

Departmental Checklist for Unit 18 Non-Senate Faculty (NSF) Temporary Appointments

This checklist is to outline the documents required for pre-six lecturer temporary appointment files.

Department will submit the following file documents *in this order* to the cognizant dean's office:

- ___ Temporary Summary Form: Verify information is complete and accurate, and consistent with the Academic Biography Bibliography packet and the departmental recommendation letter. (be sure current version is being used)
 - Ensure accuracy of Unit 18 quarter count within the department.
[Quarters accrued in another department are counted separately including Summer Session (see Article 23 A.3 & A.7)]
 - Ensure salary/merit increase is recorded (if applicable)
 - Courseload value greater or lesser than 1.0 (not including variance for first-time teaching or high enrollment):
Verify instructional workload value for course has been approved by the dean. (see Article 24)

 - ___ UC Academic Employment History: (Verify concurrent appointment, if applicable)

 - ___ Departmental recommendation letter, which will include a discussion of:
 - Instructional Need (replace faculty on leave, unexpected enrollment, infuse new pedagogy, etc.)
 - Teaching responsibilities/assignment
 - Qualifications of candidate, including education, training in the field, previous experience, other skills (if applicable).
 - Salary/Merit Increase (if applicable)
 - Percentage of appointment
 - Evaluation of teaching ability/effectiveness
 - Analysis of student evaluations as well as other types of evaluations where appropriate, classroom visitations, extramural letters, unsolicited evaluations, etc. Professional activity and community service (if applicable)

 - ___ Certifications A & B: Applicable only to current UC employees. Verify dates, refer to process handout for appropriate timing of signatures. <http://aps.ucsd.edu/files/proc-manual/file-prep-worksheet-reviews.pdf>

 - ___ Candidate's Self Evaluation (optional)

 - ___ Solicitation Letter (optional)

 - ___ Referee ID list (optional)

 - ___ Supporting recommendation letter(s) (Required if no teaching evaluations are available).

 - ___ Courseload and Student Direction Form (optional for pre-six lecturers)

 - ___ Teaching Evaluations (summarized)

 - ___ Candidate's syllabus (optional for pre-six lecturers)

 - ___ Other supporting documentation of teaching effectiveness provided by candidate (optional)

 - ___ Academic Biography/Bibliography packet signed by candidate (be sure current format is being used)

 - ___ Evidence of an approved search report or waiver. Open recruitments required whenever practicable regardless of percentage of effort.
- Note: Temporary appointment files can be submitted electronically or through Interfolio to the dean's office. Dean's AP staff assume full responsibility for data entry into AP Data for all dean authority actions only.**