WELCOME

College Academic Personnel
Brown Bag Lecturer Workshop
May 9, 2018   Royce Hall 314
9:45 a.m. - 10:00 a.m. - Treats

- Unit 18 Lecturers Job Postings - **Princy Barrios**
- **New** Unit 18 Acad. Coord. Form - **Aimee Villarica**
- **New** Unit 18: Pre-6 Lecturer Non-Renewal Form and **New** Unit 18 Data Summary Visa Section - **Diana de los Santos**
- Revision Adding a Quarter - **Dennisse Pereira**
- Revision Adding a Course to a Quarter - **Diana de los Santos**
- Reminders - **Dennisse Pereira**

- Raffle!

Applicants are required to hold a Ph.D. at the time of appointment, and preference will be given to those who have demonstrated effectiveness in lecture courses.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: UC Nondiscrimination & Affirmative Action Policy.

The University has a diverse student population in one of the more diverse cities in the nation. The department is especially interested in candidates who can contribute to the diversity and excellence of the academic community through teaching and research.

Terms and conditions of employment are subject to UC policy and any appropriate collective bargaining agreement. Salary based on qualifications.

Please submit your application at UCLA Academic Recruit at: https://recruit.apo.ucla.edu/ recruitment number JPF00000. Applications should include a letter of introduction, names and contact information for two references, a teaching statement, a curriculum vitae, sample syllabi for three courses (if available), and copies of teaching evaluations (optional).

The deadline for submission is April 25, 2018. Mailed or emailed submissions will not be accepted.
# Lecturer Series Data Summary (Unit 18)

## Pre-Six Appointment, Reappointment, or Revision

**NAME**

**LAST NAME, FIRSTNAME**

**DEPARTMENT**

**TYPE OF REVIEW**

- Pre-Six Appointment
- Reappointment (insert number of quarters as of proposed effective date)
- Merit
- Dismissal (Article 30B)
- Initial Continuing Appointment

**CONTINUING APPOINTMENT**

- Merit
- Dismissal (Article 30B)
- 4 th Year Increase

**PRESENT STATUS** (of currently employed)

**PROPOSED STATUS**

<table>
<thead>
<tr>
<th>Title</th>
<th>Choose Title</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Rate</td>
<td>$11 / 11</td>
<td></td>
</tr>
<tr>
<td>Percentage of Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A CURRENT, UP-TO-DATE HISTORY RECORD IS REQUIRED**

**BIODGRAPHICAL DATA**

- Degree
- Date
- Institution

The biographical data section must be filled out each time.

**DEAN’S ACTION**

**DATE**

**CHANCELLOR’S ACTION**

- For Promotion
- Indenture Step 3 of Professional Line
- Date

---

**UCLA**

**9/12 UNIT 18 LECTURER/Academic Coordinator APPOINTMENT, REAPPOINTMENT, OR REVISION PG. 2**

**ACADEMIC COORDINATOR:**

- **TITLE**
- **Choose Title**
- | Step |
- **REVISION NO.**
- **REVISION DATE**
- **REVISION DATE**

**ANNUAL SALARY RATE:**

- **$**
- **$**

**MONTHLY RATE:**

- **$**

**TERM OF APPOINTMENT:**

- **BEGIN**
- **END**

**FUND SOURCE:**

For initial appointment, UCLA letter of completion of Ph.D. is attached:

- Yes
- No

**Is employee currently employed by another UC or California State Institution?**

- Name of Institution:
- % of Time:

**ADDITIONAL COMMENTS:**

Additional comments (Attach if necessary)

- **For all revisions and other salary increases, please insert justification here along with any other comments**

**DEPARTMENT CONTACT INFORMATION**

- Name & Title
- Phone
- Email

**FOR DEAN’S OFFICE USE ONLY**

- **APPROVED**
- **DECLINED**
- **REQUIRES ADDITIONAL APPROVALS**

**Finalized Date:**

- **9/4/2013**

**APPROVED DATE:**

- **9/4/2013**

**APPROVED by:**

- **APPROVED**
- **DECLINED**
- **REQUIRES ADDITIONAL APPROVALS**

**Finalized Date:**

- **9/4/2013**

**APPROVED DATE:**

- **9/4/2013**
NAME: BRUN, JOE  
DEPARTMENT: Physics & Astronomy

TYPE OF REVIEW:

PRE-SIX YEAR:

- Appointment
- Reappointment (as of proposed Effective Date)
- Merit
- 4th Year Increase (10th Quarter Increase)

CONTINUING APPOINTMENT:

- Initial Continuing Appointment
- Merit
- Dismissal (Article 30.8)

PRESENT STATUS (if currently employed):

- Title: Academic Coordinator, Fy 08-09, Step 2
- Salary Rate: $65,132
- Percentage of Time: 100%
- Effective Date: 01/01/2010

PROPOSED STATUS:

- Title: 912 Lecturer 912
- Salary Rate: $70,066
- Percentage of Time: 50%
- Effective Date: 01/01/2018 to 06/30/2019

A CURRENT, UP-TO-DATE HISTORY RECORD IS REQUIRED INSERT IMMEDIATELY FOLLOWING THIS PAGE.

BIOGRAPHICAL DATA:

- Degree: Ph.D.
- Date: 2011
- Institution: University of California, Los Angeles

To be completed by Dean's Office of School or College having jurisdiction:

This action will be reviewed by the Executive Dean/Dean of the School/College. The action is final.

DEAN'S ACTION:

DATE:

CHANCELLOR'S ACTION:

DATE:

A CURRENT, UP-TO-DATE HISTORY RECORD IS REQUIRED INSERT IMMEDIATELY FOLLOWING THIS PAGE.

BIOGRAPHICAL DATA:

- Degree: Ph.D.
- Date: 2011
- Institution: University of California, Los Angeles

To be completed by Dean's Office of School or College having jurisdiction:

This action will be reviewed by the Executive Dean/Dean of the School/College. The action is final.

DEAN'S ACTION:

DATE:

CHANCELLOR'S ACTION:

DATE:

For Dean's Office Use Only:

Recommended by: [Name]  [Date]

APPROVED  DECLINED  REQUIRES ADDITIONAL APPROVALS
Once approved, the following documents will be directed to the department (with Dean’s signatures):

1. Lecturer Series Data Summary Cover
2. Lecturer/AC form
3. History Record
4. Lecturer Series Appointment Letter
Unit-18: Pre-Six Lecturer Non-Renewal Form

Purpose of Form

- Information is necessary and required to be maintained and reported
- To be maintained within the department and a copy sent to the Dean’s Office

What’s the process?

- Fill out the form in its entirety
- Chair’s signature
- Send a copy to the Dean’s Office

Deadline

- Submit as soon as non-renewal is determined; before the start of the next academic year
New Data Summary

Visa Question

- Useful information to determine appointment basis, 9/12 or 9/9
- Visa must be continuous throughout appointment
Scenario 1

Dr. Glenn Rhee has an approved appointment with the Department of AP Studies for the Winter quarter.

Due to student demand, the department would like to reappoint him for Spring quarter.
Revision - Adding a Quarter

**Cover Page**
- Reflect “Revision” on top right corner
- Present Status - reflect the prior approved quarter
- Proposed Status - reflect the quarter that is being added

**Second Page**
- Must reflect all quarters taught in the academic year

**Appointment Letter**
- No need to reflect “Revision” on appointment letter
- Reflect only the proposed quarter since the Lecturer has already been provided with an appointment letter for the present quarter
**PRE-SIX APPOINTMENT, REAPPOINTMENT, OR REVISION PAGE 2**

**EMPLOYEE ID:** 123456798

**DEPARTMENT CODE:** 0123

**MONTHLY SALARY RATE:** $5,933.56

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>IV/C</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE, SECTION, &amp; OTHER ASSIGNED DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WINTER</td>
<td>1</td>
<td>M191F</td>
<td>Variable Topics: Zombie Apocalypse Literature</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPRING</td>
<td>1</td>
<td>112C</td>
<td>Apocalypse Studies: Creative Writing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVISION</th>
<th>REVISION DATE: 2/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSIGNMENT WILL INCLUDE TEACHING THE FOLLOWING COURSES AND OTHER ASSIGNED DUTIES:</td>
<td></td>
</tr>
</tbody>
</table>

**FUND SOURCE:** 404076-18-19935-00

For initial appointment, UCLA Certificate of Completion of Ph.D. is attached: [ ]

Is employee currently employed by another UC or California State Institution? [ ] Yes [ ] No

Name of Institution: % of Time

**ADDITIONAL COMMENTS:** (Justification needed in the "Additional Comments" section.)

Search conducted (JPP04321):

Revision: Due to student demand, the department of AP Studies wishes to reappoint Lecturer Glenn Rhee to teach 112C during the S'18 quarter. Rhee previously taught the course during the P'18 quarter and course evaluations reflect highly favorable student comments and strong teaching scores.

**DEPARTMENT CONTACT INFORMATION**

Maggie Greene, Academic Personnel Coordinator
Name & Title: 2/20/18
Extension: 55555

**RECOMMENDED BY DEPARTMENT CHAIR OR UNIT HEAD**

Rick Grimes, Chair
Name & Title: 2/20/18

**FOR DEAN'S OFFICE USE ONLY:**

Reviewed by: [ ] APPROVED [ ] DECLINED [ ] REQUIRES ADDITIONAL APPROVALS

Clear Fields  Submit Form

---

**UNIVERSITY OF CALIFORNIA, LOS ANGELES**

**BEVERLY HILLS - IRVINE - LOS ANGELES - MERCEDES - SAN DIEGO - SAN FRANCISCO**

**SANTA BARBARA - SANTA CRUZ**

**AP STUDY DEPARTMENT**

1324 ROSES PLACE 805-495-8421
LOS ANGELES, CALIFORNIA 90095-7225
PHONE: (310) 205-7777
FAX: (310) 201-4888
http://www.asuds.ucla.edu

**February 7, 2018**

Glen Rhee
666 Alexandria Avenue
Los Angeles, CA 90032

Dear Dr. Rhee:

I am very pleased to offer you a reappointment as a Lecturer (1632) with the AP Studies Department under the following terms:

- **Appointment Date:** 4/1/18 to 6/30/18
- **Percentage of Time:** 50%
- **Annual Salary Rate:** $53,402
- **Monthly Salary Rate:** $4,450.16
- **Teaching Assignments:** Spring AP Studies 112C: Apocalypse Studies: Creative Writing

Specific courses will be assigned according to instructional needs in the department and in conformity with departmental workload policies.

Your immediate supervisor is Rick Grimes, Department Chair.

Your position is a bargaining unit covered position represented by the AFT and a copy of the "Memorandum of Understanding for the Lecturer Series" contract is available online at the UC Net Website: [http://netinfo.ucnet.ucsb.edu/abo/has/hasqtek/contract.html](http://netinfo.ucnet.ucsb.edu/abo/has/hasqtek/contract.html) or at the AFT website at: [http://aft.org/content/nat-18-memcir](http://aft.org/content/nat-18-memcir)

Any questions you have regarding benefits eligibility should be directed to your department's Academic Personnel Coordinator, Maggie Greene.

Please indicate your acceptance of this assignment by signing the enclosed copy of this letter and returning it to Maggie Greene, Academic Personnel Coordinator. You may email the letters to asu@studies.ucla.edu or mail it to UCLA AP Studies Department, 1234 Rambles, Los Angeles, CA. 90095-7225.

Sincerely,

Negro Morgan, Dean
Division of Biotechnology

CC: Dean's Office

Office Accepted: __________________________________________ Date: __________________________
Scenario 2

Due to departmental need, AP Studies is adding a course to Dr. Rhee’s approved Spring quarter.
Revision - Adding a Course to an Approved Quarter

Cover Page
• Reflect “Revision” on top right corner

Second Page
• Reflect the course being added in the assignment table and make a note of the revision in the justification box

Ex. “Revision #: Adding course to Spring quarter due to…”

Appointment Letter
• Reflect “Revision” on appointment letter
• Reflect only the quarter being revised
• Include all the assigned courses for the quarter
February 15, 2018

Glenn Rhee
666 Alexandria Avenue
Los Angeles, CA 90032

Dear Dr. Rhee:

I am very pleased to offer you a reappointment as a Lecturer (1632) with the AP Studies Department under the following terms:

Appointment Dates: 4/1/18 to 6/30/18
Percentage of Time: 100%
Annual Salary Rate: $33,962
Monthly Salary Rate: $5,333.68
Teaching Assignments: Spring 112C: Apocalypse Studies: Creative Writing 112E: Apocalypse Studies: Survival Ethics

Specific courses will be assigned according to instructional needs in the department and in conformity with departmental workload policies.

Your immediate supervisor is Rich Grimes, Department Chair.

Your position is a bargaining unit covered position represented by the AFT and a copy of the “Memorandum of Understanding for the Lecturer Series” contract is available online at the UC Web site: http://ucop.wv/~ucwebopf/about/bargaining-main/B/contract.html or at the AFT website: http://www.aft.org/content/unit-18-nuc.

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

Please indicate your acceptance of this assignment by signing the enclosed copy of this letter and returning it to Maggie Greene, Academic Personnel Coordinator. You may email the letter to @uosstudies.ucla.edu or mail it to UCLA AP Studies Department, 1244 Rieber Terrace, Los Angeles, CA 90095-7252.

Sincerely,

Negro Morgan, Dean
Division of Undergraduate Studies

[Additional comments and signatures]
**LECTURER SERIES DATA SUMMARY (UNIT 18)**

**NAME:** Rheo, Glenn  
**DEPARTMENT:** AP Studies

### TYPE OF REVIEW

<table>
<thead>
<tr>
<th>PRE-SIX YEAR</th>
<th>CONTINUING APPOINTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>Initial Continuing Appointment</td>
</tr>
<tr>
<td>Reappointment</td>
<td>Merit</td>
</tr>
<tr>
<td>4th Year Increase</td>
<td>Dismissal (Article 38.8)</td>
</tr>
</tbody>
</table>

### PRESENT STATUS (of currently employed)

<table>
<thead>
<tr>
<th>Title</th>
<th>1632, LECTURER 9/9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Rate</td>
<td>$53,402</td>
</tr>
<tr>
<td>Percentage of Time</td>
<td>50%</td>
</tr>
</tbody>
</table>

1/1/2018 - 30/06/2018

### PROPOSED STATUS

<table>
<thead>
<tr>
<th>Title</th>
<th>1632, LECTURER 9/9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Rate</td>
<td>$53,402</td>
</tr>
<tr>
<td>Percentage of Time</td>
<td>100%</td>
</tr>
</tbody>
</table>

1/1/2018 - 30/06/2018

---

**BIOPGRAPHICAL DATA:** The biographical data section must be filled out each time.

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>INSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D.</td>
<td>San Francisco State University, Creative Writing Fiction</td>
</tr>
<tr>
<td>B.A.</td>
<td>Obiren College, English/Literature &amp; Third World Studies</td>
</tr>
</tbody>
</table>

---

**DEAN'S ACTION:**

Approve revision to add Spring quarter as Lecturer at $53,402, effective April 1, 2018 to June 30, 2018

---

**CHANCELLOR’S ACTION:**

For Retroactivity. Salary equals Step 4 of Professional Scale

---
February 7, 2018

Glenn Rice
666 Alexander Avenue
Los Angeles, CA 90002

Dear Dr. Rice,

I am very pleased to offer you a sabbatical as a Lecturer (1602) with the AP Studies Department under the following terms:

Appointment Dates: 3/1/18 to 6/30/18
Percentage of Time: 100%
Annual Salary Rate: $53,402
Monthly Salary Rate: $4,450
Teaching Assignments: Spring AP Studies 11XC; Apocalypse Studies: Creative Writing

Specific courses will be assigned according to instructional needs in the department and in conformity with departmental and university policies.

Your immediate supervisor is Rich Gaines, Department Chair.

Your position is a bargaining unit covered position represented by the AFT and a copy of the “Memorandum of Understanding for the Lecturer Series” contract is available online at the UC Net Website: http://www.ucop.edu/mediaroom/lawinfo.html or at the AFT Website: http://aft.org/contract/wcu-11e-mor.

Any questions you have regarding benefit eligibility should be directed to your department’s Academic Personal Coordinator, Maggie Greene.

Please indicate your acceptance of this assignment by signing the enclosed copy of this letter and returning it to Maggie Greene, Academic Personal Coordinator. You may email the letter to @apstudies@ucla.edu or mail it to UCLA AP Studies Department, 1244 Royce Tower, Los Angeles, CA 90095-7225.

Sincerely,

Negro Morgan, Dean
Division of Endowment

Date

REVISION

February 15, 2018

Glenn Rice
666 Alexander Avenue
Los Angeles, CA 90002

Dear Dr. Rice,

I am very pleased to offer you a sabbatical as a Lecturer (1602) with the AP Studies Department under the following terms:

Appointment Dates: 3/1/18 to 6/30/18
Percentage of Time: 100%
Annual Salary Rate: $53,402
Monthly Salary Rate: $4,450
Teaching Assignments: Spring AP Studies 11XC; Apocalypse Studies: Creative Writing

Specific courses will be assigned according to instructional needs in the department and in conformity with departmental and university policies.

Your immediate supervisor is Rich Gaines, Department Chair.

Your position is a bargaining unit covered position represented by the AFT and a copy of the “Memorandum of Understanding for the Lecturer Series” contract is available online at the UC Net Website: http://www.ucop.edu/mediaroom/lawinfo.html or at the AFT Website: http://aft.org/contract/wcu-11e-mor.

Any questions you have regarding benefit eligibility should be directed to your department’s Academic Personal Coordinator, Maggie Greene.

Please indicate your acceptance of this assignment by signing the enclosed copy of this letter and returning it to Maggie Greene, Academic Personal Coordinator. You may email the letter to @apstudies@ucla.edu or mail it to UCLA AP Studies Department, 1244 Royce Tower, Los Angeles, CA 90095-7225.

Sincerely,

Negro Morgan, Dean
Division of Endowment

Date
## Reminders

- **Unit 18 Email Address**
  - [unit18lecturers@college.ucla.edu](mailto:unit18lecturers@college.ucla.edu)
  - [unit18deansoffice@college.ucla.edu](mailto:unit18deansoffice@college.ucla.edu)

- **History Record Range Adjustment**

<table>
<thead>
<tr>
<th>ACADEMIC YEAR</th>
<th>PAY PERIOD</th>
<th>SERVICE PERIOD*</th>
<th>QUARTERS OF SERVICE</th>
<th>YEARS OF SERVICE</th>
<th>TITLE CODE</th>
<th>TITLE NAME</th>
<th>PERSONNEL ACTIONS</th>
<th>%</th>
<th>MONTHLY RATE</th>
<th>YEARLY RATE</th>
<th>OTHER DEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>7/1/14</td>
<td>6/30/15</td>
<td>x x x</td>
<td>3</td>
<td>1</td>
<td>1630</td>
<td>Lecturer</td>
<td></td>
<td>4084.33</td>
<td>49,012</td>
<td></td>
</tr>
<tr>
<td>2015-2016</td>
<td>5/1/16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>RA eff. 5/1/16</td>
<td></td>
<td></td>
<td>4215.08</td>
<td>50,581</td>
<td></td>
</tr>
<tr>
<td>2016-2017</td>
<td>7/1/16</td>
<td></td>
<td></td>
<td></td>
<td>RA eff. 7/1/16</td>
<td></td>
<td></td>
<td></td>
<td>4341.58</td>
<td>52,099</td>
<td></td>
</tr>
<tr>
<td>2017-2018</td>
<td>7/1/17</td>
<td>6/30/18</td>
<td>x x x</td>
<td>6</td>
<td>2</td>
<td>1630</td>
<td>Lecturer</td>
<td></td>
<td>4450.17</td>
<td>53,402</td>
<td></td>
</tr>
</tbody>
</table>
Reminders

- Present Status Box (Data Summary)

<table>
<thead>
<tr>
<th>PRESENT STATUS (if currently employed)</th>
<th>PROPOSED STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Postdoc Employee</td>
<td>Title: 1630, Lecturer 9/12</td>
</tr>
<tr>
<td>Salary Rate: $50,316</td>
<td>(9/12 appt. due to dual post-doc apt.)</td>
</tr>
<tr>
<td>Percentage of Time: 100%</td>
<td>Salary Rate: $53,402</td>
</tr>
<tr>
<td>• Postdoc % to be reduced to 50% to</td>
<td>Percentage of Time: 50%</td>
</tr>
<tr>
<td>accommodate lecturer appt.</td>
<td>Effective Date: 07/01/2017 to 10/31/2018</td>
</tr>
</tbody>
</table>

- Department Base Salary

- Appointment Percentage Rounding - **EDB/UC Path must reflect whole numbers**
  - Ex. 86.50% = 87% 33.33% = 33%

- Opus - initiate all actions

- Interfolio for AY 2018-2019 **dossier cases only**
  - Initial Continuing Appointments, Merits, and Promotions
  - Follow divisional guidelines
Reminders

- Appointment Letter with New Employee Orientation statement
  - For first time appointments only
- Yearly/Quarterly Deadlines
  - Pre-6 Lecturer (9/12) appointment/reappointment for 2018-2019 due 04/27/2018
  - Fall 2018 (9/9) appointment/reappointment/revision due 08/10/2018

Dear <Dr. /Mr. /Ms.> <Last Name>:

I am very pleased to offer you an appointment as a Lecturer (<Title Code>), with the Department of <Name> under the following terms:

Appointment Dates: ________ to ________
Percentage of Time: ________%  
Annual Salary Rate: $________
Monthly Salary Rate: $________
Teaching Assignments: <List of Classes & Course Titles>
Specific courses will be assigned according to instructional needs in the department and in conformity with departmental lecturers workload policies.

Your immediate supervisor is <Professor/Dr. /Mr. /Ms.> <Full Name>, <Position>.

Your position is a bargaining unit covered position represented by the AFT and a copy of the “Memorandum of Understanding for the Lecturer Series” contract is available online at the UC Net Website:  
http://www.universityofcalifornia.edu/labor/bargaining-units/97/contract.html or at the AFT website: http://ucaft.org/content/unit-18-mou

Each academic term, the University shall provide a special orientation for new instructors in the IX bargaining unit, which will include a presentation by the bargaining representative, the UC-AFT. Attendance at the orientation is voluntary. Information about the date and location for the IX new employee orientation may be found at: https://apex.ucla.edu/content/unit-18-non-senate-new-employee-orientation

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

Please indicate your acceptance of this appointment by signing the enclosed copy of this letter and returning it to <AP Coordinator Name>, <Title> [mailing address or fax #, etc].

Sincerely,

<Deans Name>, <Title>
Division of ________

CC: Dean’s Office

Offer Accepted: ___________________________ Date: __________