

## 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,

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Primary Mentor Mentee

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Additional Mentor Mentee

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Additional Mentor Mentee

Date Submitted \_\_\_\_\_