



Mentoring Agreement

Background

The AAS Mentorship Scheme offers opportunities for Africa-based rising science leaders to receive guidance and support from experienced professionals on how to achieve their professional development plans while also becoming outstanding role models in the African science ecosystem.

We envisage emerging scientists having the capacity to manage their own learning in order to maximize their potential; developing a wide range of research and leadership skills; improving their performance; and becoming exceptional science leaders on the African continent.

This mentoring agreement is between a mentor and mentee to aid in articulating their mentoring goals, deciding on their modes of communication, setting timeframes for the mentoring relationship, and outlining how they shall monitor progress and transition from the relationship.

Preparing for mentorship

This agreement is to be discussed and filled in on your first meeting. Before filling in the agreement, make sure you have read all the mandatory training resources.

Check with your partner if they have covered their mandatory training resources and discuss key issues.

The mentor and mentee must be clear on their strengths and needs respectively and communicate them as a first step to shaping the mentoring goals.

Mentees should also share with the mentor their overall professional development plan to inform how the mentorship will contribute to their overall learning and growth.

Mentors should not shy away from stating what they would wish to learn from their mentee.

Discuss frequency of your mentoring sessions and set an end date of your relationship.

The Mentoring Agreement

The Mentoring Agreement formalizes your participation in The AAS Mentorship Scheme and guides how you relate with each other in the context of the mentoring relationship. Both the mentor and mentee must contribute to filling in and signing this agreement. A copy of the Mentoring Agreement should be shared with the Mentoring Coordinator for monitoring and evaluation purposes.

Participants

Mentees Full Names: -----

Mentor's Full Names: -----

Timeframe

While we acknowledge mentorship can last a lifetime, we shall only monitor the relationship for up to two years.

Start Date: -----

Tentative End Date: -----

Mentoring Goals

Based on the mentor's strengths and mentee's mentoring needs, state your mentoring goals.

1. -----
2. -----
3. -----

Mode of Communication

This being a virtual mentorship scheme, we expect you to use phone and/or online communication channels. List below which channels you will use and for what purpose.

1. _____
For/when: _____
2. _____
For/when: _____
3. _____
For/when: _____

Monitoring Progress

Mentors and mentees are expected to provide feedback to each other regularly and in a constructive manner. Further, every six months, mentoring pairs will be evaluated on the progress of their relationship. Briefly describe how you shall monitor progress in achieving your goals, and how this will be communicated to the Mentoring Coordinators.

Miscellaneous

Is there any other information about your mentoring relationship that you wish to provide to the Mentoring Coordinators?

A Code of Conduct for Mentors and Mentees

The AAS Mentoring Scheme is a voluntary scheme lasting up to two years. We ask you to commit to the following code of conduct. That:

1. Mentoring is a voluntary and confidential activity in which both parties have a duty of care towards each other.
2. The mentor's role is to respond to the mentee's developmental needs; it is not to impose their own agenda.
3. Mentor and mentee must respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable.
4. Mentor and mentee must respect the position of third parties, such as supervisors, line managers or team colleagues.
5. The mentee must accept increasing responsibility for managing the relationship; the mentor must willingly empower them to do so.
6. Either party may transition from the relationship if they feel it is not working for them. However, they have a responsibility to discuss the matter with the partner as part of mutual learning.
7. The mentee is not obliged to follow the mentor's guidance but has a responsibility to consider the guidance given in an open manner.
8. The mentor/mentee will not intrude into areas the mentee/mentor wishes to keep "off limits" until invited to do so. However, they may help the other to recognize how other issues relate to those off-limits areas.
9. Mentor and mentee must be open and truthful to each other about the relationship itself, reviewing from time to time how it might be made more effective.
10. Mentor and mentee share responsibility for the smooth winding down of the relationship when it has achieved its purpose and must avoid creating dependency.

Signature

Mentor's Full Names: _____

Signature: _____ Date: _____

Mentee's Full Names: _____

Signature: _____ Date: _____

Visit <https://www.aasciences.ac.ke/mentorship-scheme> to find out more
or email mentoring@aasciences.ac.ke

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