

**UAB CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE
MENTORING CONTRACT**

This contract is intended to serve as a guideline to facilitate communications between a trainee (mentee) and his/her mentors. It is suggested that the document be thoroughly reviewed and completed by the mentee and his/her mentor individually, and then jointly review and discuss each person's answers in order to reach an agreement. The mentee should re-write the agreed upon answers before the contract is signed and dated by him/her and each mentor. The mentee is responsible for keeping the contract and reviewing/updating it as necessary.

1. What type of assistance does the mentee want from the mentor in achieving their career goals over the next 1-3 years? Where does the mentee hope their career will have taken them in five years?

2. What expectations do the mentor(s) have of the mentee?

3. What expectations does the mentee have of the mentors?

4. How often will you meet?

5. When and where will you meet?

6. For how long?

7. Who will be responsible for scheduling the meetings?

8. What will meeting topics include?

9. What will be the ground rules for discussions? (E.g., confidentiality, openness, candor, truthfulness, etc.)

10. If problems arise, how will they be resolved?

11. Any concerns the mentee wants discussed and resolved?

12. Any concerns the mentors want discussed and resolved?

13. How will you know when the mentoring relationship has served its purpose and needs to be terminated?

14. We have agreed that our initial meetings will focus on these three topics:

- a. _____
- b. _____
- c. _____

15. Any additional areas/issues you want to discuss and agree to?

Mentee Signature

Date

Mentor Signature

Date

Mentor Signature

Date