SAMPLE

NOTICE LETTER FOR CONTINUING LECTURER MERIT REVIEW

**Note: Template must be tailored to reflect departmental decisions re: mandatory/optional materials and who will be providing the materials (department or Unit 18 faculty member)**

**<<Date>>**

Dear **<<Unit 18 faculty>>**:

I am writing to inform you that you are scheduled for a Continuing Lecturer merit review during academic year **<<YYYY/YYYY>>**.

A continuing appointee is considered for a merit review at the time of the initial continuing appointment, and once every three (3) years thereafter. Since your last merit review was effective July 1, **<<year>>**, this is the third year of your current review cycle. Upon review, if your performance since the last merit review is deemed excellent you will receive a merit increase of at least two salary points on the Unit 18 salary scale. This review will be conducted in accordance with the **UCI Procedures for Continuing Lecturer Merit Review [hyperlink]** and with [Article 7C, Article 22, and Article XX](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html) of the Unit 18 faculty collective bargaining agreement (“Agreement”). Your review period is **<<Term AY>>** - **<<Term AY>>** with an effective date of July 1, **<<year>>**.

Achieving a merit increase will be based on demonstrated excellence since your last merit review*.* Evaluations of academic qualification and performance will be based on your assigned instructional duties, academic responsibility per [Article 3 (Academic Responsibility/Duty)](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_03_academic-responsibility_2016-2020.pdf) of the Agreement, and other assigned duties.

Your evaluation will be based on an academic review file that includes but is not limited to the documents listed below. Please submit review file material to **<<contact name>>** at **<<contact email>>**, by **<<date>>** **<<*insert date at least 45 days after the date of this letter >>,*** in pdf format unless otherwise indicated.

All relevant materials in your review file shall be given due consideration and **<<shall/may>>** include the following: ***<<******Indicate which materials listed below are required and which are optional. NOTE: Student evaluations are mandatory AND one or both of the following are mandatory: self-eval documents or other evidence documents. ALSO, move items that will be provided by the Department to the second list below. >>***

1. Unit 18 Faculty – Documentation Summary (AP-IX9), submitted in Word format. The IX9 includes the following:

A term-by-term enumeration of the number and types of courses you have taught;

Notice of any awards or formal mentions for distinguished teaching;

Additional assigned duties;

* + Teaching materials;
	+ Statement of contributions promoting equal opportunity and diversity in teaching and learning.
1. Current *curriculum vitae*;
2. Examples of syllabi, assignments, lecture slides, lesson plans, exams, and/or other applicable course materials including but not limited to prompts for and responses to student work;
3. Self-reflection/self-statement/self-evaluation of your performance, teaching objectives, and teaching activities;
4. Explanations of deviations from the standard assigned workload;
5. Identification of any new courses taught or of existing courses whose structure, approach, or content were substantially reorganized;
6. Evidence of introduction of new teaching practices and techniques into the course(s) taught;
7. Letters of reference and assessments by departmental Unit 18 faculty, departmental Academic Senate Faculty, other academic appointees, students; and/or others external to the University of California;
8. A list of qualified persons from whom input may be solicited;
9. Additional materials relevant to your assigned duties.

In addition, review file materials provided by the department may include the following:

***<<Move department-provided items from the list above to this second list:>>***

1. Student evaluations, provided that the quantitative measure in the student evaluation is not the sole criterion for evaluating teaching (mandatory);
2. Written observations resulting from classroom visitations by colleagues and evaluators.

[OPTIONAL] As part of the review process, a faculty member will conduct a classroom visit during **<<Term AY>>**. The faculty member will contact you to schedule a date that will work with your teaching schedule. The observation report will be included in this review file.

After your materials have been received, the department may solicit confidential letters of assessment from individuals whose names you have provided and/or from appropriate individuals identified by **<<department/program/unit>>**.

As a Unit 18 faculty member, you have the right to inspect and respond to your academic review file, in accordance with Article 10 (Personnel and Review Files) of the Agreement.

Instructional performance shall be evaluated according to the following criteria, as demonstrated by the materials in the review file:

Dedication to and engagement with teaching;

Command of the subject matter and continued growth in mastering new topics;

Organizing and presenting course content effectively and with demonstrated learning outcomes;

Setting pedagogical objectives appropriate to the course topic, level, and format;

Responding to student work in ways commensurate with student performance, course topic, level, and format;

Awakening in students an awareness of the importance of the subject matter;

Inspiring interest in beginning students and stimulating advanced students to do complex work;

Developing pedagogically effective assignments, lecture slides, lesson plans, exams, and/or other course materials and/or prompts for student work; and,

Exceptional instructional performance would include introducing new teaching practices into the course(s).

A **<<department/program/unit>>**-level review will examine the materials in your file on the above-listed criteria and make a recommendation for your merit review in accordance with the **hyperlink to revised Continuing Lecturer Merit procedures**, which will then be forwarded to the **<<Dean’s Office>>** for review. The **<<\_\_\_\_\_\_Dean title**>> and/or Vice Provost for Academic Personnel will make the final decision and you will be notified of the review outcome in writing.

If you have questions regarding this notification, your review or preparation of your file materials, please contact **<<contact name>>** at **<<contact email>>**.

Sincerely,

Name

Chair, Department \_\_\_\_\_\_\_\_\_\_\_

Attachments