**Preparing Future Faculty Mentoring Agreement Contract**

**Part 1: Read and Sign Below**

This form should be completed by both the student and the mentor. Before the student may begin the hours, the student **must** submit the completed form to the PFF Program Coordinator at [gradpff@uc.edu](mailto:gradpff@uc.edu) for approval. The hours may not begin until the Coordinator approves of the contract. **Any hours completed before the contract is approved will not count towards the mentoring experience**.

In recognition of the mentor’s time, the mentor will receive a $400 honorarium upon completion of the 40 hours. To receive the honorarium, the mentor must complete the Statement of Completion and Post-Mentoring Evaluation Forms. (Completion and submission of these forms is required in order for the student to earn their PFF certificate.) These forms are available to via the Blackboard organization or by request (email [gradpff@uc.edu](mailto:gradpff@uc.edu)).

If the mentor is not a UC employee, the mentor will be contacted by the PFF coordinator to complete additional paperwork, required for the processing of payment to a non-UC affiliated person. These items will not be sent to the mentor until the mentor submits the Statement of Completion and the Post-Mentoring Evaluation.

This is a capstone-level experience. PFF students are expected to plan for the mentoring experience carefully. The mentoring experience must be a new project for the student, which means that the student may not achieve mentoring hours through activities that he or she would otherwise already be performing. Previous experiences or prior commitments will therefore not count towards the 40 hours. PFF students may not select their academic advisors to serve as their mentors. The goal is for students to step outside of their comfort zones and typical routines during the mentoring. In doing so, students will expand their professional networks and will gain exposure to new environments that will add depth to their experience as soon-to-be members of the professoriate.

Students are expected to determine which type of mentoring experience would be most appropriate *before* filling out this contract. If the student is unfamiliar with the experience options, the student should read about them in the PFF Manual, which is available on the PFF website ([grad.uc.edu/pff](http://grad.uc.edu/pff)) and at the Blackboard organization under the “Resources” tab. Students are expected to be aware of the obligations set forth by both options before they submit a contract for review to the PFF program coordinator. Please be advised that nonstandard experiences are reserved only for those students with considerable teaching experience. Students who wish to engage in nonstandard mentoring experiences are required to meet with the PFF program coordinator as part of the mentorship planning process.

I have read and I understand the above.

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*Signature of the student Date*

**Part 2: Fill out the Contract**

1. **Student Information**
   1. M Number:
   2. Student’s Academic Advisor/Chair (***not*** *your mentor*):
   3. College:
   4. Program Name and Degree Level:
   5. Email:
2. **Mentor Information**
   1. Mentor Name:
   2. Mentor Institution:
   3. Department:
   4. Mentor Email:
   5. Mentor Phone Number (Optional):
   6. Has this person served as a PFF mentor before?
   7. If so, when? Please list the most recent academic term:
3. **The student intends to have a standard/nonstandard mentoring experience:**
4. **Duration of the Mentoring Experience**
   1. Projected Start and Finish Dates:
   2. Academic Years:
5. **Mentorship Plan** *(please take as much space as you need to respond to these items)*
   1. Student’s goals for the mentoring experience:
   2. Student’s explanation for why the student chose his or her particular mentor:
   3. Description of the proposed mentoring activities, with time allotted for each. *Do not provide ranges. Activities should total no less than 40 hours.*
   4. Description of how the mentoring activities are broken down between the mentor and the student. *In this section, you should show how the student’s part of the experience and how the mentor’s part of the experience are distinct. The student’s contribution and the mentor’s contribution to the mentoring experience combined should reflect the list you provided earlier, in part c of this section.*
      1. Describe in detail what the student will do:
      2. Describe in detail what the mentor will do:
      3. How will mentor provide feedback and evaluation to the student?
6. **Date of the agreement** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. **Mentor Confirmation of Collaboration**

**I confirm that the plans presented in this document are the result of a collaborative effort between me and the student I will mentor through the Preparing Future Faculty Program.**

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*Signature of the mentor Date*

1. **Date of approval from PFF Coordinator (Administrative Use Only):**