



Consider using this sample mentoring agreement as a template to create a mutual understanding between mentor and mentees. Your mentoring relationship will be strengthened by having a written, mutual agreement of your responsibilities, roles, and expectations.

Expectations delineated in a mentoring contract can include:

- **Mathematical knowledge**
 - Current developments in research area
 - Technical skills
 - Research productivity and progress toward research independence
 - Learning activities (e.g., coursework, seminars, workshops)
- **Mathematical Practices**
 - Skills (critical thinking, creativity, writing, speaking, reviewing, setting priorities, managing time, teaching, mentoring,)
 - Allocation of effort to research vs. non-research activities
- **Mathematical Identity**
 - Networking by mentor on scholar's behalf
 - Time management and work-life balance
 - Exploration of career pathways
 - Facilitated access to experts, training opportunities, key committees
 - Attendance of mentor at scholar's presentations
 - Advocacy on behalf of scholar

In addition, agreements can address the logistics of the mentoring relationship, including:

- Frequency of meetings and topics to be addressed
- Information to be prepared in advance of meetings
- Constructive critique and feedback
- Communication norms (e.g., openness, truthfulness, confidentiality)
- Honoring identities of both scholar and mentor
- Strategies for managing conflicts
- Appropriate acknowledgement of one another's contributions to shared projects

Adapted from Huskins, W.C., et al. (2011). Identifying and Aligning Expectations in a Mentoring Relationship. *Clinical and Translational Science*, 4: 439-447. <https://doi.org/10.1111/j.1752-8062.2011.00356.x>

SAMPLE MENTORING AGREEMENT

As mentor(s) and mentee(s), we agree to enter a mentoring relationship from which we each expect mutual benefit and investment. We want this to be a rewarding and rich experience with our time together focused on the professional, academic, and personal development of the mentee. With this goal in mind, we agree to the terms described in this agreement.

Goals

<u>We hope to achieve . . .</u>	<u>To accomplish this we will . . .</u>
1.	
2.	
3.	
4.	

Frequency of Meetings

We will meet at least ____ time(s) a week / every other week / per month for ____ hour(s). If either of us cannot attend a scheduled meeting, we agree to notify one another in advance at least a day in advance. Our meeting schedule is:

What we will each contribute to our meetings

We have agreed that each meeting will include a discussion of

- a.
- b.
- c.



Other expectations

- a. At the conclusion of each meeting, we will agree on action items for each of us, including a timeline.
- b. The preferred way to communicate between meetings is . . . (email, phone, text, hours it's ok to call or text). We agree to respond to communication within one day.
- c.

Privacy

Mentors or mentees who are university academic or administrative officers have legal reporting obligations related to information disclosed about sexual harassment, sexual misconduct, or any protected class discrimination. Other than this, we agree to keep information shared through the mentoring relationship private, with information only shared if both parties agree.

Duration or termination of relationship

We are committed to frequent, open, and honest communication. We will discuss and attempt to resolve any conflicts as they arise. If either of us finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question or blame.

Member 1

Member 2

Member 3

Printed Name

Printed Name

Printed Name

Signature

Signature

Signature

Date

Date

Date