Mapping Partner Designation Request

The Mapping Partner will be responsible for:

- Development of an internal timeline for department and review with departmental leader (based on departmental needs/hierarchy)
- Distribution of project-specific communications and updates to department managers/supervisors
- Forwarding questions/issues from department to Career Tracks Project Lead for resolution or discussion
- Monitoring and collecting all completed mapping recommendations for department/division employees for submission to Project Lead
- Attending a Mapping Partner Training Session planned for May

The Department head and Mapping Partner will determine which level of management should receive the mapping reports for the department.

Timeline for Mapping
There will be 3 phases of mapping that will require the engagement of the Mapping Partner, as well as managers and supervisors.

- Round 1 Mapping: 6/1/16 – 6/27/16
  - Classification pause: 9/1/16 – 2/15/16
- Round 2 Mapping: 10/3/16 – 10/31/16
- Final Mapping/Notification Letter Distribution: 1/9/17 – 1/11/17

Next Steps
Please return the attached form to Elvia Moreno, Career Tracks Project Manager, by April 22, 2016. For specific questions, please contact Elvia Moreno at (831) 459-2959 (eomoreno@ucsc.edu) or Donovan Albright at (831) 459-1328 (albright@ucsc.edu).

Thank you for your partnership on this very strategic initiative for our campus!
**Mapping Partner Designation Request**

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<td>Division Head Name:</td>
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<td>Division/Organizational Unit:</td>
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<tr>
<td>Career Tracks Mapping Partner Designation</td>
<td>Name:</td>
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<td>Email:</td>
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<td>Current Role within department:</td>
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Please return this completed form by April 22\textsuperscript{nd}, 2016 to Elvia Moreno, Career Tracks Project Manager, at eomoreno@ucsc.edu