

PROVOST'S MENTORED FACULTY SCHOLARS PROGRAM

Mentor Worksheet

Defining Mentor-Mentee Relationship Expectations

At the outset of this program, you should clearly define expectations for your relationship with your mentee. To help start the dialog with one another, answer the following questions. Your mentee will complete a similar worksheet. During the Provost's Mentored Faculty Scholars Program launch event in January, you and your mentee will share your responses. Through discussion of your individual worksheets, you will clarify your joint goals and how you will work to achieve them during the program.

1. What would you like your mentee to get out of this relationship?

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2. What would **you** like to get out of this relationship?


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3. How often will you meet (e.g., weekly, bi-weekly, monthly)?

4. How will you meet (e.g., in person, via video conference, by phone)?

5. Who will make the arrangements for the meetings (e.g., mentor, mentee, administrative assistant)?

6. What will be your ground rules for how the time will be spent?



7. Who will run the meetings? Will you require an agenda? Who will write the agenda? How much lead time do you need for meeting agendas?

8. What will be your ground rules for how you will communicate?

9. What does confidentiality mean to you? Will your conversations be kept confidential?

10. Are any topics off-limits? If so, which topics?

11. How will you respect one another's time (e.g., are you always on as mentoring partners or just when you meet)? Are there any times during the week when you are unavailable or may be slower to respond?

12. How will you handle disagreements?

13. How you will know when the relationship should be brought to a close?