

## **UNIVERSITY WRITING PROGRAM**

### **Functional Overview**

The University Writing Program (UWP) is established at the University of California, Riverside campus, and is effective September 1, 2007, for the purpose of developing a campus-wide response to the writing and composition instruction requirements of the campus' students. In the past, this responsibility has been carried by the English Department, in addition to traditional departmental responsibilities. The development of the UWP acknowledges the continued growth of that responsibility as well as the need for the campus as a whole to be engaged in the composition and writing instruction of its students.

The UWP is led by a Senate faculty Director who administratively reports to the Executive Vice Chancellor and Provost (EVCP) through the Vice Provost for Undergraduate Education (VPUE). Two committees with campus-wide participation provide support and guidance to the Director on UWP policy and operations.

The Faculty Advisory Council (FAC) is designed to establish and strengthen the connection of the UWP with the overall campus. It provides perspective and policy advice from a campus-wide constituency to ensure that the UWP is best serving the campus needs for composition and writing instruction. The appointment of the Writing Program Committee (WPC, described below), in consultation with the UWP Director, is another important responsibility of the FAC.

The FAC is composed of ladder-rank Senate faculty members one from each of the Schools and Colleges with undergraduate enrollment, the Writing Program Director, the Chair of the English Department, one Associate Dean of Undergraduate Affairs, and one representative each from the Academic Senate's Committee on Educational Policy (CEP) and the Committee on Preparatory Education (CPE). Recommendations for faculty membership from the colleges are made by the Academic Senate's Committee on Committees. The VPUE, in conjunction with the Deans, nominate an Associate Dean of Undergraduate Education for the FAC from among the Colleges and Schools<sup>1</sup>. The Associate Dean membership will rotate among the Colleges and Schools. All FAC members are appointed by the EVCP. The VPUE serves as the FAC committee chair and the committee will meet at least on a quarterly basis.

The Writing Program Committee (WPC) is the UWP's operational advisory group. It is responsible for academic oversight of the UWP, plays a central role in the recruitment of instructors, and conducts reviews<sup>2</sup> of all individuals providing instruction. The WPC is chaired by the UWP Director and is composed of six Senate faculty members, some of whom should have expertise in writing instruction, and three members who are lecturers with continuing appointee status<sup>3</sup>. Program instruction is delivered by pre-six and continuing appointee lecturers, TAs, post doctoral fellows, and faculty fellows.

---

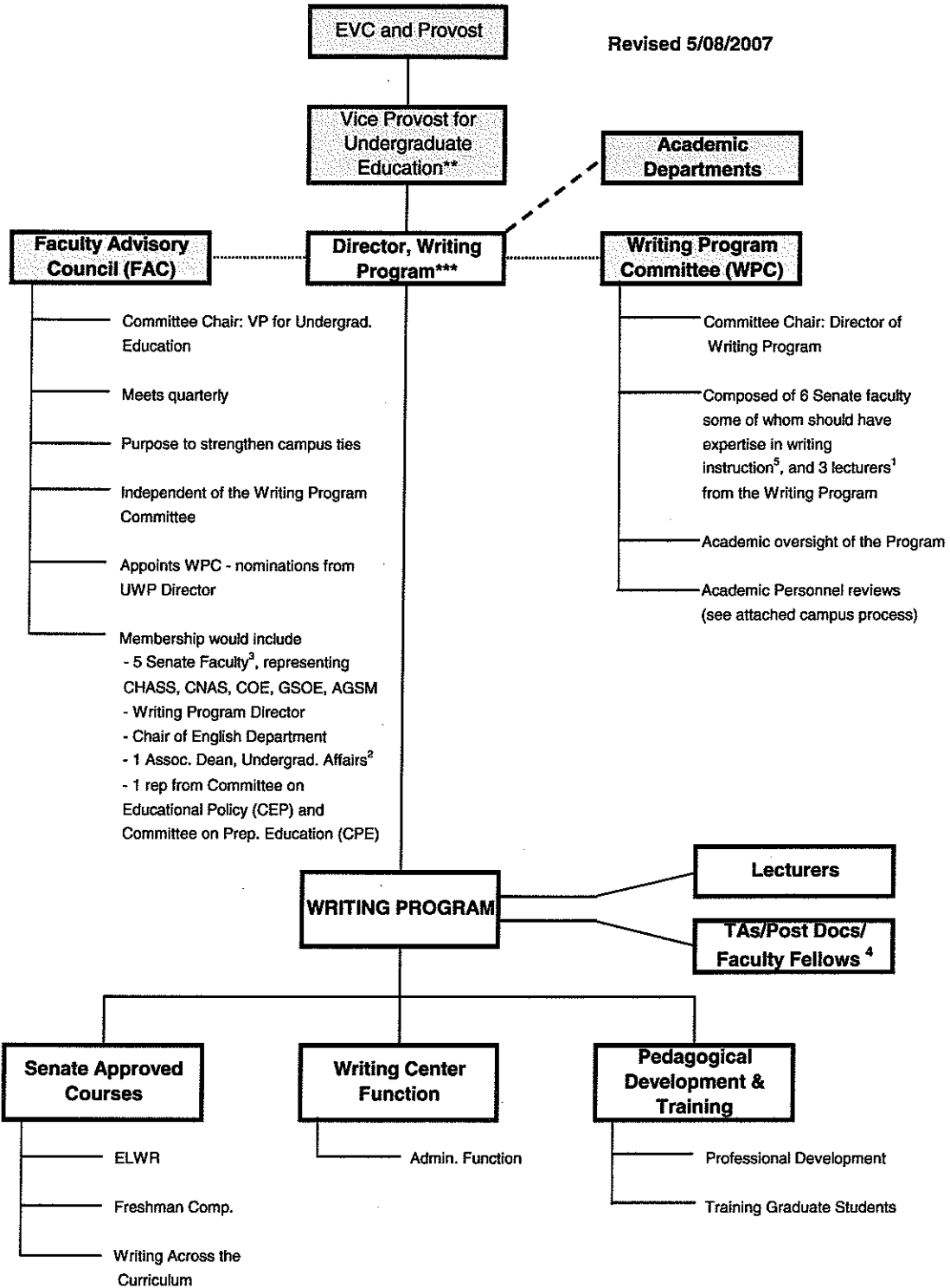
<sup>1</sup> Associate Deans will serve two-year terms.

<sup>2</sup> See attached Guidelines for Appointment and Review of Pre-Six Lecturers and Merit Review and Performance Expectations of Lecturers with Continuing Appointment Status.

<sup>3</sup> MOU Article 7b requires that "reasonable efforts" be made to ensure lecturer participation on the Review Committee.

# UNIVERSITY WRITING PROGRAM

Revised 5/08/2007



\*\* Replaces Dean in process

\*\*\* Replaces Department Chair in process

1- Lecturers must have continuing appointee status. MOU Article 7b requires that the body that reviews lectures have at least one lecturer participate on that body.

2- The VPUE, in consultation with the Deans, will nominate which Associate Dean and the nominations will rotate through the Schools/Colleges.

3- Academic Senate's Committee on Committees would make recommendations as to the 5 Senate Faculty members.

4- Article 7b B establishes that instructional need for lecturers does not exist when other academic appointees are available to teach the course.

5- Such as the ELWR Director and the Director of Freshman Composition

**UNIVERSITY WRITING PROGRAM  
UNIVERSITY OF CALIFORNIA, RIVERSIDE  
APPOINTMENT AND REVIEW OF PRE-SIX LECTURERS<sup>1</sup>**

This document clarifies employment policies in the University Writing Program (UWP) in three areas: 1) appointments of pre-six Lecturers; 2) renewal of contracts for pre-six Lecturers with annual contracts who have served for fewer than six years; and 3) review of pre-six Lecturers who are eligible to move to a Continuing Appointment.

All academic personnel actions regarding Lecturers are conducted by the UWP Director and the Writing Program Committee<sup>2</sup> (WPC), in accordance with campus procedures for the recruitment, appointment and evaluation of Lecturers as coordinated by Academic Personnel.

All Lecturers in the UWP are expected to fulfill the duties and responsibilities outlined in Article 3 of the Memorandum of Understanding (MOU) between UC-AFT and the University.

**I. PRE-SIX APPOINTMENTS**

1. Each year during Spring Quarter or earlier, the Director of the UWP will assess the need for pre-six Lecturers, taking into account approved enrollment projections, projected reappointments of current one-year Lecturers, existing commitments to Continuing Appointee Lecturers, graduate student assignments, new curriculum initiatives and other factors.
2. Searches (refer to I.3) for Lecturers must conform to UCR Affirmative Action guidelines and Academic Personnel procedures. A regional search is required for the initial appointment of any Lecturer regardless of the length of appointment or the percentage of the appointment. If a Lecturer must be hired on an emergency basis without a search, an exception must be approved by Affirmative Action, and a regional search for the position must take place before an appointment to a third quarter.

---

<sup>1</sup> "Pre-six Lecturer" is the commonly used term to connote Lecturers who have not yet received Continuing Appointee status in a specific department. Pre-six Lecturers have between 1 and 18 quarters of campus service in the same department.

<sup>2</sup> The committee membership must include at least one Lecturer (typically a Lecturer with Continuing Appointee status) in accordance with the MOU (Article 7b E.5).

3. The Director will develop advertising materials for open Lecturer positions. At a minimum, Lecturer openings will be advertised regionally for four weeks and posted on the UCR Human Resources website and the Southern California Higher Education Recruitment Consortium (So-Cal HERC) website.
4. The Director will advertise the openings either nationally or regionally, as circumstances warrant. If the recruitment includes one or more specialized openings, this will be designated in the advertisement and candidates will be directed to indicate for which position(s) they are applying.
5. The Director appoints a search committee from the membership of the WPC and typically serves as chair. The committee will review the files of the applicants and conduct interviews as appropriate. For the purposes of ranking and the short list, the pool should include the files of:
  - a. New applicants; and
  - b. Applicants for a quarter-by-quarter appointment.
6. Offers for appointment will be made in coordination with the renewal of the appointments of current pre-six Lecturers with annual appointment status (see II below).
7. The short list from the pool of applicants<sup>3</sup>, identified in I.6, is voted on by all Senate Faculty on the WPC. The Non-Senate members will provide an advisory vote. The Director, using his or her own judgment and the Senate Faculty vote, will select which candidates to nominate for appointment and will forward the list and the record of the vote to the Vice Provost for Undergraduate Education (VPUE).
8. Once the appointment list has been approved by the VPUE, offer letters may be issued.
9. When a need for emergency appointments arises, the Director may suspend these hiring procedures with the approval of the Affirmative Action Office,

---

<sup>3</sup> In the case where one or more specialized positions have been identified within a general search, there will be more than one applicant pool. Each opening designated as a specialized opening shall have its own applicant pool. If an applicant has indicated an interest in more than one advertised position, his or her application shall be included in all identified applicant pools.

the VPUE and the Vice Provost for Academic Personnel (VPAP).

10. A copy of this document shall be attached to the appointment letter of each new pre-six Lecturer who is hired.

## II. APPOINTMENT OF PRE-SIX LECTURERS WITH ANNUAL CONTRACTS

1. If approved enrollment projections, programmatic need, the availability of funding and other factors warrant, UWP pre-six Lecturers will be provided with annual appointment contracts. Annual appointment contracts may be, but are not required to be, full-time (100%) appointments.
2. A search conforming to UCR Affirmative Action guidelines and Academic Personnel procedures must be conducted, as described in section I
3. During the Spring Quarter, the WPC will assess pre-six Lecturers with annual appointment contracts, for reappointment in the next academic year. Reappointment is contingent upon programmatic need, the availability of funds, and the qualifications of the candidate.
4. The Director will notify in writing pre-six Lecturers with annual appointment contracts of the assessment criteria, the materials required for the review, and the review timeline.<sup>4</sup>
5. Pre-six Lecturers' classes will be observed once every year<sup>5</sup> by the Director or a Senate Faculty member of the WPC. If the Director or a WPC Senate Faculty member is unable to conduct a classroom observation of a pre-six lecturer, the Director may assign a WPC lecturer with Continuing Appointee status to conduct the observation. The Director however, personally must observe at least one class of each pre-six Lecturer prior to each pre-six Lecturer's twelfth quarter of appointment.

---

<sup>4</sup> This is a UWP internal assessment. The materials required and the timeline are designated by the UWP and must conform with contractual requirements of the MOU.

<sup>5</sup> Per MOU Article 7a, paragraph C, 4.a.1 "Provided need exists for pre-six year NSF, a decision to reappoint or not to reappoint an NSF who has requested consideration shall be preceded by an assessment of the performance of the NSF. This assessment shall be undertaken in accordance with each department's applicable procedures for assessment of pre-six year appointees in effect at the time of the assessment."

6. In all class observations, the observer will write up his or her comments. The pre-six Lecturer will be given an opportunity to review the observation comments and write a response if they so wish, including a comment on any errors of fact. The observation write-up and the Lecturer's response, if any, will be included in the pre-six Lecturer's teaching file and will be included with the materials submitted for review.
7. Assessments of pre-six Lecturers with annual appointment contracts for reappointment will be made "on the basis of demonstrated competence in the field, ability in teaching, academic responsibility and other assigned duties that may include University co-curricular and community service" (MOU 7a C.4.a.3).
8. The pre-six Lecturer's teaching ability will be assessed on a review of the following types of documentation:
  - a. ratings and comments in teaching evaluations submitted by students;
  - b. teaching observations, as described in item 5 above;
  - c. course materials, such as syllabi, handouts, reading assignments, and grading criteria; and
  - d. other evidence as determined by the Director.
9. The WPC will evaluate the file of each pre-six Lecturer undergoing review. The WPC Senate Faculty will vote on the reappointment of each candidate and NSF members of the WPC will provide an advisory vote. The WPC will draft an appointment recommendation report for each file that includes the Senate Faculty vote, to advise the Director regarding reappointment.
10. The Director will use the WPC reports and his or her own judgment, to determine whether each pre-six Lecturer should be reappointed with an annual contract.
11. After verifying the availability of funds and instructional need, the Director will write a letter to the VPUE to recommend what appointments should be made. The VPUE will review the UWP Director's list, together with the record of the WPC votes, and confirm that the hiring plan addresses the approved projected need. If the VPUE agrees with the Director's recommendations, the VPUE will convey his approval in writing. If the VPUE has concerns regarding the number of planned appointments or

specific individuals to be appointed, the VPUE may make modifications to the plan, after consultation with the Director.

12. Upon reappointment to a 10th quarter of service in the UWP, any pre-six Lecturer who has not received a prior within-range salary increase will be granted a salary increase of at least two steps. (See MOU 7a C.4.c.) This is a longevity increase and is applicable regardless of the individual's appointment percentage in any/all of the nine preceding quarters. The preceding quarters need not be consecutive for this provision to apply, however the individual must have been appointed in the same unit on the same UC campus in order for the quarters to be counted.

### III. Procedures for Quarter-by-Quarter pre-six Lecturer Appointments

1. Although many pre-six Lecturers may receive annual appointments as described in II. 1 above, pre-six Lecturers also may be appointed on a quarter-by-quarter basis to deal with fluctuating enrollment, programmatic need, the inability of previously contracted faculty to fulfill course commitments, or other circumstances.
2. Lecturers hired on a quarter-by-quarter basis will be invited to submit an application annually in conjunction with the hiring process outlined in I.2-9 above.
3. The UWP must ensure that pre-six Lecturers who are appointed on a quarter-by-quarter basis receive a classroom observation by the Director by the third quarter of appointment.
4. Lecturers who are appointed quarter-by-quarter accrue quarter credits toward evaluation for Continuing Appointee status in the same manner as all other pre-six Lecturers. When a Lecturer who is appointed quarter-by-quarter reaches his or her tenth quarter, the Lecturer will receive a longevity increase, subject to the conditions described in II.12. When a Lecturer who is appointed quarter-by-quarter reaches his or her fifteenth quarter, the Lecturer must be notified by the UWP that, providing approved instructional need exists, he or she will undergo an excellence review in the academic year during which he or she is appointed to his or her eighteenth quarter. The excellence review process is described in detail in section IV.

#### IV. PROGRESSION OF PRE-SIX LECTURERS TO CONTINUING APPOINTMENTS (EXCELLENCE REVIEW)

1. A needs assessment will be conducted by the Director in accordance with the guidelines in MOU Article 7b B, subject to approval by the VPUE and the VPAP. If approved instructional need exists, pre-six Lecturers will be notified before the end of the 15<sup>th</sup> quarter of service that an excellence review for continuing appointment will be conducted during the next academic year in which they are appointed to their eighteenth quarter.
2. An excellence review will be conducted for UWP pre-six Lecturers in the academic year during which the pre-six Lecturer is appointed to his or her eighteenth quarter of service (Article 7b A.2), following the guidelines stated in the MOU (Article 7b B and C), and in conjunction with the procedures and timelines established by the UCR Academic Personnel Office for all Lecturer excellence reviews. For the UWP the WPC will serve in the role of the Department, the UWP Director will serve in the role of the Departmental Chair, and the VPUE will serve in the role of the Dean for the UWP.
3. The MOU prescribes that a merit review shall be conducted “at the time of the initial continuing appointment” (MOU Article 22 C.2.a). That is, in conjunction with the excellence review. Therefore the review should consider and address not only excellence, but also a merit increase. If the Lecturer is deemed excellent, a merit increase of at least two steps is required (MOU Article 22 C.2.b). In the uncommon instance where the reviewer (the WPC or the Director) finds the Lecturer to have shown *extraordinary* excellence, a merit in excess of two steps may be recommended. This “accelerated merit”, frequently referred to as a double merit at UCR, must specify the number of steps (greater than 2) recommended as an increase on the prevailing Lecturer Academic Salary Scales.
4. The Director will notify each candidate in writing of the review criteria, the materials to be submitted, and the review timeline, in coordination with the



Academic Personnel Office.<sup>6</sup>

5. Each candidate for Continuing Appointment will be evaluated "on the basis of demonstrated excellence in the field and in teaching, academic responsibility, and other assigned duties which may include University co-curricular and community service" (MOU Article 7b D).
6. Instructional performance will be measured by the evaluation criteria stated in MOU Article 7b D:
  - a. command of the subject matter and continued growth in mastering new topics;
  - b. ability to organize and present course materials;
  - c. ability to awaken in students an awareness of the importance of the subject matter;
  - d. ability to arouse curiosity in beginning students and to stimulate advanced students to do creative work; and
  - e. achievements of students in the field.
7. Whether the pre-six Lecturer demonstrates excellence in teaching will be determined through consideration of the forms of evidence listed in MOU Article 7b E:
  - a. student evaluations, provided that the quantitative measure in the student evaluation is not the sole criterion for evaluating teaching excellence;
  - b. assessment by former students who have achieved notable professional success;
  - c. assessments by other members of the UWP and other appropriate faculty members;
  - d. development of new and effective techniques of instruction and

---

<sup>6</sup> The current versions of these documents are available on the Academic Personnel Office website.

instructional materials; and

- e. assessments resulting from classroom visitations by colleagues and evaluators.
8. In addition to the forms of evidence of teaching excellence identified in "a-e" in IV. 8 above, valuable documentation of effectiveness in teaching and co-curricular activities **may** include the following:
- a. statements by candidates regarding the aims and approaches of their pedagogical activities;
  - b. pedagogical or curricular innovations; development of new instructional materials, such as textbooks, audio-visual units, or major curricular revisions; introduction of innovative or creative teaching techniques;
  - c. research, conference presentation[s], and publication[s];
  - d. participation in activities that involve service to the program and the University. These might include:
    - 1. contributing to meetings and projects
    - 2. undertaking programmatic assignments
    - 3. directing assigned independent-study courses.
9. The WPC will evaluate the files of the pre-six Lecturers undergoing excellence review and will draft a report for each file that will include a vote of the Senate Faculty to recommend whether or not the Lecturer under review should be awarded Continuing Appointment status. NSF members of the WPC will provide an advisory vote. If the Senate Faculty vote to recommend Continuing Appointment status, they must also vote on a merit award for that Lecturer, and the NSF on the WPC also will provide an advisory vote on the merit award. Each Lecturer's review file, together with the Committee's report, will be forwarded to the Director.
10. The Director will use the WPC reports and his or her own judgment, to

recommend, through the VPUE, to the VPAP, whether each pre-six Lecturer should be awarded Continuing Appointee status and to make a recommendation regarding a merit award. The Director's recommendations will be added to the Lecturer's review file and the file will be forwarded to the VPUE.

11. The VPUE will review each file, add written comments, and forward each file to the VPAP for final decision.
12. Each Lecturer's excellence review file will be submitted to UCR's Academic Personnel Office for review by the Non-Senate Faculty Excellence Review Committee (NSFERC)<sup>7</sup>. The NSFERC will consider the file materials, the vote of the WPC, and the written comments of the UWP Director and the VPUE in evaluating the file. The NSFERC will make a written recommendation that includes the Senate Faculty vote and the NSF advisory vote on each file, regarding the advisability of conferring Continuing Appointee status to the Lecturer and a merit amount. The file will then be forward to the VPAP for a final decision.
13. The VPAP will consider all of the file materials and reports, and will make a decision regarding the conferral of Continuing Appointee status to each individual and the amount of any applicable merit. The Academic Personnel Office will advise the UWP Director of the VPAP's decision in each case. The UWP Director will then inform each candidate of the decision in his or her review.
14. Consistent with campus practice, any Lecturer who achieves Continuing Appointee status usually<sup>8</sup> will be provided with a two-step merit increase. If the lecturer's most recent annual salary is below the minimum Continuing Appointee salary as provided in the MOU (Article 21 B), the Lecturer's salary first will be raised to the Continuing Appointee minimum and then increased by the two-step merit.
15. A Lecturer, who is not approved for Continuing Appointee status by the VPAP, is released from service at the end of his or her current appointment and is no longer eligible for reappointment within the UWP during the

---

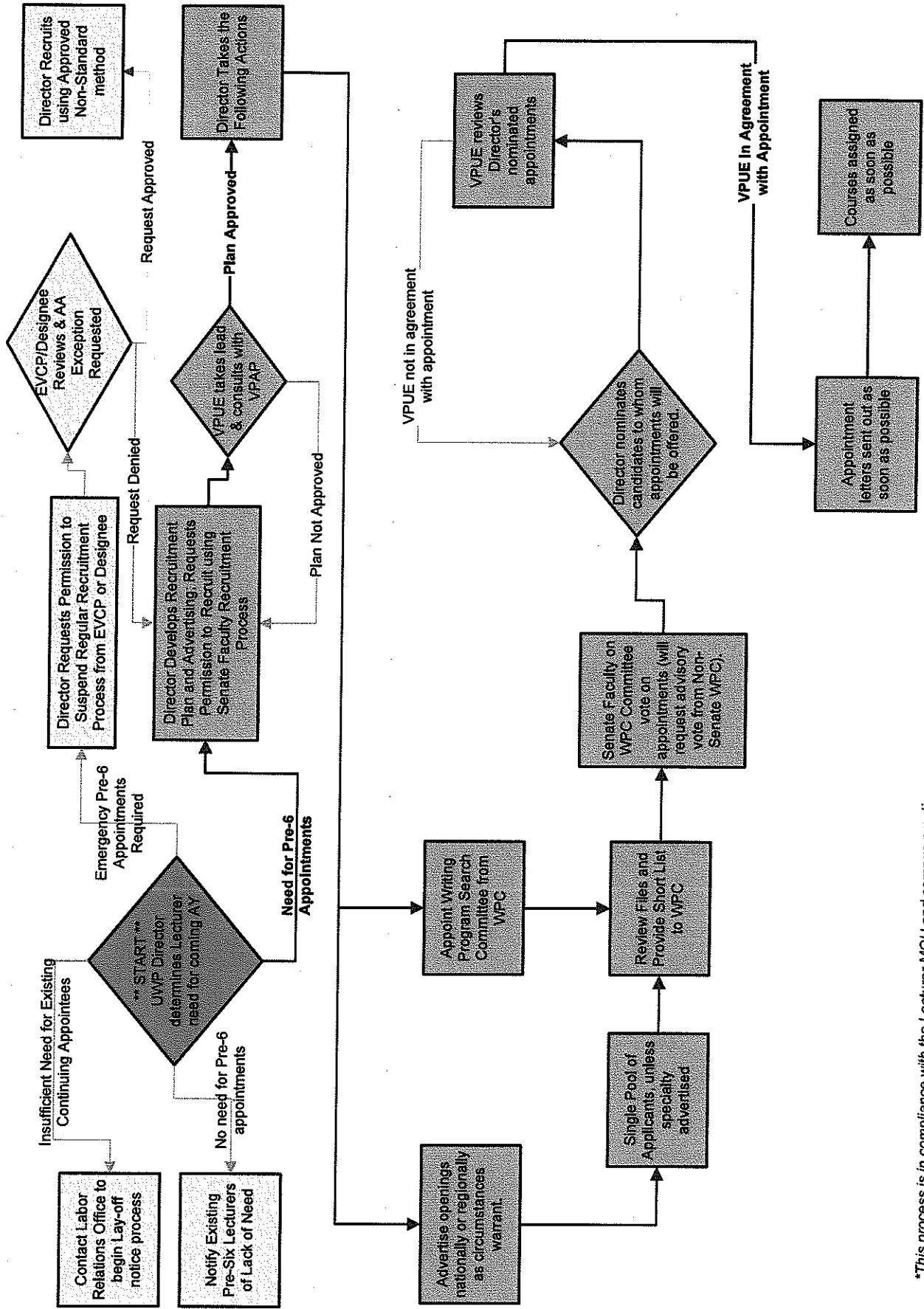
<sup>7</sup> The Non-Senate Faculty Excellence Review Committee (NSFERC) is composed of four Senate Faculty members appointed by the Academic Senate Committee on Committees, and one NSF with Continuing Appointee status, appointed by the Vice Provost of Academic Personnel.

<sup>8</sup> Refer to "accelerated merit" discussion in IV. 3.

regular academic year. (MOU Article 7b C.4)

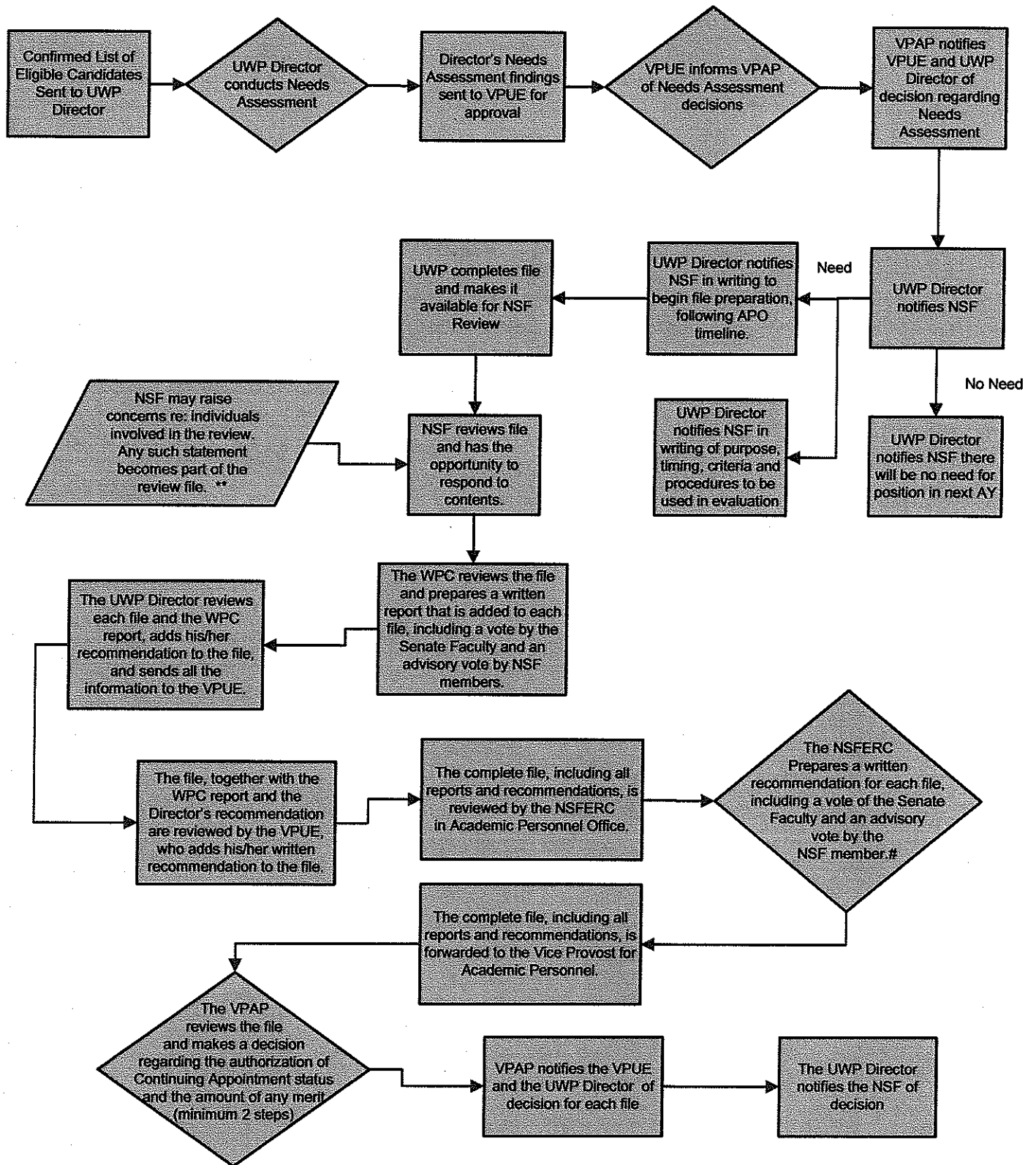
16. In the event that a Lecturer is appointed to an eighteenth and nineteenth and/or twentieth quarter during the same academic year, the excellence review will take place on the normal campus excellence review schedule. In this circumstance the Lecturer is compensated for the nineteenth and/or twentieth quarter(s) at the same rate that he or she is compensated for the eighteenth quarter.
  - a. If, as a result of the excellence review process, the Lecturer is approved for Continuing Appointee status by the VPAP, the Lecturer will receive a retroactive payment equal to the difference between the rate he or she was paid for the nineteenth and/or twentieth quarter(s) and his or her new Continuing Appointee rate. Effective the next academic year, the Lecturer's appointment will become indefinite and the UWP will be required to provide a base percentage appointment (the same as established in the needs assessment process) for the Lecturer each year. Any increase or decrease in the Lecturer's base percentage will be subject to the provisions of the MOU (Article 7c B and Article 17).
  - b. If, as a result of the excellence review process, the Lecturer is **not** approved for Continuing Appointee status by the VPAP, the Lecturer is not eligible for any retroactive payment for the nineteenth and/or twentieth quarter(s) and is released from service at the end of his or her current appointment. The individual is no longer eligible for reappointment within the UWP during the regular academic year. (MOU Article 7b C.4)

# Flowchart of Proposed University Writing Program Lecturer Appointment Process\*



\*This process is in compliance with the Lecturer MOU and campus practice.  
Finalized June 2007.

**EXCELLENCE REVIEW PROCESS IN THE UNIVERSITY WRITING PROGRAM\***  
**Corresponds to UWP Written Guidelines for Pre-Six Lecturers (Sec. IV) ~ Finalized December 04, 2006**



\* The process charted here is in compliance with the Lecturer MOU and campus practice. The flowchart is a visual representation of the UWP written guidelines, but it is not a substitute for them.

\*\* Per MOU Article 7c E.6 the Lecturer may raise concerns about the possibility of bias on the part of individuals involved in the review.

# The NSFERC consists of 4 Senate Faculty appointed by the COC and 1 Continuing Appointee Lecturer, appointed by the VP of Academic Personnel.

**UNIVERSITY WRITING PROGRAM  
UNIVERSITY OF CALIFORNIA, RIVERSIDE  
MERIT REVIEW AND PERFORMANCE EXPECTATIONS OF  
LECTURERS WITH CONTINUING APPOINTMENT STATUS**

This document clarifies procedures for merit review of Lecturers holding Continuing Appointee status in the University Writing Program (UWP).

All Lecturers in the UWP are expected to fulfill the duties and responsibilities outlined in Article 3 of the Memorandum of Understanding (MOU) between UC-AFT and the University.

**I. TIMING AND LEVEL**

1. The University Writing Program will conduct merit reviews for Lecturers with Continuing Appointee status ("Continuing Lecturers") at least once every three years in accordance with the MOU (Article 22) and Riverside campus procedures. Merit increases, if granted, will take effect July 1 of the following academic year.
2. For this merit review process, the UWP Writing Program Committee (WPC) will stand in place of the Department, the UWP Director will stand in place of the Departmental Chair and the Vice Provost of Undergraduate Education (VPUE) will stand in place of the Dean.
3. Review file materials, described in III below, must be submitted in accordance with the guidelines and due dates established by the Academic Personnel Office for the merit reviews of all campus Lecturers with Continuing Appointment.
4. A merit increase, if granted, shall consist of at least two steps on the Lecturer Academic Salary Scale (Table 19).
  - a. A normal, non-accelerated merit increase shall consist of two steps on the Lecturer salary scale.
  - b. Any Continuing Lecturer may request an "accelerated merit," that is a merit increase of more than two steps on the Lecturer Academic Salary Scale. At UCR this is often referred to as a "double merit."
  - c. The WPC and/or the UWP Director also may recommend an accelerated merit in instances where no such request has been made by the Continuing Lecturer.

**II. CRITERIA**

- 1) Evaluations of the academic qualifications or performance of Continuing Lecturers for a merit review shall be made on the same criteria used to establish Continuing Appointment status. The merit review is based on demonstrated excellence in the field

and in teaching, academic responsibility, and other assigned duties which may include University co-curricular and community service. (Article 7b D and E)

- 2) The following exemplify excellence in teaching:
  - a. student evaluations provided that the quantitative measure in the student evaluation is not the sole criterion for evaluating teaching excellence;
  - b. assessment by former students who have achieved notable professional success;
  - c. assessments by other members of the department, program, or unit, and other appropriate faculty members;
  - d. development of new and effective techniques of instruction and instructional materials; and
  - e. Assessments resulting from classroom visitations by colleagues and evaluators.
  
- 3) In addition to the forms of evidence of teaching excellence identified in "a-e" above, valuable documentation of effectiveness in teaching and co-curricular activities **may** include the following:
  - a. statements by candidates regarding the aims and approaches of their pedagogical activities;
  - b. pedagogical or curricular innovations; development of new instructional materials, such as textbooks, audio-visual units, or major curricular revisions; introduction of innovative or creative teaching techniques;
  - c. research, conference presentation[s], and publication[s];
  - d. participation in activities that involve service to the program and the University.  
These might include:
    - 1) contributing to meetings and projects
    - 2) undertaking programmatic assignments
    - 3) directing assigned independent-study courses.



### **III. MATERIALS**

The Director of the UWP will notify each Continuing Lecturer of their eligibility for merit review by October 15 of the Academic Year that the merit review is conducted. The notification shall include the merit review timeline and the documentation checklist provided by the Academic Personnel Office.<sup>1</sup>

### **IV. CLASSROOM OBSERVATIONS**

1. Continuing Lecturers who are being reviewed for merit advancement will have their class observed at least once during the three quarters of the academic year prior to the year in which the review is conducted.
2. In all class visits, the visitor prepares written comments. The Continuing Lecturer will be given an opportunity to review the written comments, correct errors of fact and write a response. The write-up and the response will be included in the Continuing Lecturer's teaching file and will be added by the UWP to the materials submitted for review.
3. The UWP Director or his or her designee will monitor the arrangements for class observations to ensure that the visits, the written comments and the Lecturer's response (if provided) are completed in a timely fashion.

### **V. REVIEW PROCEDURES**

1. The WPC will review the files of the Continuing Lecturers undergoing review and make written recommendations to the UWP Director.
2. Any Continuing Lecturer undergoing review may ask the Director to exclude a specific individual (or individuals) from review of his or her file. The Director will consider, but is not bound by, the request.
3. The WPC will draft a report for each Continuing Lecturer's merit review file. The report will contain the vote of the Senate Faculty to recommend whether the Continuing Lecturer should receive a regular two-step merit increase, an accelerated merit increase, or no merit increase. Lecturers on the WPC will be consulted for an advisory vote.
4. Each Continuing Lecturer under review will be provided with a copy of the WPC report and will be given an opportunity to write a response. The letter and the candidate's response (if any) will be included in the file.

---

<sup>1</sup> Current versions of these documents can be found on the Academic Personnel website: [www.academicpersonnel.ucr.edu](http://www.academicpersonnel.ucr.edu)

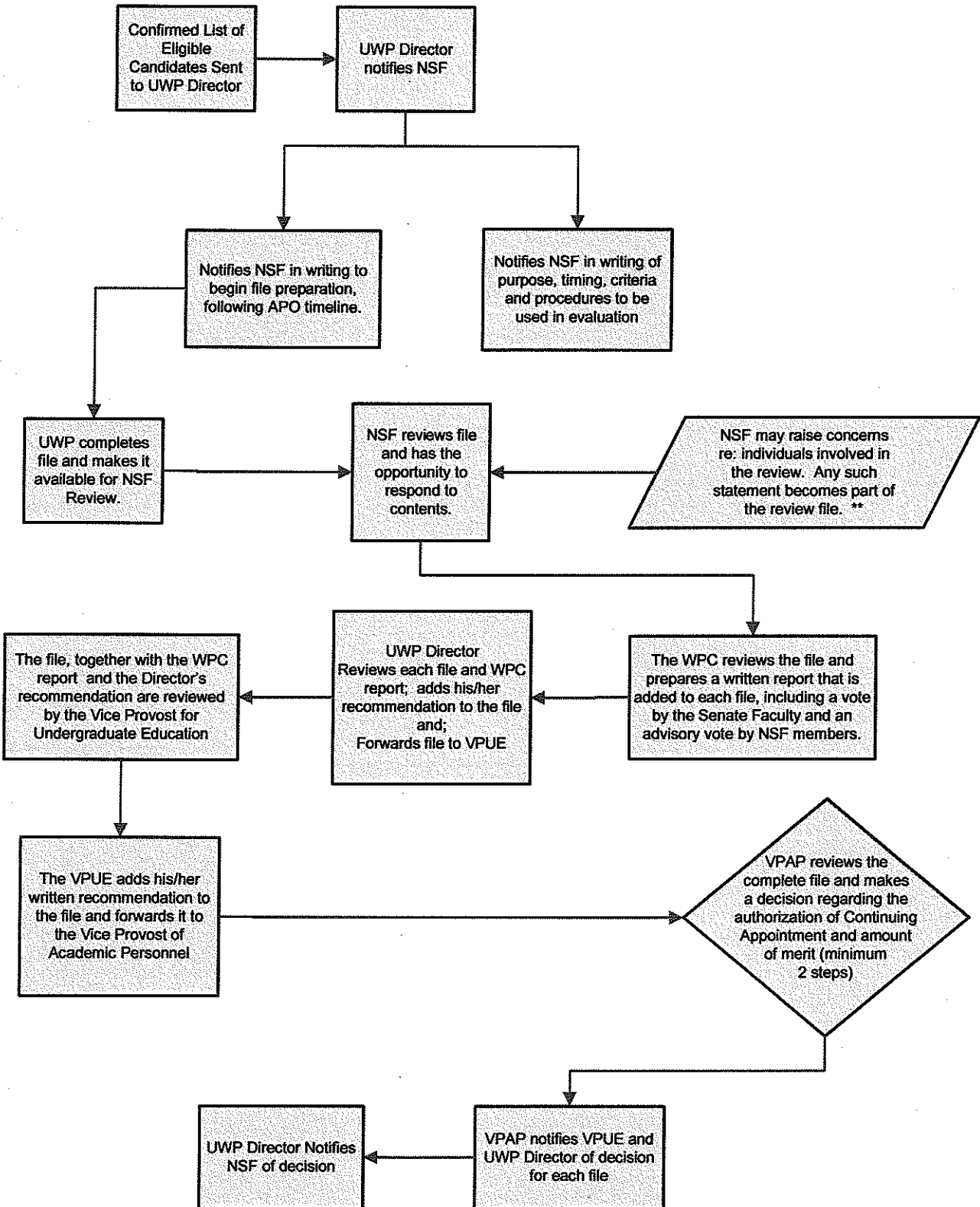
5. The files of the Continuing Lecturers eligible for merit review, including the report of the WPC, and the candidate's response (if applicable) will be forwarded to the Director of the UWP.
6. The Director will examine the file of each Continuing Lecturer. Using the WPC report as a basis and also relying on his or her own judgment, the Director will draft a letter to the Vice Provost for Academic Personnel (VPAP), through the VPUE for each candidate, recommending whether a merit increase should be granted, and at what level.
7. If the Director's merit recommendation differs from the WPC's merit recommendation, the Director's letter will contain a statement describing the rationale for the differing recommendation.
8. Each candidate's file, together with the WPC report, the Continuing Lecturer's response (if applicable) and the Director's letter of recommendation is submitted to the VPUE for review. The VPUE will add a written recommendation to the file and submit the entire file to the VPAP.
9. The VPAP will review each Continuing Lecturer's file and make a final decision with regard to a merit increase. The Academic Personnel Office will inform the VPUE and the Director of the UWP of the decision in each Continuing Lecturer's case in writing. The UWP Director will then inform each Continuing Lecturer of the decision in his or her review in writing.

## **VI. PERFORMANCE EXPECTATIONS FOR CONTINUING APPOINTEES / PROBLEMMATIC PERFORMANCE**

1. Continuing Lecturers are expected to maintain the academic excellence standards established in Article 7B, Section D of the MOU.
2. If there is evidence of declining performance by a Continuing Lecturer in fulfilling his or her academic duties and responsibilities or of a significant and persistent decline in teaching performance, the Director first shall discuss the matter with the Continuing Lecturer (see MOU, Article 30).
3. If the matter is not resolved through discussion, the Director may ask the current year's WPC to investigate the reported problem and to report the Committee's findings to the Director.
4. If the Director determines that the problem requires further action, he or she will develop a written remediation plan as per Article 30 of the MOU.

5. If in the Director's judgment the Continuing Lecturer meets the requirements set forth in the remediation plan, no further proceedings will be initiated.
6. If in the Director's judgment the Continuing Lecturer fails to meet the requirements set forth in the remediation plan, he or she will consult with the Writing Program Committee, the VPUE and the Labor Relations Office to develop a course of action. If necessary, proceedings for an out-of-cycle academic review (Article 30 B.3-20) will be initiated. Following the UWP out-of-cycle review, the VPAP will review the file, make a final decision, and notify the NSF of the outcome of the review. (Article 30 B.).
7. If the final decision of the out-of-cycle academic review is for the Continuing Lecturer's discipline or dismissal the UWP Director will work with the Labor Relations Office to follow the procedures outlined in Article 30 C. of the MOU.
8. If the final decision of the out-of-cycle academic review does not require discipline or dismissal, the materials related to the potential disciplinary action shall be removed from the Continuing Lecturer's personnel review file. (MOU Article 10.A.2)

**MERIT REVIEW PROCESS FOR UWP LECTURERS WITH CONTINUING APPOINTEE STATUS\***  
**Corresponds to Written Guidelines for Merit Review and Performance Expectations of Lecturers with**  
**Continuing Appointments ~ Finalized December 4, 2006**



\*The process charted here is in compliance with the Lecturer MOU and campus practice. The flowchart is a visual representation of the UWP written guidelines, but it is not a substitute for them.

\*\* Per MOU Article 7c E.6 the Lecturer may raise concerns about the possibility of bias on the part of individuals involved in the review.