Mentoring Resources

Sample Mentorship Agreement

**1. Check the topics you will address in mentoring sessions.**

* Teaching □ Additional Mentors
* Scholarship □ Self Development
* Clinical Practice □ Networking
* Service □ Work/Life Balance

**2. Check the frequency of meetings for this year.**

* Weekly □ Bi-monthly D Other
* Monthly □ Quarterly

**3. Information provided by mentee prior to each meeting:**

□ None

□ Updated CV (with highlight of new additions)  
D 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 with future plans
* Emotional Support
* Advocacy
* Actively address any problems with mentorship relationship
* Other (please specify)

**Responsibilities of Mentee:**

* Understand the academic promotion tracks; review career with Department Chair Annually
* Provide goals and updates
* Actively address any problems with mentorship relationship
* Initiate scheduling of each mentoring meeting
* Other (please specify)

**5. If mentorship relationship not working, we will discuss with Mentor Facilitator or Division  
Director and seek guidance and resolution.**

Mentor, Signature: Mentee, Signature:

Date: Date:

Adapted from Emory University, University of California Davis, & Tulane University