

**UAB CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE  
MENTORING CONTRACT**

This contract is intended to serve as a guideline to facilitate communications between a trainee (mentee) and his/her mentors. It is suggested that the document be thoroughly reviewed and completed by the mentee and his/her mentor individually, and then jointly review and discuss each person's answers in order to reach an agreement. The mentee should re-write the agreed upon answers before the contract is signed and dated by him/her and each mentor. The mentee is responsible for keeping the contract and reviewing/updating it as necessary.

1. What type of assistance does the mentee want from the mentor in achieving their career goals over the next 1-3 years? Where does the mentee hope their career will have taken them in five years?

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2. What expectations do the mentor(s) have of the mentee?

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3. What expectations does the mentee have of the mentors?

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4. How often will you meet?

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5. When and where will you meet?

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6. For how long?

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7. Who will be responsible for scheduling the meetings?

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8. What will meeting topics include?

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9. What will be the ground rules for discussions? (E.g., confidentiality, openness, candor, truthfulness, etc.)

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10. If problems arise, how will they be resolved?

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11. Any concerns the mentee wants discussed and resolved?

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12. Any concerns the mentors want discussed and resolved?

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13. How will you know when the mentoring relationship has served its purpose and needs to be terminated?

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14. We have agreed that our initial meetings will focus on these three topics:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

15. Any additional areas/issues you want to discuss and agree to?

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Mentee Signature

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Date

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Mentor Signature

\_\_\_\_\_  
Date

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Mentor Signature

\_\_\_\_\_  
Date