Mentorship Agreement

1. Check the topics you will address in mentoring sessions.
   - ☐ Teaching
   - ☐ Additional Mentors
   - ☐ Research
   - ☐ Self Development
   - ☐ Clinical Care
   - ☐ Networking
   - ☐ Service
   - ☐ Work/Life Balance

2. Check the frequency of meetings for this year.
   - ☐ Weekly
   - ☐ Bi-monthly
   - ☐ Other ______________________________________
   - ☐ Monthly
   - ☐ Quarterly

   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 plan “next steps”
   - ☐ Emotional Support
   - ☐ Advocacy
   - ☐ Actively address any problems with mentorship relationship
   - ☐ Help set priorities to achieve academic advancement
   - ☐ Encourage creativity and broader thinking
   - ☐ Other (please specify) ______________________________________________________________________________________

   Responsibilities of Mentee:
   - ☐ Understand the academic series; review career with Department Chair annually and with the
     Associate Dean of Academic Personnel, when needed
   - ☐ Provide goals and updates
   - ☐ Actively address any problems with mentorship relationship
   - ☐ Other (please specify) ______________________________________________________________________________________

5. If mentorship relationship not working, we will discuss with Departmental Director of Faculty Development and seek guidance and resolution.

   Mentor, Signature: ____________________________________         Mentee, Signature: ____________________________________

   Date: _______________________________________________         Date: _____________________________________________

   Help set priorities to achieve academic advancement
   Encourage creativity and broader thinking