

Mentoring agreement template

The purpose of this agreement is to assist in documenting mutually agreed upon goals and parameters that will serve as the foundation for our mentoring relationship. Please copy this document to start writing your own mentoring agreement. This is expected to be a living document that is altered as needed throughout your time in the lab.

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)

2. *Steps to achieving goals* as stated above (e.g., meeting regularly, manuscripts/grants, collaborating on research projects, steps to achieving independence)

3. *What type of assistance do you want in order to achieve your goals?* You can be specific or more general. This can change over time.

4. *What expectations does the mentee have of the mentor?*

5. *What expectations does the mentor have of the mentee?*

- Bring problems to the table so we can solve them together.
- Allow yourself independence to pursue the questions you are interested in.
- Try to overcome hurdles on your own first, but don't sink too much time into doing it alone – ask for help early.
- Be a contributing member to the lab community (work in the office regularly rather than from home, attend and present in lab meetings, share ideas with and offer assistance to other lab members as appropriate, etc.)
- Above all: open and honest communication (though it is completely ok to keep things private; I am referring to communication re: research and studentship issues).

6. *Meeting frequency* (frequency, duration, and location of meetings) and *communication plan* (emails, slack, etc.):

7. *Boundaries*: By default, we will limit our discussion to work-related issues. However, Yael is happy to discuss other issues (e.g., life events that affect you) as needed and, barring reporting mandates, will hold any sensitive issues that we discuss in the strictest of confidence. If there are any issues you prefer to keep off limits for discussion, you do not need to disclose them at any point.

8. *If problems arise, how will they be resolved?*

9. Any concerns the mentee wants discussed and resolved?

10. Any concerns the mentors want discussed and resolved?

11. How will you know when the mentoring relationship has served its purpose and should be terminated?

12. Any additional areas/issues you want to discuss?

13. Plan for *evaluating relationship effectiveness* (e.g., bi-annual review of mentorship meeting minutes, goals, and outcomes/accomplishments)

14. *Relationship termination clause*: In the event that you find the mentoring relationship unproductive and request that it be terminated, Yael will honor this decision without question or blame.