Pre-Six Year Non-Senate Faculty Mentoring Meeting (UCI-AP-IX2)

9th Quarter/6th Semester

EMPLOYEE NAME:	
DEPARTMENT/UNIT NAME:	SCHOOL NAME:
NINTH (9TH) QUARTER/SIXTH (6TH) SEMESTER COMPLETION DATE:	MENTORING MEETING DATE:

Non-Senate Faculty (NSF) are represented by a Union, UC-AFT. Terms and conditions of employment are covered by an Agreement between the University and UC-AFT at: http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html or at the AFT website http://ucaft.org.

Pre-Six Year Mentoring Meeting Guidelines (NSF Contract, Article 31)

1. At the beginning of the ninth (9th) quarter or sixth (6th) semester of service of a pre-six NSF, an email should be sent to the NSF to schedule the mentoring meeting.
    a. If the NSF declines the mentoring meeting, the NSF must sign and date this form to record the declination in writing. The completed form should be placed in the NSF's personnel file.
    b. If 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.
2. The Chair or Vice Chair should conduct the mentoring meeting with the pre-six NSF. The meeting will be in the form of a mentoring conversation, similar to a check-in with an Assistant Professor.
    a. The Chair or Vice Chair should provide verbal feedback based on the NSF's performance of assigned duties from the ***most recent six (6) quarters or four (4) semesters*** of previous work.
    b. The Chair or Vice Chair 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 brings in additional materials other than the materials listed above, the Chair or Vice Chair has no obligation to examine any of the additional materials in providing the feedback.
        ii. Mentoring feedback given during the mentoring conversation shall not be considered in a reappointment decision or excellence review. For example, the underlying materials relied upon during the mentoring meeting, such as student evaluations, classroom visits, etc. can also be considered during a reappointment decision or excellence review. However, during the reappointment decision or excellence review, any of the feedback given to the NSF during the mentoring conversation should not be considered, cited to, or relied upon as a reason for not reappointing or not finding excellence.
3. This form documenting the occurrence of the mentoring meeting shall be signed by the NSF and the Chair or Vice Chair and placed in the NSF's personnel file.
    a. This should be the only document reflecting the mentoring meeting that is placed in the NSF's personnel file.
    b. The Chair or Vice Chair should not prepare a written summary or follow-up by email regarding the mentoring conversation. The feedback provided is for mentoring purposes only.

Non Senate Faculty Certification

☐ I hereby certify that a mentoring meeting occurred on _____

☐ I hereby certify that I have voluntarily declined my mentoring meeting.

Non-Senate Faculty's Signature | Date | Printed Name

Departmental Acknowledgment

Department Chair (or equivalent) | Date | Printed Name