

DATE ISSUED: JULY 1, 2022

SOURCE DOCUMENT: APM 283 AND MAPP 283, UC-AFT AGREEMENT

PRE-SIX UNIT 18 FACULTY ACADEMIC REVIEW PROCEDURE

This procedure outlines the requirements for the Pre-Six Academic Review and reappointment for a Unit 18 faculty member who is in the final year of a two- or three-year reappointment. All references to MOU Article 7a can be found at: https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_07a_nsf-appointments_2021-2026.pdf

1. A request for reappointment consideration shall be submitted in writing by Pre-Six Unit 18 faculty to the department chair, department chair equivalent, or designee in accordance with the deadlines in the chart in MOU Article 7a., J. 1., or within thirty (30) calendar days from the date on which the appointment letter is transmitted to the Unit 18 faculty member, whichever is later.
 - a. Semester deadlines from MOU Article 7a., J. 1., are as follows:
 - 9/12 appointees: October 15th
 - Fall semester only appointees: October 15th
 - Spring semester only appointees: February 1st
 - b. Per MOU Article 7a. J. 5., 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.
 - c. A written request for reappointment consideration shall include the following, per Article 7a, J. 2.:
 - i. An affirmative statement of interest for reappointment and curriculum vitae;
 - ii. A list of courses and/or other assigned duties that the Unit 18 faculty member is interested in;
 - iii. For each semester of a possible reappointment, the appointment percentage that the Unit 18 faculty member would like to receive.

A Statement of Interest in Reappointment Form may be found here:
https://academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/page/documents/unit18_consideration_for_reappointment_statement_of_interest.pdf
2. For those Unit 18 faculty members who requested reappointment consideration, the University shall notify the Unit 18 faculty member in writing no less than thirty (30) calendar days in advance of the Pre-Six Academic Review, its timing, criteria, the procedure that will be followed, and the due date for submission of materials.
 - a. Should the University provide less than thirty (30) calendar days' notice, the University shall not unreasonably deny an extension to the Unit 18 faculty member to submit materials to the review file.

DATE ISSUED: JULY 1, 2022

SOURCE DOCUMENT: APM 283 AND MAPP 283, UC-AFT AGREEMENT

3. Once a Unit 18 faculty member has been informed of their eligibility for a Pre-Six Academic Review, the Unit 18 faculty member is expected to provide their materials in accordance with Article 7a.,H. Materials include but are not limited to the following:
 - a. Updated curriculum vitae, including teaching information;
 - b. A self-statement regarding the Unit 18 faculty member's performance, teaching objectives, and teaching activities;
 - c. Written observations resulting from classroom visitations conducted by faculty colleagues or evaluators, if any;
 - d. Student evaluations, including written comments;
 - e. Statement of contributions in assigned areas of the Unit 18 faculty member's achievements that promote equal opportunity and diversity. These contributions to diversity and equal opportunity will be focused on teaching and learning and can take a variety of forms including teaching that is particularly inclusive of diverse populations;
 - f. Up to six (6) additional materials relevant to effective teaching (e.g., pedagogical methods, student learning outcomes, assignments, lecture slides, lesson plans, exams, and prompts for student work) to be included in the file. The University shall give such materials due consideration.
 - g. The program or School may have specific requirements regarding these or other materials.

The School will gather other evidence for evaluation that will be added to the academic review file along with the Unit 18 faculty's materials. Evidence may include:

- h. Written observations resulting from classroom visitations by colleagues and other evaluators;
 - i. Pre-Six Assessment; and
 - j. Solicited extramural letters of evaluation. These are considered confidential letters and should be redacted and labeled with alpha code prior to sharing with the Unit 18 faculty member. The alpha code shall be used any time letter writers are referenced.
4. The Unit 18 faculty member shall have the opportunity to review the academic review file and to respond in writing within five (5) business days. Any such statement will become part of the academic review file.
 - a. All candidates for Pre-Six Academic Review will complete the Procedural Safeguard Statement to ensure that their rights under the collective bargaining agreement have been explained and upheld.

5. A review committee prepares a Case Analysis. The Case Analysis must be accompanied by evidence from the materials included in the academic review file. Any references to confidential letter writers must be by alpha code. The Case Analysis should include the following:
 - a. Evaluation of performance in all assigned duties and evaluation of qualifications in accordance with the Academic Review Criteria outlined in Article 7a. G.;
 - b. Recommendation for or against reappointment with merit; and
 - c. Either within the Case Analysis or in a separate document, the standards of excellence appropriate to the particular discipline or subject area being used in evaluating the Unit 18 faculty member.
6. The Unit 18 faculty member shall have the opportunity to review the Case Analysis and to respond in writing within five (5) business days. Any such statement will become part of the academic review file.
7. The department discussion and vote are determined by the department's voting procedures. In accordance with the department voting procedures, any discussion and vote by the department should be recorded in a Transmittal Memo written by the Chair and included in the academic review file. In the absence of department voting procedures and a Transmittal Memo, the unit head is required to provide a letter of review conveying their recommendation.
8. The Unit 18 faculty member shall have the opportunity to review the Transmittal Memo and to respond in writing within five (5) business days. Any such statement will become part of the academic review file which is then forwarded to the dean.
9. The dean provides their decision regarding the Pre-Six Academic Review and reappointment.
 - a. The University shall notify the Unit 18 faculty member of the outcome of the review within twenty (20) calendar days from its completion and no later than May 1 in the second year of a two-year appointment or the third year of a three-year appointment.
 - b. The outcome of a review shall indicate whether a Unit 18 faculty member demonstrated teaching effectiveness during the review period. A positive review outcome is a finding of teaching effectiveness.
 - c. If the outcome of the review is negative, finding that the Unit 18 faculty member did not demonstrate teaching effectiveness during the review period, the notification will include an explanation.