**DRAFT MENTORING CONTRACT DATE:**

**LOGISTICS**

* PREFERRED METHOD(S) OF CONTACT FOR:

 MENTOR

 MENTEE

* FREQUENCY: WE AGREE TO MEET ……… TIMES IN THE FIRST YEAR. MEETINGS WILL BE SCHEDULED REGULARLY RATHER THAN AS REQUIRED.
* DURATION OF SESSIONS: WE AGREE SESSIONS SHOULD AIM TO BE ……… MINUTES/HOURS.
* LOCATION: WE WILL AIM TO MEET AT ………………
* RESPONSIBILITY: ……………… WILL SET UP THE SESSIONS.
* PREPARATION FOR THE SESSION: THE MENTEE AGREES TO SEND THE MENTOR A SHORT SUMMARY AT LEAST ……… HOURS/DAYS BEFORE EACH SESSION DETAILING WHAT THEY WOULD LIKE TO DISCUSS, AND WHAT OUTCOMES THEY HOPE TO ACHIEVE FROM THE SESSION.
* FORWARD PLANNING: WE WILL SET ……… SESSION(S) IN ADVANCE.
* CANCELLATION: CANCELLATIONS SHOULD BE AVOIDED IF AT ALL POSSIBLE. IF ONE OF US OF NEEDS TO CANCEL THE SESSION, WE WILL AIM TO GIVE THE OTHER ……… HOURS/DAYS NOTICE AND CONTACT THEM VIA ………………
* DURATION OF MENTORING: THE MENTOR AND MENTEE WILL AIM TO MEET FOR ONE YEAR WITH AN OPTION TO CONTINUE FOR A FURTHER ……… MONTHS/YEARS WTIH MUTUAL AGREEMENT.

**BOUNDARIES**

* THE MENTORING SCHEME IS PROVIDED FOR THE PERSONAL, PROFESSIONAL AND CAREER DEVELOPMENT OF THE MENTEE. AS SUCH ANY SUBJECT MAY BE DISCUSSED IN THE SESSIONS, NO SUBJECT IS OFF LIMITS.
* CONTACT BETWEEN SESSIONS: THE MENTOR MAY BE CONTACTED BETWEEN SESSIONS. THE BEST WAY TO CONTACT THE MENTOR IS VIA ………………
* THE MENTOR IS HAPPY TO BE CONTACTED BY PHONE DURING THE FOLLOWING TIMES ………………
* IF EMAILS ARE RECEIVED THE MENTOR WILL AIM TO REPLY WITHIN ………………
* IF PHONE MESSAGES ARE RECEIVED THE MENTOR WILL AIM TO CALL BACK WTIHIN ……………
* THE MENTOR AND MENTEE AGREE TO REFRAIN FROM RESEARCH ACTIVITY TOGETHER FOR THE DURATION OF THE MENTORING RELATIONSHIP.
* THE MENTOR WILL NOT PROVIDE A REFERENCE FOR THE MENTEE EVEN AFTER THE RELATIONSHIP HAS ENDED.
* THE MENTOR WILL NOT PARTICIPATE IN ANY PEER REVIEW, OR SELECTION COMMITTEES WHICH THE MENTEE IS BEING ASSESSED BY, EVEN AFTER THE RELATIONSHIP HAS ENDED. THE MENTOR WILL ABSENT THEMSELVES FROM ANY DISCUSSIONS AT DEPARTMENTAL OR CENTRE LEVEL ABOUT REWARD OR PROMOTION OF THE MENTEE.

**CONFIDENTIALITY**

* MATTERS DISCUSSED IN THE SESSIONS ARE ENTIRELY CONFIDENTIAL EXCEPT IF THE MENTEE DISCLOSES INFORMATION WHICH LEADS THE MENTOR TO BELEIVE THAT EITHER THEIR HEALTH/WELLBEING, OR THE HEALTH/WELLBEING OF OTHERS, IS AT RISK, OR IF THEY DISCLOSE ILLEGAL ACTIVITY. IN THESE CASES THE MENTOR WILL ALWAYS INFORM THE MENTEE IF THEY NEED TO BREACH CONFIDENTIALITY PRIOR TO DOING THIS.
* THE MENTOR WILL NOT DISCLOSE THAT HE OR SHE IS MENTORING THE MENTEE, UNLESS THE MENTEE GIVES PERMISSION FOR THIS TO HAPPEN.
* THE MENTEE MAY DISCLOSE WHO THEIR MENTOR IS IF THEY WISH.

**DOCUMENTATION**

* NOTES WILL/WILL NOT BE KEPT BY THE MENTOR. THESE NOTES WILL NOT CONTAIN ANY IDENTIFIERS AND WILL BE STORED SECURELY………………
* THE MENTEE AGREES TO SEND A SHORT SUMMARY TO THE MENTOR AFTER MEETING, WITHIN ……… HOURS.
* THE MENTEE MAY/MAY NOT RECORD SESSIONS ON AN MP3 FOR THEIR PERSONAL USE.

**CONTINUING**

* IF THE MENTOR OR THE MENTEE DECIDES AT ANY TIME THAT THE RELATIONSHIP IS NOT WORKING OUT, THEY WILL INFORM THE SCHEME ORGANISER AND UNDERSTAND THAT THEY WILL NOT BE ASKED TO PROVIDE A REASON – THIS IS CALLED THE ‘NO BLAME DIVORCE’.
* THE CONTRACT MAY EVOLVE AND BE CHANGED WITH MUTUAL AGREEMENT.

**OBJECTIVES**

AGREED PRIORITIES & GOALS FOR THE NEXT YEAR ARE:

**SIGNED**

MENTOR MENTEE