Unit 18 Continuing Lecturer—Appointment

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

**Notification of Needs Assessment Review**
- The Dean’s Office will inform the department of Pre-6 Lecturers eligible to begin processing the Needs Assessments review.
  - Memorandum of notice.
  - Needs Assessment Form.
- Department Responsibilities.
  - Return the Needs Assessment Form in a timely manner.
- Dean’s Office.
  - Approve/Deny Needs Assessment request and inform department of decision.

**Submitting the Action**

Please submit the following to the College APO:

- Original plus one (2) single-sided copy of the dossier.
- Appointment Letter (Hard copies will not be accepted. Submit the appointment letter via email.)
- Teaching Evaluations. 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 the [fillable PDF](#).
[Click here](#) for a sample appointment to continuing lecturer dossier.

- 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)
      - Include all data since appointment as a pre-six lecturer.

- Curriculum Vita.

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☐ Self Statement.
☐ Data Summary After Certification page (pg 5).
☐ If applicable, candidate’s written response to department assessment.
☐ Dean’s Response to the FTE Request.
☐ Departmental Assessment.
☐ If applicable, Chair’s Confidential Letter.
☐ If applicable, Ad Hoc (or other departmental) Committee Report.
☐ Classroom Observation (Peer Review) Letter.
☐ List of Solicited Student Reviewers.
☐ Department’s Sample Solicitation Letter with Statement of Confidentiality.
☐ 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 all continuing lecturer appointments at 49% or less. The Vice Chancellor has final approval authority for all continuing lecturer appointments at 50% or more. After the Dean writes the recommendation, the case is forwarded to APO. APO will send it to CAP. CAP writes a recommendation to the Vice Chancellor, who decides the outcome of the case.

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

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

EDB Update

Follow the steps in the EDB manual, C2.0 Academic Actions – Appointment Process to add the new appointment to the payroll system. These transactions are not subject to the College fiscal close "freeze" periods.
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Sample Appointment Letter

<Date>

<Dr. or Mr. or Ms.> _____________
address

Dear ____________:

I am pleased to inform you that a continuing appointment has been approved for you as Lecturer – Academic Year – Continuing Appointment in the Department of ______________________ at an annual salary rate of $______, effective ________________.

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://atyourservice.ucop.edu/employees/policies/systemwide_contracts/nsi/index.html or http://ucaft.org/content/unit-18.

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 continuing appointment> 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,

<Dean’s Name>, <Title>
Division of ________

cc: Chair ____________

Offer Accepted: ___________________________ Date: ___________________