

September 4, 2014

DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, VICE PROVOSTS, VICE CHANCELLORS

RE: 2014-15 Call for Unit 18 Continuing Appointments and Merits

Dear Colleagues:

I write to alert you to critical deadlines to submit recommendations for Continuing Appointments and merit actions for **Unit 18 Lecturers, Supervisors of Teacher Education and Child Development Demonstration Lecturers**. Because these titles are covered by the Unit 18 contract, the review of these titles follows the campus contract implementation guidelines.

For all initial continuing appointments for the 2014-2015 academic year, needs assessments and department reviews for initial continuing appointments should already be underway.

The deadline for submission of materials for review in the Office of the Vice Provost-Academic Affairs for all 2014-2015 initial continuing appointments is **January 1, 2015**. This will ensure a timely review of all initial continuing appointments with a Fall Quarter reappointment.

New – Scale exclusive to Unit 18 Continuing Appointees: Office of the President has issued [Table 17-B](#) as a separate scale for Unit 18 Continuing Appointees only. Implementation of this scale is referenced in [Article 21](#) “Salary” of the current Unit 18 bargaining agreement as well as the Issuance Letter dated April 21, 2014. Effective July 1, 2014, all Continuing appointees will be eligible to move onto the new scale following the conclusion of their regularly scheduled merit review if the NSF is deemed “excellent”, consistent with [Article 22](#) – *Merit Review Process*. Eligible NSF will transition to the new salary scale by being placed at a salary rate that equates to at least a six percent (6%) salary increase.

Reminder – Merit Salaries for Continuing Appointments: According to the current contract agreement, all normal merits are considered to be two steps on the salary scale for the title series.

Lecturers and Child Development Demonstration Lecturers:

<http://www.ucop.edu/academic-personnel-programs/files/1314/table17a.pdf>

Supervisors of Teacher Education:

<http://www.ucop.edu/academic-personnel-programs/files/1314/table-32-1-and-32-2-and-32-3.pdf>

Equivalencies in IWCs: [Article 24](#) of the contract states that the University must provide a summary of workload equivalencies whenever the person is assigned or clearly expected to perform duties in addition to regular assigned courses of instruction. Examples include performing additional committee work, supervision of teaching assistants or performing laboratory supervision. All appointment and reappointment letters should clearly state the additional duties and the appropriate equivalency rate for the assignment (e.g., a partial course release). Establishing or changing existing IWCs may require notice to the union, so please consult with our newly appointed Director of Academic Employment and Labor Relations, Danny Gray on IWC issues as needed.

Reminder -- Salary increases for pre-6 Unit 18 appointees: Any Unit 18 member who is reappointed after serving for the equivalent of three years in a Unit 18 title within a department shall receive a salary increase of two steps (two increments on the Unit 18 Salary Scale), as they begin their fourth year of service (the 10th quarter for academic-year, the 13th quarter for fiscal year).

Please feel free to contact Director Danny Gray at dgray@ucdavis.edu in our office if you have any questions about these procedures.

Sincerely,

A handwritten signature in black ink, appearing to read "Maureen L. Stanton". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Maureen L. Stanton
Vice Provost--Academic Affairs
Distinguished Professor--Evolution and Ecology