

**Department Faculty Mentoring Agreement  
AY 2024-2025**

By agreeing to participate in the Department Faculty Mentoring Program, we acknowledge these goals:

- To develop a dynamic reciprocal relationship fostering professional growth.
- To work towards the successful transition of the mentee to the department, college, university and wider community.
- To introduce mentee to expectations regarding RTP, best practices in teaching and learning, opportunities and support for scholarly and creative work, and appropriate service activities.

In order to ensure that our relationship is a mutually rewarding and satisfying experience for both of us, we agree to these 5 commitments:

1. Meet regularly; at least once per month.
2. Communicate regularly via email.
3. Look for multiple opportunities and experiences to enhance the mentee's learning, such as:
  - a. Periodically meet to align relevant information gained in the Monday FYF meetings to departmental practices, protocols and expectations.
  - b. Mentee will attend a seminar, conference, athletic/artistic event with mentor.
  - c. Mentor will invite mentee to observe one of their class sessions.
  - d. Mentor will conduct an observation of teaching for the mentee, either formally or informally.
4. Maintain confidentiality of our relationship.
  - a. Confidentiality for us means that what we discuss remains between us. Mentor and mentee will agree ahead of time if specific information is to be shared with anyone else.
5. Provide regular feedback to each other and evaluate progress. We will accomplish this by:
  - a. Assessing the adherence to the previous 4 commitments by both the mentor and mentee and address any concerns early and directly with each other first.
  - b. Responding to check-in and feedback requests made by CAFE.
  - c. Providing timely notification to the FYF facilitators or CAFE Director if the relationship is struggling and needs mediation.

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Mentee's Signature and Date

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Mentor's Signature and Date

As Department Chair, I acknowledge my role in supporting this mentoring relationship by selecting a suitable mentor, serving as a resource to both the mentor and mentee, and providing feedback regarding the mentoring program when asked.

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Department Chairperson Signature and Date