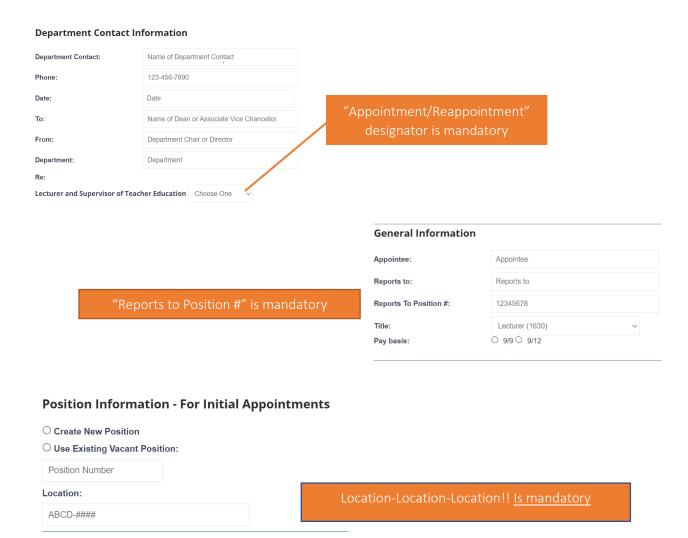
Filling out the Lecturer/STE Appointment Form for 22-24 Reappointments

(Transition Plan Only)

Sections that Remain Unchanged (Reminders)



Reappointment Information Section

The Transition Plan allows for departments to continue to use their already-established reappointment assessment practices:

- If you used your current department practice to conduct the assessment, briefly explain that process in the "Evaluation of Teaching" section.
- If you do not already have a current department practice, and/or elected to use the Transition Plan templates, please indicate this in the "Evaluation of Teaching" section.

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Reappointment Information

When and by whom was the reappointment assessment conducted?

Evaluation of teaching:

Describe your internal assessment process or indicate if you used the transition toolkit template Appendix B



Workload Information Section:

- Make sure that Salary rate is the most current on the Salary scale
- Remember to include the 1-salary-point increase if the appointee has not already reached 10 quarters of service prior to Fall 2022.
- Instead of selecting individual quarters, the form is hard-coded to display all quarters for the next two years: AY 22-23 and AY 22-24.
- Fill out workload information as you normally would.

Potential scenarios:

What if the Lecturer is not teaching all 3 quarters?

Leave the non-teaching quarter blank or put "SWB" in the Course field.

What if I don't know a particular teaching assignment, i.e. during the 2nd year?

Fill out the anticipated IWC and put "TBD" in the Course field. All other fields may remain blank. You will follow up later with a Supplemental Notice

What if I can only reappoint for less than 2 years (e.g. because of 18th quarter mid-appointment)? Fill out the course assignments (including "TBD") through the 18th quarter, then make a note on the form to explain why the reappointment is running less than 2 years.

What if I'm submitting a late appointment request for Spring 2022?

First, check with your College Analyst on the preferred approach.

Fill out the form as you normally would, using the 2022-23 space. Leave the 2023-24 block blank. Once the PDF is generated, edit it to cross out "2022-23" and replace it with "2021-22". Also, add a note in one of the free-form text boxes of the appointment form to explicitly indicate that this is only for a Spring '22 appointment.

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2022-23 ACADEMIC YEAR:

WORKLOAD (by quarter; including total/quarter)

	b (by quarter, including total/quarter			- "			
Quarter	Course	#Units	Hrs/Wk	Enrollment	Category	#IWC	
Fall	CS 061	4	3	80	Α	1.0	=
Fall Quar	RTER TOTAL					1.00	
Winter SWB Non-teaching quarter							=
							*
WINTER QUARTER TOTAL 0.						0.00	
Spring	CS 290	2	2	10	C1	0.67	=
							+
Spring Quarter Total 0.6						0.67	

Totals

	#IWC	Percent Time	FTE	Cost
Fall	1.00	33%	0.11	\$10,391.59
Winter	0.00	096	0.00	\$0.00
Spring	0.67	22%	0.07	\$6,927.73
Annual	1.67			\$17,319.32

2023-24 ACADEMIC YEAR:

Supplemental Notice identifying course assignment is due at least 30 days prior to F'23 start date

WORKLOAD (by quarter; including total/quarter)

	b (by quarter, including to an quarter)						_
Quarter	Course	#Units	Hrs/Wk	Enrollment	Category	#IWC	
Fall	TBD					1.00	I
FALL QUARTER TOTAL						1.00	
Pre-six appt ends after Fall '23							
Winter	19th quarter - continuing status					0	
WINTER Q	WINTER QUARTER TOTAL 0.0						
Spring							=
Spring Quarter Total (0.00		

Totals

	#IWC	Percent Time	FTE	Cost
Fall	1.00	33%	0.11	\$10,391.59
Winter	0.00	096	0.00	\$0.00
Spring	0.00	096	0.00	\$0.00
Annual	1.00			\$10,391.59