# **Team Mentoring Goals**

1. To provide multiple perspectives and skills, knowledge and expertise to the mentee’s and mentors’ project(s) and career development plans
2. To facilitate the development of appropriate aging research skills related to understanding and enhancing physical resilience and reserve in older adults
3. To provide research opportunities and sponsorship for relevant opportunities across disciplines and professional societies
4. To enhance communication, decision-making, negotiation, strategic advice, and other skills involved in working with a team related to the mentee's career development and advancement
5. Other goals for this relationship: to provide networking opportunities with senior leaders

# **Team Composition**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Expertise/Contribution to Project and Professional Development**  | **Email, Phone, \*Preferred Contact** |
|  | Mentee |  |  |
|  | Primary Mentor |  |  |
|  | Co-Mentor |  |  |
|  | Biostatistical Mentor |  |  |

# \*add rows or columns as needed

# **Expectations of Mentors**

1. The mentor team will conduct regular individual and team meetings with the mentee. It is recommended that there should be a minimum of one hourly meeting of the primary mentor and the mentee every other week, and at least one hourly meeting per quarter of the entire mentoring team and the mentee. Other mentors contributing to specific research or professional development goals should meet with the mentee on an ad hoc basis when decisions regarding these issues are being made.
2. The mentoring team will develop, with the mentee, clearly delineated specific expectations of the substantive learning/skills to be achieved in the program using a written Individual Development Plan (IDP) of their choice. Optional templates: <https://medschool.duke.edu/about-us/faculty-resources/office-research-mentoring/mentormentee-tools-and-resources>
3. The mentoring team will develop, with the mentee, clearly delineated specific milestones and timelines for achieving program goals, and record them on the IDP.
4. The mentoring team should attend meetings and seminars in which the mentee is presenting whenever possible.
5. The mentoring team will participate in periodic assessments of the team mentoring relationships.
6. The content of exchanges between the team mentors and the mentee are expected to be treated confidentially, except where concerns about safety or responsible conduct of research occur. Otherwise, mentors should request permission from mentees to bring potentially sensitive information to the group for discussion.
7. It is common for disagreements to arise among mentors about the best approach(es) for conducting the research and/or professional development. When such disagreements cannot be resolved through discussion and consensus, the mentee will make the final decision after considering input from all team members. Pepper Center Research Education Core leads can be engaged to assist in mediating these discussions if needed.
8. The mentoring team should participate in mentor training to obtain or enhance skills in team mentoring. <https://medschool.duke.edu/about-us/faculty-resources/office-research-mentoring/mentor-training>

# **Expectations of Mentees**

1. Mentees are expected to coordinate individual and mentor team meetings, circulate an agenda for feedback before the meeting, and provide a summary and action items with timeline after each meeting.
2. The mentee will develop, with input from the mentoring team, clearly delineated specific expectations of the substantive learning/skills to be achieved in the program using a written Individual Development Plan (IDP) of their choice, including clearly delineated specific milestones and timelines for achieving program goals.
3. The mentee will regularly share career plans, recount initiatives on behalf of his/her professional development; ask for advice; reflect on the mentoring team's observations and inform the mentoring team about the results of the mentee's efforts.
4. Provide regular and concise updates of mentee research
5. The mentee must present the mentee's work to the Pepper Center Data Integration Work Group and at other venues at least annually as requested, with the mentoring team in attendance when possible.
6. The mentee will participate in regular evaluations and assessments of the mentoring team relationships and the Pepper Center Program.
7. The mentee will keep the content of the team mentoring relationship confidential, except where issues of safety or responsible conduct of research require sharing it; the mentoring team may share personal information that they wish to be honored as confidential.

**Specific Team Expectation Discussion Topics**

1. Communication style, preferences (text, phone, email, daily touch-base, etc.), handling routine questions and urgent issues

2. Meeting frequency, preferred format/location, post-meeting follow-up communications

3. Project design input, milestones, funding, professional meeting presentations, likely papers that will be generated and authorship principles

4. Responsible Conduct of Research expectations for training, use of tools/procedures to enhance rigor and reproducibility, monitoring, reporting concerns, desired lab/research group culture, reviewing budget