Mentoring Agreement

The Mentor/Mentee pair is a voluntary relationship. A clear and informed understanding of the expectations of both parties can guide this mentoring relationship. This agreement is designed to assist you in clarifying expectations and goals.

1. Participation in the mentoring program is a one-year commitment that can be ended by either party for any reason.

2. We agree to meet at least ____ (1 - 3) hours on a _________ (monthly/quarterly) basis. Cancellations will be kept to a minimum and we agree to answer all email and phone calls from the other.

3. This is as a confidential relationship. Personal issues will not be discussed with others.

4. During the first meeting, the mentor will review the mentee’s CV, scholarly expectations, long and short-term goals, and discuss promotion and tenure guidelines. The mentor will assist the mentee in generating and amplifying a career development plan.

5. The mentor may suggest or refer the mentee to institutional or outside source(s) for specific skills as necessary.

6. The Office of Faculty Affairs and Development will serve as a resource to mentors and mentees.

We will do our best to define our relationship through honest conversation, to guide and receive guidance, and to develop our professional goals and skills.

Mentor___________________________________________________________________________

Mentee__________________________________________________________________________

Date _____________________________________________________________________________

The Mentor and Mentee should retain a copy and return the original to:

Thomas E. Tenner, Jr., PhD
Associate Dean
Office of Faculty Affairs and Development
Mail Stop 6213