



Q I am a little uncomfortable with the opposite gender. Will I have a mentor of the same gender?

A Please specify your preference at the time of application. You will be introduced to a mentor of the same gender.

Q What kinds of issues can I discuss with my mentor?

A You can discuss issues such as work at the university, relationships, balancing work and life events, and so on. Mentors support their mentees by utilizing their own experience, wisdom, and networks. Mentees should trust their mentors and honestly discuss their concerns and challenges.

Q Who will be my mentor?

A In this program, mentors who have understanding of the mentee's development are introduced. Mentors follow the university guidelines, which restrict them from divulging personal information obtained in the activities or imposing their personal values on you. If you and your mentor are not a good match, contact the Diversity Promotion Office. You can terminate the mentor program at any time. You can also be referred to another mentor.

Q How frequent is the mentoring?

A This will be determined at the first session. Mentoring may not be available when mentors are occupied or cannot afford the time. In general, mentoring about once a month is encouraged.

Q How long is the mentoring program?

A In principle, mentoring shall be terminated after six months per application. You can submit the request for continuing the mentoring to the Diversity Promotion Office. If the mentoring is to be continued, the mentoring period shall be for another six months and shall end one year after the start of the mentoring.

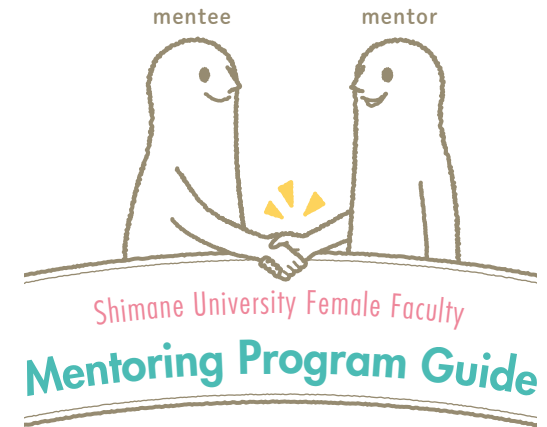


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Matching You with Mentor

March 2021

Diversity Promotion Office, Shimane University

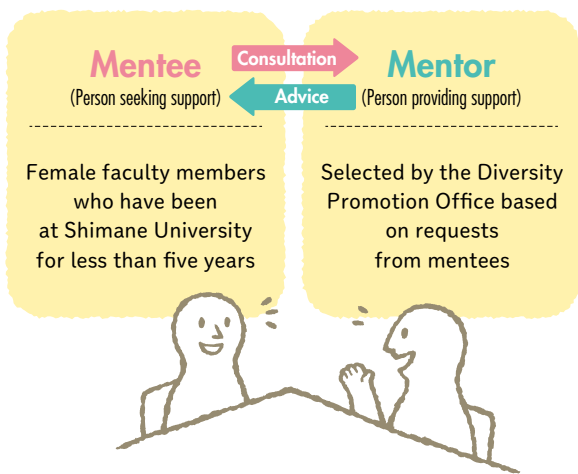


The Shimane University Female Faculty Mentoring Program has started!

The Shimane University Female Faculty Mentoring Program is designed to support new female faculty members in their development as professionals through interaction with faculty who have a certain level of work experience at the university. In this program, the new faculty member who seeks consultation is called a "mentee," and the faculty member who supports the mentee is called a "mentor." Mentoring programs have been widely introduced at universities and many other organizations, and their effectiveness has been recognized. Take advantage of this program if you would like to discuss your future career development, relationships in the workplace, balancing your work and life events, and so on.

What is the Mentoring Program?

- The Mentoring Program supports mentees' educational and research activities, and career development, through dialogue with and advice from mentors.
- The mentor helps the mentee to find resolutions to the issues faced by the mentee.
- It is of primary importance that the mentor and mentee establish a trustworthy relationship.
- Mentors support their mentees by utilizing their own experience, wisdom, and networks.



Mentoring Program Process

1 Application

Fill out the application form.

Female faculty members who have been at Shimane University for less than five years may apply at any time.

Applicants indicate their availability and preferences for mentoring activities in their application.

2 Matching

Based on the mentee's requests, the Diversity Promotion Office will select candidates for mentors within the university and make an assignment.

Both mentor and mentee are required to read the Guide for Mentors and the Guide for Mentees to understand the rules.

3 Mentoring

(First session)

The mentee contacts the mentor. The mentee will inform the mentor of the desired mentoring. The mentor will inform the mentee of the support they can provide.

(Second and subsequent sessions)

Mentoring will be conducted mainly through face-to-face meetings or online meetings using Microsoft Teams or other means. Email consultations are also possible if both sides agree. Refer to "Notes on Email Consultations" below.

4 Questionnaire

Fill out the questionnaire regarding the mentoring program. (Scheduled for the end of the academic year)

*Notes on Email Consultations

For email consultations, both the mentor and mentee must use their university email accounts.

Comply with laws and regulations concerning personal information and handle personal information appropriately at the discretion and under the responsibility of both parties.

Introduction of Mentors

In this program, mentors who have understanding of the mentee's development will be introduced to the mentee. Mentor faculty members follow the university guidelines, which restrict them from divulging personal information obtained in the mentoring or imposing their personal values on you.

It is important for new faculty members to have more faculty members on campus with whom they can consult. They are encouraged to use the program for their benefit. When applying for the program, indicate your preferences for a mentor. The Diversity Promotion Office will select and introduce a mentor who meets the needs. In case the match is not good, contact the Diversity Promotion Office to terminate the mentoring at any time. The Diversity Promotion Office can also introduce another mentor.

Consultations from Mentees

Examples

- Work at the university
 - I would like to discuss my future career development.
 - I would like to refer to other faculty members' methods of teaching and guiding students.
- Relationships
 - I would like to discuss my relationships with my supervisor, colleagues, administrative staff, and students.
- Balancing work and life events
 - I would like to know about measures to achieve work-life balance, such as childcare and nursing care.
 - I would like to discuss living in Shimane.

How to Apply

Fill in the following items on the application form. When applying, specify if you would like to have a mentor of the same gender.

The Diversity Promotion Office selects a mentor and contacts the applicants.



1. Name
2. Affiliation
3. Number of years at the university
4. Email address
5. What you would like to discuss with your mentor (Multi-choices)
6. Other