

## LECTURER AND SENIOR LECTURER

### I. GENERAL GUIDELINES

- A. The following serves to implement the university policy on [Lecturers and Senior Lecturers \(APM 283\)](#) and the [Memorandum of Understanding \(MOU\) for the Non-Senate Faculty Instructional Unit \(Unit 18\)](#). The MOU shall prevail if there is an apparent discrepancy between the APM, MAPP, and the MOU.
- B. Service dates reflect the actual service period; that is, a Unit 18 faculty member 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.
- C. Restrictions
  1. Graduate level courses may be taught by appointees to the lecturer titles only with prior approval from the Chair of Graduate and Research Council, per Academic Senate policy "[Non-Senate Faculty Eligibility to Teach Graduate Courses](#)".
  2. Lecturers without salary are not members of Unit 18; however, the same procedures used for initial appointment should be followed for without salary appointments. Lecturers without salary are appointed one year at a time. Deans' offices are required to contact Academic Personnel prior to use of this title.
  3. All assignments must conform with the Workload Policy approved by the School and [Article 24](#) of the MOU.
  4. Benefits are provided for in the MOU ([Article 11](#)). The [UCNet website](#) provides information regarding benefits and their relationship to appointment percentages.

### II. RESPONSIBILITY

#### A. Dean

Deans have the responsibility for administering personnel actions for Unit 18 faculty member appointments and reappointments. Review and recommendations regarding Unit 18 faculty member appointments and reappointments shall be made pursuant to appropriate procedures and in accordance with the MOU.

#### B. 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.”

### III. PROCEDURES

#### A. Pre-Six Appointment

A pre-six appointment is the appointment of a Unit 18 faculty member during the first six years of employment. For purposes of this Agreement, “first six years of employment” means the first twelve (12) academic year semesters of employment in the same department, program, or unit at the same campus. Credit towards continuing status is accrued in each separate department, program, or unit. A Unit 18 faculty member may achieve continuing status in more than one department. The information in this section highlights some material from Article 7a.

1. See MOU [Article 7a](#).

The term “initial appointment” means the first appointment of a Unit 18 faculty member in a department, program, or unit at a campus. The initial appointment of a pre-six Unit 18 faculty shall cover a period of one (1) academic year of either continuous or intermittent service in the same department, program, or unit. The initial appointment may not exceed one (1) academic year.

The term “reappointment” means the subsequent appointment following an initial appointment of currently or previously appointed Unit 18 faculty in the same department, program, or unit at UC Merced. The first reappointment of a pre-six Unit 18 faculty shall cover a period of two (2) academic years of either continuous or intermittent service in the same department, program, or unit. The second and all subsequent reappointments of a pre-six Unit 18 faculty shall cover a period of three (3) academic years of either continuous or intermittent service in the same department, program, or unit. The final pre-six reappointment may not extend beyond the 12th semester, which may result in an appointment duration of less than three (3) years. During a two- or three-year reappointment, the minimum average academic year percentage shall be the same between year-1 of that appointment and all subsequent years of that same appointment, although the term-by-term percentage may vary. See Article 7a, D. 5.

Letters of initial appointment or reappointment shall be issued to all academic-year appointees by May 1<sup>st</sup> for assignments being offered the next academic year and shall be consistent with the MOU. Letters of initial appointment or reappointments shall be issued to all appointees with a semester-based appointment no later than sixty (60) days prior to the commencement of the first service period in the appointment. See MOU Article 7a, C. 5. for letter requirements.

No later than March 1, the Schools shall send notice to hiring departments, programs, and units, reminding them of the obligations.

#### B. Pre-Six Assessment

This procedure outlines the requirements for the Pre-six Assessment and Reappointment of a Unit 18 faculty member. The Assessment will be conducted by the department during the initial one-year appointment of the Unit 18 faculty member at UC Merced, if the faculty member submitted written interest for reappointment by the deadline according to MOU Article 7a. J. 1.

1. See MOU [Article 7a](#).

2. See [MAPP 283 – Procedure 1 – Assessment](#)
3. [Statement of Interest in Reappointment](#)

If a Unit 18 faculty member fails to timely submit written interest for reappointment or submits a written declaration of non-interest for the following academic year, the department, program, or unit shall not be obligated to conduct an Assessment or consider them for subsequent appointments.

**Note:** No notice of non-reappointment is required for appointments that terminate on the scheduled end date when total service is less than six (6) years; however, an Assessment is still required if the Unit 18 faculty member submitted a written request for reappointment consideration. Termination or reduction in time prior to the scheduled end date must be in compliance with MOU [Article 17](#).

### C. Pre-Six Academic Review

This procedure outlines the requirements for the Pre-six Academic Review and Reappointment for a Unit 18 faculty member, if the faculty member submitted written interest for reappointment by the deadline, according to MOU Article 7a. J. 1.

Unit 18 faculty with a two or three-year reappointment shall undergo a Pre-Six Academic Review except when there is a scheduled Excellence Review during the appointment. The Pre-Six Academic Review shall be concluded no later than May 1 in the second year of a two-year appointment or the third year of a three-year appointment.

1. See MOU [Article 7a](#).
2. See [MAPP 283 – Procedure 2 – Academic Review](#)
3. [Statement of Interest in Reappointment](#)

If a Unit 18 faculty member fails to timely submit written interest for reappointment or submits a written declaration of non-interest for the following academic year, the department, program, or unit shall not be obligated to conduct a Pre-Six Academic Review or consider them for subsequent appointments.

Note: Article 7a, J. 6 applies to Unit 18 faculty who have undergone a Pre-Six Academic Review in the same department, program, or unit. If the department, program, or unit determines that a Unit 18 faculty member deemed “effective” will not be reappointed at the same or increased appointment percentage as the previous appointment, the Unit 18 faculty member will be provided with a written explanation.

The University is not precluded from offering future work to a Unit 18 faculty member who has been deemed effective but not reappointed for a reason listed in Article 7a, J. 6. b.

**Note:** No notice of non-reappointment is required for appointments that terminate on the scheduled end date when total service is less than six (6) years; however, an Academic Review is still required if the Unit 18 faculty member submitted a written request for reappointment consideration by the deadline according to MOU Article 7a. J. 1. Termination or reduction in time prior to the scheduled end date must be in compliance with MOU [Article 17](#).

#### **D. Excellence Review**

This procedure outlines the requirements for Excellence Review. A Unit 18 faculty member who has been appointed to twelve (12) semesters of service must undergo an Excellence Review to determine whether they meet the excellence standard required for Continuing status.

1. See MOU [Article 7b](#), [Article 7c](#) and [Article 43](#)
2. See [MAPP 283 – Procedure 3 – Excellence Review](#)

The Excellence Review will be conducted during the academic year in which the Unit 18 faculty member's twelfth semester in the same department at UC Merced falls<sup>1</sup>. The University shall conduct the Excellence Review regardless of need.

Prior to the initiation of the Excellence Review, normally in March of the previous year, the Unit 18 faculty member under consideration shall be notified in writing of the review, and the timing, criteria, and procedures that will be followed. This Letter of Eligibility will indicate that the candidate's materials are due to the Dean's office by **July 1**, and the completed Case File is due to APO by the following **March 1**. ([Schedule for AP Actions](#)). If the Unit 18 faculty member does not prepare and submit materials or request a deferral, if eligible, by the deadline provided in the notice of eligibility, the School will be required to prepare a case for submission. The review will proceed with the documentation available to the department, program, or unit, as assembled by the department chair or equivalent.

Once the Excellence Review is initiated, the academic review 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). If the Unit 18 faculty member resigns and separates before the start of the 12th semester, the excellence review will be halted. The Unit 18 faculty member is not eligible for future employment as a Unit 18 faculty member in the same department, program, or unit unless they are selected from a recruitment. If selected from a recruitment, a pre-six appointment will be offered for a period that does not exceed the 12th semester and an excellence review must be completed by the end of the 12th semester. If the Unit 18 faculty member resigns after the start of the 12th semester, the excellence review must be completed as scheduled. The separated Unit 18 faculty member may be eligible for future employment as a Unit 18 faculty member in the same department, program, or unit only if they were deemed excellent and are selected from a recruitment.

#### **E. Continuing Lecturer Merit Review**

This procedure outlines the requirements for the Merit Review for a Continuing Unit 18 faculty member.

1. See MOU [Article 7c](#), [Article 22](#), and [Article 43](#)
2. See [MAPP 283 – Procedure 4 – Merit Review for Continuing Appointees](#)

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<sup>1</sup> See [Article 7a, B.](#) for potential transfer of service credit from another UC campus.

It is the School's responsibility to initiate merit review of Continuing Appointees every three years. Every March, the appropriate Dean's Office will issue letters of eligibility for Merit Reviews for Continuing Appointees who are eligible for review the following academic year. If the Unit 18 faculty member does not prepare and submit materials or request a deferral, if eligible, by the deadline provided in the notice of eligibility, the School will be required to prepare a case for submission. The review will proceed with the documentation available to the department, program, or unit, as assembled by the department chair or equivalent.

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. Documentation of these standards should be included with the academic review file. The process for conducting a Merit Review for a Continuing Appointee shall follow the same procedure outlined for an Excellence Review.

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 merit review. Such a request should be submitted in writing to the Dean for approval by the May 15<sup>th</sup> following distribution of letters of eligibility. Deferrals of more than one year will not be allowed. Future eligibility for review will be based on the new review date. A one-year deferral lengthens the merit review period by one year.

Schools should inform the candidates of internal deadlines and the opportunity to submit materials to be included in the academic review 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.

#### **F. Promotion Review**

This procedure outlines the requirements for the Promotion Review for a Continuing Unit 18 faculty member.

1. See MOU [Article 7d](#), and [Article 43](#)
2. See [MAPP 283 – Procedure 5 – Promotion Review for Continuing Appointees](#)

A Continuing Lecturer who has received at least two (2) consecutive positive merit advancements (following the initial Continuing Appointment) in the same department, program, or unit, may request, in writing, a Senior Continuing Lecturer Promotion Review, in accordance with campus procedures, upon their next merit review. Promotion and subsequent merit decisions will be based on exceptional performance in teaching. Instructional contributions that are broad ranging and/or greatly enhance the academic mission of the University, may be considered exceptional. Length of service and continued excellent performance as a Continuing Lecturer alone are not justification for promotion.

Note: A Continuing Lecturer promotion review will only be conducted *at the written request* of the qualified Continuing Lecturer; Schools are not to initiate such a review automatically.

**G. Senior Continuing Lecturer Merit Review**

This procedure outlines the requirements for the Merit Review for a Senior Continuing Unit 18 faculty member.

1. See MOU [Article 7d](#), and [Article 43](#)
2. See [MAPP 283 – Procedure 6 – Merit Review for Senior Continuing Appointees](#)

A Senior Continuing Lecturer shall be considered for a merit increase at least once every three years following promotion to Senior Continuing Lecturer. Merit decisions will be based on exceptional performance in teaching. If the Unit 18 faculty member does not prepare and submit materials or request a deferral, if eligible, by the deadline provided in the notice of eligibility, the School will be required to prepare a case for submission. The review will proceed with the documentation available to the department, program, or unit, as assembled by the department chair or equivalent.