MEDICAL UNIVERSITY OF SOUTH CAROLINA
ARROW: ADVANCEMENT, RECRUITMENT, AND RETENTION OF WOMEN
JOHN R. RAYMOND MENTORING FELLOWSHIP

INTRODUCTION

The John R. Raymond (JRR) Mentoring Fellowship is intended to provide financial support for a selected full-time woman faculty member to initiate a relationship with a mentor who is an expert in her chosen field. The woman faculty's field of interest may be in research, clinical practice, or education/teaching. The fellowship is administered by MUSC ARROW (Advancement, Recruitment, and Retention of Women) with support from the Office of the Provost.

The fellowship has been instituted in honor of Dr. John R. Raymond, who served as Provost and Vice President of Academic Affairs at MUSC from 2002 to 2010, and is now serving as President and CEO of the Medical College of Wisconsin. Dr. Raymond was instrumental in establishing and advocating the Women Scholars Initiative (now ARROW). Furthermore, he was a firm believer in mentoring as a vehicle to foster professional development and career advancement. This fellowship provides an opportunity for an MUSC woman faculty member to partner with a mentor on research, clinical, teaching or service activities, with the ultimate goal of fostering professional development and career advancement.

The fellowship is awarded on an annual basis. The program is designed to provide an opportunity for women faculty to build mentoring relationships with high-level experts in their fields. The applicant and mentor together are responsible for planning, directing, and executing activities for the duration of the fellowship period. These activities may include, but are not limited to, conducting research, developing new clinical skills, developing new competencies in innovative educational methods/ technologies, and/or facilitating professional career development and leadership skills. The fellowship recipient and mentor are expected to work closely with one another, with regular meetings and/or correspondence to assess progress. Mentors must be affiliated with an outside academic institution; fellowship funds may be used for travel for either the mentor to visit MUSC or the fellowship recipient to visit the mentor's institution. For those conducting research as a part of this fellowship, required institutional approvals (e.g., IRB, PRC, IACUC) must be obtained prior to the initiation of the project.

At the end of the fellowship period, the fellowship recipient will be expected to submit a 2- to 3-page statement, detailing the benefits gained and specific outcomes achieved. In addition, the fellowship recipient will be honored at the annual John R. Raymond Reception held by MUSC ARROW. The reception will provide an opportunity for all women faculty to benefit from the recipient's mentoring experience, as well as for MUSC women faculty to network with one another.

DEFINITION OF MENTORING

> "Mentoring is a process of mutual responsibility, where one does not carry the other; but assists the other to become stronger in their discipline and wiser in the development of their professional life. Mentoring builds a sense of community on a foundation of mutual trust unified in visions and goals that underscore one's beliefs, values and philosophy of education and life."
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> Emily L. Moore, Ed.D and J. Herman Blake, Ph.D, 2008; 2010

MENTOR EXPECTATIONS

- Able to provide positive and constructive feedback on personal and professional development of the mentee
- Desire to develop other professionals within their field of expertise
- Demonstrate the time and enthusiasm for the mentoring relationship
- Knowledge in their current profession and expertise
- Provide assistance through coaching, counseling, and networking
- Provide mentor table or written statement of mentoring activities/record

ELIGIBILITY

- Applicant: The fellowship applicant must be a full-time woman faculty member at MUSC.
- Mentor: The mentor must be affiliated with an outside academic institution.

FUNDING

The funding amount is up to $2000 to be expended by May 31, 2023.

We strongly encourage the applicant's Department/Unit or College to provide matching funds. Matching funds may also be secured from other/multiple sources. Although provision of matching funds is not mandatory, it is scored positively by the committee and enhances competitiveness of the application. The recipient may need to pay for expenses that exceed the award.

The fellowship funds and matching funds may be used for research supplies not covered by any other mechanisms, travel expenses for visits between mentor and/or mentee, and/or honoraria for mentors. Salaries, travel and registration fees for professional meetings (travel and expenses may be covered if professional meeting includes a meeting between the mentor and mentee), food/beverages (aside from per diem for travel), office supplies, and copy charges are not eligible budget items.

FELLOWSHIP PERIOD: June 1, 2022 to May 31, 2023

SELECTION CRITERIA:

1) Strong desire to excel in her profession
2) Likelihood for promoting a new or enhanced collaboration between a full-time woman MUSC faculty member and an established field expert
3) Potential for enhancing the MUSC mission of education, clinical service, and research
4) Clarity and strength of proposal as outlined in #2 below
5) Justification for project and budget
6) Mentoring record of external mentor (table or written statement)
7) Extent of commitment of Department Chair and proposed mentor

REQUIRED APPLICATION MATERIALS - Submitted as one PDF file in the following order:

1) Completed application form
2) A statement (2-page maximum) from the applicant addressing the following:
    a. Why this Fellowship is of interest to them
    b. Description of mentoring activities to be conducted
    c. Resources available for supporting mentoring activities
    d. Goals and projected outcomes of mentoring relationship
    e. Timeline for achieving goals and outcomes during fellowship period
    f. Budget for use of fellowship funds (and matching funds, if applicable)
3) Current curriculum vitae for applicant
4) Current curriculum vitae for mentor
5) External mentor's mentoring table or written statement of mentoring activities/record
6) Letter from mentor including written confirmation of his/her (and his/her institution[s], where applicable) ability to assist with the stated goals of the mentee
7) Letter of support from applicant's primary Department Chair. The letter should include approval for release time to pursue the proposed mentoring activities and whether matching funds are offered.

SUBMISSION OF APPLICATION MATERIALS:

All application materials must be **received no later than 5:00 PM, April 29, 2022**. Incomplete applications will not be evaluated. Please submit all required materials **as one PDF in the order outlined in the section "Required Application Materials"** via e-mail to arrows@musc.edu.

The fellowship recipient will be announced by May 30, 2022. **If possible, a reception for the recipient will be scheduled during June 2022. Specific date, time and location to be determined.**

Previous fellowship award recipients can be found on the ARROW website. For questions regarding the application process or fellowship program, contact the ARROW program coordinator at arrows@musc.edu.

APPLICATION FORM FOR JOHN R. RAYMOND MENTORING FELLOWSHIP

Fellowship Applicant Information:

Name: _____
First Middle Last

Degree(s): _____ Academic Rank: _____

Institution: _____

Department/Unit: _____ College: _____

Work Phone: _____ E-mail address: _____

Mailing Address: _____

_____

Field(s) of interest: _____

Source of Matching Funds: _____

Mentor Information:

Name: _____
First Middle Last

Degree(s): _____ Academic Rank: _____

Institution: _____

Department/Unit: _____ College: _____

Work Phone: _____ E-mail address: _____

Mailing Address: _____

_____

Field(s) of interest: _____

Please attach additional required documents as one PDF in order outlined.