



Date: April 25, 2023
To: College of Science Faculty
From: Michelle Baker, Dean
Sean Johnson, Associate Dean for Graduate Studies
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Subject: College of Science Faculty-Graduate Student Mentorship Agreements

Mentorship agreements are documents that clearly outline the relationship between a mentor and mentee. They describe the responsibilities of each party and provide an opportunity to align expectations. Mentoring agreements are considered a best practice and will be required of all graduate faculty mentors and their mentees in the College of Science, effective Fall Semester 2023. The CoS policy is outlined below:

- A signed mentorship agreement is required for all graduate students working under the supervision of a faculty mentor
- The agreement should be completed before a student is admitted into the research group
- The agreement should be reviewed annually, updated as needed, and signed by the student and faculty mentor
- A copy of the standard mentoring agreement for each faculty mentor will be placed in a common folder – visible to all department faculty, graduate students, and prospective students
- The department head will review mentorship agreements with faculty during annual review

The format of the mentorship agreement is up to the faculty mentor. However, at a minimum, the agreement must clearly address the following:

- Expectations for Faculty (manuscript turnaround, funding support, regular meeting time, how you will help student build a professional network, etc.)
- Expectations for Students (what does productivity look like? are there expectations for hours? etc.)
- How do research expectations change when a student is employed as a Teaching Assistant vs. a Research Assistant?
- Vacation, university holidays
- Manuscript authorship
- Data management and ownership
- Strategy for resolving disputes
- Communication plan

The intent of this policy is to foster communication between students and faculty. The guidelines are meant to be broadly applicable across the College. Departments are free to add more specific expectations/guidelines as needed. The College of Science website will be updated soon with suggestions for developing mentorship agreements, including examples you can use as a starting point.