January 28, 2022

College of Letters & Science

Unit 18 Merit and Excellence Reviews
Unit 18 Lecturer (IX) Contract Implementation Training

Thursday, Feb 10, 2022 – 8:30 to 11:00am
OR
Wednesday, Feb 16, 2022 – 1:30 to 4:00pm

Register for one of the sessions at the Academic Personnel website under Training and Workshops, or link directly to https://ap.ucsb.edu/~staff.training.registration/
Unit-18 Merit and Excellence Reviews Agenda

- Who is a Unit 18 Lecturer?
- Excellence Reviews
- Merit Reviews
- Promotion to Senior Continuing Lecturer
- One-of-a-kind considerations while WFH
- Tips and Resources for Preparing Lecturer Reviews
Refresher:

Who is a Unit 18 Lecturer?
Who is a Unit 18 Lecturer?

An Unit 18 Lecturer is an individual who is appointed on a temporary or continuing basis to teach courses at any level.

Lecturers and other non-senate instructional titles are often referred to as "Unit 18 or IX titles" and are covered by a collective bargaining agreement represented by UC-AFT.

Term of appointment varies from 1 to 3 years. More info in AP’s training on Feb 10 and 16.

Unit-18 Faculty; non-tenured, though they can reach a less temporary status known as Continuing Lecturer.

Eligible for Continuing status after 18 quarters of service in the same department.
Unit 18 Lecturer Considerations

One quarter of qualifying service is an appointment at any positive percentage of time on one department.

Quarters toward continuing status are cumulative within a single department - cannot be combined across departments.

Notification of upcoming eligibility for Continuing status typically at 15th quarter.
Excellence Reviews for Unit 18 Lecturers
Excellence Reviews

An Excellence Review is intended to determine Continuing status for Unit 18 Lecturers.

Must meet these requirements:
• As a result of an Excellence Review, a candidate must be deemed excellent to attain Continuing status
• A need exists for a 19th quarter of employment

After a successful Excellence Review, a Continuing Lecturer will undergo subsequent merit reviews every three years, effective July 1.
Excellence Review Case Materials

• Department letter of recommendation
• Candidate’s self-assessment of teaching, including statement about the effect of COVID-19 on teaching, productivity, professional development (if desired)
• Department solicits 5 or more letters of evaluation (external/internal)
• Candidate CV
• 5 Year ESCI report, plus another source of teaching evaluation
• Budget and Planning teaching report that includes only quarters of the current review period
• Other material candidate wishes to be considered
Subsequent Merit Reviews
Merit Reviews

Follow similar format as the Excellence Review, except no solicitation of outside letters.

Must be done every three years, may defer for one year.

Merit Review Materials

- Department letter of recommendation
- Candidate’s self-assessment of teaching, including statement about the effect of COVID-19 on teaching, productivity, professional development (if desired)
- Candidate CV
- 5 Year ESCI report, plus another source of teaching evaluation
- Budget and Planning teaching report that includes only quarters of the current review period
- Other material candidate wishes to be considered
Merit Review Considerations

Minimum salary increase is 6%. Additional salary can be proposed in 3% additional increments. Department must provide specific justification for salary beyond 6%.

For Excellence Reviews: if current salary is less than base for Continuing Lecturer scales ($70,294 as of 2/1/22), salary will be increased to base rate of a Continuing Lecturer and then increase is applied to that base.

For Promotion to Senior Cont. Lecturer: if current salary is less than base for Senior Cont. Lecturer scales ($83,934 as of 2/1/22), above process is followed.

Salary Scale on Table 16:
Promotion to Senior Continuing Lecturer
Promotion to Senior Continuing Lecturer

Promotion to the Senior Rank must demonstrate service of exceptional value to the University.

Among such activities are governance. Also included are activities that involve member's professional expertise in a context outside the University's environment.

Activities should be carefully documented.

Eligible after at least 2 consecutive positive merit advancements following initial continuing appointment

Eligible only at normative 3-year merit review

Consideration for promotion must be requested by the continuing Lecturer
Promotion to Senior Cont. Lecturer Case Materials

- Department letter of recommendation
- Candidate’s self-assessment of teaching, including statement about the effect of COVID-19 on teaching, productivity, professional development (if desired)
- Department solicits 5 or more letters of evaluation (external/internal)
- Candidate CV
- 5 Year ESCI report, plus another source of teaching evaluation
- Budget and Planning teaching report that includes only quarters of the current review period
- Other material candidate wishes to be considered
COVID-19 Impacts

Candidate should include COVID-19 Impact Statement in the Candidate’s Self-Assessment

Spring 2020 Teaching Evaluations: shall not be included in a merit or excellence review file, unless requested by the Unit 18 faculty member

Reviewing Dean’s will be taking into consideration the disruptive effects of COVID-19 as they impact all areas of review
One-of-a-kind Materials
One-of-a-kind Materials

One-of-a-kind materials are items to be considered in the review (Excellence/Merit/Promotion) that are not typically uploaded to the case in AP Folio:

- Written student comments
- Syllabi/course materials
- Publications such as books, peer-reviewed articles
- Other documents/artifacts that pertain to the candidate’s area of expertise and are relevant to review of their case
One-of-a-kind Materials and Working From Home

Please provide a link to a Box folder or Google Drive folder that you have created for each lecturer who is being reviewed. The link should be listed on the Folio case cover sheet under “Additional sources of evaluation.”

The link contents should be scanned copies of any on-paper student written comments for the period of review. If your department has student comments as part of online ESCI surveys, those should be provided without the ESCI scores (we use the 5-year ESCI report and not the individual quarterly reports).

Please **do not** scan blank pages or pages that contain no comments.

Other one-of-a-kind materials can be placed in the same main folder but should be in a separate sub-folder.
# One-of-a-kind Materials and Working From Home

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**Required Documents - Note: A Dean may require some of the items listed as optional.**

- Departmental Letter of Recommendation
- At least one of the following (CV and BioBib) is required:
  - Curriculum Vitae + catalogue course listing
  - Completed Bio-Bibliographical Update
- Copies of Publications, if appropriate
- Evaluation of Teaching:
  - ESCI Score Tabulation, either of the following:
    - Individual ESCI Forms
    - Written Student Evaluations
    - Candidate’s Self-Assessment of Teaching
    - Instructional Consultation Report
    - Peer Evaluation or Other Teaching Reports
- Additional Source(s) of Evaluation:

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College of Letters & Science
Organizing one-of-a-kind materials

Create and name a folder “DEPT, Lecturer Last Name, First Name”

Example: “ENGL, Smith, James”

For scanned PDFs of the written comments, please create a separate PDF for each course with the following title format: “Year, Quarter, Course Number”

For organization, please use the following for the quarters: “01 Fall”, “02 Winter”, “03 Spring” and “04 Summer”

Examples: “2018, 01 Fall, WRIT 2”, “2015, 03 Spring, ECON 2”
Tips and Resources for Preparing Lecturer Reviews

• Look at your department’s previous cases in Folio
• Follow our “Top 10 Tips for Preparing a Successful Merit Case”
• Refer to the email you have received/will receive that contains data on each candidate’s current salary, period of review, and other details that should be included in the case (salary increasing Feb 1, 2022)
• Use the salary calculator (from the same email above) to derive a correct proposed salary

We will send you an email containing a link to a Box folder containing all these resources.
Questions?

• Length of time to be promoted to Sr. Continuing Lecturer?
• Peer Assessments – how & who to ask outside of the dept
• External Reviewers – soliciting letters Red Binder I-50, Section L for Excellence; Section M for Promotion to Senior; and Red Binder I-49
Other issues and concerns?
Contacts

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