

Date: February 28, 2023

To: Academic Department Chairs, Deans, Assistant Deans
AP Department Business Officers and Staff

From: June Betancourt
Academic Personnel Director

Re: Unit 18 Lecturers IX Contract implementation – reminders about upcoming pre-six evaluations, supplemental notices, and office hours

The Academic Personnel office would like to issue the following reminders regarding Unit 18 actions to be completed throughout the remainder of the 22-23 AY:

Pre-Six Assessments

Initial appointees in the midst of their first 1-year appointment in your department should have a Pre-Six Assessment conducted in preparation for upcoming reappointment during AY 23-25. These assessments should be done with enough lead time to include the assessment feedback along with reappointment materials to the Dean's office in accordance with the deadlines specified below. Please refer to [Red Binder II-3](#) for additional procedural information on Pre-Six Assessments.

Pre-Six Academic Reviews – Transition Plan

Appointees who had 9 or more quarters of service as of 7/1/2022 should have a Pre-Six Academic Review conducted during the 22-23 AY (the review should be concluded no later than the end of Spring quarter 2023). Please refer to [Red Binder II-4](#) for procedural guidelines, and be sure to use template specific to the Transition Plan appointees.

Appointees with less than 9 quarters of service as of 7/1/2022 are not part of the Transition Plan and shall be evaluated during the 23-24 AY.

Additional pre-six evaluation resources

In addition to the Red Binder sections referenced above, evaluation notice and feedback/outcome templates may be found through our [Additional Resources](#) document. You may also refer to a short video-based training that provides further details on the timing, procedure, and requirements for each type of pre-six review that will need to be conducted during the current AY:

https://drive.google.com/file/d/1RHGNNy_JlnsikQhce4CpfThc0Sgrkioj/view

Supplemental Notices

For appointees currently in the midst of a 2-year reappointment term spanning the 2022-24 AYs, details about specific course and other workload assignments may not have been available at the time the appointment letter was issued last year. Supplemental notices provide additional information and “fill in the gaps” for these details during the 23-24 AY portion of their appointment term. They are *not* meant to modify the *terms* (e.g. average FTE, IWC, quarter assignments, etc) of the current appointment.

Please coordinate with your respective Dean’s offices on their preferred method for transmission of supplemental notice information, and submit the required documents by the deadlines listed below.

Due Dates for reappointment requests and supplemental notice information

Pay Schedule	Quarter	Payroll Start Date	Appt Letter issuance deadline:	Due Date to College *
9/12	Fall	July 1, 2023	June 1, 2023	April 1, 2023
9/9	Fall	October 1, 2023	August 1, 2023	June 1, 2023
9/9	Winter	January 1, 2024	November 1, 2023	September 1, 2023
9/9	Spring	April 1, 2024	February 1, 2024	December 1, 2023

** Note: Individual Dean’s offices may set earlier deadlines—please coordinate with your College analyst for College-specific deadlines*

Office Hours

The AP Office continues to host weekly Zoom office hours to assist staff and department Chairs with any AP matters.

Office hours are held every Monday from 1:00 – 2:00pm

Zoom Info:

<https://ucsb.zoom.us/j/82238434575>

Meeting ID: 822 3843 4575

If you have further questions, please contact your College Analyst or AP Analyst: Lia Cabello at lia.cabello@ucsb.edu or Mira Lázaro at msslaza@ucsb.edu