

## INSTRUCTIONS FOR THE PRE-SIX LECTURER REAPPOINTMENT RECOMMENDATION FORM

Designed as a streamlining measure, the Pre-Six Lecturer Reappointment Recommendation Form, when accompanied by a Pre-Six Faculty Assessment Form, replaces the departmental letter of recommendation normally required for a reappointment action. Departments may use this form only for the reappointment of pre-six Lecturers. For reappointment to all other pre-six Unit 18 titles, the document inventory for Pre-Six Reappointment must be followed.

For a two-year reappointment, the department shall first compile the assessment file (i.e., updated CV, student evaluations, and any optional materials the Candidate wishes to have included) and add the resulting completed Pre-Six Faculty Assessment Form. The Pre-Six Lecturer Reappointment Recommendation Form is then added to the assessment file and sent to the division for the dean's decision.

### Completing the Pre-Six Lecturer Reappointment Recommendation Form

1. Department provides the required information regarding the candidate. Please note that current or most recent salary information and quarters of service pertain solely to the recommending department.
2. Department provides information regarding the proposed reappointment:
  - Regarding the proposed annual salary rate, a one-increment salary increase is required upon reappointment unless the individual has already received a 10<sup>th</sup> quarter of service increase (i.e., the 6% “10<sup>th</sup> quarter bump”) from the recommending department.
  - If recommending any salary adjustment other than the required increase, (e.g., market forces dictate a salary increase for purposes of retention) attach letter of justification, including the number of steps recommended.
  - Regarding the proposed assignments, 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).