

**MENTORING MEETING**

Use this form to document the occurrence or declination of the Mentoring Meeting. See Contract for the Non-Senate Faculty (NSF) Unit (IX) between the University of California and the American Federation of Teachers, Article 31. Completed form and any attachments shall be placed in the appointee's personnel file.

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

Name (NSF): \_\_\_\_\_

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:

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

\_\_\_\_\_  
NSF

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*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:

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