



## DEPARTMENTAL POLICIES & PROCEDURES

Department Name: College of Nursing, King Saud Bin Abdulaziz university  
for Health Sciences

Region: Central, Western and  
Eastern region

Subject: Research Mentorship Program

Original Date: 13 November 2019

Revised Date: February 2020

Reference: DPP-319652-014-026

Replacement: --

Applicable: This DPP Applies to Full Professors, Associate Professors, Assistant Professors, Lecturers, Teaching Assistants and Clinical Teaching Assistants at College of Nursing, KSAU-HS and KAIMRC.

### 1. PURPOSE

To establish a departmental policy and procedure for Research Mentorship Program at CONs to support junior faculty in developing research skills and accordingly conduct research studies with an ultimate goal of improving research productivity and satisfaction of CONs' academic staff. Additionally, to monitor and build a mentoring database to evaluate mentoring activities and outcomes.

### 2. DEFINITIONS

- 2.1 Mentoring:** A multidimensional collaboration between a junior and a senior faculty based on common goals and expectations, focus, and mutual trust and respect. The objective of this relationship is to provide support and knowledge that can facilitate the professional success of the mentee in research and development of grant funding proposals.
- 2.2 Senior faculty:** Associate Professors and Full Professors who were involved in different research activities.
- 2.3 Junior faculty:** Assistant Professors, Lecturer, Teaching Assistants, Clinical teaching Assistants who are working at CON.
- 2.4 KAIMRC:** King Abdullah International Medical Research Center
- 2.5 CON:** College of Nursing
- 2.6 KSAU-HS:** King Saud bin Abdulaziz University for Health Sciences
- 2.7 Research Unit:** A unit located at each nursing college responsible for the college research activities

### 3. POLICY STATEMENTS

#### 3.1 Eligibility and duration

- 3.1.1 All Juniors staff who have interest in research are eligible to be mentee
- 3.1.2 All senior faculty members (Associate rank or higher) are eligible to be mentors
- 3.1.3 Mentors should have a limit of two to three mentees
- 3.1.4 The process of mentorship will be for one-to-two years for all junior Faculty

### 4. PROCEDURES

- 4.1 Interested mentee should attend an information session about the mentorship program.
- 4.2 The program will use one-to-one mentoring model that enables the development of a personal relationship and provides individual support for the mentee.
- 4.3 The Research Committee is responsible to create database of eligible mentors and interested mentee.

- 4.4 Mentors and mentee's profile will be posted on the Research Unit website highlighting their educational, clinical and/or scientific experiences and research interest
- 4.5 Mentors and mentee should review each other profile before accepting the mentoring relationship.
- 4.6 Research mentorship Agreement on enrollment must be signed by both parties to formalize the relationship and clarify individual expectations (See Appendix A).
- 4.7 Each mentor–mentee pair worked together to develop a plan in writing that defined goals and plans for achieving their objectives, identified a timeline for goal completion, and set their preferred method of communication and frequency of interactions (See Appendix B).
- 4.8 It is expected that the mentee will meet with their mentor at least quarterly (or more often if desired).
- 4.9 If a change or early termination of the relationship was needed, mentors or mentees need to fill up an end of mentoring partnership agreement form and submit it to the Research Unit (See Appendix C).
- 4.10 Research Unit Responsibilities**
  - 4.10.1 Each Research Unit chair in the three region will act as a mentoring facilitator and lead the mentoring activities in their respective region.
  - 4.10.2 Supervise the research mentorship program and periodically meet with mentors and mentees as needed
  - 4.10.3 Maintain and update research mentorship program data base
  - 4.10.4 Evaluate the mentorship program and generate an annual report which will be submitted to the dean of CON (See Appendix D)
- 4.11 Mentors responsibilities:**
  - 4.11.1 Help the mentee to identify specific research goals and sit specific time to achieve the goals.
  - 4.11.2 Routinely meet the mentees at least three meeting per academic year to review progress, give feedback, provide recommendations for improvements, and guide research career development (e.g., assist with grant proposals, manuscript submissions, writing for publication and oral presentations) (See Appendix E).
  - 4.11.3 Express positive expectations, serve as an advocate and help the mentee to remodel their objectives.
  - 4.11.4 Help the mentee to publish in high impact journal
  - 4.11.5 Support, listen actively (empathically) to the mentee's concerns.
  - 4.11.6 Submit a report about the mentee progress report twice a year to the dean of CON (see Appendix F).
- 4.12 Mentee responsibilities**
  - 4.12.1 Maintain research ethical principal through the mentorship program
  - 4.12.2 Take initiative in developing own research skills
  - 4.12.3 Set goals and expectations of the mentorship program collaboratively with the mentor
  - 4.12.4 Show commitment toward the mentorship program collaboratively with their mentor
  - 4.12.5 Show commitment toward the mentor and mentorship program
  - 4.12.6 Be respectful of mentor's time, commitment agenda and goals prior to meetings
  - 4.12.7 Submit a mentee progress evaluation survey twice a year to the research unit (See Appendix G)

## 5. RESPONSIBILITY

Research Committee and Research unit at CON are responsible in applying this policy.

## 6. RELATED REFERENCES

- 6.1 Tetyana L. Vasylyeva, T. Díaz-González de Ferris, M., 2, Hains, D., Ho, J., Harshman, L., Reidy, K., Brady, T., (2019). Developing a Research Mentorship Program: The American Society of Pediatric Nephrology's Experience. *Frontiers in Pediatrics*.7(155). <https://www.frontiersin.org/articles/10.3389/fped.2019.00155.full>

6.2 Badawy, S., Black, V., Meier, E., Myers, K., Pinkney, K., Hastings, C., Hilden, Zweidler-McKay, P., Stork, L., Johnson, T., Vaiselbuh, S., (2017). Early career mentoring through the American Society of Pediatric Hematology/Oncology: Lessons learned from a pilot program. Pediatric Blood and Cancer. 64:e26252: <https://onlinelibrary.wiley.com/doi/full/10.1002/pbc.26252>


6.3 UCSF Faculty Mentoring Program (2017) [https://academicaffairs.ucsf.edu/ccfl/media/UCSF\\_Faculty\\_Mentoring\\_Program\\_Toolkit.pdf](https://academicaffairs.ucsf.edu/ccfl/media/UCSF_Faculty_Mentoring_Program_Toolkit.pdf)

## 7. APPENDICES

- 7.1 Appendix A- Research mentorship agreement (CON-R)
- 7.2 Appendix B- Research mentorship plan (CON-A)
- 7.3 Appendix C- Termination of research mentorship agreement (CON-A)
- 7.4 Appendix D- Mentorship program annual report (CON-J)
- 7.5 Appendix E- Mentorship meeting report (CON-J)
- 7.6 Appendix F- Mentee progress report (CON-J)
- 7.7 Appendix G- Mentee evaluation survey (CON-R)

## 8. RECOMMENDATION

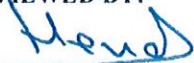
### PREPARED BY:



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CON RESEARCH COMMITTEE MEMBERS  
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## 9. APPROVAL

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2-3-2020

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