

**MENTORSHIP AGREEMENT TEMPLATE:
SENIOR – JUNIOR FACULTY**

Mentor: _____
Mentee: _____
Department/Unit: _____
Date: _____

PURPOSE

This agreement outlines mutual expectations and commitments to ensure a productive, respectful, and ethical mentoring relationship between the junior and senior faculty member. This agreement aims to facilitate and support the junior faculty member’s professional growth, research development, and career advancement. 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/junior faculty should select a mentor that has expertise in areas related to their career goals. Mentees should identify their primary objectives for mentorship, such as developing their research portfolio, improving 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 mentor recommendations from department leaders, colleagues, or the faculty affairs office
- Scheduling informal meetings with prospective mentors to discuss mentoring expectations, working styles, and availability.

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

GOALS

Mentor and mentee agree to work together toward the following goals:

1. Develop a competitive research portfolio and secure external funding
2. Achieve high-quality, high-impact publications and scholarly outputs
3. Build and sustain professional networks within and outside the university

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4. Prepare for promotion and tenure by meeting departmental and institutional expectations
5. Establish and maintain open communication between the junior and senior faculty members.

ROLES AND RESPONSIBILITIES

Mentor commits to:

1. Provide regular, constructive feedback on research progress, manuscripts, publications, and other scholarly activities
2. Share institutional knowledge regarding the promotion and tenure process
3. Facilitate introductions to key collaborators and funding agency representatives in the field
4. Advise on opportunities for career growth and professional development
5. Assist the mentee in understanding and adhering to ethical standards, institutional policies, and sponsor requirements.

Mentee commits to:

1. Formulate career goals and expectations and share them with the mentor
2. Participate in professional development opportunities and activities as identified with the mentor
3. Identify mentoring needs and communicate them with the mentor
4. Seek and respond to feedback in a timely and professional manner
5. Adhere to research integrity standards, safety protocols, and applicable regulations.

COMMUNICATION

This section outlines the mentor and mentee's preferred methods and frequency of communication. Establish a consistent meeting schedule that aligns with the mentee's goal and tenure/promotion timelines. Outlining expectations for communication styles allows for clear, timely, and effective sharing of information. Transparency throughout the mentorship will allow misunderstandings to be addressed effectively.

Meeting frequency:

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Preferred communication method:

Mentee: _____

Mentor: _____

Expected response time for communications:

Mentee: _____

Mentor: _____

Conflict resolution process:

CAREER GOALS

The mentee should formulate their short- and long-term career goals and share them with the mentor. The mentor should offer feedback on the goals, including research areas, publication venues, and identifying funding opportunities. The mentee should share updates on their scholarly work and seek feedback when appropriate.

Primary project(s):

Research goal(s):

Milestones:

Career timeline:

Mentor’s role in supporting mentee’s goals:

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 with colleagues and key leaders to help meet the mentee’s career goals.

Technical skills training opportunities:

Conference/symposium opportunities:

Research skills training opportunities:

Networking/contact opportunities:

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EVALUATION AND FEEDBACK

This section provides a framework for expectations of feedback on the mentee’s career goals, research progress and outcomes, and professional development. Meetings between the mentor and mentee should occur at least twice per year and can be adjusted as needed. Evaluations can be used as supporting documentation during mentee performance reviews or promotion meetings within the department.

Timeline for providing feedback (mentor):

Mentee progress evaluation frequency:

Methods for tracking progress toward goals:

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.

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.

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CONFIDENTIALITY

The mentor and mentee agree that discussions within the mentorship relationship will be treated as confidential, except where disclosure is required by University policy or law.

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
 - [Mentor Checklist](#) from Faculty Affairs
 - [Guidelines for Mentoring Junior Faculty](#) in the College of Engineering
 - [Faculty Mentoring guidelines](#) in the College of Health and Human Sciences
 - [Faculty Mentoring Policy](#) in the Department of Political Science
- Purdue University [Faculty Resources](#)
- Understanding and Reporting [Detrimental Research Practices \(DRPs\)](#)
- [Purdue University Hotline](#) for reporting detrimental research practices (DRPs)
- Purdue University [Research Integrity Office](#)