**Implementation Guidelines: Lecturer Security of Employment series changes effective July 1, 2019**

The following guidelines are issued to assure compliance with changes to Academic Personnel Manual (APM) 285, effective October 1, 2018. Campuses were provided flexibility to implement the new policies between October 1, 2018 and July 1, 2019. UCSB will implement as outlined in this document.

1. Policies in effect October 1, 2018
* Appointees in the Lecturer SOE series are now eligible for sabbatical leave. Because UCSB has traditionally provided Lecturer SOE appointees with educational leave equivalent to sabbatical leave, the preexisting educational leave credits will convert to sabbatical leave credits. No action is necessary and there is no impact to employees
* Prior service as a represented lecturer no longer counts against the security of employment clock for appointees in the series. Current appointees impacted by this change have already been individually contacted.
1. Transition to new salary scale

New step-based scales have been issued by Office of the President for use with the Lecturer SOE series. At UCSB, all appointees in the Lecturer SOE series will be transitioned to the new scale effective July 1, 2019. Placement will be determined as follows.

* Placement will be based on status as of July 1, 2019 following finalization of July 1, 2019 personnel actions.
* All employees will remain at the same rank; Lecturer PSOE, Lecturer SOE, or Sr. Lecturer SOE
* Step will be based on past advancement history at rank. For example, an individual promoted to Lecturer SOE effective 7/1/18 will transition to Lecturer SOE step I.
* The next eligible date for review will remain unchanged.
* Salaries will not change other than rounding to the 100s. In no case will a salary be decreased.
* Placement on the scale will be reviewed by Deans and CAP, with the Associate Vice Chancellor for Academic Personnel making the final decision.
* Appointees will be notified of their July 1, 2019 rank and step as soon as possible once the final decisions are made.
* The scale placement decision may be appealed by the candidate and/or department chair via the Dean to the Associate Vice Chancellor for Academic Personnel. Appeals must be submitted within 60 calendar days of notification of the placement decision. The Associate Vice Chancellor for Academic Personnel will make the final decision on the appeal.
1. Application of new criteria and decisions to “grandfather”

Appointees to the SOE series with a hire date into the series prior to October 1, 2018 will continue to be evaluated under the criteria set forth in policy effective September 1, 2018. It is expected that all appointees will transition to the new criteria no later than June 30, 2023. A chart summarizing the system-wide evaluation criteria under the old and new policy is attached. Campus policy (Red Binder) is currently under review. The transition to the new criteria will take place as follows.

* In April 2019, all SOE series appointees will be asked to elect to be evaluated by the new criteria, or to delay their decision by one year. Individuals being reviewed for advancement effective July 1, 2020 will be reviewed based on the criteria selected.
* In April 2020 and April 2021, all SOE series appointees who have not yet transitioned to the new criteria will be asked to elect to be evaluated by the new criteria, or to delay their decision by one year. Individuals being reviewed for advancement effective July 1, 2021, and July 1, 2022, will be reviewed based on the criteria selected.
* In April 2022, any SOE series appointees who remain under the old criteria will be transitioned to the new criteria, for reviews effective July 1, 2023. A campus process for exceptions to this deadline (permanent grandfathering) will be established prior to April 2022.
* The decision to move to the new criteria is irrevocable.
* Use of either the old or new criteria may not in and of itself be used as the basis for reconsideration of a final advancement decision.

Use of working title

Appointees in the SOE series may use the working titles of Assistant Teaching Professor, Associate Teaching Professor, or Teaching Professor as appropriate to the rank within the SOE scale.