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.