



Mentorship Agreement Template

Date:	
Mentor:	Mentee:
Position:	Position:
Main Dept./Faculty:	Main Dept./Faculty:

We are voluntarily entering into this mentoring partnership as part of the O'Brien Institute mentorship program. We have read the Mentorship Program Guiding Principles and other provided resources. We understand that mentoring relationships can be short or long term. We have a good understanding of the strengths and limitations of any mentoring relationship. We agree/recognize that:

1. We will meet at least _____ per _____ for _____ (amount of time). At the end of each meeting we will agree on a date for the next meeting.
2. We will come to our meetings prepared. At the conclusion of each meeting we will agree on goals to accomplish prior to the next meeting, and will advise one another well in advance of the next meeting if we are unable to complete our tasks.
3. Our preferred mode of communications between meetings is _____, and with a frequency not to exceed _____.
4. The aim of the Mentoring partnership is to discuss/achieve the following activities/goals (or attached list as appropriate):
 - a. _____
 - b. _____
 - c. _____
5. The role of the mentor is to:
 - a. _____
 - b. _____
 - c. _____
6. The role of the mentee is to:
 - a. _____
 - b. _____
 - c. _____
7. We are two different people, with different values. We can learn from each other if we respect and value each other and the ways we are alike and different.
8. We agree to keep the content of these meetings confidential.
9. We agree to be honest and provide constructive feedback to each other.
10. We will review our progress after _____ (number of meetings /date). In the event that our personal or employment circumstances change, or we find that we are unable to develop a mutually beneficial mentoring relationship, we will revisit this agreement and either revise or discontinue by amicable agreement.
11. If either party feels the relationship is not working and is uncomfortable with the conversation, O'Brien Institute program staff can be contacted in confidence to discuss a solution.

Mentor's signature

Mentee's signature

Date

Date