

**The Black Asian and Minority Ethnic Mentoring Agreement**

The mentorship process:

* Mentor- complete profile/training where required
* Mentee- register interest with coordinators
* The mentee is directed to view the BAME mentor profiles and identify the mentor they feel they would like to work with.
* The coordinator contacts the potential mentor to identify interest in supporting the mentee and make the introductions
* Mentor/mentee meet and agree on terms of the mentoring relationship
* Review at the end of the agreed mentoring term and feedback to the coordinator [bamementorship@essex.ac.uk](mailto:bamementorship@essex.ac.uk)

At the beginning of the mentoring relationship, both the mentor and mentee should be clear about and

agree upon what they expect from each other. Some mentors and mentees find it useful to

complete a mentoring agreement (see below for the form) which establishes the ground rules for the relationship. If you think this would be useful for you, then you can discuss and sign

the agreement at the first meeting.

Whether you use the mentoring agreement or not, at your first meeting it is helpful to

discuss:

- How will you conduct the meetings?

- How often will you meet?

- How much time will you spend on each meeting?

- What do you do if a meeting has to be cancelled or rescheduled?

- What method of communication may you use between meetings?

**Creating an agreement**

This mentoring agreement represents one approach to structuring the mentoring relationship and it is optional to use.

There is a no-fault exit clause for both mentors and mentees. Should a mentoring

relationship not work for any reason, please contact the BAME mentoring coordinators [bamementorship@essex.ac.uk](mailto:bamementorship@essex.ac.uk) and every effort will be made to make alternative

arrangements.

**Mentoring relationship**

ln this scheme, mentoring is a one-to-one relationship. Meeting frequency is to be agreed at

the onset. The relationship is strictly confidential and its content must not be discussed

with anyone else.

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| Mentee |  |
| Mentor |  |

**Objectives**

Below, state the mentee’s objectives. If the objective requires the mentee to acquire specific types of knowledge, skill, and/or experiences, you might want to list these here too.

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**Mentor responsibilities**

Within the relationship, the mentor agrees to:

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**Mentee responsibilities**

Within the relationship, the mentor agrees to:

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**Other responsibilities**

Other items discussed and mutually agreed (e.g. meeting length and frequency;

no-contact times; length of the mentoring relationship; etc)

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**Signatures**

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| --- | --- |
| Mentee |  |
| Mentor |  |

*This guide has been adapted from materials EARC Mentoring Scheme as produced by the Women in Universities*

*Mentoring Scheme (WUMS), and mentoring schemes run at the University of Essex and Cardiff University.*