

**DOCUMENTATION OF UNIT 18 MENTORING MEETING**

(See Article 31 of the Agreement between the University of California and the American Federation of Teachers (IX).  
(<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html>)

Department: \_\_\_\_\_

Unit 18 NSF Appointee: \_\_\_\_\_

9<sup>th</sup> Quarter Reached: \_\_\_\_\_

Chair or Designee: \_\_\_\_\_

\*\*\*\*\*

*Following the mentoring meeting complete the box below, place this form in the appointee's personnel file and provide a copy to the appointee.*

|   |       |
|---|-------|
| <b>The mentoring meeting occurred on the following date:</b> _____. |       |
| Signed by:  |       |
| _____   | _____ |
| Chair or Designee   | Date  |
| _____   | _____ |
| Appointee   | Date  |

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*If the mentoring meeting did not occur, complete the box below and place this form in the appointee's personnel file.*

|   |       |
|---|-------|
| <b>The mentoring meeting did not occur because:</b>   |       |
| <input type="checkbox"/> Appointee declined the mentoring meeting on the following date: _____.<br>(Appointee's written declination attached.)                                      |       |
| <input type="checkbox"/> Appointee did not respond to invitation to schedule meeting, or did not reschedule meeting postponed at the appointee's request. (Documentation attached.) |       |
| Signed by:  |       |
| _____   | _____ |
| Chair or Designee   | Date  |