

## CTSI Research Professional Mentor Program

### Mentoring Agreement Example

The purpose of this agreement is to assist the mentor and mentee in documenting mutually agreed upon goals and parameters that will serve as the foundation for the mentoring relationship. Prior to the first meeting, the mentor and mentee will complete this agreement individually. During the first meeting, the mentor and mentee will work together to create a final agreement, sign it and return a copy to [crctrain@umn.edu](mailto:crctrain@umn.edu).

- 1) **Meeting frequency** (frequency [twice a month], duration, location, responsibility for scheduling meetings, etc.) Note: It is the Mentee's responsibility to schedule a time and location for the meeting.

We commit to meeting twice a month and in person if possible. We plan to meet in a private space and the meetings will last at least 30 minutes.

- 2) **Mentee Goals** for 6 weeks, 6 months and 1 year (consider onboarding training, professional development, working towards certifications, networking with other colleagues, publications, obtaining knowledge of organizational culture, etc.)

The Mentee will:

- 1) Complete all initial onboarding training within 6 weeks of today's meeting. The Mentee has completed the Foundations in-person training but will complete the online modules and Post Assessment within the next 6 weeks.
- 2) Become familiar and comfortable with carrying out the protocol procedures and conducting the informed consent process within the next 6 months.
- 3) Establish a time frame for pursuing professional certification within the next 6 months.
- 4) Participate bi-weekly in all relevant Clinical Research Professional Development Seminar Series.

- 3) **Communication** (working through challenging situations, developing skills in providing and receiving feedback, building effective relationships, etc.)

The Mentee will:

- 1) Watch the archived Conflict Resolution seminar to aid in working through challenges.
- 2) Build skills on working through challenging situations and providing/receiving feedback through practice at our bi-weekly meetings together by identifying and bringing up issues of challenging situations that occurred since previous meetings in order to discuss the resolution and opportunities for growth.
- 3) Identify 3 people to connect with that will enhance their career, and set action items in order to accomplish that goal.

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- 4) **Ground Rules for Mentor/Mentee Relationship** (respect, guidelines for communicating feedback, how to structure meetings, etc.)

We will start each meeting with addressing any feedback since the previous meeting. At the end of the meeting, we will discuss action items and next steps to address before the next meeting. We will also discuss when the next meeting will be scheduled. We are committed to building a mentor/mentee relationship that is grounded in trust and mutual respect.

- 5) **Duration:** This mentorship relationship will continue for at least 1 year (program requirements). If both parties agree to continue past 1 year, include date range of relationship.

Our first meeting was held on May 8, 2018 and we will plan to meet twice a month until May 2019. We will determine at that time if we would like to continue the relationship longer than program requirements.

Mentor Signature \_\_\_\_\_ Mentee Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentoring Agreement 05Apr2018