

Filling out the Lecturer/STE Appointment Form for 22-24 Reappointments (Transition Plan Only)

Sections that Remain Unchanged (Reminders)

Department Contact Information

Department Contact:	<input type="text" value="Name of Department Contact"/>
Phone:	<input type="text" value="123-456-7890"/>
Date:	<input type="text" value="Date"/>
To:	<input type="text" value="Name of Dean or Associate Vice Chancellor"/>
From:	<input type="text" value="Department Chair or Director"/>
Department:	<input type="text" value="Department"/>
Re:	
Lecturer and Supervisor of Teacher Education	<input type="text" value="Choose One"/>

"Appointment/Reappointment"
designator is mandatory

"Reports to Position #" is mandatory

General Information

Appointee:	<input type="text" value="Appointee"/>
Reports to:	<input type="text" value="Reports to"/>
Reports To Position #:	<input type="text" value="12345678"/>
Title:	<input type="text" value="Lecturer (1630)"/>
Pay basis:	<input type="radio"/> 9/9 <input type="radio"/> 9/12

Position Information - For Initial Appointments

- ☐ Create New Position
☐ Use Existing Vacant Position:

Location:

Location-Location-Location!! Is mandatory

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.


Filling out the Lecturer/STE Appointment Form for 22-24 Reappointments (Transition Plan Only)

Reappointment Information

When and by whom was the reappointment assessment conducted?

Conducted by Chair Jones on March 1, 2022.

Evaluation of teaching:

Describe your internal assessment process or indicate if you used the transition toolkit template [Appendix B](#) 

We used the transition toolkit template "Mandatory Pre-Six Appointee Consideration and Assessment Checklist" to conduct our assessment.

Be sure to retain this in your internal dept files

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.

Filling out the Lecturer/STE Appointment Form for 22-24 Reappointments (Transition Plan Only)

Annual Salary Rate

94469

Only one salary encompasses the entire reappointment period.

2022-23 ACADEMIC YEAR:

WORKLOAD (by quarter; including total/quarter)

Quarter	Course	#Units	Hrs/Wk	Enrollment	Category	#IWC	
Fall	CS 061	4	3	80	A	1.0	
FALL QUARTER TOTAL						1.00	
Winter	SWB						
WINTER QUARTER TOTAL						0.00	
Spring	CS 290	2	2	10	C1	0.67	
SPRING QUARTER TOTAL						0.67	

Non-teaching quarter

Totals

	#IWC	Percent Time	FTE	Cost
Fall	1.00	33%	0.11	\$10,391.59
Winter	0.00	0%	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)

Quarter	Course	#Units	Hrs/Wk	Enrollment	Category	#IWC	
Fall	TBD					1.00	
FALL QUARTER TOTAL						1.00	
Winter	19th quarter - continuing status					0	
WINTER QUARTER TOTAL						0.00	
Spring							
SPRING QUARTER TOTAL						0.00	

Pre-six appt ends after Fall '23

Totals

	#IWC	Percent Time	FTE	Cost
Fall	1.00	33%	0.11	\$10,391.59
Winter	0.00	0%	0.00	\$0.00
Spring	0.00	0%	0.00	\$0.00
Annual	1.00			\$10,391.59