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**CCN-RCC Training and Career Development: Career Mentorship Program**

**Mentoring Agreement Template**

The mentorship program should be a positive experience for both the mentor and mentee(s). It is suggested that you use this mentoring agreement to engage in discussions around responsibilities, roles, and expectations.

Setting mentorship goals will ensure that the experience is rich and rewarding. Goals can be set around the program themes (career guidance, collaboration, communication and leadership, networking, and resource identification) or other mutually agreed upon topics.

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| We want to achieve… | To achieve it, we will… |
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**Confidentiality**

*Mentors and mentees agree to keep information or discussions shared through the mentoring relationship private, except for information disclosed related to academic misconduct, harassment, or protected class discrimination. Mentees will be encouraged to research the appropriate support pathways within their institution. Mentor partnerships are dependent on open and regular communication. If one party requires or requests termination of the agreement for any reason, the committee will be notified and accept that decision. The committee may assist to re-pair the mentee with a new mentor if necessary.*

**Frequency of meetings**

*Mentorship will be accomplished through a series of meetings, scheduled between mentor and mentee, approximately 2-4 times per year (though more frequent meetings could be arranged if mutually agreed upon).*

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

We are committed to regular, 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 and notify the Training and Career Development Committee. We will strive to meet over a one-year period with an option to continue for a longer time period.

Mentor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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