SAMPLE

NOTICE LETTER FOR PRE-SIX ACADEMIC 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>>**:

Thank you for submitting your timely statement of interest in reappointment consideration as a lecturer **<<or other Unit 18 faculty title>>** in the **<<department, program or unit>>**. Prior to consideration for reappointment we will conduct a Pre-Six Academic Review to evaluate whether you have demonstrated teaching effectiveness during your current or most recent appointment in **<<reviewing dept, program, unit>>**. This review will be conducted in accordance with the **UCI Procedures for Pre-Six Academic Review [hyperlink]** and with Article 7A of the Unit 18 collective bargaining agreement (“Agreement”).

Pre-Six Academic Review will be made on the standard of teaching effectiveness, academic responsibility [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 the review file material to **<<contact name>>** at **<<contact email>>**, by **<<date>><<🡨 insert date at least 30 days prior to the review>>**, 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. ALSO, move items that will be provided by the Department to the second list below. NOTE: Student evaluations AND at least one other type of documentation/materials are mandatory.>>***

1. A self-statement regarding your performance, teaching objectives, and teaching activities;
2. Syllabi; and,
3. Up to six (6) additional materials relevant to effective teaching (e.g., pedagogical methods, student learning outcomes, assignments, lecturer slides, lesson plans, exams, and prompts for student work).

In addition, review file material provided by the **<<insert department, program, or unit>>** will include but will not be limited to the following:

1. Student evaluations, provided that the quantitative measure in the student evaluation is not the sole criterion for evaluating teaching (mandatory);
2. Written assessments from classroom observations conducted by faculty colleagues or evaluators, if any.

[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.

Instructional performance shall be evaluated for teaching effectiveness according to the following criteria as they are relevant to your assigned duties and demonstrated by the materials in your review file.

1. Dedication to and engagement with teaching;
2. Command of the subject matter and continued growth in mastering new topics;
3. Organizing and presenting course content effectively and with demonstrated learning outcomes;
4. Setting pedagogical objectives appropriate to the course topic, level, and format;
5. Responding to student work in ways commensurate with student performance, course topic, level, and format;
6. Awakening in students an awareness of the importance of the subject matter;
7. Inspiring interest in beginning students and stimulating advanced students to do complex work; and,
8. Developing pedagogically effective assignments, lecture slides, lesson plans, exams, and/or other course materials and/or prompts for student work.

A **<<department/program/unit>>**-level review will examine the materials in your file on the above-listed criteria and make a recommendation regarding your teaching effectiveness in accordance with the **hyperlink to Pre-Six Academic Review procedures**, which will then be forwarded to the **<<Dean’s Office>>** for review and final decision. 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 (or equivalent), Department \_\_\_\_\_\_\_\_\_\_\_

Or Dean’s Office

Attachments