

**Date:** March 4, 2022

**To:** Academic Department Chairs and Deans  
AP Department Business Officers and Staff

**From:** June Betancourt  
Academic Personnel Director

**Re:** Unit 18 Lecturers IX Contract implementation – AP office hours, revised form and other reminders

As part of the Transition Plan under the new Unit 18 IX Lecturer Contract, the Academic Personnel office would like to announce the following:

**Office Hours**

The AP Office will be hosting Zoom office hours twice a week through the end of April for assistance with Unit 18 matters. Staff and faculty from Departments and Colleges are welcome to drop into the Zoom to ask any questions they may have about the contract changes and other IX issues.

This service is intended for staff and faculty who oversee and/or administer lecturer appointments and reappointments and is not intended for direct use by lecturers. Lecturers are advised to work with their employing units for questions specific to their assignments in that unit.

Office Hours will be held:

- Mondays from 3:00 – 4:00pm
- Thursdays from 10:00 – 11:00am

Zoom Info:

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

Meeting ID: 822 3843 4575

**Lecturer/STE Appointment/Reappointment Form Updates**

We have revised our online [Lecturer Appointment/Reappointment Form](#) to reflect the contract changes required for the upcoming 2022-24 reappointments. Please note that this form reflects changes for the transition plan only, and will be further revised later.

A job aid for this revised appointment form can be found at the Transition Plan Toolkit

<https://ap.ucsb.edu/resources.for.department.analysts/unit.18.contract.updates.and.toolkit.2022/> or link to it directly at

<https://ap.ucsb.edu/resources.for.department.analysts/unit.18.contract.updates.and.toolkit.2022/Appointment.Reappointment.Case.Job.Aid.Transition.Plan.pdf>

**Upcoming Deadlines reminder**

As a reminder, all current Unit 18 Lecturers being reappointed for 2022-24 must have their appointment letter in hand by June 1, 2022, regardless of what quarter they begin teaching. As such, please remember to conduct your assessments and submit your reappointment cases to your College Analyst by **April 1, 2022**.

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