## The Mentoring Agreement

The mentoring agreement helps you clarify your mutual expectations, so please discuss this with your mentor / mentee and submit a single, shared document Jane.McKay@gcu.ac.uk or ursula.canton@gcu.ac.uk. By submitting this document, you will also be entered into the ScotElas database, so this is the first step towards recognition for your mentorship collaboration.

For practical reasons, please send a word processed answer, not a hand-written and scanned one.

Name of the Mentor: Click here to enter text.

Institution: Click here to enter text.

Name of the Mentee: Click here to enter text.

Institution: Click here to enter text.

**Deciding on the focus of mentorship**:

Is your collaboration:

[ ]  role-focused mentoring (i.e. helping the mentee’s growth in her/his role)?

[ ]  expertise-focused mentoring (i.e. developing the mentee’s knowledge or ability in a specific aspect of her/his work)?

If it is expertise focused, please detail which specific skill / aspect of work you will focus on:

Click here to enter text.

Please identify at least 3 goals or desirable outcomes of this mentorship process for the mentee:

(e.g. “The mentee will have gained insight into different approaches to group teaching”, or “The mentee will have learned more about qualitative research methodologies from guided reading and discussion of their application with the mentor.”)

Outcome 1: Click here to enter text.

Outcome 2: Click here to enter text.

Outcome 3: Click here to enter text.

Other outcomes: Click here to enter text.

**Roles and Responsibilities**

Please identify the **mentee’s responsibilities**:

(e.g. identify the challenges they want to discuss for each meeting)

You might want to consider:

* the preparation for a session
* their contribution during a session
* the follow-up to a session
* attitudes
* behaviours

Mentee’s responsibilities:

Click here to enter text.

Please identify the **mentor’s responsibilities**:

(e.g. ask further questions about possible solutions, or share relevant experience)

You might want to consider:

* the preparation for a session
* their contribution during a session
* the follow-up to a session
* attitudes
* behaviours

Mentor’s responsibilities:

Click here to enter text.

Please work out any **ground rules** for the **tone of your conversations**:

(e.g. polite criticism is desired, but has to include positive suggestions on how to improve).

You might want to consider:

* Levels of openness
* Levels of evaluation and the way this is offered
* Forms in which difficult questions can / cannot be asked (email? Face to face?)

Ground rules:

Click here to enter text.

Please identify the **logistical ground rules** for your collaboration:

(e.g. “We aim to speak over the phone once in a fortnight”. Or “We communicate by email as and when required. Both aim to respond within a week”.)

You might want to consider:

-how often you communicate

-in which manner (face to face, over the phone, by email)

- where do you meet (if relevant)

-whether you want to define the focus of a meeting beforehand (and how you do this)

-how you identify whether the mentorship is working well for both sides involved?

Logistical ground rules:

Click here to enter text.