

**ARTICLE 31
PRE-SIX YEAR MENTORING MEETING**

A. GENERAL PROVISIONS

1. The University supports providing feedback to Pre-Six Year NSF. This article provides a model of the timing and process for providing such feedback.
2. This article is not intended to preclude a department, program, or unit from developing or continuing more extensive procedures for providing feedback, whether through assessment, reviews, or other mentoring.
3. Feedback shall be for mentoring purposes only. Mentoring feedback given in the meeting, positive or negative, shall not be considered in a reappointment decision or excellence review. However, any materials or documentation upon which feedback is based may be considered in reappointment decisions and/or excellence reviews.

B. FEEDBACK PROCESS

1. The University shall notify the NSF no later than thirty (30) days in advance of the mentoring meeting.
2. The mentoring meeting shall take place during the academic year in which the ninth (9th) quarter or sixth (6th) semester of service in the same department, program, or unit occurs.
3. Performance feedback shall be based on performance of assigned duties from at least the most recent six (6) quarters or four (4) semesters of previous work.
4. The Chair, Chair equivalent, or designee shall provide feedback on an NSF's performance; such feedback will be provided in order to mentor the NSF.
5. Performance feedback shall be provided based on materials readily accessible to the Chair, Chair equivalent, or designee. Such materials may include:
 - a. Student evaluations;
 - b. Classroom visits, if conducted; and
 - c. Syllabi and examples of instructional materials.

The Chair, Chair equivalent, or designee has no obligation to examine other materials.

6. A form documenting the occurrence of the mentoring meeting shall be signed by the NSF and the Chair, Chair equivalent or designee and placed in the NSF's personnel file.
7. If an NSF declines the meeting, such declination shall be in writing. Declining a meeting shall not be considered in a reappointment decision or excellence review.
8. Should either party postpone the scheduled meeting, the party who postponed is responsible for rescheduling the meeting within 30 calendar days.
9. Nothing in this article shall be grievable or arbitrable except the University's failure to conduct the Pre-Six Year Mentoring Meeting.