

Pre-Six Year Mentoring Meeting Guidelines

The Agreement between the University and UC-AFT provides the opportunity for all Unit 18 appointees who reach nine quarters of service in a department, program or unit to meet with the department chair or designee for mentoring purposes. (See <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html>.)

1. Meeting Procedures

The Chair or Vice Chair will conduct the mentoring meeting with the appointee. The meeting will be in the form of a mentoring conversation, during which the Chair or Vice Chair will provide oral feedback only.

- a. Feedback will be based upon the appointee's performance of assigned duties from the most recent six (6) quarters of work.
- b. The Chair or Vice Chair may rely on student evaluations, classroom visits, and syllabi and other examples of instructional materials to form the basis of the mentoring conversation.
- c. If the appointee brings materials other than those listed above to the meeting, the Chair or Vice Chair may - but is not obligated to - examine any of the additional materials in providing the feedback.

2. Documentation

The department will document whether or not the mentoring meeting occurred on the Mentoring Meeting Documentation Form. ***(See attached form.) This will be the only written documentation of the meeting.***

- a. If the meeting occurs, this will be indicated on the form with the date of the meeting. The form will be signed by the appointee and the Chair or Vice Chair, and a copy of the completed form will be provided to the appointee. The original form will be placed in the appointee's personnel file.
- b. If the appointee declines the mentoring meeting, the form will indicate the date the appointee declined the meeting and the appointee's written declination will be attached to the form. The form will be signed by the Chair or Vice Chair and will be placed in the appointee's personnel file.
- c. 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. If the appointee is the party who postpones and s/he does not attempt to reschedule within 30 days, there is no obligation on the department to follow-up with the appointee. The department will note that the appointee failed to reschedule the meeting on Mentoring Meeting Documentation Form, which will be signed by the Chair or Vice Chair and placed in the appointee's personnel file.

3. Future Consideration of Feedback

Feedback provided in the meeting is for mentoring purposes only, and is not to be cited or considered in a subsequent reappointment decision or excellence review. For example:

- a. The feedback provided at the mentoring meeting regarding the quality of appointee's performance cannot be considered or discussed during a subsequent reappointment decision or excellence review; however,
- b. The underlying materials relied upon during the mentoring meeting (such as student evaluations, classroom visits, etc.) can be considered and discussed during a subsequent reappointment decision or excellence review.