



BAA Research Mentoring Scheme

ABOUT THE SCHEME

The BAA research mentor scheme is a joint initiative of the BAA Committee of Departments of Accounting and Finance (CDAF, formerly known as CHA) and the BAA Conference of Professors of Accounting and Finance (CPAF) funded by the BAA.

The aim of the scheme is to support research development of staff in Accounting and Finance, especially in departments where there are few or no Professors available to assist less experienced researchers. The benefits anticipated for the scheme include:

- for the BAA - worthwhile use of surplus funds which fits with strategic aims (see academy);
- for CDAF departments – improved research capability/outputs and help with costs;
- for mentees – motivation and help to fulfill research potential and develop academic career;
- for mentors – to enhance own CV, research collaboration and help sustain the academy;
- for CPAF departments – to gain recognition for research leadership and enhance reputation;
- academy – to sustain the discipline and the Professoriate through collaboration;

A research mentor is intended to perform a similar role to that of a Visiting Professor (that title would be a matter for the individual and institution concerned, but is outside the terms of this agreement) but with one or a small number of staff identified to work with. The mentor is expected to be a CPAF member and the receiving department is expected to be a CDAF member. Those being mentored will be encouraged to become (if not already) members of the BAA.

It is envisaged that mentees could be new or early career researchers or more established researchers who could benefit from working with a more experienced member of the BAA. The activities should suit the needs of individual mentees and their department and as such are not specified by the scheme, though examples of suitable activities are suggested in appendix 1. The scheme offers a limited number of mentorships part-funded for two years, whereby the BAA pays 50% of the mentor's fee and the receiving department pays the remaining 50% plus reasonable travel and subsistence costs.

This document outlines the scheme and provides a set of forms for applicants and mentors to seek matching, recognition and funding from the BAA. The scheme will be operated by the Executive Boards of CDAF and CPAF and approved by the Executive of the BAA. It will be offered on a trial basis in 2010/11 and reviewed before ongoing support is considered.



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DEPARTMENT (MENTEES) APPLICATION FORM 2010

To be completed by the Head of Department/School/Subject of Accounting and/or Finance (usually the CDAF representative)

1. Applicant Details

Name:

Job title:

Institution:

Telephone:

Postal address:

Email address:

2. Department Profile

How many FTE staff work in the department or subject area? (This should correspond to the names listed as in post at January 2010 in the BAR register)

How many of the following are included in that number?

- Professors
- Readers
- Others considered research active for REF purposes (exc. ECRs)
- Early career researchers (ECRs)
- PhD supervisors (qualified as 1st supervisors)
- Trainee supervisors (usually acting as 2nd supervisors)
- No. of staff qualified at doctoral level (PhD or equivalent)
- No. of staff registered for own PhD or equivalent study
- No. of staff interested in developing their research (not included above)

Research rating of department/unit in RAE2008 if submitted

	%	4*	3*	2*	1*	U/C	FTEs submitted
Accounting & Finance							
Business & Management							



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3. Department Needs (who would benefit from research mentoring?)

Name(s) of staff	Subject area (using BAR categories)	Current status#
3.1		
3.2		
3.3		
3.4		
3.5		

Please attach CV(s) for the above named staff

Please indicate the starting point for each person, using the following codes/categories:

- **ER** = Established researcher (with significant experience but where needs might include advice and help with improving quality of outputs, research funding bids, responses to referees etc.)
- **ECR** = Early career researcher (with 1-3 published outputs, where needs might include feedback on draft/working papers, advice on target journals, preparing researching funding proposals etc.)
- **RI** = Research interested (with no recent refereed publications but research aspirations – may include dormant researchers returning to publication objectives)

4. Aims and Priorities

4.1 Why does the department need a research mentor? (Please state the outcomes you hope to achieve. You may append a departmental or Faculty research development plan if you have one)

4.2 What are the top 3 priority activities you envisage the research mentor contributing? (see appendix 1 for guidance)

4.2.1

4.2.2

4.2.3



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4.3 What are the resources allocated to staff named in 3 above for research? (Please state the time allowed for research as a % of total, e.g. if 110 hours of a 550 hours contract = 20% for each prospective mentee if known or an average if not)

4.4 Is there anything else you wish to tell us about the department or prospective mentee(s)?

5. Mentor Request

5.1 If you have identified a specific mentor you would like to help your department please provide their name here:

5.2 If not, or in case your preferred choice is unavailable, please provide the following information to assist with selection of a suitable candidate:

Priority subject specialism(s) or research paradigm/methods

Is there anyone who would not be acceptable as a research mentor for reasons of conflict of interests (e.g. current external examiners)? If so, please name them here

Please note that outcomes cannot be guaranteed and if your application is successful you will bear the responsibility for effective management and communications to ensure the scheme succeeds. The BAA and its committees will require feedback and annual progress reports in order to release funds under the scheme.

6. Signature of Applicant

Name (representative of department):

Signature:

Date:

To be submitted to the Chair of CDAF, Professor John Cullen by 10 May 2010, c/o Kathryn Hewitt, BAA Administrator, Management School, University of Sheffield, 9 Mappin Street, Sheffield S1 4DT or via email (baa@shef.ac.uk).



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PROSPECTIVE MENTOR'S EXPRESSION OF INTEREST FORM 2010

To be completed by the Professor of Accounting and/or Finance interested in participating as a research mentor (CPAF member)

- **Contact Details**

Name:

Job title:

Institution:

Telephone:

Postal address:

Email address:

- **Personal Profile**

How many years have you been an active researcher?

How many years have you been a Professor?

Please identify your main areas of research expertise:

2.1

2.2

2.3

Please attach your CV

Have you any experience of acting as a mentor or as a Visiting Professor?

Please state what personal strengths and skills you would bring to this role:



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- Personal Preferences

Please identify/name institution(s) you would prefer to act as a research mentor for, if you have any preference:

Please identify any geographic constraints you wish to work within, if any:

Please identify any institutions you would prefer not to act as a research mentor in (where there might be a conflict of interests, e.g. already acting as an external examiner)

Would you prefer to mentor one person or a small group?

Which of the following would you prefer to mentor (please rank your preferences 1 to 3 or tick those that apply equally):

Established researchers (ER):

Early career researchers (ECR):

Research interested (RI):

- Your Department/Institution

Will you need specific approval by your line manager to act as a research mentor for another institution for payment?

If so, we will ask your line manager to countersign any agreement (see appendix 2). Please note it is expected that your department will be informed of your participation even if you do not require approval. Your marketing/PR department may wish to include details of BAA scheme funding in its publicity material.

- Signature

Name: Professor

Signature:

Date:

To be submitted to the Chair of CDAF, Professor John Cullen by 10 May 2010, c/o Kathryn Hewitt, BAA Administrator, Management School, University of Sheffield, 9 Mappin Street, Sheffield S1 4DT or via email (baa@shef.ac.uk).

APPENDIX 1: CHECKLIST OF POSSIBLE ACTIVITIES

- Guest lectures or research seminars (facilitation and/or presentation)
- Guidance on research methods training for staff and students
- Feedback and guidance on School/departmental research strategy
- Feedback and guidance on research proposals (prior to bidding for funds)
- Research surgeries - one to one meetings with researchers to advise on:
 - getting started as a researcher – seed-corn funded projects
 - designing and undertaking research projects
 - data collection and analysis problems
 - draft conference and journal papers
 - targeting journals for paper submission
 - responding to reviewers comments on papers
 - PhD examiners
 - career development for researchers
 - promotion to reader/professorial positions
- Sit on selection panels for new staff
- Sit on promotion panels for new staff
- Assessment of the quality of research outputs and advice on the REF
- Advice on departmental management to maximise use of resources



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APPENDIX 2: BAA RESEARCH MENTORING AGREEMENT

Please complete and sign three copies of this agreement, retain one copy each and return one to Kathryn Hewitt, BAA Administrator, Management School, University of Sheffield, 9 Mappin Street, Sheffield S1 4DT

Department Contact Details:

Name:

Telephone:

Mobile:

Email:

Mentor's Contact Details:

Name:

Telephone:

Mobile:

Email:

1. Key Goals for Mentoring

2. Confidentiality Specification

Mentoring sessions and outcomes: all personal information and content of mentoring sessions remain strictly confidential. The BAA and its committees will require feedback and annual progress reports from both mentors and mentees in order to release funds under the scheme.

3. Number of Mentoring Sessions

Mentees/departments are entitled to up four sessions, delivered face-to-face, or by email or telephone (or a combination) in each academic year.

4. Proposed duration of agreement is two academic years commencing September 2010. The duration, timing and frequency of mentoring sessions (e.g. face-to-face, telephone) is to be mutually agreed by mentor/mentee department. Note:

- if the session is by phone, it is the mentee's responsibility to telephone the mentor;
- mentee departments are responsible for booking meeting rooms or making arrangements for off -site meetings (e.g. at conferences), refreshments and the cost of these;
- sessions will start and finish on time; the mentor and mentee(s) will be fully prepared;
- the session will end with agreed actions on both sides; the follow up date will be reconfirmed by the mentee department.



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5. Cancellations/Rescheduling

Changes in scheduled appointments are to be made between the mentor and mentee department. Ideally, each party should not postpone a session with less than one week's notice, however if this is required, an alternative date should be agreed promptly.

6. Ending the Mentoring Relationship

Both parties will agree to end the mentoring relationship if it is not working for whatever reason. The mentor or mentee department should contact the BAA in the first instance to flag up any issues of concern. If appropriate, an alternative mentor will be offered.

7. How Service Delivery is to be Monitored and Evaluated

- The BAA will contact the mentee and mentor after the first year to ensure that each is happy with the process and to request a formal progress report.
- Mentors and mentee departments will be asked to complete final evaluation forms.

All parties commit to honouring the conditions outlined above and to communicate honestly about any problems arising in doing so. Any publications that result from this agreement will be attributed to the author(s) in the usual way (any authoring in the joint names of the mentor and mentee will be agreed in advance of submission by both parties. The BAA does not require this as an outcome of the scheme). However, the funding by the BAA may be acknowledged by the author(s) in published papers that result from the scheme.

Signatures:

For Mentee department	Mentor	For the BAA
Name:	Name:	Name:
Signature:	Signature:	Signature:
Date:	Date:	Date: