



**Mentoring Program Proposal
of the
[Name of Sponsoring Organization]**

[Name of Sponsoring Organization] proposes the following Mentoring Program to the Tennessee Commission on Continuing Legal Education and Specialization (“Commission” or “TCCLES”) for approval pursuant to Tennessee Supreme Court Rule 21 and the Commission’s Regulations Section 5K. Unless otherwise specified, terms used herein are defined in Rule 21 and TCCLES Regulations.

The following person will be responsible for overseeing the ongoing operations of the Mentoring Program and will be the Commission’s point of contact:

- [Name of individual]
- [describe position, e.g., “volunteer”, “officer”, or the title of an employee]
- [mailing address]
- [telephone number]
- [email address]

1. Purpose: The purpose of the [Name of Sponsoring Organization] Mentoring Program shall be to assist beginning lawyers as they seek to establish personal professional standards and the habits of thinking, feeling, and doing that will support a personally rewarding career marked by sustained high levels of professionalism and service to their clients, the legal system, and their communities.

2. Goals & Objectives:

- a. To recruit a cadre of Mentor Attorneys (TCCLES Regulations 5K) sufficient to provide one-to-one mentoring for all Beginning Lawyers (TCCLES Regulations 5K) who apply to the Mentoring Program.
- b. To match Mentor Attorneys with Beginning Lawyers.
- c. To assist each Mentor Attorney and Beginning Lawyer in selecting the components of a Mentoring Plan that, in their judgment, will best serve to accomplish the Purpose for the Beginning Lawyer.
- d. To provide support to the Mentor Attorney and Beginning Lawyer during the Completion of the Mentoring Plan, including, when necessary, assisting in the establishment of a new mentoring relationship with a different Mentor Attorney should the initial relationship prove unsatisfactory.
- e. To receive acknowledgements of completion from each Mentor Attorney/Beginning Lawyer mentoring pair and to report appropriate CLE credits to the Commission.
- f. To regularly review the functioning of the [Name of Sponsoring Organization] Mentoring Program to identify opportunities to sustain and improve the Program.

3. Establishment of Mentoring Pairs: [Name of Sponsoring Organization] will utilize the following process for pairing Mentor Attorneys with Beginning Lawyers to provide an opportunity for input into the process by Mentor Attorneys and Beginning Lawyers.

- a. Beginning Lawyers will complete an Application for Mentoring (Attachment 1). *[An online matching system could also be developed and made available for Sponsoring Organizations.]*

- b. [Name of Sponsoring Organization] will propose pairings to Mentor Attorneys.
- c. Mentor Attorneys will accept or reject pairings. Mentor Attorneys should reject pairings where the Mentor Attorney and the Beginning lawyer currently represent adverse parties in an active matter, or where other considerations make the pairing inadvisable in the Mentor Attorney's judgment.
- d. As permitted by TCCLES Regulation, Mentor Attorneys, if willing, may serve as mentor for up to two Beginning Lawyers per year.

4. Development of Mentoring Plan

- a. The Mentor Attorney and Beginning Lawyer will develop their Mentoring Plan in advance by selecting no less than ___ of the Worksheets identified on the Mentoring Plan Worksheet Selection Form (attached) or by use of the a selection website available at [insert url].

5. Completion of Mentoring Plan

- a. The Beginning Lawyer and Mentor Attorney shall complete the Mentoring Plan through either in-person or video conversations

6. Report of Completion of Mentoring Plan

- a. The Beginning Lawyer and Mentor attorney shall jointly complete, sign, and submit a Report of Completion of Mentoring Plan.
- b. [Name of Sponsoring Organization] will report CLE credit to the Commission on the basis of the Report of Completion of Mentoring Plan in like manner as for attendance at a CLE Course.



Submitted on behalf of [Name of Sponsoring Organization] by:

Name:

Signed: _____

Date: _____