LUC & ME
Loyola University Chicago Mentoring Experience

Mentoring Agreement

As part of the mentoring relationship between ______________________ and ______________________, we sign this document as confirmation of the basic conditions needed to create a mutually rewarding partnership.

We understand and agree to the following:

- The relationship is voluntary and there is no implied or explicit agreement that participation in the program will result in favorable employment conditions.

- A mentor’s guidance and counsel never supersedes that of the mentee’s supervisor in matters that are the supervisor’s responsibility.

- The mentor/mentee partners will mutually create a development plan and adhere to it.

- Both partners will be actively involved in the process, including participation in training sessions, meetings and providing feedback on the program as needed.

- While the mentor and mentee share responsibility for a successful relationship, the mentee is recommended to be the “driver” of the relationship.

- There is a “no fault divorce provision” where either party can end the relationship any time for any reason after notifying the Program Administrator.

- Participants will use discretion at all times, when discussing any issues or concerns that were disclosed in the course of discussion during the mentoring relationship nor will participants disclose any personal or business related information regarding each other or other people involved in a discussion, without the explicit permission of the affected party.

- Participants will be subject to punitive action for failure to apply good judgment regarding confidentiality issues, which may include termination from the mentoring program and any other action deemed appropriate by the Human Resources department and the individuals involved.

Date:

Signature of Mentor                      Signature of Mentee

________________________________________________________________________
________________________________________________________________________