

II-12
NON-SENATE FACULTY CHECKLIST
FOR YEARS 1-6
(Revised 11/16)

Appointments for Years 1-6 (Lecturers and Supervisor of Teacher Education)
Checklist of Documents Required

Submit the original plus one copy of each document, unless otherwise noted.

I. **Departmental Recommendation: [Lecturer and Supervisor of Teacher Education Appointment and Reappointment form](#)**

- Is the salary rate on the Unit 18 Standard Table?
- Is the monthly salary commensurate with the pay basis (i.e. 9/9 or 9/12)
- Is the annual rate is same as the last or current appointment within the department? If not, is justification for the higher salary included?
- If this is the 10th quarter of service has the salary been increased by six percent if there has not already been a six percent within range increase?
- If this is the 10th quarter of service, did a mentoring meeting take place in the 9th quarter?
- Is the Title code appropriate for the appointment?

	<u>9/9</u>	<u>9/12</u>
Lecturer	1632	1630
Senior Lecturer	1642	1640
Supv. of Teacher Ed	2220	2220

- Is the period of appointment appropriate for the service?

	<u>9/9</u>	<u>9/12</u>
Fall Qtr	10-1 to 12-31	7-1 to 10-31
Winter Qtr	1-1 to 3-31	11-1 to 2-28
Spring Qtr	4-1 to 6-30	3-1 to 6-30

- Does the assignment conform to the Departmental Workload Statement? Is the percent time accurately reflected?
- Is the number of quarters of service to date in Unit 18 titles within the department listed?
- Has Graduate Council approval been obtained for graduate level courses?

II. **UCSB Biography Form**

- If this is the first Unit 18 appointment in the department, is a complete UCSB Biography form included?
- Is the form signed and dated?

III **Teaching Evaluations (*original only*)**

- If this is a reappointment in the same department, are ESCI included?

Other considerations:

1. If a search was conducted, the search report must be approved in UC Recruit before the appointment is submitted. If no search was done, a waiver must have been approved.
2. 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.
3. 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 be assured that labor certificate processing deadlines are met.