

## **SAMPLE MENTORING PARTNERSHIP AGREEMENT #1**

We have agreed on the following goals and objectives as the focus of this mentoring relationship:

- To develop a dynamic reciprocal relationship fostering professional growth.
- To work towards the development of a career development plan.
- To introduce Protégé to best practices in academic medicine.

We have discussed the process by which we will work together, develop, and, in that same spirit of partnership, collaborate on the development of a work plan. In order to ensure that our relationship is a mutually rewarding and satisfying experience for both of us, we agree to:

**1. Meet regularly. Our specific schedule of contact and meetings, including additional meetings, is as follows:**

We will meet once a month and be in contact by telephone or e-mail at least every two weeks.

**2. Look for multiple opportunities and experiences to enhance the Protégé's learning.**

We have identified, and will commit to, the following specific opportunities and venues for learning:

- Protégé will attend faculty meetings. We will meet prior to each meeting and debrief following each meeting.
- Protégé will attend a \_\_\_\_\_ with mentor.
- Protégé and mentor will attend faculty forum meetings.

**3. Maintain confidentiality of our relationship.**

Confidentiality for us means that what we discuss remains between us. Mentor and Protégé will agree ahead of time if specific information is to be shared with anyone else.

**4. Honor the ground rules we have developed for the relationship.**

Our ground rules will be: We will meet after clinic hours. Protégé will assume responsibility for confirming meetings. Protégé will pay for own expenses. At the conclusion of each meeting, we will target topics for discussion at the next session.

**5. Provide regular feedback to each other and evaluate progress. We will accomplish this by:**

Reviewing career goals once a month, discussing progress, and checking in with each other regularly for the first month to make sure our individual needs are being met in the relationship, and periodically thereafter.

We agree to meet regularly until we have accomplished our predefined goals or for a maximum of twelve months. At the end of this period of time, we will review this agreement, evaluate our progress, and reach a conclusion. The relationship then will be considered complete. If we choose to continue our mentoring partnership, we may negotiate a basis for continuation, so long as we have stipulated the mutually agreed-on goals.

In the event one of us believes it is no longer productive for us to continue or the situation is compromised, we may decide to seek outside intervention or conclude the relationship. In this event we agree to use closure as a learning opportunity.

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Mentor's Signature and Date

Protégé's Signature and Date

Source: *The Mentor's Guide* by Lois J. Zachary. 2000 © by Jossey-Bass, San Francisco, CA.

**SAMPLE MENTORING PARTNERSHIP AGREEMENT #2**

Working in partnership, we are entering this mentoring relationship. It is our expectation that this partnership will foster professional growth and career development. In order to ensure that the mentoring relationship will be a mutually rewarding and satisfying experience, we agree to the following:

1. Maintain confidentiality in this relationship \_\_\_\_\_  
Name Name

2. We are committed to sustain this relationship for at least one (1) year from this date.  
\_\_\_\_\_  
Name Name

3. We are committed to meet together: weekly \_\_\_\_\_ monthly\_\_\_\_\_

4. We have established the following goals for this mentoring relationship:

\_\_\_\_\_  
\_\_\_\_\_

5. The skill areas to be enhanced or developed through this partnership are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Each of us has outlined expectations for the mentoring relationship. \_\_\_\_\_

7. We have discussed and agree to a "No-Fault conclusion, if necessary. \_\_\_\_\_

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