Unit 18 Lecturers—Pre-Six General Information

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

General Information
- Pre-Six is also referred to as —Non-Senate Instructional Unit (NSI)—Non-Senate Faculty (NSF)
- NOT covered by The CALL.
- If a lecturer declines an offer or an offer is never given, but has gone through the approval process, inform the College APO Unit-18 Analyst immediately via email.
- If there is a break in service, it is considered a new hire for Faculty Diversity search and compliance purposes. You will need to include the completed Non-Ladder Academic Recruitment and Compliance Form with the lecturer paper work.
- If the lecturer is appointed for all 3 quarters at different % of times, average the % of time throughout the year. MOU Article 6 B.
  - Averaging for benefits eligibility may only occur when the initial appointment is made for the entire academic year.

Department Responsibility
- When the pre-six lecturer is appointed in more than one department, coordinate with other departments for proper usage of title codes, % of time associated with EDB, keeping history record cards updated and most importantly that pre-six lecturer does not exceed 100% paid appointment.
- Each department is responsible for processing the paperwork, etc for appointments in their department.
- Appointment and payment is per department.

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.
- To view a sample history record card, click here.

Salary
- Salary for Pre-six Lecturer must meet the minimum annual salary or more. See Salary Scale Table 16
- Lecturers must be paid on scale. See Salary Scale Table 17-1 and 17-2.

Search and Recruitment
- [http://faculty.diversity.ucla.edu/](http://faculty.diversity.ucla.edu/)
- Non-Ladder Academic Recruitment and Compliance Form.
  - Instructions on pages: 59-64 of the Search Toolkit.
  - Tracking Number: 0809-1000-N01 (AY-Dept Code-NXX).
  - Instructions on page 15 of the Search Toolkit.
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- Search/Exception categories: (There is no tracking number if a search is not conducted)
  - No Search. Not deemed a regular appointment. This category is generally used only if the lecturer’s primary appointment is:
    - Post-doc
    - Lecturers do not have search waivers.
  - Emergency Temporary Exception – Limited Search/No Search
    - Last minute appointments
    - Only good for one year. If this position needs to be refilled again in the following year, a search should be conducted.

- Search should include print or online postings that reach a broad and inclusive audience of qualified job candidates in the local area. Advertising in HERC, Higher Ed, your department’s website, etc. are a few options to help meet diversity requirements. Post the advertisement and then through appropriate search methods, develop a panel of applicants for the department contingency pool. These ads should be available, at the minimum, each year to ensure variety in the contingency pool so the best-qualified candidates can be hired and fair recruitment practices are followed.

- If the Dean, Associate Dean, and/or Assistant Dean approve a Lecturer hire via email, phone, etc., all procedures and paperwork shall be completed and submitted to Unit-18 Analyst’s office. This is necessary for maintaining up-to-date records, providing the formal signed letter, and for running reports necessary for audits.

<table>
<thead>
<tr>
<th>Title Code and Pay Period Chart (pre-six)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9/9—1 or 2 quarters</strong></td>
</tr>
<tr>
<td>1632—Lecturer – AY 1/9 payment</td>
</tr>
<tr>
<td>1642—Senior Lecturer – AY 1/9 payment</td>
</tr>
<tr>
<td>Academic year is July 1 to June 30.</td>
</tr>
</tbody>
</table>

**Fall:** 10/1 – 12/31
**Winter:** 1/1 – 3/31
**Spring:** 4/1 – 6/30

**Academic Term Dates and Title Codes**

- Title code **1630**—Appointed full Academic Year.
  - If the lecturer is appointed for the entire year MOU Article 6 A.
- Title code **1632**—Appointed for 1 or 2 quarters only.

**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.

**Merit Cycle**

- 4th Year Merit* takes place on the 10th quarter or sooner.
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- Minimum increase of at least 2 increments.

*Upon reappointment to a fourth year of service within the same department, the University shall grant a salary increase of at least two steps to any NSF who has not received a prior within-range salary increase of at least two steps. The University is not precluded from granting a NSF an increase of more than two steps.

Example:

A department may have a merit program which includes a more in-depth assessment than required for reappointment. If a merit of two steps is approved upon reappointment to the third year, then no increase is expected upon reappointment to the fourth year. However, if a merit of one step is approved upon reappointment to the third year, then an additional step must be given upon reappointment to the fourth year.

<table>
<thead>
<tr>
<th>AY</th>
<th>F</th>
<th>W</th>
<th>S</th>
<th>AVG Yearly %</th>
<th>Qtr Bal</th>
<th>Yrs of Service</th>
<th>Actions</th>
<th>Title Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>99-00</td>
<td>0.5</td>
<td>0.5</td>
<td>2</td>
<td>0.67</td>
<td>1632</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00-01</td>
<td>0.5</td>
<td>0.3</td>
<td>3</td>
<td>1</td>
<td>1632</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-02</td>
<td>0.75</td>
<td>0.5</td>
<td>6</td>
<td>2</td>
<td>1630</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02-03</td>
<td>0.5</td>
<td>0.5</td>
<td>9</td>
<td>3</td>
<td>1630</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03-04</td>
<td>0.75</td>
<td>1</td>
<td>12</td>
<td>4 MERIT - 4th Yr of Service MOU Article 7a C4c</td>
<td>1630</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04-05</td>
<td>0.68</td>
<td>0.5</td>
<td>15</td>
<td>5</td>
<td>1630</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05-06</td>
<td>0.5</td>
<td>0.5</td>
<td>18</td>
<td>6 (review for continuing lecturer appointment)</td>
<td>1630</td>
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Revised 10/25/2011