

9th QUARTER MENTORING MEETING FOR UNIT 18 NSF

[In Accordance with Article 31, Pre-Six Year Mentoring Meeting, of the UC-AFT MOU]

Department/College/Program: _____

NSF Name: _____

Chair/Provost Name: _____

Please date and sign that the meeting took place. Give a copy to the NSF and place the original in the NSF's personnel file in the department/college/program.

| | |
|---|-------|
| The Mentoring Meeting occurred on the following date: _____ | |
| Signed by: | |
| _____ | _____ |
| Chair/Provost | NSF |

If the NSF declined to meet, or requested to postpone the meeting and did not follow up to reschedule, complete this box. Place in the NSF's personnel file in the department/college/program.

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| The NSF declined the Mentoring Meeting, or postponed the scheduled meeting and did not follow up to reschedule, on the following date: _____ |
| Attached is the NSF's declination or postponement in writing (<i>attach supporting document</i>). |
| Signed by: |
| _____ |
| Chair/Provost |

The Department/Program/College is the Office of Record for this document

Guidelines for 9th Quarter Mentoring Meeting for Unit 18 NSF

Before the Mentoring Meeting: At the beginning of the 9th quarter of service in the same department/college/program, the department sends an email to the NSF to schedule the mentoring meeting; 30 minutes is a suggested time to set for the meeting.

- a. The mentoring meeting must be scheduled during a time when the NSF is not otherwise scheduled to be teaching, holding office hours, etc.
- b. If the NSF declines the mentoring meeting, the Mentoring Meeting form must be filled out reflecting the date the NSF declined the meeting with the NSF's written declination attached to the form. The completed form and the attachment must be placed in the NSF's personnel file in the department/college/program.
- c. Once the mentoring meeting is scheduled and either party postpones the scheduled meeting, the party who postponed is responsible for rescheduling the meeting within 30 calendar days of the postponement. If the NSF is the party who postpones and does not attempt to reschedule, there is no obligation to follow up with the NSF. In such cases, complete the form and attach the NSF's request to postpone and place in the NSF's personnel file in the department/college/program.

The Mentoring Meeting: The Chair/Provost shall conduct the mentoring meeting with the pre-six NSF. The meeting will be in the form of a mentoring conversation.

- a. The Chair/Provost should provide verbal feedback based on the NSF's performance of assigned duties from the most recent 6 quarters of previous work.
- b. The Chair/Provost may rely on student evaluations, classroom visits, and syllabi and examples of instructional materials to form the basis of the mentoring conversation.
 - i. If the NSF provides additional materials other than the materials listed above, the Chair/Provost has no obligation to examine any of the additional materials in providing the feedback.
 - ii. The mentoring meeting is solely intended as a means to provide verbal feedback to NSF based on their past performance; it is not intended to provide information about reappointment or potential for reappointment. Feedback provided by the Chair to the NSF during the meeting—positive or negative—shall not be considered, included, or referenced in any reappointment action or excellence review. However, any materials or documentation upon which feedback is based may be considered in reappointment actions and/or excellence reviews.
- c. At the conclusion of the meeting, the Mentoring Form documenting the occurrence of the mentoring meeting shall be signed by the NSF and the Chair/Provost, a copy given to the NSF, and the original in the NSF's personnel file in the department/college/program.
 - i. This Form is the only document involving the mentoring meeting that is placed in the NSF's personnel file (any materials provided by the NSF should be returned to the NSF).
 - ii. The Chair/Provost should not prepare a written summary or follow-up by email regarding the mentoring conversation.

Email Notification for 9th Quarter Mentoring Meeting

The email should be sent to NSF at the beginning of their 9th quarter of service in the same department/college/program and the mentoring meeting should not be set any earlier than 30 days from the date of the email.

There is no particular language required for this email; departments/colleges/programs should work with their divisions if there are questions about appropriate content or approach. 30 minutes is a suggested amount of time to set for these meetings, but a Chair/Provost could schedule a longer meeting if desired. A link to the contract is included so that the Pre-Six NSF can review Article 31 for an understanding of this meeting.

Suggested content:

Subject Line: Mentoring Meeting

Dear X:

In accordance with Article 31, Pre-Six Year Mentoring Meeting, of the Unit 18 contract (<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html>), I am contacting you to schedule your mentoring meeting with (name of Chair/Provost). Please respond to this email by X date with your availability to meet for approximately 30 minutes (either provide some specific days/times OR a date range OR whatever makes sense for scheduling depending upon the Chair/Provost's availability and the time of the year). If you choose to decline this meeting, you need to do so in writing; responding via email is sufficient. Declining the meeting will not be considered in any reappointment actions.

Chair/Provost X looks forward to conducting your mentoring meeting.

Regards,

X