



UNM Mentor-Mentee Agreement

[PROGRAM NAME]
[DEPARTMENT AND CAMPUS]

PURPOSE AND INTRODUCTION

The purpose of this agreement is to help you document goals and parameters that will serve as the foundation for your mentoring relationship. This template can be edited to meet the individual needs of the mentorship program, and serves as a general guide for mentors and mentees at UNM.

As mentor and mentee, we are voluntarily entering into a mentoring relationship from which we expect mutual benefits and investment. We want this to be a rewarding, rich experience with our time together focused on the professional, personal, and/or academic development of the mentee. Which this overarching goal in mind, we have agreed upon the following for our mentoring relationship as outlined below.

1. GOALS

Here, include what you hope to achieve as a result of this mentoring relationship. (Examples could include gaining skills for success in studies, in a specific career area, etc.)

WE HOPE TO ACHIEVE ...	TO ACCOMPLISH THIS WE WILL ...

2. MEETING FREQUENCY

We will strive to meet at least [**X times per week / every other week / X times per month**] for [**X hours**].

We will meet at [**name of location**] at the frequency we agree upon.

If one of us cannot attend a scheduled meeting or need to change the meeting location, we agree that we will notify one another at least [**X hours**] in advance. If a meeting is cancelled, we will reschedule the meeting as soon as possible.

3. **CONFIDENTIALITY**

Mentors and mentees will keep information that is shared during the mentoring relationship private. However, mentors or mentees who are Responsible Employees under [UNM Policy 2740](#) and who are Supervisors under [UNM Policy 2720](#) are required to report information disclosed about sexual harassment, sexual misconduct, or any discrimination based on a protected status. Information regarding these disclosures must be reported to the [UNM Office of Compliance, Ethics & Equal Opportunity](#).

4. **PLAN FOR MENTORSHIP EVALUATION**

Each [**week / month / year**], we will revisit our stated goals for this mentoring relationship and evaluate whether and how well we are meeting or achieving those goals. We may also decide to change those goals based on changing needs or circumstances.

5. **MENTORSHIP TERMINATION**

We are committed to frequent, open, and honest communication in our mentoring relationship. We will discuss and attempt to resolve any conflicts that might arise between us. If, however, one of us needs to terminate the mentoring relationship for any reason, we agree to respect and abide by one another's decision.

6. **MENTORSHIP DURATION**

We have agreed that our mentoring relationship will continue [**as long as we both feel comfortable / until X DATE**].

Mentor Name [printed]:

Mentor Signature:

Date:

Mentee Name [printed]:

Mentee Signature:

Date: