

II-1
UNIT 18 Faculty and Supervisor of Teacher Education Series
(Revised 4/24)

I. Definition

These titles are used to designate individuals who are appointed to teach courses at any level.

Policies and procedures regarding terms and conditions of appointments in these titles are governed by the Memorandum of Understanding (MOU) for the Non-Senate Instructional Unit (Unit 18).

II. Ranks and Steps

Lecturer and Senior Lecturer:

Salaries are found on the Unit 18 Academic Standard Table of Pay in the University Salary Scales.

Individuals who have full or shared responsibility for instruction of assigned courses for a specified period of time may be appointed to the title Lecturer.

Supervisor of Teacher Education:

Salaries are found on the Unit 18 Supervisor of Teacher Education pay scale.

This title is used only in the Graduate School of Education, Teacher Education Program

III. Appointment Criteria

Initial appointment to these titles requires demonstrated competence in the individual's field.

IV. Term of Appointment

- A. RB II-2 defines initial appointment and reappointment terms. Qualifying service is service in any Unit 18 title at any positive percentage of time in the same department. Without salary appointments and Summer Session appointments do not count as Unit 18 quarters of service, *except where noted in Article 23 in the MOU*. Requests for one-time credit of service as defined by Article 7A.B.1 must be endorsed by the Department Chair and Dean and require approval by the Associate Vice Chancellor for Academic Personnel.

The employee must also be informed in writing of specific terms and conditions of the position as outlined in Article 7A C.5. This information will normally be included in the offer letter.

- B. Subsequent to a positive Excellence Review, a reappointment which commences after 18 or more quarters of service within the same department at UCSB will be a Continuing Appointment (See Red Binder II-8 and II-9).
- C. All assignments must conform to the Workload Statement approved for the Department.

V. Compensation

- A. The source that provides compensation for service under these titles must permit teaching.
- B. During the first 18 quarters of service, individuals appointed as Lecturer are compensated at a rate within the published salary scale in Table 15. Determination of rate at initial appointment is based on professional qualifications. Appointees to the Supervisor of Teacher Education title are compensated at a rate from the published salary scale in Table 32.
- C. An appointee who is reviewed for a Continuing Appointment (an Excellence Review) shall be reviewed for a merit increase in accordance with the guidelines in Red Binder II-9. Subsequent merit reviews will be conducted every three years to be effective July 1 - see Red Binder II-10. Continuing Appointees are compensated at rates from the published salary scale in Table 16.

- D. Appointments of a full academic year (three quarters) will be made on a 9/12 basis effective July 1.
- E. Appointments for only one or two quarters are made on a 9/9 basis and are effective October 1 for fall quarter, January 1 for winter quarter and April 1 for spring quarter. If the Lecturer concurrently holds another appointment at UCSB, or at another UC campus, it may affect how the appointment is entered in payroll. Departments are strongly encouraged to consult with the College or Academic Personnel Analysts in these situations.
- F. Lecturers may be placed on Short Work Break in accord with Red Binder VI-18.

VI. Appointment Averaging

Appointments of a full academic year (three quarters) will be made on a 9/12 basis effective July 1. If the appointment is at a variable percentage of time in each quarter, payroll entry will be averaged across quarters in accordance with Article 6.

Concurrent Unit 18 appointments in a different department and/or any supplemental assignments may impact how the original 9/12 appointment is averaged. There may also be impacts to how the concurrent appointment or supplemental assignment is averaged, even if the appointment/assignment is 9/9.

See the Appointment Averaging [slides](#) for more information and consult with your Dean's analyst for additional guidance.

VII. Reappointment and Advancement

- A. Reappointment that commences prior to completion of 18 quarters of service in the same department.

A reappointment to one of these titles requires an evaluation of the performance of the individual in accord with Article 7A. Evaluations are to be made on the basis of teaching effectiveness per Article 7A.G.2, academic responsibility per Article 3, and other assigned duties. See Red Binder II-2, II-3, and II-4 for procedural guidelines.

- B. Appointments and reappointments that commence after 18 or more quarters of service in the same department.

See Red Binder II-8 for procedures to be followed with respect to establishing the Continuing Appointment base FTE and Red Binder II-9 for procedures to be followed in the Personnel Review process.

The department must submit annual workload requests for all Continuing Lecturers and Supervisors of Teacher Education to the Dean for approval. The statement must clearly identify any temporary or permanent increases in FTE.

- C. Department Chairpersons have responsibility for administering departmental consideration of personnel actions regarding positions with titles in this series. Departmental evaluations and recommendations regarding appointments and reappointments shall be made pursuant to departmental procedures and in accordance with the Memorandum of Understanding.

VIII. Restrictions and other considerations

- A. Graduate level courses may be taught by appointees to these titles with the approval of the Graduate Council.
- B. Registered UC graduate students may not be appointed to these titles. Degree candidates who are not currently registered may be appointed as lecturer by exception. Such appointment requires prior approval of the Graduate Division.

- C. Recall appointments of a Lecturer may not exceed 43% time, alone or in combination with other recall appointments. Appointments are requested using the [Academic Recall Appointment Form](#). Recall appointments are to be entered into UCPath using the Recall: Teaching title (1700).
- D. A current search waiver or search report must be approved in UC Recruit before an appointment is submitted. If there has been a break in service (due to non-reappointment) of one year or more in a given department, the individual must re-apply to and complete the recruitment requirements of a current open search, prior to consideration for reappointment in the same department.
- E. The Procedural Safeguard Statement is not used for new appointments. However, candidates for appointment, once appointed, do have the right to inspect non-confidential documents in their files and to have a redacted copy of the confidential academic review records contained in the personnel review file received pursuant to APM 220-80-i and Article 10 of the MOU.
- F. When putting forward a case for a non-resident alien (i.e. not currently a US Citizen or a Permanent Resident), the department is strongly encouraged to consult with the Office of International Students and Scholars at the time the offer is being considered to ensure that labor certificate processing deadlines are met.

IX. Non-reappointment, Reduction of Time, and Layoff

Notice of non-reappointment beyond the scheduled appointment end date is required except as provided for in Article 7A.J. Termination or reduction in time prior to the scheduled end date must be in compliance with MOU Article 17 E.

X. Approval Authority

<u>Action</u>	<u>Authority</u>
	Y
Workload	Dean
Appointments and reappointments	Dean
Pre-Six Assessments	Department
Pre-Six Academic Reviews	Department
Excellence Review	AVC
Promotion to Sr. Continuing Lecturer	AVC
Continuing appointment merits	Dean
Recall appointments	Dean