Unit 18 Continuing Lecturer—Merit

General Information

- Lecturer – Continuing Appointment is commonly referred as “Continuing Lecturer”.

Submitting the Action

Please submit the following to the College APO:

- Original plus one (1) copy of the dossier.
- Merit Letter (Hard copies will not be accepted. Submit the merit letter via email.)
- Teaching Evaluations. (Since last review.) Place in envelope or box.
- Other materials submitted by the candidate. Place in envelope or box.

Dossier Contents in the order below:

Use the Unit 18 Data Summaries from the APO website or use the fillable pdf.

Evaluation is since last review.

- Data Summary cover page.
- History Record.
- Lecturer history record cards should include all UCLA academic and staff non-student appointments. There is a new history record card template. Please use this template beginning with the current academic year (2010-11) and forward. You do not need to reformat the previous history record card, these will be accepted.
- Data Summary Vote page (pg 2).
- Data Summary Teaching Record page (pg 3) and departmental tabulation of the candidate’s teaching page.
- If publications are directed with the case, include Bibliography.
- Data Summary Prior Certification page (pg 4).
- List all items submitted by the candidate. (This list is not exhaustive.)
  - C.V.
  - Self-Statement.
  - Other materials. (in box)
    - Including any materials relating to the development of new and effective techniques of instruction and instructional materials.
  - Selected publications. (in box)
    - If publications are submitted, a bibliography should be submitted as well.
  - Teaching Evaluations. (in box)
    - Since last review
- Curriculum Vita.
- Self Statement.
- Data Summary After Certification page (pg 5).
- If applicable, Candidate’s written response to department assessment.
- Departmental Recommendation.
- If applicable, Chair’s Confidential Letter. (Optional.)
- If applicable, Ad Hoc (or other departmental) Committee Report.
- Classroom Observation (Peer Review) Letter. (Optional for merit.)
- List of Solicited Student Reviewers.
- Department’s Sample Solicitation Letter with Statement of Confidentiality.
Unit 18 Continuing Lecturer—Merit

☐ Student Reviewer Letters.
☐ If applicable, List of Unsolicited Reviewers.
☐ If applicable, Department’s Sample Unsolicited Letter with Statement of Confidentiality.
☐ If applicable, Unsolicited Reviewer Letters.

Routing and Approval

The College APO Unit-18 Analyst will review the dossier and then forward it to the appropriate Dean. The Dean has final approval authority for merits.

When the approval is finalized, the Dean’s Office will inquire of any changes affecting the proposed assignments for possible modification to the merit letter. The College APO Unit-18 analyst will email the department coordinator the approvals: data summary coversheet and continuing lecturer merit letter.

☐ When approval is received, the department coordinator will give the lecturer the continuing lecturer merit letter.

EDB Update

Follow the steps in the EDB manual, C5.0 EDB Academic Actions - Merit Increases to add the merit to the payroll system. These transactions are not subject to the College fiscal close "freeze" periods.
Sample Merit Letter

<Date>

Dr. or Mr. or Ms. ______________
address

Dear ____________:

I am pleased to inform you that a merit increase has been approved for you as Lecturer – Academic Year – Continuing Appointment in ____________________, with an annual salary rate of $________, effective <Month> 1, <Year>.

This appointment falls under the terms of the labor agreement for the Non-Senate Instructional Unit (Unit 18), with particular reference to Article 7C. This agreement may be found at http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html or http://ucaft.org/content/unit-18-mou.

You will report to ________________, chair of the Department of ____________________, who will be responsible for informing you of the duties and responsibilities attached to this appointment. For academic year __________ (first year of merit) your course load will be the following:

Percentage of Time: _____%
Monthly Salary Rate: $____
Teaching Assignments:  Fall: <Indicate course number, if no teaching assignment for this quarter, please remove>
                      Winter: <Indicate course number, if no teaching assignment for this quarter, please remove>
                      Spring: <Indicate course number, if no teaching assignment for this quarter, please remove>

Specific course assignments for future years will be made annually based on the department’s needs assessment.

Any questions you have regarding benefits eligibility should be directed to your department’s Academic Personnel Coordinator.

Information concerning your next merit eligibility can be found in Article 22.

Sincerely,

<Deans Name>, <Title>
Division of ____________

CC: Dean’s Office
    <Department of ____________>

Offer Accepted: ___________________________  Date: ___________________________