

## MDP Mentoring Contract Tenets

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In general, the CTSI MDP leadership strongly believes in clear contracts between mentors and mentees. Having agreed goals, expectations and ground-rules written down helps people stay on track. It is important for each mentor & mentee to establish their own contract, many can be found on the internet. Here are a few links we have found helpful: <http://www.hr.unimelb.edu.au/pd/mentoring/agreement>; <http://www.coachingandmentoring.com/Mentor/contract.htm>

Both the mentor and mentee need to come to their first meeting well prepared. More tools on the first and ongoing meetings are included at: <http://accelerate.ucsf.edu/training/mdp-seminar1-mentoring-checklist>; <http://accelerate.ucsf.edu/training/mdp-seminar1-meeting>

### **A few basics:**

1. Neither party should just say “yes”. Every contract/agreement should be done in writing and signed and dated by the mentor and mentee. It can and should be developed by both parties starting with an initial meeting to see if there is a “fit”.
2. Use the established UCSF CTSI **Mentor Definitions** to determine your mentor role and agreement as to your role with the mentee:  
<http://accelerate.ucsf.edu/training/mdp-seminar1-definitions>

### **Once both parties agree to continue:**

3. Establish a length of time for your mentoring role with the ability to re-assess and re-establish commitments (depending on the mentoring role, a commitment can be as short as a summer or at the longest about 1 year prior to re-assessment). Consider a specific review meeting after you have had 3-5 meetings, where the agenda is simply to reflect on the relationship. After the review meeting, the prior contract can be amended by mutual consent in writing or if not a good “fit” to end the contract.
4. Establish the **primary goals** of the mentoring relationship (eg: letter of recommendation- if agreed upon work has been done well; project development, data analysis, abstract, manuscript, or grant application), the frequency of meetings, length of time of the meetings, and who will arrange the meetings and how (usually the mentee will set up the meetings in advance, provide an agenda, and keep minutes that include action items (see Minutes Template under checklists).
5. All discussions with the mentee are confidential
6. If there are issues that cannot be resolved or questions, either the mentee or mentor can access the free CTSI [Mentor Consultation Service](#).