



ISER Mentoring Program Policies and Procedures

ISER Mentoring Program Overview

A panel of leading scientists and clinicians involved in vision and ophthalmology research at various stages of their careers, and representing a diverse range of research expertise and geographical and gender spread, are poised to offer their time and advice on career advancement. This is an opportunity to obtain advice beyond your institutional colleagues/boundaries on matters such as inter-institutional and international collaborations, manuscript and grant writing/reviewing opportunities, research tools and methods, strategies for success as a clinician-scientist, strategies for improving your skill set, as well as other topics related to your professional development.

Mentee Eligibility requirements

- The mentee must be an ISER member
- The mentee must submit biographical sketch including current areas of interest
- The mentee must submit a list of topics on which you seek advice
- The mentee must select 2-3 names of preferred mentors from our list, and submit a request to be paired with one of them
- The mentee must demonstrate a desire to participate in the program and be willing to follow all ISER Mentoring Program policies and procedures

Mentor Eligibility requirements

- The mentor is not required to be an ISER member
- The mentor will demonstrate willingness to participate in the program
- The mentor will remain engaged and responsive when contacted by the mentee

A matching strategy

- The mentee will submit the names of 2-3 mentors to the ISER Secretariat.
- The ISER Secretary will review each mentee's submission and will assign a mentor to each mentee

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- The mentor and mentee will have regular communication, typically initiated by the mentee
- Confidentiality will be maintained by both the mentor and mentee
- The mentor plays no supervisory role with the mentee
- Goals and expectations for the relationship are mutually agreed upon at the outset by the mentor and mentee
- The mentor and mentee clearly understand their roles and responsibilities

- The relationship is not to be overly burdened by distance or time

Responsibilities of a Mentor:

- The mentor must be willing to commit sufficient time and energy to provide support for a mentee
- The mentor will be a good listener
- The mentor will maintain confidentiality
- The mentor will give constructive feedback
- The mentor will promote the mentee's skill development
- The mentor will help the mentee to develop goals, access resources and build a professional network
- The mentor will encourage independence; not dependence
- The mentor will support the mentee to the best of the mentor's ability, but remember that the success or failure of the mentee is the mentee's responsibility
- The mentor will notify ISER Secretariat if the he/she no longer wishes to be listed on the ISER Mentor list

Responsibilities of a Mentee

- The mentee will assume personal responsibility for own professional growth
- The mentee will listen and consider alternatives
- The mentee will maintain confidentiality
- The mentee will accept constructive feedback willingly from the mentor
- The mentee will respect your mentor's time and availability constraints
- The mentee will notify his/her mentor of problems, concerns or questions

Responsibilities of ISER Mentoring Program Administrators

- ISER Staff will collect and maintain the mentor/mentee database, which will include names, contact information and areas of interest
- ISER Staff will update ISER's website with information on available mentors
- ISER Staff will promote the ISER Mentoring program in ISER's newsletter, and during ARVO and ISER meetings