

Mentoring agreement templates

Mentorship agreement template #1

The purpose of this template is to assist you in documenting mutually agreed upon goals and parameters that will serve as the foundation for your mentoring relationships. This template is expected to be altered to meet individual needs. The following should be discussed and agreed upon by mentor and mentee.

1. *Goals* (what you hope to achieve as a result of this relationship; e.g., gain perspective relative to skills necessary for success in academia, explore new career opportunities/alternatives, obtain knowledge of organizational culture, networking, leadership skill development, etc.)
2. *Steps to achieving goals* as stated above (e.g., meeting regularly, manuscripts/grants, collaborating on research projects, steps to achieving independence, etc.):
3. *Meeting frequency* (frequency, duration, and location of meetings):
4. *Confidentiality*: Any sensitive issues that we discuss will be held in the strictest of confidence. Issues that are off limits for discussion include:
5. Plan for *evaluating relationship effectiveness* (e.g., bi-annual review of mentorship meeting minutes, goals, and outcomes/accomplishments):
6. *Relationship termination clause*: In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question or blame.
7. *Duration*: This mentorship relationship will continue as long as both parties feel comfortable with its productivity or until:

Mentorship agreement template #2

The following example has been adapted from: [Hook, Edward W III and Audrey Wrenn. UAB Center for Clinical and Translational Science Mentoring Contract.](#)

This contract is between the mentee and his/her mentors. The mentee and each mentor must complete the form individually, and then jointly review and discuss each person's answers in order to reach an agreement. The contract should be signed and dated by each mentee and mentor. The mentee is responsible for keeping the contract and reviewing/updating it as necessary. The first joint review should occur one month after the initial meeting to check-up and agree to any needed changes.

1. What type of assistance does the mentee want from the mentor(s)?
2. What expectations do the mentors have of the mentee?
3. What expectations does the mentee have of the mentor(s)?
4. How often will you meet?
5. When and where will you meet?
6. For how long?
7. Who will be responsible for scheduling the meetings?
8. What will meeting topics include?
9. What will be the ground rules for discussions? (E.g., confidentiality, openness, candor, truthfulness, etc.)
10. If problems arise, how will they be resolved?
11. Any concerns the mentee wants discussed and resolved?
12. Any concerns the mentors want discussed and resolved?
13. How will you know when the mentoring relationship has served its purpose and needs to be terminated?
14. We have agreed that our initial meetings will focus on these three topics:
 - a. _____
 - b. _____
 - c. _____
15. Any additional areas/issues you want to discuss and agree to?

Mentee Signature	Date
Mentor Signature	Date
Mentor Signature	Date