

Mentor–Mentee Agreement Contract

Mentor: _____

Mentee: _____

1. Goals

Mentee Goals

1. _____
2. _____
3. _____
4. _____

Mentor Goals

1. _____
2. _____
3. _____
4. _____

2. Meeting Structure and Frequency

Meeting Frequency: Weekly / Biweekly / Monthly / Quarterly / Other: _____

Preferred Day(s) and Time(s): _____

Preferred Location/Format: In-person / Virtual / Hybrid

3. Review of Goals

Goals will be reviewed every __ months and revised jointly as needed.

4. Responsibilities and Expectations

Responsibilities of the **Mentee**:

- ☐ Come prepared for scheduled meetings (e.g. send agenda ahead of time)
- ☐ Actively participate in discussions
- ☐ Follow through on agreed-upon action items
- ☐ Be open to feedback and suggestions
- ☐ Communicate progress and challenges honestly
- ☐ Take initiative in personal and professional development
- ☐ Maintain professionalism and confidentiality
- ☐ Keep records of goals and progress

- ☐ Seek clarification when expectations are unclear
- ☐ Uphold ethical standards in research, clinical care, and professional conduct
- ☐ Be honest about limitations, uncertainties, and workload constraints
- ☐ Prepare drafts and materials with sufficient lead time for Mentor review

Responsibilities of the **Mentor**:

- ☐ Provide guidance, support, and encouragement
- ☐ Offer constructive and timely feedback on work (manuscripts, grants, abstracts, CVs, presentations, etc.)
- ☐ Help the mentee clarify goals and priorities
- ☐ Be available within agreed-upon boundaries
- ☐ Share relevant experience and perspective
- ☐ Encourage growth and independence
- ☐ Maintain confidentiality and professionalism
- ☐ Communicate expectations clearly
- ☐ Provide a supportive and respectful environment
- ☐ Refer the mentee to additional resources when appropriate
- ☐ Model professionalism, integrity, and work-life balance
- ☐ Promote equity, inclusion, and psychological safety in the mentoring relationship

5. Communication

Primary Method(s): Email / Text / Phone / Messaging App

Expected Response Time: _____

6. Duration of Mentoring Relationship

Start Date: _____

End Date: _____

Mentee Signature: _____ Date: _____

Mentor Signature: _____ Date: _____