

II-12  
**PRE-SIX UNIT 18 FACULTY APPOINTMENT/REAPPOINTMENT CHECKLIST**  
(Revised ~~2/23~~)

**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 [slides](#))

**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?
- ☐ [Has the candidate submitted the Misconduct Disclosure Form?](#)

**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 [slides](#))