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### OFFICE OF CONTINUING MEDICAL EDUCATION AND FACULTY AFFAIRS

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## Advising Agreement

The advisory pair is a voluntary relationship; we suggest you discuss and sign an agreement of action during the first meeting. A clear and informed understanding of the expectations of both parties can guide this advisory relationship throughout the year.

1. Participation in the advising program is a one-year commitment that can be broken by contacting the Faculty Affairs Office if the relationship does not work for one or the other pair. We agree to a no-fault conclusion if, for any reason, it seems appropriate.
2. We agree to meet at least \_\_\_\_ (1 - 3) hours on a quarterly basis. This meeting can be over coffee, lunch, dinner, on campus, off campus, or at networking events. Cancellations will be kept to a minimum and we agree to answer all email and phone calls from the other.
3. This is as a confidential relationship in that the advisor will not discuss the protégé's personal issues with others. Information will be sent occasionally to the Faculty Affairs Office for evaluation purposes and will remain confidential.
4. During the first meeting, the advisor will first review the protégé's CV, scholarly expectations, long and short-term goals, and discuss promotion and tenure guidelines. With the advisor's guidance the protégé will work to generate and amplify a career development plan.
5. With the aid of the Faculty Affairs Office, *The Advisor's Mentor*, the [FIGS handbook](#), the Speaker's Bureau, or personal networking, the mentor will suggest or refer the protégé to an outside source for specific skills.

With the help of the advising materials provided, we will do our best to define our relationship through honest conversation, to guide and receive guidance, develop goals and skills, and return quarterly and annual evaluation forms to the Faculty Affairs Office.

Advisor \_\_\_\_\_

Protégé \_\_\_\_\_

Date \_\_\_\_\_

Return to Glenda J. Cooper at Mail Slot 849