

Mentorship Agreement

1. Check the topics you will address in mentoring sessions.

- Teaching
- Research
- Clinical Care
- Service
- Additional Mentors
- Self Development
- Networking
- Work/Life Balance

2. Check the frequency of meetings for this year.

- Weekly
- Monthly
- Bi-monthly
- Quarterly
- Other _____

The Administrative Assistant Responsible for scheduling meeting is: _____

The Administrative Assistant phone number is: _____

3. Information provided by mentee prior to each meeting:

- None
- Updated CV (with highlight of new additions)
- Narrative of each topic to be discussed
- Mentoring Worksheet
- Other

4. Please review, discuss, edit and check the expectations for this mentoring relationship

Responsibilities of Mentor:

- Provide assessment and feedback regarding accomplishments in each topic area and help with future plans
- Emotional Support
- Advocacy
- Actively address any problems with mentorship relationship
- Other (please specify) _____

Responsibilities of Mentee:

- Understand the academic promotion tracks; review career with Division Director annually
- Provide goals and updates
- Actively address any problems with mentorship relationship
- Initiate scheduling of each mentoring meeting
- Other (please specify) _____

5. If mentorship relationship not working, we will discuss with Mentor Facilitator or Division Director and seek guidance and resolution.

Mentor, Signature: _____

Mentee, Signature: _____

Date: _____

Date: _____