

II-12 (repurposed)
PRE-SIX UNIT 18 FACULTY APPOINTMENT/REAPPOINTMENT CHECKLIST
(Revised 11/16)

For All Appointments/Reappointments:

Departmental Recommendation ([Lecturer and Supervisor of Teacher Education Appointment and Reappointment Form](#))

- Is the salary rate on the Unit 18 Faculty Pre-Six Year Lecturer salary scale (Table 15)?
- Is the job code appropriate for the appointment?

	<u>9/9 pay basis</u>	<u>9/12 pay basis</u>
Lecturer	1632	1630
Supervisor of Teacher Education	2220	2220

- Does the assignment conform to the department's current Instructional Workload statement?
- Has Graduate Council approval been obtained for graduate level courses?
- If the appointee concurrently holds another appointment, have you:
 - Identified this in the appointment form?
 - Coordinated this Unit 18 appointment/assignment with the other department/campus?
 - Considered the impacts this appointment may have with respect to appointment averaging on this and the primary assignment (see RB II-1 and the Appointment Averaging job aid [[link](#)])

For Initial Appointments:

- Is the appointment term limited to a maximum of 1 academic year?
- Is an up-to-date CV included?
- Is a complete, signed, and dated UCSB Biography form included?

2-year Reappointments

These reappointments follow an initial 1-year appointment

- Is the appointment term defined for 2 academic years, except where prescribed in RB II-2?
- Has the Pre-Six Assessment (see RB II-3) been conducted and the assessment feedback form included?
- Is the average appointment % time the same in Year 1 and Year 2 of the reappointment?
- Has a 1-salary-point salary increase been included?

3-year Reappointments

These reappointments follow the 2-year reappointment and subsequent 3-year reappointments (as applicable)

- Is the appointment term defined for 3 academic years, except where prescribed in RB II-2?
- Has the Pre-Six Academic Review (see RB II-4) been conducted?
- Have all the Academic Review materials (including the final outcome letter) been included?
- Is the average appointment % time the same in all 3 years of the reappointment?
- Has a 1-salary-point salary increase been included?

Supplemental Assignments

- Is the job code appropriate for the appointment?

	<u>9/9 pay basis</u>	<u>9/12 pay basis</u>
Supplemental Assignment	1649	1648

- Have you considered the impacts this assignment may have with respect to appointment averaging on this and the appointee's primary assignment? (see RB II-1 and the Appointment Averaging job aid [[link](#)])