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University of the Highlands and Islands

UHI MENTORING SCHEME

MENTORING AGREEMENT FORM

It is important that at the beginning of mentoring that both colleagues are clear about and agree upon what they expect from the partnership, and to explore some initial goals and aims of the mentee. Please complete this mentoring agreement together at the professional dialogue meeting and revisit it at points in your mentoring partnership, to refine goals and stay on track. Save the mentoring agreement form in a confidential space that is convenient for you both e.g., SharePoint. Don’t send personal details through email but please do let the mentoring team know you have begun your mentoring partnership by emailing [mentoring@uhi.ac.uk](mailto:mentoring@uhi.ac.uk).

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| 1. **Contact details and meeting logistics** | | | | | | | |
| Mentor Name  Address (where you are likely to join meetings from) | |  | | | | | |
| Email address / Tel no | |  | | |  | | |
| Mentee Name  Address (where you are likely to join meetings from) | |  | | | | | |
| Email address / Tel no | |  | | |  | | |
| Emergency contact (in the case of an emergency during a meeting) | | | | | | | |
| Name of emergency contact | |  | | | | | |
| Telephone number | |  | | | | | |
| Contact agreement | | | | | | | |
| We will meet for | |  | Hours | | | | |
| Every | |  | Month/s | | | | |
| for a period of/until (up to 12 months) | |  | until ALPINE Recognition Panel/recognition application submission | | |  | |
| Our meetings will take place | | | | | | | |
| In person at |  | | | | | | |
| and/or online through |  | | | | | | |
| 1. **Commitment and agreement**   **2.a. As a UHI mentor I commit to the following:** | | | | | | | |
| 1. I will act as your mentor – to partner with you to identify and work towards your goals. 2. As your mentor, I cannot guarantee results. 3. During the time we spend together in our mentoring sessions, I will devote my time, thoughts, and energy to you, exclusively. 4. I will conduct all my dealings with you with absolute dignity, respect, honesty, confidentiality and as an equal. 5. I will bring attentive listening, understanding, belief in you and commitment to your success. 6. The mentoring session is not counselling or any type of therapy. 7. I will adhere to the UHI Mentoring privacy/data guidance and hold your mentoring data (any notes and agreement form etc) for a period of 5 years or for a period that we both agree at the start of this partnership. You can review the [privacy notice here](https://www.uhi.ac.uk/en/t4-media/one-web/university/learning-and-teaching-academy/privacy-notices/mentoring_privacy_notice.docx). 8. I will role model the UHI mentoring values as outlined in this agreement and in the [UHI Code of Practice](https://www.uhi.ac.uk/en/t4-media/one-web/university/learning-and-teaching-academy/files/mentoring/code-of-practice.pdf).   **In addition to what is outlined above, and in line with my individual mentor identity, I agree that: *(add any further information e.g., any individual membership to mentoring/coaching bodies that you want to highlight)*** | | | | | | | |
| **2.b. As a UHI mentee I commit to the following:** | | | | | | | |
| 1. I will lead the mentoring session by bringing an idea of session objectives and an update on completed tasks and action plans (or obstacles incurred that have prevented completion). 2. I will be motivated and committed to taking action towards fulfilling my goals. 3. I will fully participate in the sessions. 4. I will give my mentor permission to raise the bar just when I thought I had reached it. 5. I will give my mentor permission to challenge any self-inhibiting attitudes or ways of thinking and behaving. 6. I will accept full responsibility for myself and any actions I take as a result of mentoring. I am responsible for creating and implementing my own physical, mental, and emotional well-being, decisions, choices, actions and results. 7. I will read the [UHI Code of Practice](https://www.uhi.ac.uk/en/t4-media/one-web/university/learning-and-teaching-academy/files/mentoring/code-of-practice.pdf) before commencing mentoring. | | | | | | | |
| 1. **UHI Mentoring Scheme Mentoring Values** | | | | | | | |
| The values that underpin the University Mentoring Scheme are intended to enhance the practice of both mentor and mentee. The values should therefore be considered and acknowledged before a mentoring partnership begins. At the start of a mentoring partnership, both mentee and mentor must agree to commit to role-model the values throughout the mentoring partnership. | | | | | | | |
| **Reflecting and enhancing our own and others practice** | | | | | | | |
| Reflecting on own practice and demonstrating an awareness and willingness to challenge and be challenged respectfully and professionally and to develop oneself through mentoring conversations and to encourage the same for others to enhance practice. | | | | | | | |
| **Commitment to self-development** | | | | | | | |
| A commitment to engage with relevant professional development opportunities; to enhance knowledge in areas of practice and mentoring techniques and to support the enhancement of the practice of others and oneself. | | | | | | | |
| **Championing diversity and inclusivity** | | | | | | | |
| To be inclusive and respect the diversity of the mentoring community, to encourage participation and engagement with mentoring across the university in a supportive, collaborative and inclusive approach. | | | | | | | |
| **Building and respecting the mentoring partnership** | | | | | | | |
| Respecting and building trust through the mentoring partnership that is focused on achieving the mentoring goals and that meets the needs of the mentee. | | | | | | | |
| **Taking a professional and ethical approach** | | | | | | | |
| Remaining professional always, including maintaining confidentiality and taking an ethical approach to mentoring. At times this may include knowing when to encourage a mentee to seek support outside of mentoring to meet their needs. | | | | | | | |
| We have read the mentoring values and agree to role model them in our mentoring partnership (please x) | | | | | | | |
| Yes, we agree to role model the values below in our mentoring. | | | | Mentee | | |  |
| Mentor | | |  |
| 1. **Mentoring goals and objectives** | | | | | | | |
| 4.a. We agree on the following goals as the focus of this mentoring partnership but acknowledge that these might change during the process. We will revisit and update the mentoring agreement form at agreed points throughout our partnership. | | | | | | | |
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| 4.b. My development needs in reaching these goals are: | | | | | | | |
|  | | | | | | | |
| 1. **Partnership ground rules**   Our ground rules for this mentoring partnership are: *(for example any no-contact times, what each person is prepared to talk about, e.g., work/personal issues)* | | | | | | | |
| 1. We will maintain the confidentiality of our partnership, with disclosure of matters discussed only being revealed more widely with the agreement of both mentor and mentee. 2. We will both evaluate progress and the mentoring partnership to ensure that our individual needs are being met. If either of us wishes to withdraw from the mentoring partnership, we will contact the Mentoring Scheme co-ordinator at [mentoring@uhi.ac.uk](mailto:mentoring@uhi.ac.uk) 3. *Add any more rules you feel are relevant to this partnership.* | | | | | | | |

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| Additional information for ALPINE mentoring |

The following comments box may be used for the initial dialogue for ALPINE mentees/mentors.

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| Application submission deadline |  |
| Initial feedback | |
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| For Associate Fellow, areas of UKPSF identified which will form the focus of the application. | |
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| For Senior Fellow, discussion around leadership commensurate with the applicant’s role and responsibilities. | |
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| Any areas of CPD/research that can be identified and explored before the application submission deadline. | |
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| ALPINE Recognition Panel Review Process discussed |  |
| Referee Statements discussed |  |
| Requirements of Applicant Statement and Future Aspirations discussed, and content planned |  |

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| Mentoring agreement | |
| Mentee’s Signature & Date | Mentor’s Signature & Date |
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