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3101: GENERAL GUIDELINES

Policies and procedures regarding terms and conditions of appointments in the Lecturer series which are not included in the MAPP are contained in APM 283, the Memorandum of Understanding (MOU) for the Non-Senate Instructional Unit (Unit 18) and the Contract Administration Manual. The MOU shall prevail if there is an apparent discrepancy between the APM and the MOU.

DEFINITIONS

Titles in the Unit 18 Lecturer series do not confer membership in the Academic Senate. Lecturers are also known as Non-Senate Faculty or “NSF.” This series does not include the titles Lecturer PSOE, Lecturer SOE, Senior Lecturer PSOE or Senior Lecturer SOE (see MAPP Chapter 2 Section 05).

- **Lecturer (Pre-Six):** This title is used to designate individuals who have full or partial responsibility for instruction of assigned courses (or equivalent work) for a specified period of time. Used during the Lecturer’s first twelve semesters (six years) of employment in the same Unit at UC Merced.

- **Lecturer (Continuing):** This title is used to designate individuals who are appointed to teach courses for an indefinite period of time following completion of twelve semesters of employment in any Unit 18 title in the same UC Merced Unit. Semesters of employment need not be consecutive and can be at any positive appointment percentage. Appointment to this title can be made only when instructional need has been formally determined and the appointee is found to meet the required excellence standard following completion of an Excellence Review (MAPP 3104).

- **Senior Lecturer** (may be Pre-Six or Continuing): This title is used to designate individuals who have an appropriately senior level of achievement and experience. Designation as a Senior Lecturer shall be given to appointees who qualify for a Lecturer title and who provide service of exceptional value to the University.

- **Lecturer in Summer Session:** This title is used to designate Lecturers appointed on a temporary basis to teach courses in the Summer Session. Summer Session appointments do not count as Unit 18 semesters of service.

  *Note: Lecturers without salary are not members of Unit 18; however, the same procedures used for initial appointment and reappointment of pre-six Lecturers should be followed for without-salary appointments and reappointments. Deans’ offices are encouraged to contact APO for assistance with use of this title.*

RESTRICTIONS

1. Graduate level courses may be taught by appointees to Lecturer titles only with prior approval from the Chair of Graduate and Research Council, per Academic Senate policy.

2. Registered UC students may not be appointed to Lecturer titles. Advanced degree candidates who are not currently registered may be appointed as Lecturers by exception. Such appointments require prior approval from the Dean of the Graduate Division.
RESPONSIBILITY

DEAN

School Deans have responsibility for administering personnel actions regarding pre-six Lecturer appointments and reappointments. School evaluations and recommendations regarding pre-six appointments and reappointments shall be made pursuant to School procedures and in accordance with the MOU.

ACADEMIC SENATE

Per Legislative Ruling 7.06 by the University Committee on Rules & Jurisdiction, “it is the right and responsibility of the Academic Senate members of an academic department to provide administration with advice on the instructional performance of non-Senate faculty. In accord with Academic Senate Bylaw 35.C, and re-affirming Legislative Ruling 12.75, only members of the Academic Senate may vote on the departmental recommendation in a merit action involving non-Senate instructional faculty. A department may solicit a recommendation or vote from non-Senate instructional faculty to be used in its deliberations.”
3102: RECRUITMENT

A thorough and determined search should be made both inside and outside the University for candidates, including candidates who are minorities, women, handicapped persons, disabled veterans, and Vietnam-era veterans. The letter and the spirit of the affirmative action policy should be followed in all recruitment activities. Special attention must be given to legal requirements regarding the recruitment and hiring of foreign nationals to ensure that they hold visas and employment authorization that allow compensation for services. School staff and the Academic Personnel Office should be notified as early as possible of a potential visa case. Questions should be referred to the Office of International Affairs.

Available academic-year Lecturer positions must at a minimum be advertised on the UC Merced website. Posting on the Northern California Higher Education Recruitment Consortium (HERC) website is recommended, and other external ads are encouraged if funding is available. The AP-4 form, Non-Senate Job Posting Request, is prepared by School staff and routed to the Academic Personnel Office for review and posting on the UC Merced website. Any external ads will then be posted by School staff.

Interested candidates should submit the following during the application process:

1. Curriculum Vitae
2. Teaching Evaluations
3. Any other materials required by the School, which may include:
   - List of references
   - Self-Statement or Statement of Teaching Philosophy
   - Sample Syllabi
   - Other evidence of teaching proficiency

Schools shall establish procedures for assessment and selection of candidates based on demonstrated competence in the field and teaching ability, as evidenced by requisite degree and/or previous teaching experience and performance. Master’s and/or PhD degree is required unless an exception is granted by the Vice Provost for Academic Personnel (VPAP). Experience and/or professional degree must be appropriate to the course(s) which the candidate is to teach.
3103: APPOINTMENT

TERMS OF APPOINTMENT

1. Initial appointments to Unit 18 titles are normally made for terms of one year or less, but may be for a period of up to two years. Reappointments in the first six years of service may be made for a term not to exceed three years given appropriate funding allocation. Continuing Appointments do not have a specified ending date, and shall terminate only by a full layoff (see Article 17 of the MOU) or by dismissal in accordance with relevant disciplinary procedures (see Article 30 of the MOU).

2. Appointments of a full academic year (two semesters) will be made on a 9/12 basis effective July 1 through June 30. This pay period is to be used regardless of the percent time of the appointment, and shall be used when the appointment is approved as late as the end of Fall semester of the given year (which would require payments retroactive to July 1). Appointments for only one semester are made on a 9/9 basis.

3. Service dates reflect the actual service period; that is, a Lecturer is expected to work from the first day of the semester to the last day of the semester. Note that the semester begins before formal instruction begins. Academic year dates are published annually by the Registrar’s Office. Because service and pay periods differ, appointees should be aware that unexpected leaves without salary or mid-term resignation might result in overpayment that must be reimbursed to the University.

4. At the time of appointment to a seventh semester of service within the same Unit, a pre-six Lecturer will be given a two-step salary increase if the individual has not received a two-step increase during the previous six semesters of service. If the Lecturer has been given a one-step increase during the first six semesters, he or she will be given a one-step increase in the seventh semester. (MOU Art. 7a.C.4.c)

5. All assignments must conform to the Workload Policy approved by the School.

6. The At Your Service website provides information regarding benefits and their relationship to workload percentages.

REAPPOINTMENT (PRE-SIX)

This section refers to reappointment that commences prior to completion of six years of service in the same Unit. See section 3104 below for Continuing Appointment (“post-six”) procedures.

Reappointment files must contain sufficient materials to document the demonstrated competence of the candidate in keeping with University of California standards of excellence. Any reappointment shall be preceded by an assessment of the performance of the Lecturer, which shall be undertaken in accordance with the School’s applicable procedures. Such assessments may take on added significance should the individual subsequently be proposed for a Continuing Appointment. Assessment of Lecturers for reappointment shall be based on the following:

Demonstrated competence in the field, as evidenced by:

- Requisite degree, and/or
- Previous teaching experience

Demonstrated ability in teaching. Performance is measured by evaluation of qualities and evidence such as:

- Command of the subject matter;
- Ability to organize and present course materials;
- Ability to stimulate imaginative thinking and encourage critical and analytical skills;
LETRURERS

- Ability to arouse curiosity in beginning students and to stimulate advanced students;
- Appropriately current syllabi, reading lists, and other instructional material; and
- Student evaluations, including the use of student learning outcomes.

NON-REAPPOINTMENT

No notice of non-reappointment is required for appointments that terminate on the scheduled end date when total service is less than six years. Termination or reduction in time prior to the scheduled end date must be in compliance with MOU Art. 17.C.
3104: MERIT, PROMOTION, APPRAISAL REVIEW

Reappointments which commence after twelve semesters of service in a Unit 18 title in the same Unit at UC Merced, known as “Continuing Appointments,” can be made only after an instructional need has been established.

Conferment of a Continuing Appointment following an Excellence Review after six years of service, and the subsequent merit reviews, are intended to reward those individuals who meet specified needs and standards of excellence after a programmatic decision has been made to allocate resources for a Continuing Appointment. The retention of these candidates beyond the sixth year is a significant academic personnel action and the criteria and guidelines herein must be carefully followed in the review process.

INITIAL CONTINUING APPOINTMENT

DETERMINATION OF INSTRUCTIONAL NEED

Instructional need must be established before proceeding with the Excellence Review. Instructional need to establish a Continuing Appointment shall exist when the Dean determines the following with respect to the initial year of the Continuing Appointment (MOU Art. 7b.B):

1. There is a curricular need for courses to be taught by Lecturers in the area in which the Lecturer under consideration has taught, and
2. the Lecturer under consideration is qualified to teach the course(s), and
3. a Continuing Appointee is not already expected to teach the course(s).

Instructional need will not exist when:

1. A specified Senate faculty member is designated to teach the course(s) previously assigned to the Lecturer in the next academic year;
2. A graduate student whose training is in the same discipline, or where the assignment is made pursuant to an academic plan for pedagogical training, is designated to teach the course(s) previously assigned to the Lecturer during the initial appointment year;
3. An unanticipated distinguished Visiting Professor or Adjunct Professor is designated to teach the course(s) previously assigned to the Lecturer during the initial appointment year;
4. The assignment of the Lecturer to teach the course(s) conflicts with the established School academic program requirements for intellectual diversity;
5. Other courses in the area in which the Lecturer has taught and for which he or she is currently qualified are neither available nor taught during the initial appointment year; or
6. The course(s) have been assigned to another Continuing Appointee with more service, and there are no other courses taught by Lecturers with less seniority in the area where the candidate has been teaching and is qualified to teach.

APO will send out a call to the Deans for Needs Assessments on or about August 15th of each year; the Assessment should be forwarded to the Provost/EVC via the Associate Director of Academic Personnel.

The Needs Assessment should address the following questions:

1. Is there a continuing or anticipated instructional need for the courses that the Continuing Appointee will teach? The determination of need cannot be arbitrary or unreasonable, and should take into account these considerations:
   a. The relative needs or demands of budgetary resources, and/or
   b. The review and assessment by the campus, based on its academic judgment, of curricular needs, program needs, and relative need for faculty of various ranks.
2. Is there a need for teaching so specialized in character that it cannot be done with equal effectiveness by Senate faculty members or other temporary appointees?

The Provost/EVC will review the Assessment and issue a responses in writing, either approving or not approving the FTE requests.

ESTABLISHING THE CONTINUING APPOINTMENT PERCENTAGE

Normally, the Lecturer’s initial Continuing Appointment base percentage will be at least equal to his or her appointment percentage in the previous academic year (e.g., the sixth year). It may be lower, however, if the Dean determines that the course(s) taught by the Lecturer in the previous year will not be offered, or will not be taught by Lecturers because Instructional Need has changed for one or more of the reasons cited above.

EXCELLENCE REVIEW

When there has been a positive instructional need determination, a Lecturer who has been appointed to twelve semesters of service must undergo an Excellence Review to determine whether she or he meets the excellence standard required for a Continuing Appointment.

The Excellence Review will be conducted during the academic year in which the Lecturer’s eleventh or twelfth semester falls in the Spring semester. Eligibility letters will be issued by the Academic Personnel Office each March.

Prior to the initiation of the Excellence Review (i.e., before the Procedural Safeguard Statement is initiated), normally in March of the previous year, the Lecturer under consideration shall be notified in writing of the review, and the timing, criteria, and procedures that will be followed. Such notice will be issued to the candidate by the Vice Provost for Academic Personnel, with a copy to the Dean. This letter will indicate that the candidate’s materials are due to the Dean’s office by July 15, and the completed Case File is due to APO by the following March 15. (Schedule for AP Actions). Candidates may be required to turn in case materials to their particular Schools or Units on an earlier date to allow for time for internal review procedures; such direction will come directly from the School or Unit.

Once the Excellence Review is initiated (i.e., the Procedural Safeguard Statement has been initiated), the Case File shall continue through the entire review process (i.e., all files, including files in which the School recommends against a Continuing Appointment, shall be forwarded to all reviewing entities). The candidate, however, may request in writing to the VPAP at any time that the review be halted. If such a request is made, the file will not continue through the review process, and reappointment will not be considered further.

CONTINUING APPOINTMENT CRITERIA

Consideration for a Continuing Appointment shall be made on the basis of demonstrated excellence in the field and in all three of the following categories:

- Teaching/instructional performance;
- Academic responsibility;
- Other assigned duties which may include University co-curricular and community service. (MOU 7b.D)

Instructional performance is measured by evaluation of evidence demonstrating such qualities as:

- Command of the subject matter and continued growth in mastering new topics;
- Ability to organize and present course materials;
- Ability to awaken in students an awareness of the importance of the subject matter;
- Ability to arouse curiosity in beginning students and to stimulate advanced students to do creative work;
- Achievements of students in their fields; and
- Evidence of learning as determined by learning outcome assessment. (MOU 7b.D)
REVIEW COMMITTEE

Excellence Reviews will be conducted by a Review Committee within the School appointed by the Dean in consultation with Senate faculty and composed of Senate faculty with sufficient knowledge in the field of expertise of the individual being reviewed. In addition, the School will make reasonable efforts to ensure that a qualified non-Senate faculty member (e.g., Lecturer) be a member of each review committee. All such service will be voluntary.

PREPARATION OF THE CASE FILE

All candidates for Excellence Review will complete the Procedural Safeguard Statement to ensure that their rights under Articles 7b and 7c of the MOU have been explained and upheld.

Candidate’s Materials

Once a Lecturer has been informed of her or his eligibility for an Excellence Review, she or he is expected to assemble a file of documentation including:

1. Updated curriculum vitae, including teaching information and current address;
2. Instructional materials that may include syllabi, tests and reading lists;
3. Student evaluations, including written comments;
4. Evidence of student learning outcomes assessment; and
5. Optional materials that may include letters of assessment not solicited by the School (such as assessment by peers or other faculty members or from former students), a statement of pedagogical philosophy and goals, and/or other relevant materials such as a self-statement or self-evaluation. The program or School may have specific requirements regarding these or other materials.

Other Documentation of Performance

The School will gather other evidence for evaluation, which may include:

1. Assessment from classroom visitations by colleagues and evaluators;
2. Annual pre-six assessments; and

The candidate shall have the opportunity to review the file and to respond in writing within five business days. Any such statement will become part of the Case File.

Case Analysis

It is the Review Committee’s responsibility to submit analytical comments in the form of a Case Analysis concerning the candidate’s teaching effectiveness. These comments must be accompanied by evidence from the materials included in the file. Any references to confidential letter writers must be by alpha code. The Case Analysis should include the following:

1. Evaluation of performance in all assigned duties and evaluation of qualifications in relation to criteria for a Continuing Appointment;
2. Recommendation for or against Continuing Appointment; and
3. Merit recommendation: if the candidate is found to have met the excellence standard for a Continuing Appointment, the salary must be raised to the minimum annual salary for Continuing Appointment per Table 17-A of the Academic Salary Scales.

The candidate shall have the opportunity to review the Case Analysis and to respond in writing within five business days. Any such statement will become part of the Case File.
Faculty Vote

If so specified in the Unit’s voting procedures, the Case File may be considered by voting members of the Unit. Any discussion and vote by the Unit should be recorded in a Transmittal Memo written by the Chair and included in the Case File which is then forwarded to the Dean.
Dean’s Recommendation Letter

In the Letter, the Dean provides his or her recommendation regarding the proposed action and supplies additional analysis as needed. The Dean should also either endorse the salary recommendation put forth or provide justification for a different recommendation.

Routing

Once completed, the Case File is routed to the Academic Personnel Office for review by the Vice Chancellor for Academic Personnel. The VPAP will make a recommendation to the Provost/EVC, who shall make the final decision regarding granting a Continuing Appointment.

MERIT REVIEWS

Every March, the Academic Personnel Office will issue letters of eligibility for Merit Reviews for Continuing Appointees. It is the School’s responsibility to evaluate Continuing Appointees every three years. Each School, using standards of excellence appropriate to the particular discipline or subject areas, should develop systematic methods and criteria for discriminating among levels of performance. The process for conducting a Merit Review for a Continuing Appointee shall follow the same procedure outlined above for an Excellence Review. The primary criterion for review will be demonstrated excellence in teaching, along with the other criteria outlined in MAPP 3104.A.4 above. Well-documented evidence should be provided on which the appraisal of teaching competence has been based. A positive review shall result in a merit increase of at least 6% on the Academic Salary Scale (MOU Article 22.C.2.b). If during the course of a review, or at any other time, the School determines that based on the evaluation criteria there has been a significant decline in the quality of performance by the Continuing Appointee, the procedures outlined in Article 30 of the MOU must be followed.

A Continuing Appointee may request a one-year deferral of the review. Future eligibility for review will be based on the new review date.

Schools should inform the candidates of internal deadlines and the opportunity to submit materials to be included in the Case File. If the candidate does not provide materials by the School’s due date, the School will conduct the review based on the materials available in the School as of the due date.