

## CHECKLIST FOR REAPPOINTMENT OF PRE-SIX UNIT 18 NSF

For the following Academic series:

Unit 18 Lecturer

**Department** will submit to the dean's office the information listed below through MyInfoVault (MIV):

\_\_\_ Action Form

\_\_\_ Department recommendation, a well-documented letter containing:

- a. Assessment of the candidate based on demonstrated competence in the field and demonstrated ability in teaching and other assigned duties.
- b. Report of the evaluation and consultation method used by the department review.
- c. Nature and extent of consultation and, where relevant, the vote of the Academic Senate members of the department.

\_\_\_ Statement of proposed workload for each quarter of appointment, including the associated Instructional Workload Credit (IWC) per course.

\_\_\_ Copy of written notice to candidate informing them of purpose, timing, criteria for assessment, and departmental assessment process, signed by candidate.

\_\_\_ Signed Candidate's Disclosure Certificate (optional)

**NOTE:** The Dean's Office may require other materials in addition to those identified above.