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## 3101: GENERAL GUIDELINES

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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 department 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 department. 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.
- **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

- 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**.
- 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 Vice Provost and Dean of the Graduate Division.

### RESPONSIBILITY

#### DEAN

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 appropriate 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

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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.”