

Suggested Mentoring Plan Template

Mentees and mentors are strongly encouraged to develop a written plan early in their relationship. The plan can be modified as the relationship evolves.

- I. Name and contact info of mentor and mentee(s) - name, email, phone, institution, position, mailing address, website if available (prefilled from registration forms)

- II. Issues to be covered in mentoring: (check those that apply and enter others below)
 - Interdisciplinary careers: challenges/navigation
 - Formulating and implementing research agendas
 - Communicating research to nonacademic audiences
 - Creating partnerships with communities/policy organizations
 - Help with a specific project (e.g., grant application, publication)
 - Getting funded/grant-writing
 - Building a successful publication record
 - Creating and maintaining networks that support careers
 - Work-life balance
 - Navigating experiences with gender-related marginalization
 - Navigating experiences with racial/ethnic marginalization
 - Navigating experiences with marginalization based on sexuality
 - Navigating experiences with marginalization based on physical ability and/or other vulnerable statuses
 - Academic promotion and transitions
 - Balancing research and other professional commitments
 - Being a scientist in nonacademic settings and/or pursuing non-academic career paths
 - Transitioning into administrative roles
 - Prioritizing and productivity
 - Improving teaching
 - Improving mentoring of students or postdocs
 - Navigating thorny issues with bosses, peers, students
 - Other (specify)
 - Other (specify)

- III. What agreed-upon goals will this mentoring relationship try to achieve? Describe shared expectations for the problems to be addressed, the kinds of support provided, and other relevant issues.

- IV. Expected end date of mentoring relationship (if less than one year is anticipated)

- V. We plan to make contact: every month/ other _____

- VI. We expect each contact to last one hour/other _____

- VII. Method for contact: agree on how you want to connect – by phone, Zoom or Skype, email, or in person? Other?

- VIII. (Optional but encouraged: List the dates and times for planned contacts (ideally for the entire duration of this agreement, if possible)

- IX. Other agreements we have reached: (open-ended)