**Appendix D - Pre-Six Appointee Feedback Template Letter – Provided to the pre-six appointee if feedback was requested and the department does not have an existing process for providing written feedback.**

**[DATE]**

Dear **[Pre-Six Appointee]**,

On **[DATE]**, you requested written feedback relating to your academic year 2021-22 appointments(s) in accordance with the Unit 18 Pre-Six Appointee Transition Plan side letter. The feedback below is based on your assessment in academic year 2021/2022 in the Department of **[department, program or unit name]**.

**[Choose from the following to incorporate into feedback]**.

Sincerely,

**[Department Chair or equivalent]**

**Demonstrated Competence in the Field**

☐ - Pre-six appointee did not demonstrate competence in the field

☐ - Pre-six appointee demonstrated competence in the field

**Ability in Teaching**

☐ - Pre-six appointee did not demonstrate ability in teaching

☐ - Pre-six appointee demonstrated ability in teaching

**Academic Responsibility**

☐ - Pre-six appointee’s conduct and/or performance was not consistent with [Article 3 – Academic Responsibility](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_03_academic-responsibility_2016-2020.pdf)

☐ - Pre-six appointee’s conductand/or performance was consistent with [Article 3 – Academic Responsibility](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_03_academic-responsibility_2016-2020.pdf)

**Other Assigned Duties**

☐ - Pre-six appointee did not successfully perform other assigned duties

☐ - Pre-six appointee successfully performed other assigned duties

**Other Feedback**

☐ - Please discuss with your central academic personnel office if you intend on including additional feedback