

Mentor-Mentee Agreement

The purpose of this agreement is to help a mentee and mentor decide on guidelines that will be the foundation of their relationship. The two parties can use this document as a starting point for conversations, as well as for a more formal agreement.

This agreement is designed to work for nephrology professionals in research and clinical tracks. If there are any sections that don't apply to your situation, cross them out or amend them. You can also use the blank lines in each section to list any additional agreements or details.

Mentee Responsibilities

I will take ownership of my educational and professional experience and will set goals for what I want to accomplish:

- I acknowledge that I have primary responsibility for the successful completion of my educational program and/or moving forward in my professional career in nephrology. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- I will meet with my mentor (or mentor team) regularly and provide updates on my progress.
- I will be knowledgeable about the policies, deadlines, and requirements of my program and institution, and comply with all requirements.
- I will actively cultivate my professional development, and take advantage of resources that will support my development, such as seminars, conferences, informal educational activities, and professional memberships.

My goals: _____

(See also the resources for Individual Development Plans)

I will work to develop strong research and/or clinical skills:

- I will take advantage of all opportunities to develop and refine outstanding research and/or clinical skills.
- I will challenge myself by presenting my work at meetings and seminars and by preparing scientific articles that effectively present my work to others in the field.
- I will keep up with the literature in my field.
- I will maintain detailed, organized, and accurate records (laboratory and/or clinical).

- I will be responsive to advice and constructive criticism from my mentor(s), colleagues, advisors, and others.

I will be a team player:

- I will attend and participate in all group meetings and seminars that are available to me. I will provide support to others in the program and strive to create a climate of engagement and mutual respect.
- I will be a good collaborator, engaging in effective and frequent communication, mutual respect, trust, and shared goals. I will acknowledge the efforts of my collaborators.
- I will respect the confidentiality of any sensitive issues that I discuss with colleagues or patients.

I will communicate clearly and often with my mentor(s):

- I will work with my mentor(s) to establish a mutually agreeable style of communication or schedule of meetings.
- I will communicate clearly the agenda for the meetings and send documents ahead of time if detailed feedback is desired.
- I will strive to meet deadlines for each phase of my work and talk with my mentor(s) if I am having difficulty meeting my obligations.
- I will be mindful that mentors maintain full schedules and are not always available on short notice; I will respond promptly to communications from my mentor(s) as well as others.
- I will talk with my mentor(s) about policies on authorship and attendance at professional meetings before beginning any projects, to ensure we are in agreement.

Mentor Responsibilities

- I will be available for regular meetings and informal conversations.
 - I will help my mentee to navigate a program of research and/or clinical skills development, as well as overall career advancement, and act as his or her advocate.
 - I will lead by example and facilitate my mentee's training in skills needed to be a successful scientist and/or clinician, such as oral and written communication, grant writing, lab management, clinical competence, mentoring, and scientific professionalism.
 - I will encourage my mentee to attend professional meetings and provide guidance on how to make the best use of that opportunity.
 - I will strive to be supportive, equitable, accessible, encouraging, and respectful. I am mindful that everyone comes from a different background and has different professional goals. I will try my best to understand my mentee's personal situation and mentor accordingly.
 - I view my role as fostering my mentee's professional confidence and encouraging critical thinking, skepticism, and creativity. If my attempts to do this are not effective for my mentee, I am open to talking about other ways to achieve these goals.
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Mutual Agreements

- This mentoring relationship will continue as long as all parties agree it is productive, or until _____ ..
 - All parties agree to participate in regular reviews of the mentee's performance, as well as regular evaluations of the effectiveness of the mentor-mentee relationship.
 - If anyone finds that this relationship is unproductive and asks to terminate it, all parties will honor that request without question or blame.
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Additional Agreements

Mentee's Signature _____ Date _____

Mentor's Signature _____ Date _____

Mentor's Signature _____ Date _____

Mentor's Signature _____ Date _____

Mentor's Signature _____ Date _____

Adapted from:

- Association of American Medical Colleges, *Compact Between Postdoctoral Appointees and Their Mentors*
- Author unknown, *CRSP Team Mentoring Expectations*
- Author unknown, *Mentorship Agreement Template*
- Hook, Edward W III and Audrey Wrenn. *UAB Center for Clinical and Translational Science Mentoring Contract.*
- Norman Ramsey, Tufts University, *Working with Norman Ramsey: A Guide for Research Students*
- University of Wisconsin-Madison, *Sample Compact from Laboratory of Dr. Trina McMahon for Graduate Students*