## MEMORANDUM OF UNDERSTANDING (MOU)\* MENTORING RELATIONSHIP College of Public Health (CPH), University of Iowa

We, the mentor and mentee (a.k.a., the protégé), are both voluntarily entering into this mentoring relationship and have mutually agreed upon the terms and conditions of our relationship as outlined below.

## **Category of Mentor**

In the CPH Faculty Mentoring Program Policy, two categories of mentors are discussed:

- A "hands-on mentor", who shares common scholarly interests with the mentee and provides advice and/or collaborates on matters pertaining to scholarship, research, and teaching, and
- 2. A "meta mentor", who does not collaborate closely with the mentee.

It is our intent that the mentor involved in this relationship will be	a mento
------------------------------------------------------------------------	---------

## Goals

It is anticipated that specific goals of the mentoring relationship will develop and evolve over time. Below are some examples of areas wherein the mentor may provide advice, assistance, and encouragement. The checked boxes indicate the areas of focus of this mentoring relationship, which may be modified as the relationship moves forward.

mentoring relationship, which may be modified as the relationship moves forward.
<ul> <li>1. Scholarship</li> <li>a. Grant writing and funding</li> <li>Providing mentee opportunities to serve as a co-investigator.</li> <li>Identifying grant-funding opportunities.</li> <li>Referring mentee to grant skill development workshops; and resources as needed Reviewing mentee's grant applications.</li> <li>b. Publications</li> <li>Offering opportunities for co-authorship.</li> <li>Developing ideas for papers on which the mentee can serve as a lead author.</li> <li>Identifying journals for manuscript submission.</li> <li>Reviewing manuscript drafts.</li> <li>c. Professional development</li> <li>Assisting with identifying professional associations and conferences.</li> <li>Recommending mentee to editors to serve as a reviewer or on editorial board.</li> <li>Recommending mentee to serve on grant review panels.</li> <li>Nominate mentee for awards that are appropriate for their fields, work and career level.</li> </ul>
<ul> <li>3. Teaching</li> <li>□ a. Reviewing course syllabi and lecture materials.</li> <li>□ b. Discussing ways to enhance teaching skills.</li> <li>□ c. Identifying opportunities, resources and workshops for skill development.</li> <li>□ d. Providing feedback on students' class evaluations and other presentations.</li> </ul>
4. Service  □ a Underscoring the role of service relative to scholarship and teaching

b. Monitoring number of committees appointed to and workload expectations.
c. Identifying service opportunities in local, state, or national organizations.

☐ d. Providing feedback on mentees actual service activity.

<sup>\*</sup> Adapted from the University of Iowa CPH Faculty Mentoring Program Policy, 2011, and from SG Brainard, University of Washington, 1998

<ul> <li>5. Project and personnel management</li> <li>a. Inform mentee of university resources a at work including personnel and project m</li> <li>b. Provide advice on successful strategies</li> </ul>	anagement.
<ul> <li>6. Balancing work and life</li> <li>□ a. Provide general advice on balancing wo</li> <li>□ b. Inform mentee of university resources a</li> <li>□ c. Invite/encourage to join in outside, non-</li> </ul>	available to promote individual health.
7.   NetworkingLinking the mentee with potentinstitution and/or externally.	itial collaborators and leaders within the
Accountability Although the mentor may provide advice in man to develop and achieve specific goals to meet th This mentoring relationship is not intended to su (e.g., annual reviews, assignments of responsib	ne standards for productivity and promotion. upplant the supervisory roles of the DEO
Frequency of Contact and Documentation We will make a good faith effort to meet at least keep a record of the dates when formal meeting written reports from the mentor and/or mentee re mentoring, the contents of such reports will be s	s are held. If a DEO requests and obtains egarding the extent or activities of the
Confidentiality Any sensitive topics that we discuss will be held considered mandatory to discuss.	in the highest confidence. No topics will be
<b>Duration of Relationship</b> We have determined that our mentoring relation comfortable, or until	ship will continue as long as we both feel
Termination of MOU We are committed to open and honest commun and attempt to resolve any conflicts as they aris the relationship for any reason, we agree to abic	e. If, however, one of us needs to terminate
 Mentor	 Mentee
Date	Date
Date	Date

<sup>\*</sup> Adapted from the University of Iowa CPH Faculty Mentoring Program Policy, 2011, and from SG Brainard, University of Washington, 1998