

January 2025

HPL Early Career Faculty Mentoring Program

The HPL Early Career Faculty Mentoring Program was initiated in 2017 (www.umces.edu/myhpl) to “Provide mentoring for early career faculty to facilitate career development, enhance efficient use of their time, and promote research and teaching productivity.” The attached Agreement template and sample is to help reinvigorate that Program. This Program is **required** of first year faculty and is optional in future years. The Program can be used by faculty at any level. Mentoring has proven to be critical to faculty success and I believe that we all have a responsibility to improve the success of all our faculty. Mentoring activities are considered service to UMCES and will be considered as such in annual faculty evaluations. The Lab Director’s office will track and manage the Program as needed, including helping to match mentors with mentees and changing those relationships as needed.

HPL Early Career Faculty Mentoring Plan Agreement

Instructions – For all numbered questions, please enter text below the question or in the blank provided. All statements beginning with a letter do not require a response but are part of all mentoring agreements. Please sign at the bottom and send to the Lab Director’s office.

We have discussed the process by which we will work together, develop, and, in that same spirit of partnership, collaborate on the development of a work plan. In the event one of us believes it is no longer productive for us to continue or the situation is compromised, we may decide to seek outside intervention or conclude the relationship. In this event we agree to use closure as a learning opportunity. In order to ensure that our relationship is a mutually rewarding and satisfying experience for both of us, we agree to the following.

- a) The duration of this agreement is 1 year and is renewable annually.
- b) The mentor agrees to connect the mentee with resources as the needs become apparent.
- c) All mentoring conversations are confidential. The mentor will not share information about the mentee’s progress with the Director or other faculty members unless agreed upon by both the mentee and mentor.
- d) Mentees may have multiple mentors for different purposes (separate agreement for each).
- e) The plans will be tracked and filed in the director’s office.

Please provide custom answers to all questions below:

- 1) The **goals** of our mentoring relationship are:

2) The primary **responsibilities** that are accepted by the mentor are as follows:

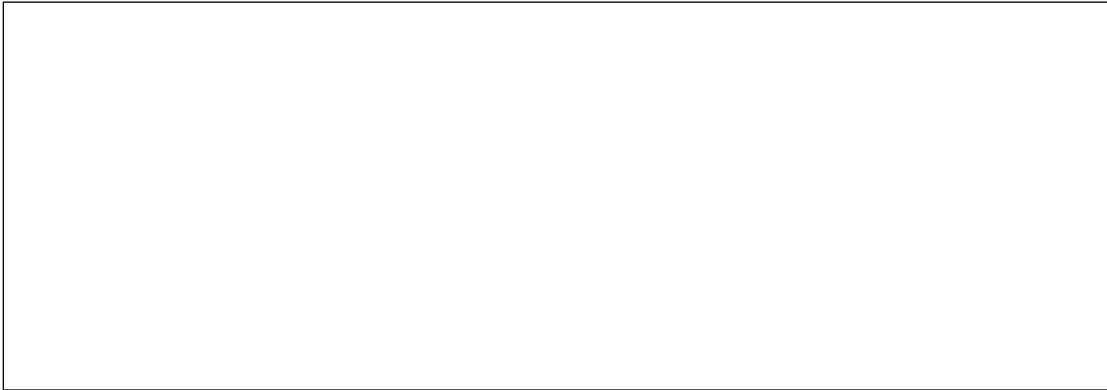
3) Practical **contributions** by the mentor will include:

4) The **responsibilities** of the mentee under this agreement are as follows:

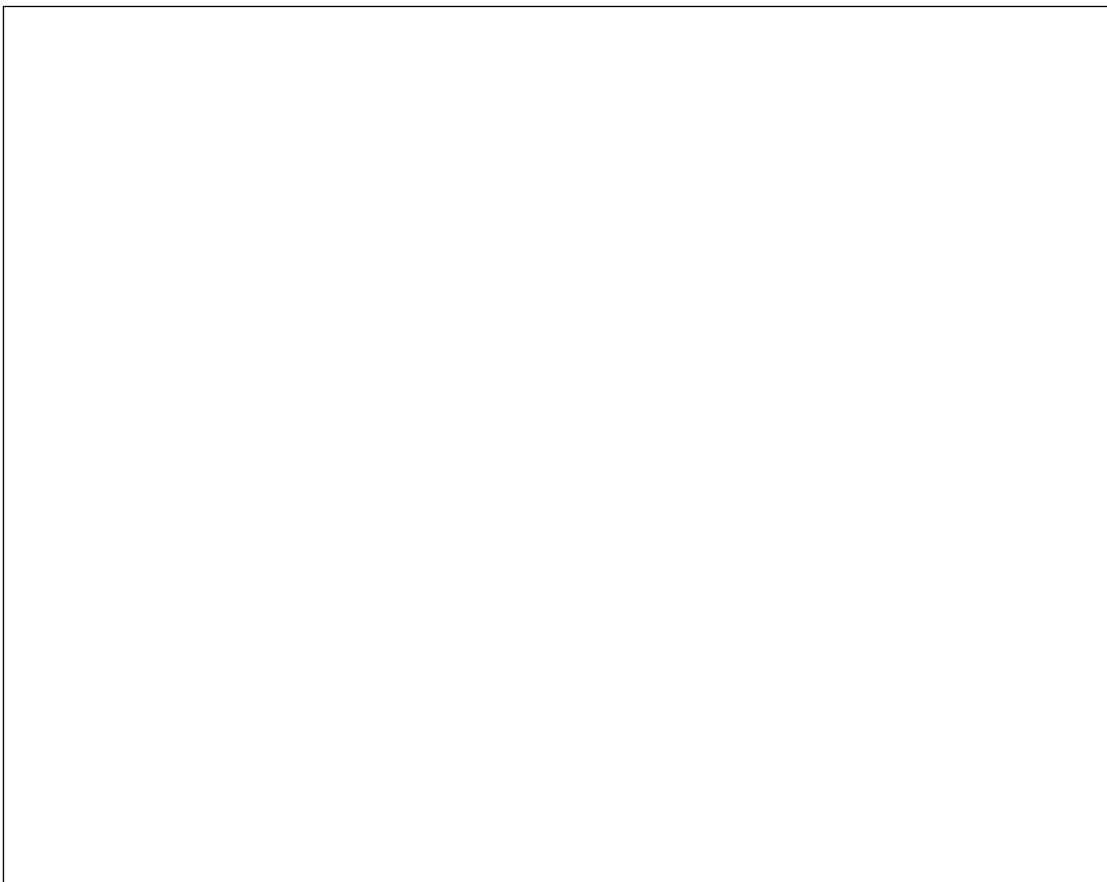
6) Mentors and mentees will **acknowledge progress and celebrate success** by:

7) We agree to meet on a [**monthly, quarterly, twice a year**] basis.

8) When either party sees a **problem** arise with the mentoring relationship, we will:



Extra text space



Mentee name _____ **Date** _____

Signature _____

Mentor name _____ **Date** _____

Signature _____

Resources:

Mentoring Guidance for UMD Faculty <https://faculty.umd.edu/main/leadership-development/faculty-mentoring>

The Mentor's Guide by Lois J. Zachary. 2000 © by Jossey-Bass, San Francisco, CA.

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Example Answers UMCES Faculty Mentoring Plan Agreement

1) The **goals** of our mentoring relationship are:

- To provide guidance about common issues setting up a lab.
- Create a plan for start-up funds.
- To come up with a strategy to develop grant-writing skills.
- To generate a strategy for hiring and personnel management.
- To make decisions about the mentee's teaching plan.
- To build and expand collaboration network
- To improve my public communication skills

2) The primary **responsibilities** that are accepted by the mentor are as follows:

- Develop a mentoring plan (this document) and submit it to the director
- Take mentoring training.
- Meet with the mentee at the frequency specified by the plan.
- The mentor agrees to serve as a [listener, advisor, or guide, or to provide contacts for or advocate for the mentee] with respect to [teaching, research, service, leadership, promotion, tenure, permanent status, post-tenure review, organizational culture and conflicts, time management, work/life balance, supervising students, postdocs, techs,

3) Practical **contributions** by the mentor will include:

- Reading manuscript and/or proposal drafts
- Observing classes
- Attending mentee seminars
- Discussing service and leadership opportunities

4) The **responsibilities** of the mentee under this agreement are as follows:

- Attend agreed upon meetings.
- Keep the mentor informed of progress and problems
- Make and implement plans
- Meet deadlines and follow up on agreements.
- Take mentoring training

5) The mentor will help the mentee develop their **professional network** by:

- Connecting the mentee with potential collaborators
- Introducing the mentee to relevant faculty and administrators
- Informing the mentee about the landscape of local/national conferences.
- Bringing relevant funding calls to the mentee's attention.

6) Mentors and mentees will **acknowledge progress and celebrate success** by:

- Email communication
- Talking about success.
- Attending the annual mentor mentee party for which ??? will provide food and drinks.

7) We agree to meet on a [monthly, quarterly, twice a year] basis.

8) When either party sees a **problem** arise with the mentoring relationship, we will:

- Speak with each other
- Discuss with the Director
- Contact the ombuds person for guidance
- Amend or terminate the agreement as needed