Mentoring Partnership Agreement

As a mentor and a mentee in the Mentoring Academy for Research Excellence faculty mentoring program, we agree to abide by the following set of guidelines:

- Commit to making the time to meet on a regular basis.
- Keep the content of our conversations confidential.
- Practice active listening.
- Provide each other with honest, direct and respectful feedback.
- Other (please specify) _____________________________

1. Check the topics to be addressed in mentoring sessions
   - Teaching
   - Research
   - Clinical care
   - Service
   - Leadership
   - Additional mentors
   - Self development
   - Networking
   - Work/life balance

2. Circle the frequency of meetings for this year
   - Weekly
   - Bi-monthly
   - Monthly
   - Quarterly
   - Other
   Contact number(s) for scheduling______________________________

3. Information provided by mentee prior to each meeting
   - None
   - Updated CV (new additions highlighted)
   - Outline of topics to be discussed
   - Other (please specify) _________________________________

4. Please discuss, edit, and check the expectations for this mentoring relationship
   Responsibilities of Mentor(s). (If have multiple mentors, place initials of each mentor associated with each:
   - Help set priorities to achieve academic advancement
   - Provide assessment and formative feedback for accomplishments; help plan 'next steps'
   - Encourage creativity and broader thinking
   - Provide emotional support
   - Act as an advocate
   - Actively address any problems with mentorship relationship
   - Other (please specify) _________________________________

Responsibilities of Mentee:
- Understand the academic series; review career with Department Chair annually and with the Associate Vice Chancellor for Academic Personnel, when needed
- Provide personal goals, priorities, and updates
- Recognize when and how often mentoring input is needed and ask for it
- Actively address any problems with mentorship relationship
- Other (please specify) _________________________________
5. If mentor/mentee relationship is not working, we will discuss Director of Mentoring Academy for Research Excellence and seek guidance and resolution,

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Date Submitted ____________________________
