

## INSTRUCTIONS FOR USE OF THE WORKLOAD INCREASE FORM FOR UNIT 18 TITLES

### *When to Use This Form*

The Workload Increase Form for Unit 18, as a streamlining measure, replaces the customary department/unit documentation (including the unit's letter of recommendation and the Checklist to Assure Fairness). In some cases, it may also serve as notification of the dean's approval.

Departments/units may use this streamlined method **only** for NSF currently appointed in the department/unit in which a workload increase is proposed. For example: The Writing Program wishes to assign an additional 1/6th course equivalency to a lecturer appointed for spring quarter to supervise Writing 10 tutorials during spring. The Writing Program should submit the completed and signed Workload Increase Form rather than a full dossier for reappointment. The Workload Increase Form, signed by chair and candidate, substitutes for the chair letter and the Checklist to Assure Fairness.

Since each hiring unit is distinct, when a department/unit wishes to assign Unit 18 work to an NSF with a current appointment in a different unit, the recommending department/unit must first conduct its own review of the NSF's qualifications for teaching (or other service). The Workload Increase Form may not be used in this case. An initial appointment or reappointment dossier is necessary, accompanied by the normal evidence required for such a recommendation, including the department/unit letter, Checklist to Assure Fairness, and other documents indicated on the appropriate Document Inventory form (see CAPM, Appendix 8).

### *Instructions for Completing the Form*

#### Department/Unit:

Fill in the blanks and indicate the title, appointment basis, and type of augmentation if NSF is a Continuing Appointee, by circling the appropriate choice. List the proposed assignments, including the IWCs and the quarter in which the additional work is assigned, the funding source, and the service and pay dates. Obtain the signatures of the NSF and the unit head, and forward to the dean for review and approval.

- *Regarding the proposed assignments for Pre-Six NSFs only:* In addition to listing the courses and/or equivalencies with their corresponding IWCs, please designate the nature of the appointment selecting from the following list of choices (simply write the alpha character on the form that corresponds to the reason, or explain "other"):
  - a. The course or equivalency is usually assigned to a Unit 18 Lecturer;  
Or the course is not usually assigned to a Unit 18 Lecturer, but this assignment results from:
  - b. The need to replace a Senate faculty member who is temporarily not available (e.g., on sabbatical);
  - c. The need to deliver instruction until newly hired ladder rank faculty are scheduled to begin teaching;
  - d. The course or equivalency is usually assigned to a Graduate Student Instructor (Teaching Fellow, Associate In) pursuant to a pedagogical training plan, but one is not available at this time;
  - e. A temporary and/or unanticipated fluctuation in enrollment; or
  - f. Other – provide explanation of why this course is proposed to be taught by a Unit 18 Lecturer when it normally is not (e.g., circumstances which require emergency course coverage).

#### Division:

If approved by the dean, a signed copy of this form must be sent to the NSF and unit head, and/or a revised appointment letter may be issued. In the case of a permanent augmentation to a continuing appointment, a revised appointment letter must be issued to the NSF and copied to the unit head.

#### **Note regarding decreases in percent time:**

*Non-voluntary* decreases in percent time are considered formal reductions in time or layoffs. Please consult with the Division Academic Personnel staff concerning procedures for non-voluntary decreases in percent time.

*Voluntary* decreases in percent time must include a letter from the candidate requesting the decrease and a letter from the unit head supporting or declining the requested decrease. This documentation shall be sent to the dean who shall decide whether to approve the request. If approved, the dean shall issue a revised appointment letter.