

INSTRUCTIONS FOR USE OF PRE-SIX LECTURER ASSESSMENT/REAPPOINTMENT FORM

Designed as a streamlining measure, the Pre-Six Lecturer Assessment/Reappointment Form replaces the departmental letter of recommendation normally required for a reappointment action. Departments may use this form only for the reappointment of pre-six Lecturers. For reappointment to all other pre-six Unit 18 titles, the document inventory for Pre-Six Reappointment must be followed. In both reappointment processes, the Checklist to Assure Fairness for Unit 18 titles must still be completed.

The department shall compile the assessment file (i.e., the standard reappointment file: Checklist to Assure Fairness, updated CV, student evaluations, and any optional materials the Candidate wishes to have included in the review file), but will only forward the original assessment form, the checklist, and the updated CV to the division for review. Should the dean request the student evaluations and/or optional materials to aid in her/his review of the file, the department will forward the requested materials. No checklist for submission of additional information is required provided the material is already part of the original assessment file.

Completing the Pre-Six Lecturer Assessment/Reappointment Form

1. Department provides the required information regarding the candidate. Please note that current or most recent salary information and quarters of service pertain solely to the recommending department.
2. Department provides information regarding the proposed reappointment:
 - Regarding the proposed annual salary rate, a two-increment salary increase is required upon reappointment to a 10th quarter of service in the department if no previous increase (e.g., merit) has been given by the recommending department.
 - If recommending any salary adjustment other than the 10th quarter increase, (e.g., market forces dictate a salary increase for purposes of retention) attach letter of justification, including the number of steps recommended.
 - Regarding the proposed assignments, in addition to listing the courses and/or equivalencies with their corresponding IWCs, please designate the nature of the appointment selecting from the following list of choices (simply write the alpha character on the form that corresponds to the reason, or explain “other”):
 - a. The course or equivalency is usually assigned to a Unit 18 Lecturer;
Or the course is not usually assigned to a Unit 18 Lecturer, but this assignment results from:
 - b. The need to replace a Senate faculty member who is temporarily not available (e.g., on sabbatical);
 - c. The need to deliver instruction until newly hired ladder rank faculty are scheduled to begin teaching;
 - d. The course or equivalency is usually assigned to a Graduate Student Instructor (Teaching Fellow, Associate In) pursuant to a pedagogical training plan, but one is not available at this time;
 - e. A temporary and/or unanticipated fluctuation in enrollment; or
 - f. Other – provide explanation of why this course is proposed to be taught by a Unit 18 Lecturer when it normally is not (e.g., circumstances which require emergency course coverage).
3. Following the provisions of the Checklist to Assure Fairness, the candidate is provided the opportunity to review and comment upon the assessment (both before and after the department recommendation is determined).
4. The department chair/unit head signs the form under the “Assessment of Candidate” section to verify the assessment information and the recommendation. The department forwards the material as noted on the bottom of the form to the division for approval.