**Roles and Responsibilities: Mentees, Mentors, and Mentorship Facilitators**

The actions for effective mentorship outlined below are based on systematic reviews of the literature. These lists are not meant to be exhaustive and are provided as a guide; there may be many more activities that mentors/mentees find helpful to maintain their relationship.

**Mentees**

* Meet with the mentor at least three times per year
* Drive the mentoring relationship such as scheduling appointments with the mentor
* Send all documents for discussion to the mentor in advance of the meeting
* Review the Academic Planning Document and the Annual Activity Report with the mentor
* Prepare for the meetings with a list of issues to discuss; the Mentoring Checklist could be used for this

**Mentors**

* Meet with the mentees at least three times per year
* Be available for any issues that may arise between in-person meetings
* Review the mentee’s Academic Planning Document
* Review the mentee’s Annual Activity Report and provide feedback as relevant
* Encourage and facilitate scholarly activities of the mentee such as providing networking opportunities, manuscript co-authorship on articles, participation in grants, national/international presentations or other relevant scholarly activities
* Invite feedback on the mentorship from the mentee
* Consider the mentee’s personal as well as career growth

**Mentorship Facilitators**

* Facilitate connections between mentors/mentees
* Monitor mentoring relationship
* Act as a resource for the mentors/mentees, in particular if any communication issues or other mentorship challenges develop
* Provide feedback to the mentors/mentees
* Provide mentorship support/resources to the Division