

August 4, 2009

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

RE: 2009-10 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 2009-2010 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 Personnel for all 2009-2010 initial continuing appointments is **January 1, 2010**. This will ensure a timely review of all initial continuing appointments with a Fall Quarter reappointment.

Reminder – Merit Salaries for Continuing Appointments: According to the current contract agreement, all merits **after July 1, 2008** implementation will be put forward as **one increment** which is now equivalent to one step (one bump) on the Unit 18 salary scale. (Normal merits are considered to be two steps.) (Table <http://www.ucop.edu/acadadv/acadpers/tab0809/table18-1.pdf> and <http://www.ucop.edu/acadadv/acadpers/tab0809/table18-2.pdf>).

Equivalencies in IWCs:

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/nonsenateinstructional_nsi/contract_articles/article24.pdf 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 Director Barbara Aguirre 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 Barbara Aguirre (blaguirre@ucdavis.edu) in our office if you have any questions about these procedures.

Sincerely,



Barbara A. Horwitz
Vice Provost—Academic Personnel