Individual Mentorship Agreement

A critical element for the success of faculty is the use of mentoring. Mentoring may come in the form of an individual mentor or a mentoring team. Selection of a mentor will be the primary responsibility of the mentee and may require 3- 6 months from the date of initial engagement. The department or division mentoring lead will be available to assist in this process by introducing the mentee to a variety of more senior faculty both within and outside of the home department/division. Individual mentoring is most effective for faculty engaged in the clinical scholar, clinical educator or clinical excellence track.

Expectations of Mentors

1. The mentor must conduct regular and frequent team meetings with the mentee. There should be a minimum of one hourly meeting between the primary mentor and the mentee per quarter.

2. The mentor must participate in FAME mentoring modules to develop or enhance skills in mentoring.

3. The mentor and mentee will function as a team to develop clearly defined specific expectations of the substantive learning/skills to be achieved through the use of mentoring in the program.

4. The mentor and mentee will function as a team to identify clearly defined specific milestones and timelines for achieving program goals.

5. It is expected that the mentor will attend meetings and seminars in which the mentee is presenting.

6. The mentor will participate in biannual evaluations and assessments of the team mentor relationships. The mentoring lead reserves the right to change the mentor should difficulties continue for a sustained period of time.

7. The content of all exchanges between the mentor and the mentee are subject to the expectations of professional confidentiality. Although this confidentiality is legally limited, the contents should not be discussed with anyone else without written permission from the mentee.

Expectations of Mentees

1. The mentee must schedule and conduct regular and frequent team meetings with the mentor. There should be a minimum of one hourly meeting with the primary mentor quarterly.

2. The mentee will partner with the mentor, to identify clearly defined specific expectations of the substantive learning/skills to be achieved through team mentoring in the program.

4. The mentee will partner with mentor to identify clearly delineated and specific milestones and timelines for achieving program goals.

5. The mentee will articulate career plans, recount initiatives on behalf of his/her professional development; seek advice; reflect on the mentor’s observations and inform the mentoring lead about the results of the mentee’s efforts.

7. The mentee will participate in biannual evaluations and assessments of the mentor- mentee relationships. The mentoring lead reserves the right to change the mentor team should they identify difficulties in the relationship that are sustained and cannot be remedied over a period of time.

8. The mentee will keep the content of the mentoring relationship confidential.

We, acting in a mentor mentee relationship; agree to enter this relationship based on the criteria described above, which sets forth the expectations, parameters, and process for the mentoring relationship.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mentor’s signature) date\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mentee’s signature) date\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mentorship Lead signature) date\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair or Division Chief signature) date\_\_\_\_/\_\_\_\_/\_\_\_\_

**Adapted from the The Institute for Clinical Research Education, serving as the Research Education and Career Development Core of the Clinical and Translational Science Institute (CTSI)**  **University of Pittsburgh**