Mentorship Agreement Template

The purpose of this template is to assist you in documenting mutually agreed upon goals and parameters that will serve as the foundation for your mentoring relationships. While mentors and mentees may find mentorship agreements to be useful, they are optional. This template is expected to be altered to meet individual needs.

Mentor-mentee relationships support both the mentor and mentees professional growth and success and often result in strong professional bonds and friendship. However, disclosures made within these relationships are not confidential and maintaining professional boundaries is critical to success.

As a reminder, all university policies and procedures must be followed. Additionally, mentors are considered mandatory reporters under campus policy, and must promptly report any known or suspected criminal activity, sexual misconduct, or protected class discrimination and harassment. Mentees who have concerns about professional boundaries are encouraged to contact {sponsoring office} to discuss their concerns.

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, etc.):
2. *Steps to achieving goals* as stated above (e.g., meeting regularly, manuscripts/grants, collaborating on research projects, steps to achieving independence, etc.):
3. *Meeting frequency* (frequency, duration, and location of meetings):
4. *Communication:* Describe anticipated forms of communication, when each of these forms of communication are acceptable, for what purpose, and when a response is expected:
5. *Confidentiality:* Any sensitive issues that we discuss will be held in the strictest of confidence. Issues that are off limits for discussion include:
6. Plan for *evaluating relationship effectiveness* (e.g., bi-annual review of mentorship meeting minutes, goals, and outcomes/accomplishments):
7. *Relationship termination clause:* In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual’s decision without question or blame.
8. *Duration:* This mentorship relationship will continue as long as both parties feel comfortable with its productivity or until:

*Mentor’s Signature*

*Mentee’s Signature*

*Date*