

II-4
PRE-SIX ACADEMIC REVIEWS
(Revised 2/23)

This section applies to the Pre-Six Academic Review procedures conducted for Unit 18 faculty during their final year of a 2- or 3-year reappointment in the same department. The outcome of the review will determine whether the individual demonstrated teaching effectiveness. See Article 7A of the MOU.

Unit 18 faculty normally undergo the pre-six Academic Review during the final academic year of a multi-year appointment. *However, in accordance with the Transition Plan, Unit 18 faculty with 9 or more quarters as of July 1, 2022 must have their Academic Review conducted during the 2022-23 academic year.*

I. Requirements

Except for appointees affected by the Transition Plan guidance (above), consideration for reappointment will be triggered by submission of a Statement of Interest in Reappointment by the pre-six Unit 18 appointee. This statement, shall be submitted to the department chair in accordance with the deadlines below, or within 30 calendar days from the date the appointment letter is transmitted to the appointee, whichever is later.

Deadlines from Article 7A.J.1 apply to the final year of a reappointment:

	Initial Appointment	Multi-Year Appt – Final Year
9/12 appointment:	October 15	October 15
9/9 Fall appointment:	October 15	October 15
9/9 Winter appointment:	February 1	October 15
9/9 Spring appointment:	May 1	October 15

Per Article 7A.J.5, if an appointee fails to timely submit interest for reappointment or submits a written declaration of non-interest for the following academic year, the department, program, or unit shall not be obligated to conduct a Pre-Six Academic Review or consider them for subsequent appointments.

The request for reappointment consideration shall include the following, per Article 7A.J.2:

1. Affirmative statement of interest in reappointment
2. Up-to-date Curriculum Vitae
3. List of courses/other duties that the appointee is interested in
4. For each quarter of possible reappointment, the appointment percentage that the appointee would like to receive

The Statement of Interest in Reappointment is provided to the appointee along with the initial appointment approval letter.

II. Criteria

The Academic Review shall be made on the standard of teaching effectiveness, academic responsibility per Article 3 of the MOU, and other assigned duties.

Per [Article 7A.G](#), instructional performance shall be evaluated according to the following criteria, as demonstrated by the materials in the review file:

- Dedication to and engagement with teaching;
- Command of the subject matter and continued growth in mastering new topics;
- Organizing and presenting course content effectively and with demonstrated learning outcomes;
- Setting pedagogical objectives appropriate to the course topic, level, and format;
- Responding to student work in ways commensurate with student performance, course topic, level, and format;
- Awakening in students an awareness of the importance of the subject matter;
- Inspiring interest in beginning students and stimulating advanced students to do complex work;

- Developing pedagogically effective assignments, lecture slides, lesson plans, exams, and/or other course materials and/or prompts for student work;

III. Documentation of Performance

Departments must provide at least 30 calendar days' notice in advance of the review and include timing, criteria, and procedures for the review. The review notice template on the AP website should be used:

- Lecturer under the Transition Plan (9+ quarters of service as of 7/1/22, review conducted during 2022-23: [notice template](#)
- Lecturer with < 9 quarters of service, review conducted during 2023-24: [notice template](#)

The Academic Review will be conducted by the department chair or equivalent, and will be based on material submitted by the appointee, and other material available to the chair. These include but are not limited to:

- A self-statement regarding the Unit 18 appointee's performance, teaching objectives, and teaching activities.
- Written assessments from classroom observations conducted by appointee colleagues or evaluators, if any.
- ESCIs and written student comments, provided that the quantitative measure in the student evaluation is not the sole criterion for evaluating teaching.
- In addition to the syllabi, up to six (6) additional materials relevant to effective teaching (e.g., pedagogical methods, student learning outcomes, assignments, lecturer slides, lesson plans, exams, and prompts for student work) to be included in the file. The University shall give such materials due consideration.

IV. Review Procedure

Academic Reviews will be conducted such that the completed review can be submitted, along with reappointment paperwork, to the Dean's office no later than April 1.

Once all materials are assembled, the department chair or equivalent evaluates the case file and makes a determination of "teaching effectiveness" based on the criteria outlined in Article 7A.G (also enumerated in Section II above).

The department shall notify the Unit 18 faculty member of the outcome of the review within 20 calendar days from its completion and no later than March 31 in the second year of a two-year reappointment, or the third year of a three-year reappointment. A positive outcome is a finding of teaching effectiveness. If the outcome of the review is negative, finding that the Unit 18 faculty member did not demonstrate teaching effectiveness during the review period, the notification will include an explanation. The [outcome notice template](#) posted on the AP website should be used.