

## UNIT 18 FACULTY EXCELLENCE REVIEW PROCEDURE

This procedure outlines the requirements for the Excellence Review for a Unit 18 faculty member. All references to MOU Article 7b, 7c and 43 can be found at:

- Article 7b: [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix\\_07b\\_process-initial-apointments\\_2021-2026.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_07b_process-initial-apointments_2021-2026.pdf)
  - Article 7c: [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix\\_07c\\_continuing-appointments\\_2021-2026.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_07c_continuing-appointments_2021-2026.pdf)
  - Article 43: [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix\\_43\\_academic-review-criteria\\_2021-2026.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_43_academic-review-criteria_2021-2026.pdf)
1. The University shall notify the Unit 18 faculty member in writing no less than forty-five (45) calendar days prior to the date by which the Unit 18 faculty's review materials must be submitted.
    - a. Should the University provide less than forty-five (45) calendar days' notice, the University shall not unreasonably deny an extension to the Unit 18 faculty member to submit materials to the review file.
    - b. The notification requirements are outlined in Article 43, B. 2.
  2. Once a Unit 18 faculty member has been informed of their eligibility for an Excellence Review, the Unit 18 faculty member is expected to provide their materials in accordance with Article 43. The following materials are required. See Article 43, C. for other possible review materials.
    - 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. 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. These materials may include:



8. The dean or the dean’s designee provides their recommendation regarding the proposed action.
9. The Vice Provost for Academic Personnel or the Vice Provost’s designee provides their decision regarding the proposed action.
10. Determine Instructional Need based on Article 7b, B.
11. Establish the Continuing Appointment Percentage  
Normally, the Unit 18 faculty member’s initial Continuing Appointment base percentage will be at least equal to the Unit 18 faculty member’s minimum appointment percentage during the previous reappointment. The appointment percentage may be lower, however, if the dean determines that the course(s) taught by the Unit 18 faculty member in the previous year will not be offered or will not be taught by Unit 18 faculty because Instructional Need has changed for one or more of the reasons cited in Article 7b. B.
12. The University shall notify the Unit 18 faculty member of the outcome of the Excellence Review by the end of the 12th semester in accordance with Article 7c. C. The “end of the 12<sup>th</sup> semester” shall be the last day of the semester according to the academic calendar.