**Appendix F – Pre-Six Appointee Template Letter of Assessment – Provided to the Pre-Six Appointee if department does not have written procedures for assessment.**

**[DATE]**

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

Thank you for your service in [**department, program or unit name**] during this academic year. In accordance with the Pre-Six Unit 18 Transition side letter, this letter will serve as notification that the department will conduct an assessment of your teaching during the **[fall/winter/spring term of 2021-2022**], and consider you for reappointment for the 2022-23 and 2023-24 academic years (unless you indicate in writing that you are not interested in being considered). You may, but are not required to, submit letters of assessment, including letters from Unit 18 or Senate faculty, and other relevant materials by [**date**] to assist us in that consideration. If you do not provide any materials, we will base our consideration on the material we already have.

Please submit all material in a single PDF file to [**Include appropriate contact info]**

**Criteria for assessment shall include the following**:

1. Demonstrated competence in the field,
2. Ability in teaching,
3. Academic responsibility as defined by [Article 3](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_03_academic-responsibility_2016-2020.pdf) of the collective bargaining agreement, and
4. Other assigned duties that may include University co-curricular and community service.

Reappointment decisions will be made by [**include final authority**] in consultation with the department chair or equivalent.

Sincerely,

[**Department Chair or equivalent**]