

# SAMPLE MENTORING AGREEMENT

Consider using this sample mentoring agreement, or an original one that you, as mentor and mentee, create together. Your mentoring relationship will be strengthened if you believe that your mentoring relationship will be strengthened by having a written, mutual agreement of your responsibilities, roles, and expectations.

## Introduction

As mentor and mentee, we are voluntarily entering into a mentoring relationship from which we expect mutual benefits and investment. We want this to be a rewarding, rich experience with our time together focused on the professional/personal/academic development of the mentee and the growth of our relationship. With this goal in mind, we have agreed upon the terms and conditions of our relationship as outlined in this agreement.

## Goals

| We hope to achieve... | To accomplish this we will... |
|-----------------------|-------------------------------|
|                       |                               |
|                       |                               |
|                       |                               |
|                       |                               |

## Privacy

Mentors and mentees will keep information shared through the mentoring relationship private. However, mentors or mentees who are university academic or administrative officers (AAOs) have reporting obligations related to information disclosed about sexual harassment, sexual misconduct, or any protected class discrimination. Information disclosed about these issues will be shared with the Office of Institutional Equity.

**→ MENTOR.UIOWA.EDU**

\*Adapted from University of Nebraska-Lincoln (UNL)

### Frequency of Meetings

We will attempt to meet at least \_\_\_\_\_ time(s) a week / every other week / per month for \_\_\_\_ hour(s). If we cannot attend a scheduled meeting, we agree to notify one another in advance.

### Duration of Relationship

We have determined that our mentoring relationship will continue as long as we both feel comfortable or until: \_\_\_\_\_

### No-Fault Termination

We are committed to frequent, open, and honest communication in our relationship. We will discuss and attempt to resolve any conflicts as they arise. If, however, one of us needs to terminate the relationship for any reason, we agree to abide by one another's decision.

**Mentor Printed Name** \_\_\_\_\_

**Mentor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Mentee Printed Name** \_\_\_\_\_

**Mentee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**→ MENTOR.UIOWA.EDU**

\*Adapted from University of Nebraska-Lincoln (UNL)