

Mentoring Agreement

As a mentor and mentee in the Mailman School Junior Faculty Mentoring Program, we agree on the following:

Shared Responsibilities

Each of us is responsible for ensuring that we:

- Come prepared for our meetings
- Maintain the confidentiality of our conversations
- Make every effort to meet regularly as scheduled, with a goal of meeting at least monthly
- Set realistic and challenging goals for our relationship
- Communicate respectfully and give each other honest feedback
- Agree in advance on how problems and concerns will be raised and addressed
- Respect each others' time and contributions
- Evaluate our relationship regularly and assess our progress

Mentee Responsibilities

As a mentee, you can expect me to:

- Clarify the goals I want to achieve in this mentoring relationship
- Take responsibility for setting up our meetings, proposing the agenda and arriving prepared, and sending materials in advance as appropriate
- Accept responsibility for my own learning and development
- Respect you as a mentor and play an active role in the mentoring process
- Develop other relationships with mentors to provide assistance that a sole mentor cannot provide alone

Mentor Responsibilities

As a mentor, you can expect me to:

- Help you set realistic goals and develop strategies for achieving them
- Listen carefully, actively, and respectfully to you
- Help prioritize your goals
- Follow through on commitment that I make to you
- Help familiarize you with the "rules of the road" in academia in general, and at Columbia University and the Mailman School of Public Health in particular
- Provide objective and positive information on issues that affect your career
- Help you understand the stages of career development, and to develop the skills to navigate them
- Provide you with guidance and advice on developing your academic competencies, in research, teaching, and career management, in line with your goals and ambitions
- Help you establish academic networks: provide introductions and help you identify resources and opportunities that will help you achieve your goals

Mentee _____

Mentor _____

Date _____

Date _____

Draws heavily on information found in *Faculty Success Through Mentoring*, and Johns Hopkins and University of California mentoring materials.



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