

**MENTORSHIP AGREEMENT TEMPLATE:
FACULTY – STUDENT/TRAINEE**

Mentor: _____

Mentee: _____

Department/Unit: _____

Date: _____

PURPOSE

This agreement outlines mutual expectations and commitments to ensure a productive, respectful, and ethical mentoring relationship between the mentor and student/trainee. This agreement will be reviewed at least annually and as circumstances require.

INITIAL PLANNING

Establishing a mentoring relationship is a collaborative process that requires clear goals, expectations, and mutual commitment to ensuring the success of the mentorship. Mentees/students/trainees should select a mentor that has expertise in areas related to their research interests and career goals. Mentees should identify their primary objectives for mentorship, such as developing their research experience, teaching effectiveness, or expanding their professional network, and choose a mentor that can best support these goals for the mentoring relationship.

The mentorship selection process can involve:

- Reviewing the mentor's area of research, institutional experience, and leadership experience
- Seeking advice from current or former students in the mentor's research group to understand the team culture and mentoring style
- Scheduling informal meetings with prospective mentors to discuss mentoring expectations, working styles, and availability
- Confirming availability of funding, resources, and project opportunities for the mentee.

Successful mentoring relationships involve clear communication, openness to feedback, and a shared understanding of how the relationship will support the mentee's academic progress and professional development. Once a mentor is selected, the mentorship agreement should be developed and reviewed collaboratively to document the mentorship expectations.

ROLES AND RESPONSIBILITIES

Mentor commits to:

1. Provide regular, constructive feedback on research progress, manuscripts, publications, and other scholarly activities
2. Guide the mentee in research design, data analysis, and interpretation

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3. Support the mentee’s professional development, including identifying opportunities for networking, career-planning, and skill-building
4. Ensure compliance with ethical standards, institutional policies, and sponsor requirements.

Mentee commits to:

1. Take responsibility for research progress, communicate proactively, and meet agreed-upon deadlines
2. Adhere to research integrity standards, safety protocols, and applicable regulations.
3. Seek and respond to feedback in a timely and professional manner
4. Maintain accurate, complete and accessible research records.

COMMUNICATION

This section outlines the mentor and mentee’s preferred methods and frequency of communication. Establishing expectations for communication styles allows for clear, timely, and effective sharing of information.

Meeting frequency:

Preferred communication method:

Mentee: _____

Mentor: _____

Expected response time for communications:

Mentee: _____

Mentor: _____

Conflict resolution process:

PROFESSIONAL DEVELOPMENT

This section highlights opportunities that the mentee may participate in to build their technical, research, and professional skills, as well as networking opportunities for mentees to interact with peers and colleagues to prepare them for their future career.

Technical skills training opportunities:

Conference/symposium opportunities:

Research skills training opportunities:

RESEARCH EXPECTATIONS

The mentor and mentee should establish expectations for the mentee as they participate in the mentor's research. This section clarifies the project and research goals, authorship expectations, and the mentee's milestones as part of their work on their project. Teams may also complete Lab Expectations and Authorship Agreement templates¹ to outline responsibilities and policies of the individual lab.

Primary project(s):

¹ Templates available in the [Resources](#) section of this agreement.

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Research goal(s):

Authorship expectations/criteria:

Milestones:

Project/mentee timeline:

WORKLOAD AND TIME COMMITMENT

The mentor and mentee should clearly define the expected effort, scheduling, and time management to ensure that the mentee can balance research, coursework, and other responsibilities.

Expected work hours:

Expected work location:

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Other expected obligations (e.g., student coursework, teaching duties):

Time off/vacation policy:

EVALUATION AND FEEDBACK

This section provides a framework for providing feedback in a timely manner, both on research outputs (e.g., paper drafts, experimental protocols) and on the mentee's work performance.

Timeline for providing feedback (mentor):

Mentee progress evaluation frequency:

Mentee milestone timeline:

RESEARCH INTEGRITY AND COMPLIANCE

The mentee and mentor agree to uphold the highest standards of research integrity and responsible research practices, including remaining truthful, objective, honest, and transparent throughout the duration of the mentoring timeline and the lifecycle of the research project.

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The mentee and mentor agree to comply with Purdue’s policies on research integrity and the Responsible Conduct of Research (RCR) training, including the [Research Misconduct Policy \(III.A.2\)](#) and the [Responsible Conduct of Research Standard \(S-20\)](#). Both parties will complete the appropriate RCR training as required by S-20.

MODIFICATION OF THIS AGREEMENT

This agreement may be modified or terminated by mutual consent between the mentor and mentee. Any modifications should be documented in writing.

SIGNATURES

By signing below, the mentor and mentee certify that they agree to the mentorship expectations outlined in this agreement.

Mentee: _____ **Date:** _____

Mentor: _____ **Date:** _____

CONTACTS

The [Research Integrity Office](#) handles allegations of research misconduct. Contact RCRTraining@purdue.edu if you need help with, or have suggestions for improving, this mentorship agreement template.

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RESOURCES

- Purdue University's Mentoring Resources
 - [Guidelines for Mentoring and Reporting](#)
 - [Mentoring Resources for Graduate Students](#)
 - [Mentoring Resources for Faculty](#)
 - [Individual Development Plans \(IDPs\)](#) for different departments
- Purdue University Authorship Agreement Templates
 - Life Sciences: [PDF](#) and [Word](#) versions
 - STEM: [PDF](#) and [Word](#) versions
- Purdue University Lab Expectations Templates
 - Life Sciences: [PDF](#) and [Word](#) versions
 - STEM: [PDF](#) and [Word](#) versions
- Understanding and Reporting [Detrimental Research Practices \(DRPs\)](#)
- [Purdue University Hotline](#) for reporting detrimental research practices (DRPs)
- Purdue University [Office of Graduate Assistance \(OGA\)](#) for graduate student support services
- Purdue University [Research Integrity Office](#)