

Pharmaceutical Sciences Graduate Program

Mentor–Mentee Compact

This compact is designed to establish mutual expectations between the PhD student (mentee) and the faculty mentor to promote a successful training experience. While the specifics can be modified as needed to fit each mentor-mentee pair, it is important that each topic be recognized and acknowledged. This compact shall be submitted along with the matriculation form and change of major form.

MATRICULATION DOCUMENTS WILL NOT BE PROCESSED IN THE ABSENCE OF THIS SIGNED AGREEMENT.

Section A. Participant Information

Student (Mentee) Name:	
Faculty Mentor Name:	
Program:	
Date:	

Section B. Expectations of the Student (Mentee)

- Commitment to research and training: take ownership of your project and maintain high ethical standards.
- Communication: provide regular updates, seek feedback, and clarify expectations proactively.
- Professional development: pursue seminars/workshops and prepare for career planning discussions.
- Time management: meet deadlines and notify mentor promptly of delays or challenges.
- Professionalism, respect, and collegiality: foster a positive, inclusive lab environment and respect others' time.
- Compliance: follow institutional policies, safety regulations, and IRB/IACUC requirements.

Specific Agreements: (eg. Hours per week, vacation time, publications/authorship, conference attendance, etc. continue on next page):

Section C. Expectations of the Faculty Mentor

- Guidance and support: provide scientific direction and constructive feedback to build independence.
- Accessibility: be reasonably available for meetings and respond to communications in a timely manner.
- Professional development: encourage conferences, workshops, networking, and support career goals.
- Research environment: maintain a safe, respectful, inclusive lab and ensure regulatory compliance.
- Evaluation: offer honest, constructive assessments; assist with manuscripts and grant-writing skills.
- Advocacy: support academic/professional growth and help resolve conflicts and challenges.

Section D. Communication Plan

Meeting Frequency (e.g., weekly/biweekly): _____

Progress Reports (e.g., monthly written updates): _____

Feedback Mechanism (e.g., annual review, check-ins):

Additional Communication Notes:

Section E. Conflict Resolution

If disagreements arise, both parties agree to address issues promptly and respectfully. If needed, seek mediation through the Graduate Program Director, Ombuds Office, or an appropriate program administrator.

Conflict Resolution Notes:

Section F. Signatures

Student (Mentee) Signature: _____ Date: _____

Faculty Mentor Signature: _____ Date: _____