



Mentee-Mentor TEAM Agreement¹

By entering into a mentoring relationship, we agree to:

Terms of the Mentor-Mentee Agreement - Mentor Team

- Respond promptly to your mentee’s invitation for a first meeting.
- Agree upon a mutual understanding of confidentiality.
- Share information about your own background and experiences.
- Meet regularly with your mentee as a Team at least once a semester, or more as needed.
- Know how to access tenure and promotion policies and family-friendly benefits.
- Communicate to assess whether or not the mentoring team is functioning well.
- Collaborate with other Mentors on problem solving and make referrals and/or gather resources for questions you may not be able to answer as a team or on your own.
- Foster and respect the independence, agency, and accountability of your Mentee, rather than any obligation to follow prescription type advice.

Terms of the Mentor-Mentee Agreement - Mentee

- Initiate contact with your Mentoring Team to set the first meeting, repeat each semester.
- Agree upon a mutual understanding of confidentiality.
- Establish meeting times and modes (email, phone, in-person, or virtual) that work for all parties. Meet regularly (once per month is optimum) with your mentor.
- Communicate your questions/concerns about university, life, career success as needed.
- Develop individual agency and accountability, including in the choice and adaptation of any (possibly conflicting) advice given by Mentors.

Mentor	Date
Mentor	Date
Mentor	Date
Mentee	Date
Chair	Date

¹ This guide is adapted from evidence-based NSF ADVANCE programs including UNM, UNC-Charlotte, Michigan Tech, and UC Davis.