

IZMIR INSTITUTE OF TECHNOLOGY

CODE OF MENTORSHIP

Introduction

Izmir Institute of Technology (IZTECH) places a significant focus on research and innovation. In this creative, **productive and trans-disciplinary research eco-system**, IZTECH aims at providing its researchers at early career stages as well as for the newcomers an **academic mentorship program** - setting up an adaptation to IZTECH's research eco-system, and providing an opportunity for updating and expanding their skills and competencies.

Effective mentorship plays a crucial role in promoting R1-R2 researchers' academic and professional growth in IZTECH. Mentorship serves as a **guiding force** in shaping **their future research projects, fostering institutional collaboration** and **collective critical thinking**, and enhancing the overall **co-learning experience**. Mentors can support the energetic research environment for **academic excellence** and professional development. Effective mentorship nurtures the **R1-R2 researchers' and new IZTECH faculty members**, empowering them to succeed in their academic pursuits and future research careers at the Institute.

In this regard, **the CODE OF MENTORSHIP** is an **Academic Development Program established** at IZTECH, as part of HRS4R, and is carried out by the **Directorate of Education** with the support of the **Personnel Department - Education Coordination Office (for official records)**. Administrative process is going to be undertaken by an associated Branch Directorate under the Personnel Department. In the execution process, assigning mentors to researchers (**ALL R1-R2 researchers and new faculty members**) upon completion of the appointment process, by the Department's recommendations (approval of the academician as a mentor).

Definitions:

Academic Regulations: Academic regulations refer to the rules and policies designed by the Council of Higher Education of Türkiye that govern academic activities and conduct within universities.

Mentor: A mentor, or a research mentor or advisor, is a faculty member or experienced researcher who guides and supports newcomers as well as junior researchers pursuing academic career. The role of an academic mentor is crucial in ensuring the successful completion of young researcher's adaptation to the Institute, his/her research project.

Researcher: Professionals engaged in the conception or creation of new knowledge, products, processes, methods, and systems in the management of the projects concerned.

R1 researcher: First Stage Researcher (up to the point of PhD degree such as Ph.D. students).

R2 researcher: Recognized Researcher (PhD holders or equivalent who are not yet fully independent such as Postdocs and Assistant Professors).

R3 researcher: Established Researcher (researchers who have developed a level of independence such as Associate Professors).

R4 researcher: Leading Researcher (researchers leading their research area or field such as Professors).

Institution: Defines Izmir Institute of Technology with all its branches, such as faculties (Science, Architecture, Engineering), Graduate school, Student Affairs, and Rectorship.

THE ACADEMIC DEVELOPMENT PROGRAMME

The Academic Development Program consists of two phases:

- a. Institutional modules of the **Orientation Program (an academic orientation program to be prepared by HRS4R WP5 A9 T4 -Orientation program for all newly joined faculty members and R1-R2 researchers).**
- b. One-to-one meeting **Mentor – Researcher (ALL R1-R2 researchers and new faculty members).**

DESIGNING THE MENTORSHIP MODULES

During the Mentorship program, before the **mentor–researcher meetings**, researchers (**R1-R2 researchers and new academic members**) are going to participate to a series of institutional modules coordinated by the **Education Directorate**. The content of the modules is going to be prepared by the **Research Directorate**, supported by administrative units and relevant offices (such as **International Office, Technopark Izmir, TT Office, and UZEM**). The journey of institutional modules of the **Orientation Program** is expected to be completed by the **Final Presentations delivered by** researchers (**R1-R2 researchers and new academic members**).

EXECUTION PROCESSES OF MENTOR APPOINTMENT BY THE DIRECTORATE OF EDUCATION

- **Matching of Mentor and Researcher (R1-R2 researchers, New Faculty Members)**

Following the successful accomplishment of the Academic Orientation Program, the **Directorate of Education** is going to trigger the process of appointment of mentors as Phase B.

Mentors (only faculty members with the title of Professor and/or **Associate Professorship who completed the supervision of a doctoral thesis and/or successfully completed the coordination of a national/international research project**) and researchers (new faculty member and R1-R2 researchers) are matched **with an official appointment** under the coordination of the **Directorate of Education** following the **recommendations of the Departments and the acceptance of the mentors**.

In the process, **academic mentor appointments** are made through an **open call to academics (professors / associate professors)** who have been on the staff of IZTECH for **at least 3 years** and have an appropriate title; enabling cross-matching (engineering, architecture, science) that can assimilate trans-disciplinarity in pairings.

- **Institutional Introductory seminar to the mentors**

An **introductory institutional seminar** is given to the **mentors** who will take part in order to convey information about the functioning of the mentoring practice by the **Directorate of Education**.

- **Topics of one-to-one meeting Mentor - Researcher**

The mentoring program is conducted by **Associate Professors or Professors at IZTECH** who are outstanding in their fields or in the relevant subject, in order to transfer **practical academic** experience.

The mentor and new faculty member should be **officially informed by the Directorate of Education** on the matching. Topics to be covered in the mentoring application are:

1. Research topics, research support opportunities,
2. Publishing,
3. Promotion and appointment in the profession,
4. Course development,
5. Teaching methods,
6. Communication with students,
7. Exam preparation and evaluation,
8. Classroom management,
9. Use of technology in education,
10. Industry-university cooperation, civil society,
11. Cooperation with organizations (local administrations, NGOs, other universities and research centres, etc),
12. Education and research services for the society,
13. Coping with workload and time management.

Within the meetings, the below-mentioned topics are also covered:

- (i) Effectively converting studies into publications,
- (ii) Successful project writing and resource creation,
- (iii) Things to keep in mind during the thesis process, etc.
- (iv) Sharing of career experiences (success as well failures)

- **Mentoring Practice and Process Ethics**

a. The date range of the mentoring application for participants is determined following the successful achievement of the academic orientation program. Within the scope of the application, **at least 6 interviews** of approximately **one hour** are expected to be held.

b. The new faculty member and the mentor determine together the conditions under which they are going to meet (such as time, duration, place and subject) **informing the Directorate of Education** (that will inform the Personnel Department - Education Coordination Office for official records).

c. The mentor and the new faculty member are expected to adhere to the principle of **confidentiality**, and not pass on their shares during the process to others.

EVALUATION OF THE MENTORSHIP PROCESS

Mentoring processes as part of the **IZTECH Academic Development Program** completed within the scope of HRS4R are going to be evaluated by the mentor and academic and administrative committees organized by the **Directorate of Education with the support of the Personnel Department**.

Evaluating the meetings and participation to the academic module activities within the scope of mentoring is going to be shared by the researcher as well as the mentors and related offices which delivered the modules.

- a. Following the completion of the **6 interviews/meetings** (brown-bag lunches or grab-your-coffee meetings), in order to determine the strengths of the program and the aspects that need to be developed in the future, the mentor and the researcher are separately going to fill out the **"Mentoring Application Evaluation Form"** and submit it to the Directorate of Education.
- b. Following this above-mentioned individual feed-back, **"the Program Evaluation Report"** by the Directorate of Education is forwarded to the faculty members, mentors and relevant administrators participating in the program.
- c. The researchers (All **R1-R2 researchers and new faculty members**) also fill out an **Evaluation Form** for the orientation modules.
- d. The evaluation for the orientation program will be shared by the Directorate of Education to the related offices.**

Following the feed-back from mentors and researchers, an institutional evaluation meeting on the **Program will be held by the Directorate of Education**.

ACADEMIC HONARARIUM*

- Providing mentor incentives through additional TAM credits (support for additional research materials – i.e. computers; possible support for conference participation) resources as an academic "honorary".
- An Institutional Certificate for the mentor* as well as for the participants.