

SPH FACULTY MENTORING PLAN

As a mentee and primary mentor in the BU SPH Faculty Mentoring Program, we agree on the following:

Shared Responsibilities.

Each of us is responsible for ensuring that we:

- Are committed to the goals and process delineated below
- Come prepared for our meetings
- Communicate respectfully and give each other honest feedback
- Respect each others' time and contributions

Mentee Responsibilities.

As a mentee, you can expect me to:

- Clarify the goals I want to achieve during this mentoring relationship
- Accept responsibility for my own learning and development
- Take responsibility for setting up our meetings, proposing the agenda and arriving prepared, and sending materials in advance as appropriate
- Respect you as a mentor and actively participate in making this mentorship mutually rewarding

Mentor Responsibilities.

As a mentor, you can expect me to:

- Help you to clarify and prioritize your goals and work with you to develop a plan to achieve them
- Help familiarize you with Boston University and SPH in particular
- Provide career advice, including developing academic competencies and time lines that are relevant to your academic track and in line with your career goals and interests
- Help you develop and expand academic networks: provide introductions and help you identify resources and opportunities that will help you achieve your goals

Goals and process to achieve them:

We will work together toward attaining the following **goals**:

The key elements of the **process** for achieving these goals will be:

Note: please specify frequency and purpose of meetings and describe specific activities (e.g. join the mentor's research team; collaborate on course development, manuscripts, grant proposals; specify aspects of communication and feedback; other important features.

Signing this form affirms that we have discussed, reviewed, and agree to work together to carry out this mentorship plan.

Mentee _____

Date _____

Primary Mentor _____

Date _____

Note: The mentee and primary mentor should each keep a signed copy of this plan, and also send a copy to your department representative to the Faculty Development Committee.