

## AHRD Faculty Mentoring Partner Agreement Form

*We are voluntarily entering into a mentoring relationship from which we both expect to benefit. We both expect a rewarding experience in which we will spend most of our time together working towards our agreed upon goals. To help accomplish this, we have mutually agreed upon the terms and conditions of our relationship as outlined in this agreement.*

**Goals & Objectives (We recommend focusing on one long term Learning Goal for each partner and then breaking those goals into short-term Learning Objectives):**

Long term Learning Goals	Short term Learning Objectives	To accomplish objectives we will:	Timeline of accomplishing objectives:
Partner # 1:			
Partner # 2:			

**Confidentiality:**

List issues that are off-limits in our relationship:

We agree that any sensitive issues we discuss will be held in confidence.

**Civility code:**

The Faculty Mentoring Partner Program is designed to create a respectful environment to foster collaboration among participants. Please engage in these best practices to get the most out of your partnership:

- Model respectful behavior
- Create an atmosphere of safety and security
- Apply the Golden Rule (Treat your partner the way in which you wish to be treated)
- Engage in effective listening practices to get the most out of the two way communication
- Seek to understand the partner's interests to facilitate an effective relationship as mentor partners
- Honor your partner's time by being on time and accountable to all agreed upon communication, tasks, activities

List some behaviors that we will not engage in (e.g., not responding to emails in a timely manner, not showing up for scheduled meetings, being disrespectful of each other's time and effort etc. ) :

## Frequency of Communication

We will use the following modes of communication (e.g., email, phone, Skype etc.):

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We will try to meet/communicate at least \_\_\_\_\_ times each month by the preferred method of communication (e.g. virtual, email, phone, etc.).

Meeting times, once agreed, should not be cancelled unless this is unavoidable. If we cannot attend a scheduled meeting, we will notify each other and try to reschedule. At the end of each meeting we will agree a date for the next meeting. We will discuss specific times that we are not available, and respect each other's boundaries with regards to availability.

We will use the AHRD Group Page Conversations Forum to share some best practices that are helping our relationship.

## Duration

We will continue our mentoring relationship as long as we are both comfortable or until: \_\_\_\_\_

## Graceful Exit Clause

If one of us needs to terminate the relationship for any reason, we agree to abide by the decision of our partner.

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Partner

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Partner

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Date

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Date