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 sexuality 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)