**CTIS MENTORSHIP PROGRAM AGREEMENT**

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| **Responsibilities/**  **commitment** | We are both committed to achieving a productive, confidential and honest relationship which fosters learning and professional development for both of us.  We must both respect the frequency of meetings and contacts we agreed upon, and we must prepare every session in advance.  When contacts/meetings are not possible, rescheduling shall be immediate.  We are both committed to the duration of the mentorship relationship we have defined together. |
| **Meeting logistics**  Please set dates for your first two meetings | When:  Where:  Length & Frequency:  Who is responsible for initiating?  *We recommend that the mentee take responsibility to schedule a time and location for the meetings.* |
| **Contact between meetings, e.g. phone calls, emails, text messages etc.** |  |
| **Boundaries of confidentiality** | We both agree to keep all details and information shared between each other confidential during and beyond the mentorship program. To do so, we have discussed and agreed together what is confidential and what is not. |
| **Goals**  What you hope to achieve as a result of this relationship, e.g., gain perspective relative to skills necessary for success in academia, explore new career opportunities / alternatives, obtain knowledge of organizational culture, networking, leadership skill development, etc. |  |
| **Plan for evaluating relationship effectiveness**  e.g., bi-annual review of meeting minutes, goals, and outcomes/ accomplishments |  |
| **Relationship termination clause** | If for any reason, either party no longer wants to participate in the mentorship program, the relationship can be terminated with no questions asked.  You MUST inform the CTIS mentorship program regarding the termination of your mentor/mentee relationship. |
| **Duration** | This mentorship program will continue until MAY 2023.  However, you may continue communicating as mentor/mentee as long as both parties feel comfortable and find it beneficial. |
| **Mentee’s Name:**  **Mentee’s Signature:** | **Date:** |
| **Mentor’s Name:**  **Mentor’s Signature:** | **Date:** |

**Please send the filled and signed by both mentor and mentee agreement form to**

**Ctis-mentor@bilkent.edu.tr**