

Mentoring Agreement: Mentors

Instructions: This document is intended to help you to establish effective mentoring habits with your mentee(s). Please answer the questions below in as much detail as you can. Go over the document with your mentee(s) or and agree on the parameters of your relationship.

I am voluntarily entering into a mentoring relationship as a Mentor with _____.
I want this to be a rich, rewarding experience with most of our time together spent in substantive development activities aimed at our established goals. To clarify my roles, I have noted the following features of our work together:

How long, ideally, would I like to continue working together? [*Note: please describe your wishes here. Some mentoring programs prescribe the length of the relationship. Also, circumstances and needs of mentor or mentee may change over time, which may alter the answer to this question.*]

In what format do I plan to meet with my mentee(s)? (*In office? Over coffee? For lunch? By email individually? As a group? Other?*)?

We will attempt to meet at least _____ (*enter # of meetings by time period—i.e. week, month, etc. Meetings may include email discussions, in-person meetings of the team, or other options your team designs.*) If I cannot attend a scheduled meeting, I agree to notify my mentoring partner(s) in advance whenever possible.

What do I see as my specific role as Mentor? (model, guide, observer and source of feedback on teaching or writing etc. *See the list of mentoring activities, topics and mutual interests*)

[Note: *this is an opportunity for mentors and mentees to express their definitions of mentoring and their wishes for these activities. Some negotiation and compromise may be necessary to answer this question. **Mentors cannot be everything to everyone!***]

What are the activities I expect the mentee(s) to perform to reach their goals? What are their responsibilities in the mentoring relationship?

Confidentiality: any sensitive issues that we discuss will be held in confidence. Issues that are off-limits in our discussions will include:

Note: I agree to a *no fault conclusion* of my mentoring relationship with my mentee(s) if, for any reason, it seems appropriate. If one of us needs to terminate the relationship, we agree to abide by the decision of our partner(s).

Mentor

Date