5) The Mentor-Mentee develop a basic mentorship programme (timeline, communication preferences, goals and objectives, and outcomes) as part of completing the Mentor-Mentee agreement form. Both parties sign the agreement form, retain a copy each, and return a copy to the Review Committee.

Mentor and Mentee Mentorship Agreement

The Mentor-Mentee Agreement form is designed to work collaboratively through the key elements, activities and goals of the mentorship. It is critical that the Mentor and Mentee are clear and agreed on the specifics of the mentorship and these are put in the agreement. The agreement must be signed by both the mentor and mentee, copies retained by both parties, and a copy provide to the Chair, EDEN Mentoring Committee. The agreement form will be made available to mentors/mentees upon finalisation of 2022-2023 Mentorship assignments (approximately on 1 September 2022). Signed and completed agreements will be due by 15 September 2022.

It should be noted that the two most common limitations of most Mentorship programmes are 1) lack of clarity of mentorship goals and outcomes; and 2) insufficient time to commit. We encourage mentors and mentees to take the time to ensure the agreement covers these two elements at the outset.

Programme Mentors

As outlined in the introduction, the initial group of Mentors have been selected from amongst interested EDEN Senior Fellows and Fellows. This group reflects a broad range of European and global expertise, experience, and leadership abilities to serve in various mentoring roles. Additionally, it is recognised that

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there are many outstanding professionals across EDEN who have extensive experience and expertise although they may not have been recognised as EDEN

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Fellows to date. The EDEN Mentorship Committee, in consultation with the Council of Fellows Board, reserves the right to recruit future mentors from outside EDEN Fellows, and in exceptional cases, mentors who may be external to EDEN. There is no formal requirement for serving as a Mentor per se; however, it is expected that the Mentor has extensive experience, education and professional accomplishments and or specialised expertise, to create and offer a high quality professional development experience for Mentees.

Mentor-Mentee Time Commitment

A common question for both Mentors and Mentees is how much time can or should be devoted to the mentorship. Indeed, this will vary according to the scope and type of mentorship; the available time for both mentor and mentee; and the duration and goals of the membership. Within these parameters, generally Mentors and Mentees should plan to commit approximately 3-5 hours per month. Given that most mentorship communications will occur via video-conference (Zoom, Teams, Skype, etc.) and via email, considerable work will be completed separate from actual meetings. **Common challenges to other global mentorship programmes have been 1) time commitment and 2) clarity about mentee outcomes. Given these considerations we strongly urge mentee applicants to consider a minimum 4-6 month duration for their mentorship. Mentors and mentees are busy professionals and the quality and depth of mentorships will be enhanced by ensuring this time commitment.**

Conflicts of Interest and Due Process

The EDEN Mentorship Programme recognises that in rare instances there may be a conflict of interest between a Mentor-Mentee, as well as possible ethical or professional situations that may require intervention or resolution. The Chair, EDEN Mentoring Programme Review Committee, and the Council Board shall be available to consult both parties and, in all cases, to ensure both Mentor and Mentee are afforded due process to seek a fair and equitable resolution.

Evaluations

There will be two evaluative periods during the mentorship. The first is a formative short survey about the overall mentorship process, administered usually about half-way through a particular mentorship. The second is a summative evaluation upon completion of the mentorship to give both the mentor and mentee an opportunity to share their insights and comments on the programme and their specific mentorship.

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Confidentiality

The Mentor/Mentee Agreement and Evaluation Data are strictly confidential and shall not be shared beyond members of the Review Committee without prior authorisation by the mentor/mentee, with the exception of general programme data provided to the EDEN Secretariat for funding, marketing and/or micro-credential awarding.

Participation of Mentees and Mentors in EDEN Events

The EDEN Mentoring Programme has been created, in part, due to the family characteristics of the association's professional community. Collaboration and mutual support are embedded values of this association and mentoring and/or coaching are seen and embraced as a natural extension of these values.

It is an *informal* expectation of the EDEN Mentoring Committee and the Council of Fellows that mentors and mentees would collaboratively participate in selected activities and events in support of EDEN. These may include the Annual Conference, the Bi-Annual Research Conference, webinars, joint projects, various blogs and Ph.D. symposiums. These activities will allow mentor and mentees to share their experiences with future mentors and mentees and the aggregate benefits will accrue to the Association, its members and the profession.

Programme Recognition and Certification

Mentees who successfully complete their mentorship will receive a badge/micro-credential awarded by the EDEN Council of Fellows.

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2022 EDEN Mentoring Programme

PERIOD: 1 October 2022 – 1 May 2023

APPLICATION DEADLINE: 15 May 2022

Sample Mentee Application Form

MINIMUM MENTEE CRITERIA

- ☒ I am an EDEN member
- ☒ I have a minimum of (3) years ODL/TEL experience

CONTACT DETAILS

Title / form of address: Dr

First name: Jane

Last name: Doe

Institution/Organisation: University of Life

Department/Faculty: Education

Phone number with country code: +33 (0)6 XX XX XX XX

Email: jane.doe@univ-xxx.edu

PROFESSIONAL EXPERIENCE

Please attach a one-page, single-spaced Biosketch in MS Word. Your biosketch should highlight the following:

- Professional experience and roles in ODL/TEL
- EDEN leadership roles and experience
- Previous experience as a mentee

MENTEE OBJECTIVES

Mentoring Type

- ☒ One to one mentoring
- ☐ Group Mentoring (e.g., two mentors, five mentees)

Mentoring preferences (e.g., communications preference, frequency of meetings.). Details will be worked out with assigned mentor.

Synchronous online meetings

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Estimated Hours per Month as Mentee: 2

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MENTEE FOCUS AREAS: Select Your Top Three (3)

- | | |
|--|--|
| <input type="checkbox"/> Learner Support | <input checked="" type="checkbox"/> Leadership |
| <input type="checkbox"/> Financial Mgt/Business Models | <input type="checkbox"/> Learning Design |
| <input type="checkbox"/> eAssessment | <input type="checkbox"/> ODL Quality |
| <input type="checkbox"/> Research design and methodology | <input type="checkbox"/> Cultural Diversity |
| <input checked="" type="checkbox"/> Digital Transformation | <input type="checkbox"/> Open Education ¹ |
| <input type="checkbox"/> Global Delivery | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Artificial Intelligence | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Future Skills |
| <input type="checkbox"/> Public-Private Partnerships | <input type="checkbox"/> Faculty Support |
| <input checked="" type="checkbox"/> Leading Change | <input type="checkbox"/> Innovation |
- Other: Conflict Management

GOALS and EXPECTATIONS

What specific goals (e.g. competencies) do you expect to achieve as a mentee?

1. To develop my own leadership skills in challenging roles, dealing with high-profile experienced people such as university rectors and vice-rectors.
2. To hone my management skills so that I can deal constructively with conflicts and resistance to change, with respect to the digital transformation of HE.

SIGNATURES

_____	07/03/2022
Applicant Signature	Date

INSTITUTIONAL APPROVAL/SUPPORT

CEO Signature
Name AA BBBB
Title: Rector

Supervisor/N+1 Signature
Name DDD EEEE
Title Head of department

¹ Open education applies to open content, OERs, MOOCs, licensing, open publishing, open research, etc.

Submit completed application to:
Chair, EDEN Mentoring Programme
eden@eden-europe.eu