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?

<table>
<thead>
<tr>
<th></th>
<th>9/9 pay basis</th>
<th>9/12 pay basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>1632</td>
<td>1630</td>
</tr>
<tr>
<td>Supervisor of Teacher Education</td>
<td>2220</td>
<td>2220</td>
</tr>
</tbody>
</table>

☐ 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:
  o Identified this in the appointment form?
  o Coordinated this Unit 18 appointment/assignment with the other department/campus?
  o 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?

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?

<table>
<thead>
<tr>
<th></th>
<th>9/9 pay basis</th>
<th>9/12 pay basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Assignment</td>
<td>1649</td>
<td>1648</td>
</tr>
</tbody>
</table>

☐ 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)