

**II-6**  
**NSF ASSESSMENT AND MENTORING IN YEARS 1 – 6**  
(Revised 5/16)

A. Assessment Process

The decision to reappoint or not reappoint a NSF in years one through six shall be preceded by an assessment of the performance of the NSF. The assessment will be undertaken in accordance with the department's applicable review procedures in effect at the time.

1. As soon as possible prior to the initiation of an assessment the NSF shall be notified of the timing of the assessment and the form of assessment that will be followed.
2. Assessments of individual NSF in the unit for consideration of reappointment are to be made on the basis of demonstrated competence in the field, demonstrated ability in teaching, academic responsibility and other assigned duties that may include University co-curricular and community service.
3. The individual being assessed may provide letters of assessment from others including departmental NSF, and other relevant materials to the Department Chair, the Chair's equivalent or other designated official as part of the assessment process.

B. Mentoring Meetings

During the 9<sup>th</sup> quarter of service in the same department, the Department will provide the each NSF the opportunity to participate in a mentoring meeting. The purpose of the meeting is to provide the NSF with performance feedback. The mentoring meeting process is subject to the provisions of Article 31. The following procedures are to be followed:

1. The Academic Personnel Office will provide the department with a list of NSF eligible for a mentoring meeting during each academic year.
2. The department will notify each eligible NSF at least 30 days in advance of the proposed meeting. If the NSF chooses to decline the mentoring meeting, they must do so in writing.
3. Performance feedback is to be provided orally only, based on materials readily accessible to the Chair, such as: student evaluations, syllabi and other examples of instructional materials, and classroom visits as appropriate. Performance of assigned duties from at least the most recent six quarters is to be considered.
4. The Mentoring Meeting form must be signed by both the Chair and the employee. The form is to be placed in the personnel file, with a copy sent to the Academic Personnel Office.

C. At UCSB, evidence of teaching competence may be demonstrated in a number of ways including:

- ESCI forms (required in all cases)
- Written comments from student evaluations
- Assessment by former students who have achieved notable professional success
- Assessment by other members of the department, or other appropriate faculty members
- Development of new and effective techniques of instruction and materials

- Assessment from classroom visitations by colleagues and evaluators.

Departments may refer to the discussions of evidence in Continuing Appointment merit cases contained in Red Binder II-10 for further information on evaluation of teaching.