

---

## 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 (Fall and Spring semesters) will be made on a 9/12 basis effective July 1 through June 30. This rule is in effect whenever the University has the intention to appoint for both semesters. This pay period is to be used regardless of the percent time of the appointment. Appointments for only one semester are made on a 9/10 basis. (**MOU Article 6**)
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. During the academic year in which the sixth semester of service falls, every Lecturer shall be afforded the opportunity to take part in a mentoring meeting with his or her Department Chair for the sole purpose of providing the Lecturer with performance feedback. The contents of the meeting are not to be recorded and will not be used in any subsequent evaluation process. The meeting will be planned and conducted in accordance with **Article 31** of the MOU. Guidelines and documentation template are available here: **Mentoring Meeting Toolkit**.
5. At the time of appointment to a seventh semester of service within the same department, a pre-six Lecturer will be given a 6% salary increase if the individual has not received at least a 6% increase during the previous six semesters of service. (**MOU Art. 7A.F.3**)
6. All assignments must conform to the Workload Policy approved by the School.
7. The **UCNet 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 department. 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 (**MOU Art. 7A.F.1**). 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;
- 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**.