

MENTORING AGREEMENT

PURPOSE

This Mentoring Agreement was created to ensure mentees and mentors develop a mutual understanding of expectations from the beginning of their relationship. Additionally, it creates a series of identifiable benchmarks and goals to work towards and evaluate progress.

This contract will help each mentee/mentor pair:

- Establish communication expectations
- Identify goals for this mentoring relationship
- Outline skill areas to be enhanced or developed through this partnership

As a mentee, I agree to do the following:

1. Meet regularly with my mentor and maintain frequent communication.
2. Look for multiple opportunities and experiences to enhance my learning.
3. Review my progress and adjust my contract as I work towards my identified goals.
4. Maintain confidentiality of our relationship.

As a mentor, I agree to do the following:

1. Serve as a mentor for _____ and provide guidance, oversight, and encouragement.
2. Provide feedback regarding their mentorship contract, progress, and experience
3. Meet in person or communicate regularly with my mentee to review their progress and help them work toward identified goals.
4. Maintain confidentiality of our relationship.

This agreement outlines the goals and expectations agreed upon by the mentor and mentee listed below. Although the thoughtful completion of this form is a requirement, it is understood that items will change and adjust naturally to fit the needs of both parties as the mentoring relationship grows. Current plans are to revisit this document every _____(months) to adjust goals and dates given current accomplishments. If at any time during the duration of the mentoring contract one member of the mentoring pair does not feel like the other is able or willing to fulfill the items agreed to above, please contact _____.

Name of Mentor: _____

Mentor's Signature (may be electronic): _____ Date: _____

Name of Mentor: _____

Mentor's Signature (may be electronic): _____ Date: _____

SECTION 1: BASIC INFORMATION

MENTEE INFORMATION

First, Last MI
Rank
Department
College
Preferred Email
Preferred Phone

MENTOR INFORMATION

First, Last MI
Rank
Department
College
Preferred Email
Preferred Phone

MENTORING REVISION PLAN:

PLANNED UPDATE	ACTUAL UPDATE	MENTEE SIGNATURE	MENTOR SIGNATURE
MM/DD/YYYY	MM/DD/YYYY		

MENTORING PLAN MEETING AND CONTACT SCHEDULE

Mentor-mentee meeting frequency:
[Paste]

Plan for scheduling these meetings (In person? Tele-conference?):
[Paste]

SECTION 2: CAREER GOALS

I. LONG TERM CAREER STATEMENT (1 - 2 Paragraphs):

[Paste]

II. SHORT TERM CAREER GOALS (3 - 4 Sentences):

One Year Goal

[Paste]

Three Year Goal

[Paste]

Five Year Goal

[Paste]

Tenure Date/Requirements

[Paste]

Post-Tenure Research Goal

[Paste]

III. CURRENT RESEARCH TRAJECTORY (Significance, Innovation, Approach, Broader Impacts):

[Paste]

IV. FUTURE RESEARCH TRAJECTORY (Significance, Innovation, Approach, Broader Impacts):

[Paste]

SECTION 4: CAREER DEVELOPMENT PLAN YEAR _____

I. PRESENTATIONS AND PUBLICATIONS

Presentations at Regional Meetings		
Meeting Name	Proposed Date	Completed Date
Presentations at National Meetings		
Meeting Name	Proposed Date	Completed Date
Writing Workshops and Retreats		
Workshop or Retreat	Proposed Date	Completed Date
Publication Outlets		
Publication Title and Publication Outlet	Proposed Date	Completed Date

II. PROFESSIONAL CONTACTS AND COMMUNITY

Membership, Service, Organizing, and Attending Regional and National Meetings/Associations		
Type and Venue	Proposed Date	Completed Date
Introductions to Recognition and Awards Coordinators (Internal and External)		
Type, Name, and Venue	Proposed Date	Completed Date
Collaboration Opportunities with Colleagues (Internal and External)		
Type, Name, and Venue	Proposed Date	Completed Date
Editorial Boards and Positions		
Publication Title, Publication Outlet, and Position	Proposed Date	Completed Date

III. GRANT SUBMISSIONS AND FUNDING OPPORTUNITIES

Grant Writing/Proposal Development Workshops		
Name, Type, and Focus	Proposed Date	Completed Date
Concept Paper and Mock Grant Review		
Meeting Name	Proposed Date	Completed Date
Submission of Awards (Internal, External)		
Topic, Type, Internal or External	Proposed Date	Completed Date
Grant Development Activities		
Activities	Proposed Date	Completed Date
Resubmission (Internal, External)		
Topic, Type, Internal or External	Proposed Date	Completed Date

II. MENTORSHIP, LEADERSHIP, AND SERVICE

Internal Awards and Honors		
Award/Honor Type	Proposed Date	Completed Date
External Awards and Honors		
Award/Honor Type	Proposed Date	Completed Date
Hosting Speakers, Seminars, Retreats		
Type, Name, and Venue	Proposed Date	Completed Date

SECTION 5: EVALUATION

I. Bi-annual Mentors evaluation of Mentee Progress

Review of mentee's progress towards each of the above outlined milestones will occur bi-annually; written evaluation will be prepared by mentor and shared with mentee and with program director.

Evaluation Date: _____ **Evaluation Year:** _____

	Meeting goals (Y/N; comments)
1. Publishing in peer reviewed journals	
2. Receiving research-related internal/external awards or honors	
3. Preparing and securing extramural research grants	
4. Participating as facilitator at seminar series	
5. Achieving a position on an appropriate journal editorial board	
6. Participating in grant writing development workshops	
7. Leading session of National Meetings	
8. Receiving invitation to speak at institution or conference	

Evaluation Date: _____ **Evaluation Year:** _____

	Meeting goals (Y/N; comments)
9. Publishing in peer reviewed journals	
10. Receiving research-related internal/external awards or honors	
11. Preparing and securing extramural research grants	
12. Participating as facilitator at seminar series	
13. Achieving a position on an appropriate journal editorial board	
14. Participating in grant writing development workshops	
15. Leading session of National Meetings	
16. Receiving invitation to speak at institution or conference	

Mentee Self-Assessment

https://www.ache.org/NEWCLUB/career/mentoringnetwork/mentoring_partnership.pdf

	All of the Time	A great deal of the time	A moderate amount of the time	Not very often	Never
I treated my mentor respectfully					
I undertook scheduling meetings as my responsibility					
I met my mentor when scheduled					
If I had to cancel a meeting I gave advance notice					
If I had to cancel a meeting I rescheduled promptly					
I was open in sharing personal experiences and information					
I made clear my expectations concerning confidentiality					
I respected differences in our values and perspectives					
I sought critical feedback					
I collaborated in establishing developmental priorities for partnership					
I was satisfied with the level of trust we achieved					
I did not resist considering alternatives that were out of my comfort zone					
I reflected on lessons learned even from efforts that were not successful					
I devoted an optimum amount of time to our partnership					
I maintained continuity of discussions of our priorities					
I reflected on suggested solutions rather than suggesting solutions					
I enabled learning more than I taught					
I offered alternatives to achieve desired professional development					
I was committed to our partnership's success					

II. Evaluation of Mentor

Each mentee will fill out an anonymous evaluation of their mentors on an annual basis; data from multiple mentees will be reviewed and the general principles will be shared with all mentors at regular intervals in order to provide constructive feedback while protecting trainee anonymity.

https://www.asrm.org/uploadedFiles/Content/About_Us/Specialty_Societies/Special_Interest_Groups/WCMentorEvaluation.pdf?n=9848

	All of the Time	A great deal of the time	A moderate amount of the time	Not very often	Never
Did your mentor make him/herself available to you?					
Did your mentor respond to you in a timely fashion?					
Did your mentor address your concerns?					
Was your mentor flexible?					
Did your mentor treat you in collegial fashion?					
Did your mentor treat you respectfully?					
Was your mentor well organized?					
Was your mentor well prepared?					
Did your mentor realistically conceptualize the mentoring experience?					
Did your mentor direct you to appropriate reading material?					
Did your mentor direct you to appropriate professionals?					
Did your mentor direct you to appropriate workshops?					
Do you believe your mentor provided a positive learning experience?					

Comments:

Suggestions:

APPENDIX A: REVIEW OF CURRICULUM VITAE

(Attach Formal CV for Mentor Review)