

Mentoring Academy for Research Excellence

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 | ☐ Additional mentors |
| ☐ Research | ☐ Self development |
| ☐ Clinical care | ☐ Networking |
| ☐ Service | ☐ Work/life balance |
| ☐ Leadership | |

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,

Primary Mentor	Mentee
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Additional Mentor	Mentee
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Additional Mentor	Mentee
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Date Submitted _____