Lecturers
(Unit 18, Non–Senate Faculty)
Represented Non–Senate Faculty
Lecturer and Continuing Lecturer Titles

Governed by Memorandum of Understanding (MOU) with American Federation of Teachers (AFT)

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/nonsenateinstructional_nsi/agreement.html
Policies

Merced Academic Personnel Policies & Procedures (MAPP)
Chapter 3, Section 10 Lecturers

UC Academic Personnel Manual (APM)
APM –283 Lecturer and Senior Lecturer
Eligibility

Demonstrated experience in teaching

Demonstrated competence in the field
  • Master's and/or Ph.D. is required unless exception is granted by the Vice Provost for the Faculty
  • Experience and/or degree must be appropriate to course(s) candidate is to teach

May not be a registered student at any UC Campus

May not have been denied tenure at any UC campus within last 5 years
Appointments

Appointments are in a school/college, unit, or program

Academic year basis (9/12)
Semester basis (10/10)

Benefits based on appointment percent and length of appointment (BELI)

Service records maintained on a semester–by–semester basis within School/College and APO.
Workload

Courses taught have pre-approved value or "weight" (IWC – Instructional Workload Credit)

Percentage of appointment calculated according to number of IWCs

No workload averaging across semesters, but appointment line is averaged for benefit purposes.
Course (IWC)

- IWC = regularly scheduled course (Article 24 A.2)
  - Significant prep
  - Office hours
  - 3 hours/week
  - Grading

  100% workload = 6 IWCs/academic year
  1 IWC = 33%

- Writing and foreign language = 5 IWCs/academic year
  1 IWC = 40%
Workload Policy

- Determined at School level, provide to APO
- Establishes IWC value for each course. Discussions, labs, etc. are valued proportionate to a regular course

For example:
- PSY 1 lecture course = 1 IWC = 33%
- PSY 1 lab = 2/3 IWC = 22%
- PSY 1 disc = 1/3 IWC = 11%
Workload equivalencies shall be included in appointment whenever "s/he is required or clearly expected to perform duties in addition to her/his assigned teaching duties...such as serving as a dissertation advisor or performing committee work" (Article 24 A.3)

MOU, Appendix H: NSF List of Duties that Shall Receive Workload Equivalencies
Lecturer Pre-Six Appointments

(Years 1–6 / Semesters 1–12)
Instructional Need

- Requires determination be made there is instructional need that will not be met by Senate Faculty, ASE, Visiting or Adjunct Professor.

- Requires open recruitment
  - Available academic-year positions must at a minimum be advertised on the UC Merced website.
  - Additional external ads are encouraged
    - MAPP 3102 Recruitment
Pre-Six Appointment

May have full or shared responsibility for classes, labs, or discussion sessions.

May be employed up to 12 semesters in the same school/college, unit, or program. Every semester, regardless of percentage or break in service counts as a semester; 0% (without salary) and summer session do not count.

Approval Authority –
Appointment: Dean of School/College
Exceptions: case-by-case, consult with APO
Terms of Appointment

Assessment prior to each reappointment

No merit process, salary increase (2 "steps") at beginning of 4th year (7th semester)

May hold various appointments in multiple schools/colleges and units

If employed 100% in another title the percentage should be reduce to accommodate lecturer appointment
Reappointment Assessment

Responsibility of Senate Faculty to ensure quality of instruction

May be carried out by an appropriate committee that includes Senate Faculty

Recommended (not required) to include input from NSF Continuing Appointee(s)
Notification of Assessment

The NSF shall be provided, in writing:

- the review criteria
- form of assessment
- timing of assessment
- materials required
Appointment Dates

Academic-year (AY) NSFs, those who will work both semesters, must have appointment dates, for payroll and benefits purposes, from July 1 through June 30

Semester based appointments will have dates for payroll of: August 1 to December 31 (Fall) and January 1 to June 30 (Spring)

Service dates are the first date of the AY or semester, to the last date of the AY or semester
# Title Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>9/12</th>
<th>10/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1630</td>
<td>Lecturer (Pre–6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1631</td>
<td>Continuing Lecturer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1652</td>
<td>Cont. Temporary Augmentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1636</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1637</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1654</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Deadline – Appointment Notification

Appointment or reappointment letters for academic year appointments are to be issued by June 1st or as soon thereafter as practicable.

The appointment letter shall include:
- title
- salary
- workload percentage
- name of employing School/Unit
- effective dates
- supervisor's name
- nature of appointment and general responsibilities
- UC–AFT website
Notification of Non-Reappointment

No notice of non-reappointment is required for appointments that terminate on the scheduled end date.

Termination or reduction in time prior to the scheduled end date must be in compliance with MOU Article 17.C.
If the University reappoints a pre-six year NSF whose most recent appointment in the employing unit was 50% or greater over an academic year to a semester based appointment, the University shall provide a copy of the reappointment letter to the Union prior to the beginning of the initial term of the reappointment. At the request of the Union, the University shall provide the reasons why the quarterly/semester based reappointment has become necessary.
Processing an Appointment

Following completion of candidate selection:

Complete Lecturer Appointment Information Form (UCM AP–311)

Utilize UC Academic Salary Scale Table 17–1 and/or APO calculator for pay rates as appropriate for pay basis 9/12 AY or 10/10 for semester basis

Complete appointment letter, using APO template, for Dean's signature
Finishing

Mail and/or email original letter to candidate, retaining 2 copies

Forward one copy of signed appointment letter and Information form, with attachments, to APO as soon as possible after letter is sent to candidate

APO will review, audit for accuracy, and submit payroll worksheet. If errors are found APO will notify the School/College of the necessary action required. APO maintains the official personnel file
Impact Reappointments Have on Academic Planning

Annual assessment that reflects need for NSF appointments places the School on the road to continuing appointments

Long range planning must be taken into account regarding the commitment for, and impact of, continuing appointments – programmatic and curriculum, hiring of new senate faculty, space, and instructional support

Failing to recognize impact and including in long-range academic planning can result in grievances and potential legal exposure
Lecturer – Continuing Appointment
Continuing Appointments

Two stage process – Needs Analysis and Excellence Review

A NSF Lecturer is eligible for a continuing appointment after twelve semesters of service, eligibility centrally tracked by APO

No affirmative action requirement
Needs Analysis – Instructional need shall exist when the Dean determines, with respect to the initial year continuing appointment, that:

- there is curricular need for courses to be taught by Lecturers
- a Continuing Appointee is not already expect to teach the course(s)

APO will send out a call to the Deans on or about August 15th of each year.
Excellence Review

When there is a positive instructional need determination APO will distribute an eligibility notification during March indicating:

- Basis for review
- Links to relevant polices and MOU
- Deadline for submission of review file
- Materials to be included in review file
- Notification a non-favorable outcome will result in release from employment at the University
Excellence Review

Criteria:
- demonstrated excellence in the field
- demonstrated excellence in teaching, academic responsibility, and assigned duties

File to include:
- CV, teaching information, instructional materials, student evaluations
- Safeguard statement
- Committee assessment and recommendation
- Dean's analysis
Continuing Appointments

Annual workload to be at least the approved percentage over the year.

- Any reduction to be in compliance with MOU
- Any increase to be identified as temporary or permanent augmentation; if temporary use separate appointment/distribution under appropriate title code

Appointments have an indefinite end date
Merit Reviews

Every March, APO will issue letters of eligibility for Merit Reviews for Continuing Appointees

School's are responsible for evaluating Continuing Appointees every three years Primary criterion = Excellence in Teaching

Positive review results in merit increase of at least 2 "steps". If there is a determination of significant decline in quality of performance the procedure in MOU Article 30 must be followed
Review Notification

Following the excellence review:

APO will prepare:

• An Academic Review Report
• An EVC/Provost notification letter

APO will mail letter to NSF, with copy to the School/College, along with the Academic Review Report.
Appointment Process

- **School/College**
  - at the beginning of each academic year notifies the Continuing Lecturer of the specific assignment for the upcoming academic year (courses to be taught, supervisor, etc.)
  - forwards copy of notification letter to AP and requests changes to appointment/payroll as appropriate (e.g. FAU, percentage of appointment, supervisor)

- **APO**
  - updates payroll records
  - maintains personnel file
  - tracks appointment for merit eligibility
NSF Service Counts

Academic year service in a non-senate faculty position, both Pre-6 and Continuing, counts toward the eight (8) year limit for appointment as a Lecturer with Potential Security of Employment.