Unit 18-Continuing Lecturer—General Information

Lecturer – Continuing Appointee is commonly referred as “Continuing Lecturer”.

MOU

- Covered by the University of California and University Council American Federation of Teachers (AFT) Memorandum of Understanding (MOU).

Salary

- Lecturers must be paid on scale.
- Salary for Appointment to Continuing Lecturer must meet the minimum annual salary or more. See Salary Scale Table 16.
- Salary for Appointment to Continuing Lecturer in which the minimum annual salary has been obtained, an increase of at least two increments or more must be met. See Salary Scale Table 16 for range. See Salary Scale Table 17-1 and 17-2 for increments.

Appointment

- The 19th quarter is the effective date for appointments.
- Appointment to Continuing Lecturer also referred to as the 6th year Review and Merit (18 quarters).
  - The review takes place during the 6th year of service which is normally between the 15th and 18th quarter accrual.
  - When appointment is approved it is approved at a certain percent allocation.

Quarter Counts

- Continuing lecturers continue to accrue quarters after appointment.
  - Each Department/Program is responsible for maintaining lecturer’s quarter counts.
- Quarters are earned per department on the same campus.
- 3 quarters of employment (at any percent within the same department/program) is 1 year of service (MOU article 7C, A1).

Merit

- Continuing Lecturer Merit
  - Reviewed for excellence at least every 3 years of service (MOU article 22, section C, paragraph 2A).
  - Lecturer can defer review for 1 year only (MOU article 22, section C, paragraph 2A).
  - If review is deemed excellent, the minimum increase is at least 6%, increases greater than 6% must be in intervals of 3% only (e.g., 9%, 12%), per MOU article 22, section C, paragraph 2C.
  - See Table 17-B.
Unit 18-Continuing Lecturer—General Information

Promotion
- Promotion to Senior Continuing Lecturer
  - For guidance, please consult the College APO Unit-18 Analyst.

Yearly Assignments or Revisions
- Prior to the start of the academic year, departments must report yearly assignments for continuing lecturers listing assigned courses, course release, duties, workload, and/or any revisions throughout the academic year.

History Record
- The department that the continuing lecturer is appointed in is responsible for the maintenance of the history record card.
- 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.
- To view a sample history record card, click here.

Lecturers at Different Schools
- A Lecturer appointed 100% at UCLA must not be employed at another UC or Cal State Institutions.
- A Lecturer appointed less than 100% at UCLA is able to work at another UC* or Cal State Institutions if the combined work effort does not exceed 100%.
  - *Multi-location form required

EDB Tips
Refer to the title code and pay period chart in the charts section.

9/12 - CL Paid for 3 Quarters
- Appointment Line
  - Begin date: MM/DD/YYYY.
  - End date: 99/99/99
  - Duration: C (for continuing).

- Distribution line
  - 9/12 appointments—It is the College practice to have end dates for the distribution line coinciding with the next merit effective date (every 3 service years).

- Standard rounding is to be used for all appointments and distributions.
  - For example, if a Lecturer is teaching at 37.5%, the appointment should be entered in EDB as 38% and the distribution should be entered as .3800.
Unit 18-Continuing Lecturer—General Information

9/9 - CL Paid Quarterly Appointments including WOS Appointment

- The Continuing Lecturer appointment line in EDB must reflect a duration code of “C” requiring an indefinite appointment end date. Per APO’s request, please update EDB to reflect WOS for the quarter(s) the CL is not scheduled to teach.

  - For example, when updating EDB to reflect Fall quarter as paid and Winter and Spring quarters as WOS, you will need to reflect just Fall quarter initially (Appointment line 10 should reflect a duration code of C, an indefinite end date, etc., with its corresponding distribution). Only after the last pay compute for Fall quarter, APO grants exception to remove the C indicator by placing an asterisk (*) for the duration code and reflecting an end date for appointment 10. This will ensure that the appointment is removed during EDB maintenance. Then enter a new appointment for the WOS period (Appointment line 20 should reflect a duration code of C, the original begin date*, an indefinite end date, etc., with its corresponding distribution).

  - For Example:
    Appt 10 = Under 1631 title code, C duration code + 999999 end date
      = after final pay, change duration code by placing an “*” in the field and update the end date (10/31/XX)
      Dist 11 = 50% paid line for Fall (7/1/ - 10/31)

    Add Appt 20 after final Appt 10 pay period
    Appt 20 = Under 1631 title code, C duration code, original begin date + 999999 end date
    Dist 21 = 0% paid line for Winter & Spring (11/1 – 6/30) + WOS dos code

    *To accurately reflect the initial appointment as CL, please maintain the history for WOS and paid appointments.

- Temporary Augmentations

  - An increase in percentage from the approved needs assessment percentage. This will have a separate title code.

    These temporary academic instructional needs may result from:
    - faculty leaves;
    - circumstances which require emergency course coverage;
    - when there is an addition of a course or other assigned duties.

  - Require the use of the special title codes:
    - 1652 (Lecturer Continuing Appt – Temporary Augmentation)
    - 1653 (Lecturer Continuing Appt – Temporary Augmentation Academic Year 1/9 payment)

  - EDB should reflect 2 appointment lines with corresponding distributions:
Unit 18-Continuing Lecturer—General Information

- Reflect CL title code (1631/1633/1641/1643) with the approved needs assessment percent
- Reflect CL Temporary Augmentation title code with the increase %.

- Retroactive Salary Adjustments
  - EDLR RX/LX must be used when updating EDB for retroactive salary adjustments. Payments **must not** be processed via EDRA, which pays the difference between the old and new rate as a lump sum per month since this does not preserve the lecturer’s historical record or show his/her correct salary rate when a report is run. Processing EDLR prepares for the transition to UCPath.

Charts

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<thead>
<tr>
<th>Title Code and Pay Period Chart—Continuing Lecturers</th>
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<tbody>
<tr>
<td><strong>9/9—1 or 2 quarters</strong></td>
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<tr>
<td><strong>1633</strong>—Lecturer – AY 1/9 Continuing</td>
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<tr>
<td><strong>1643</strong>—Senior Lecturer – AY 1/9 Continuing</td>
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<tr>
<td><strong>1653</strong>—Continuing Appt – Temp Aug 1/9</td>
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Academic year is July 1 to June 30.

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<th>Academic year pay periods per quarter:</th>
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<tbody>
<tr>
<td>Fall: 7/1 – 10/31</td>
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<td>Winter: 11/1 – 2/28</td>
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<td>Spring: 3/1 – 6/30</td>
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<th>Sample Lecturer Quarter Count, and Merit and Review Cycle Chart—Continuing Lecturers</th>
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Retirement—Nomination for conferral of the Emeritus title suffix
- The UCLA CALL: Appendix 29: Non-Senate Emeritus Conferrals

Revised 4/01/14