

Pre-Six Year Mentoring Meeting Guidelines

1. At the beginning of the academic year in which the sixth (6th) semester of service of a pre-six NSF will occur, an email (***the template is attached***) should be sent to the NSF to schedule the mentoring meeting with the appropriate Dean, Associate Dean, Chair or Vice Chair [Administration]
 - a. If the NSF declines the mentoring meeting, ***the attached form*** should be filled out reflecting the date the NSF declined the meeting and attaching the NSF's declination in writing. The completed form and the attachment should be placed in the NSF's personnel file.
 - b. The mentoring meeting should be scheduled for a time when you know the NSF is not teaching or holding office hours.
 - 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 NSF is the party who postpones and does not attempt to reschedule, there is no obligation to follow-up with the NSF.
2. The Dean, Associate Dean, 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.
 - a. The Dean, Associate Dean, Chair or Vice Chair should provide verbal feedback based on the NSF's performance of assigned duties from the most recent four (4) semesters of previous work.
 - b. The Dean, Associate Dean, 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 Dean, Associate Dean, 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. The ***attached form*** documenting the occurrence of the mentoring meeting shall be signed by the NSF and the Dean, Associate Dean, Chair or Vice Chair, a copy given to the NSF, and the original 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 Dean, Associate Dean, 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.

MENTORING MEETING

Use this form to document the occurrence or declination of the Mentoring Meeting (see Article 31). Completed form and any attachments shall be placed in the appointee's personnel file.

Department: _____

Name (NSF): _____

Dean/Chair/Designee: _____

Please date and sign that the meeting took place. Give a copy to the NSF and place a copy in the personnel file.

(1) The Mentoring Meeting occurred on the following date: _____.

Signed by:

Dean/Chair or Designee

NSF

ONLY if the NSF declined to meet, indicate in this box. Place in the NSF's personnel file.

(2) NSF declined the Mentoring Meeting on the following date: _____.

Attached is the NSF's declination in writing (*attach supporting document*).

Signed by:

Dean/Chair or Designee

Email Template

The following email should be sent at the beginning of the academic year in which the sixth (6th) semester of service will occur (note: give at least 30 days notice for the scheduled meeting):

Re: Mentoring Meeting

Per Article 31 of the IX contract, Dean, Chair (INSERT NAME) would like to schedule a mentoring meeting with you. A tentative time of XXXX on XXXX date has been reserved. Please contact me at (INSERT CONTACT INFORMATION) to confirm the date and time.