

## **Mentoring Academy Agreement Form**

Your acceptance to serve as a mentor requires that you agree to comply with the policies set forth by the Morehouse School of Medicine Mentoring Academy. Complying with these policies will require full disclosure of any conflict relationships and acceptance of Mentor expectations. Please sign and return the Mentoring Agreement Form.

Our goal is to provide effective, sustainable mentoring to the faculty at MSM.

One of the cornerstones of any mentoring program is a policy that provides governance and guidance in the delivery of services.

### **What is Mentoring?**

Mentoring refers to a dynamic, collaborative, reciprocal, and sustained relationship focused on an emerging individual's acquisition of the values and attitudes, knowledge, skills, and behaviors necessary to develop into a successful professional (modified from Abedin et al. Clin. Trans. Sci. 5:273-280, 2012).

It is well recognized that mentors often cannot cover all aspects for all mentees. Mentors have different strengths. Mentees have different requirements at different times. Mentees should have multiple mentors covering different needs. The traditional senior-junior mentoring relationship may be effective but not sufficient. Mentoring occurs in many different forms – traditional, peer, team, circle, informal and formal. But remember, mentoring is not the goal but a means to achieve a goal.

There are key ingredients for successful mentoring relationships; mutual respect, mutual commitment, shared goals, high standards, realistic expectations, regularity of interaction, effective communication and building trust. To be effective mentors, the mentors are expected to build trust and solve problems through effective interaction;

effective listening and dialogue are essential. There are many roles and responsibilities that contribute to an effective mentoring relationship:

### **Mentors**

Facilitate mentee's learning and intellectual growth  
Provide skills and make needed resources available  
Provide guidance  
Provide feedback  
Evaluate the mentee's plans  
Maintain confidentiality  
Maintain regular contact

### **What can derail a mentoring relationship? Lack of effective communication**

The RCMI Faculty Mentoring Academy has created a network of mentors to assist in the development of MSM faculty. This team-mentoring model provides benefits for the mentee as he/she learns multidisciplinary methods of discovery and for the mentors as they have the opportunity either to bring fresh perspectives to the research question they are examining or to be exposed to new approaches or techniques. The Mentoring Academy is promoting the development of this team mentoring through the conduct of multidisciplinary research, where appropriate, and to the use of team mentoring for mentees.

## **Expectations of Mentors**

1. The mentoring team must conduct regular and frequent team meetings with the mentee. There should be a minimum of one hourly meeting per month of the entire mentoring team and the mentee.
2. The mentoring team must participate in the one-day team mentoring training retreat to obtain or enhance skills in team mentoring.
3. The mentoring team will develop, with the mentee, clearly delineated specific expectations of the substantive learning/skills to be achieved through the use of team mentoring in the program.
4. The mentoring team will develop, with the mentee, clearly delineated specific milestones and timelines for achieving program goals.
5. The mentoring team will attend Mentoring Academy meetings and seminars in which the mentee is presenting.
6. The mentoring team will participate in biannual evaluations and assessments of the team mentoring relationships. The Mentoring Academy reserves the right to change the mentoring team should difficulties arise and continue for a sustained period of time.
7. The content of all exchanges between the team mentors and the mentee are subject to the expectations of professional confidentiality. Although this confidentiality is legally limited, the content of exchanges should not be discussed with anyone else without written permission from the mentee.

Mentors will commit to being supportive of the Mentoring Academy and as such, will attend 85% of the standing academic meeting dates. Not attending the standing meeting dates will lead to dismissal from the Academy.

**Great mentors can be made with time, experience, wisdom and generosity.**

**I agree to support The Mentoring Academy as outlined above.**

\_\_\_\_\_  
Mentoring Academy Member's Name (Please print)

\_\_\_\_\_  
Mentoring Academy Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Name (Please print)

\_\_\_\_\_  
Program Director's Signature

\_\_\_\_\_  
Date