Mentor-Mentee Agreement 2011

Mentoring is a way for experienced faculty members to share their knowledge and skills with new or less experienced researchers and mentees. By participating in a mentor/mentee relationship, mentors develop valuable skills that can further their own personal and professional development.

The responsibilities of a mentor:

1. To ensure that a mutually agreed upon set of expectations and goals are in place at the outset of the postdoctoral training period and will work with the post doctoral mentee to create an individual career plan.

2. To dedicate substantial time to ensure personal and professional development of my mentee.

3. To strive to maintain a relationship with the postdoctoral mentee that is based on trust and mutual respect.

4. To ensure that the postdoctoral mentee has sufficient opportunities to acquire the translational and health science research skills necessary to become an expert in her/his area of investigation.

5. To work to facilitate a supportive academic environment for the mentee to conduct team science.

6. To assist the mentee in staying abreast of the latest developments in the specialized field by encouraging regular attendance at relevant seminar series and attendance at scientific meetings.

7. To provide opportunities for developing and working on mentored and independent research projects including seeking the assistance of other faculty and departmental/institutional resources on behalf of the mentee when necessary.

8. To assist the mentee in evaluating and balancing research, scholarship, service and life.

9. To ensure the research performed by a postdoctoral appointee is submitted for publication in a timely manner and that the mentee receives appropriate credit for the work she/he performs as well as for contributions to the development of any intellectual property, while also clearly defining future access to tangible research materials according to institutional policy.

10. To demonstrate ethical standards when conducting research and regularly discuss professional and research ethics issues with the mentee, including compliance with institutional and federal regulations as they relate to responsible conduct in research, privacy, and human subjects research issues, animal care and use, laboratory safety, and use of radioisotopes. To be available to provide guidance when a mentee is presented with ethical or compliance uncertainties including how to report breeches of ethical or compliance standards.

11. I recognize that there are multiple career options available for a postdoctoral appointee and will provide assistance in exploring appropriate options. I recognize that not all postdoctoral appointees will become academic faculty. To prepare a postdoctoral mentee for other career paths, I will direct her/him to resources that explore non-academic careers and discuss these options.

The responsibilities of a mentee:

1. To set goals, milestones, and learning expectations for the clinical and translational mentored research program with input from the mentor team.
2. To conduct research conscientiously, maintain good research records, and devote adequate time to the research project.

3. To respect all ethical standards when conducting research.

4. To initiate and schedule mentor meetings at least twice per year.

5. To review goals and objectives and complete and distribute progress reports to mentors regarding research project activity, courses taken, manuscript activity, publications, and grants.

6. To reflect on learning and actively seek guidance when needed.

7. To actively address any problems with the mentor relationship with my mentors.

*Should conflicts arise in our relationship we will discuss them with the assigned MICHR Mentor, MICHR Education Program Director, and/or Department Chair, and seek guidance and resolution.*

Mentor Signature: _______________________________ Date: ____________________

Mentee Signature: _______________________________ Date: ____________________

*CREDIT: The templates for the MICHR Mentor Principles and Mentee Contract were drawn from the University of Pittsburgh, CRISP Program Mentor Contract; the Association of American Medical Colleges Compact; the UAB Center for Clinical and Translational Science Mentored Career Development Programs (CCTS KL2) Mentoring Contract; and the UCSF Faculty Mentor Program, Mentor Facilitator Toolkit. MICHR is committed to fostering an environment in which mentees feel support in their pursuit of a satisfying career.*