

Mentor-Mentee Agreement under the SMA Mentoring Scheme

We, the undersigned, have agreed to work together as part of the SMA Mentoring Scheme.

The SMA considers mentoring as “off-line help by one person to another in making significant transitions in knowledge, work or thinking”. Within this context “off-line” is taken to mean that the line manager of a person would not also act as their mentor, and “help” is taken to mean that the mentor provides the mentee with advice and the opportunity to hold positive conversations that aid their thinking around a topic. It is important to note that actively providing advice is only one part of a mentor’s role, their key activity should be to aid mentees to talk through their own thoughts and decisions regarding issues they may face.¹

We agree to abide by the Society for Music Analysis’s Constitution at all times (accessible at <https://www.sma.ac.uk/sma-constitution/>)

I, the mentee, take responsibility for, and drive, the relationship with my mentor. To this purpose I agree to make contact with my mentor in good time before meetings, and to prepare and send a detailed and reasonable agenda before each meeting.

(The programme normally includes three meetings within one year. Meetings will normally be held virtually on a suitable platform.)

I, the mentee, acknowledge that my mentor is not responsible for my career decisions or choices, and that my mentor bears no responsibility for unexpected outcomes of any projects or applications. I also acknowledge that my mentor is not a sponsor.

I, the mentor, agree to make myself approachable during the agreed timeframe and to act as a confidant and to regard meetings with my mentee as confidential; and to offer advice and opinion, where appropriate.

(The mentor is not required to proofread or comment in detail on written work or application materials. The mentor may offer to write references for the mentee, but reference writing is not a formal part of the mentorship relationship.)

The mentor should consult the Mentor Preparation document and, where needed, further available training before the start of their first mentoring pairing. During the first meeting, mentee and mentor should establish practicalities of their mentoring relationship, such as the best way and time to contact the mentor, a realistic length of the three meetings, and goals of the relationship.

The SMA sets up and facilitates the mentor-mentee pairing, bearing in mind common research interests and experience. However, the SMA accepts no responsibility for the success of individual pairings or mentee projects.

Mentee’s signature, date

Mentor’s signature, date

¹ BBSRC, ‘ACADEMIC CAREER MENTORING AND BEST PRACTICE FOR FORMAL MENTORING PROGRAMMES’, <https://bbsrc.ukri.org/documents/1609-bbsrc-review-mentoring-best-practice/> (accessed 19/8/2020).