



University of California, Irvine
Biomedical Engineering and Social Science Training (BEST) Program

Responsibilities and Expectations for BEST Mentors

Objectives: The UC Irvine Biomedical Engineering and Social Science Training (BEST) Program is committed to establishing and supporting fruitful mentoring relationships. To provide appropriate guidance to the program mentors, it is important to properly articulate the following responsibilities and expectations. The purpose of this agreement is to define the mentor-mentee relationship as well as outline these expectations for the mentor.

Instructions: Each mentor should review and agree to the following responsibilities and expectations. A signature on this document signifies the commitment to being a mentor in the UCI BEST Program.

I. Roles and Responsibilities of the Mentor

Training

- I am required to participate in Team Science and Mentoring Efficacy training provided by the program. This training is designed to equip mentors with the tools and knowledge to effectively guide their mentees in a multidisciplinary environment.
- I must also engage in training focused on creating productive environments for mentees from multidisciplinary educational backgrounds.
- Team Science training will be led by Professor Maritza Salazar Campo, who will provide additional support in applying team science principles and best practices.
- I will receive guidance on the best practices in multidisciplinary collaboration including explicit authorship expectations, publication venue selection, etc.

Providing Guidance and Feedback

- I will meet at least monthly with my mentee to guide their research and foster their ability to manage projects, communicate effectively, collaborate across disciplines, and engage multidisciplinary audiences.
- I will contribute to the interdisciplinary training of mentees from disciplines other than my own.
- I will serve as an advisor to one or more BEST Hexad (teams of six trainees) to provide guidance and feedback and provide report-outs quarterly.
- I will meet weekly with my assigned BEST Hexad.
- I will elevate any information about conflicts, concerns, or other problems to the BEST leadership team in a timely manner, so that resolution can be achieved quickly and without harming the progress of any trainees.

Academic Skills

- I will assist the scholar in developing his/her academic skills with respect to critical thinking, oral presentation, leadership, teaching, and mentoring.

Progress Tracking

- I will monitor the mentee's progress and provide regular guidance to ensure they stay on track with their goals throughout the program.
- I will report to BEST staff on the mentee's progress yearly via the web form provided by the BEST program management team
- I will proactively assess the trainee's workload and funding status and alert BEST leadership if concerns arise.

Availability

- I will dedicate a minimum of two hours per month for mentorship meetings and follow-up and will set clear expectations for mentee communication outside of scheduled meetings.
- I will meet at least monthly with my mentee(s).
- I will meet at least weekly if assigned as a mentor for a Hexad.

Supportive Environment

- I will foster an environment that is productive and supportive, particularly in the context of interdisciplinary collaboration.

II. Expectations from the Mentor

Commitment

- I am committed to the program and the responsibilities it entails for the full duration of the program.
- I am committed to assisting my mentee throughout their training within the program.

Personal Conduct

- I will practice mutual respect, adhere to moral, ethical, and professional standards, and seek ways to optimize my interpersonal interactions with my mentee.

Communication

- I will maintain open, professional, and supportive communication with mentees.
- I will respond to emails/correspondence in a timely manner.
- I will inform BEST staff of planned changes to my eligibility to serve as a mentor, including sabbaticals, personal or medical leaves, or changes in employment status.
- I will report any conflicts, concerns, or problems to the BEST program leadership in a timely manner to ensure resolution is achieved quickly and does harm the progress of any BEST trainees.

Encouraging Professional Development

- I will encourage mentees to attend relevant seminars, conferences, and workshops, and help them develop skills that will allow them to be effective leaders, communicators, and collaborators in interdisciplinary teams.
- Assist trainees in developing skills and strategies for communicating and disseminating research results as appropriate to the research area.

Name: _____ Signature: _____ Date: _____