

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

- | | |
|--|---|
| <input type="checkbox"/> Teaching | <input type="checkbox"/> Additional mentors |
| <input type="checkbox"/> Research | <input type="checkbox"/> Self development |
| <input type="checkbox"/> Clinical care | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Service | <input type="checkbox"/> Work/life balance |
| <input type="checkbox"/> 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

Additional Mentor Mentee

Additional Mentor Mentee

Date Submitted _____