**TEMPLATE:**

***<<Date>>***

Dear **<<Unit 18 faculty member>>,**

I am pleased to offer you an appointment as a ***<<insert title of position>>*** in the Department of ***<<insert department/program/unit>>*** in the **<<School/College/Division>>.**

**<<If appointment/reappointment is being made pursuant to any special provisions of the Agreement, select from the following options below>>**

***Option 1: If Appointment/Reappointment is Made Pursuant to Section E.2 Special Considerations, use the following introductory paragraph:*** I am pleased to offer you an appointment as a ***<<insert title of position>>*** in the Department *of* ***<<insert department/program/unit>>*** in the ***<<insert School/College/Division>>***. Pursuant to Article 7a. Section E.3, I am providing notice that the position you are being offered is part of the ***<<insert brief description/name of time-limited program>>***. As a participant in this program, your appointment as a lecturer in the ***<<insert department/program/unit>>*** is limited to the stated term and will not be renewed.***>>***

***Option 2: If Reappointment of Less Than 2 or 3 Years, use the following introductory paragraph:*** I am pleased to offer you an appointment as a ***<<insert title of position>>*** in the Department of ***<<insert department/program/unit>>*** in the **<<School/College/Division>>.** Due to ***<<CHOOSE ONE: temporary replacement to teach courses that fulfill temporary academic need in lieu of an instructor who is on leave, sabbatical, withdraws from instruction, separated, or is otherwise unavailable; OR the appointment or reappointment may not extend beyond the 18th quarter, 12th semester, or 24th fiscal quarter>>***, you are being reappointed for ***<<insert length of appointment that will be less than 2 or 3 years>>****.****>>***

***Option 3: If Reappointment at a Lower Percentage following Pre-Six Academic Review, use the following introductory paragraph:*** I am pleased to offer you an appointment as a ***<<insert title of position>>*** in the Department of ***<<insert department/program/unit>>*** in the **<<School/College/Division>>.** While I am pleased to inform you that you have met the standard of teaching effectiveness per your Pre-Six Academic Review, you will be reappointed at a lower percentage than your previous appointment due to ***<<insert one or more reason(s) from contract provision Article 7a. Section J.6 above>>***, in accordance with Article 7A, Section J.6. This may impact your benefits eligibility and in accordance with University policy, your eligibility to participate in University of California benefits programs is dependent on the percentage and/or duration of your appointment. If you have a concurrent appointment in another department, the total percentage and/or duration of your appointment determines your eligibility. Please refer to the UC Benefits website: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>.

Academic Year ***<<insert AY>>***

Pay Period Dates:

Service Period Dates:

Percent of Time for the academic or fiscal year:

Annual Salary Rate:

Gross quarter-by-quarter or semester-by-semester in-unit monthly earnings for the first year of the appointment: **<<*only required for first year of appointment/reappointment*>>**

Total Salary:

***<<If known at time of issuance, insert term-by-term breakdown of assignments and include “no appointment” for non-instructional terms. If not known at the time of issuance, this information must be provided through a supplemental notice to be issued as soon as possible, and no later than 30 days prior to the commencement of the term of service.>>***

***If it’s a 2- or 3-year appointment, please provide the same information for subsequent academic years***

Academic Year ***<<insert AY>>***

Pay Period Dates:

Service Period Dates:

Percent of Time for the academic or fiscal year:

Annual Salary Rate:

Total Salary:

***<< If known at time of issuance, insert term-by-term breakdown of assignments and include “no appointment” for non-instructional terms. If not known at the time of issuance, this information must be provided through a supplemental notice to be issued as soon as possible, and no later than 30 days prior to the commencement of the term of service.>>***

Academic Year ***<<insert AY>>***

Pay Period Dates:

Service Period Dates:

Percent of Time for the academic or fiscal year:

Annual Salary Rate:

Total Salary:

***<< If known at time of issuance, insert term-by-term breakdown of assignments and include “no appointment” for non-instructional terms. If not known at the time of issuance, this information must be provided through a supplemental notice to be issued as soon as possible, and no later than 30 days prior to the commencement of the term of service.>>***

***<<if applicable, insert the following statement: In subsequent years, the salary rate will be adjusted in accordance with the applicable provisions of the Agreement.>>***

You can find the payroll calendar here: **<<insert link>>.**

This offer of employment is contingent upon your ability to prove that you are authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986. Also, the State of California requires that we inform all academic appointees of the Political Reform Act of 1974. This Act prohibits public officials from participating in governmental decisions when personal financial interests may be affected by those decisions. The Act requires that all government employees and officials disqualify themselves from participating in a governmental decision when a financial conflict of interest is present.

As a condition of employment, you will be required to comply with the University of California [SARS-CoV-2 (COVID-19) Vaccination Program Policy](https://policy.ucop.edu/doc/5000695/SARS-CoV-2_Covid-19).  All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline.   New University of California employees should refer to Appendix F, Section II.C. of the policy for applicable deadlines.  (Capitalized terms in this paragraph are defined in the policy.)  Federal, state, or local public health directives may impose additional requirements.

In accordance with University policy, your eligibility to participate in University of California benefits programs is dependent on the percentage and/or duration of your appointment. If you have a concurrent appointment in another department, the total percentage and/or duration of your appointment determines your eligibility. Please refer to the UC Benefits website: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>.

Your position is in a bargaining unit represented by a union, the UC-AFT. As such, the terms and conditions of your appointment are contained in UC/UC-AFT collective bargaining agreement, which you may access at <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/index.html>.

Click here to view the UC-AFT’s Welcome Letter: <https://drive.google.com/file/d/1yiQRcYIm_ZAPpi-v9Y_jCl76O-cgWEbd/view?usp=sharing>. To learn more about the UC-AFT, visit <ucaft.org>.

Each academic term, a new employee orientation for newly appointed Unit 18 faculty at ***<<insert campus>>*** will be held. Attendance at the Unit 18 new employee orientation is mandatory in your first term of employment. The University will schedule an orientation in fall term and you will receive information separately about the date, time, and location of the scheduled orientation. For academic terms other than fall, the UC-AFT will coordinate and provide the Unit 18 new employee orientation. When these orientations are scheduled, the University will notify you of the date, time, and location of the scheduled orientation.

***<<Exclude this paragraph if appointment is*** ***made pursuant to Option 1 – Article 7A, Section E.2 Special Considerations>>*** To be considered for reappointment in the academic year following the end date of this appointment, please submit a statement of interest to your department chair by ***<<insert date from Article 7a. Section J.1. Consideration for Reappointment>>***. The statement of interest form can be found at <https://aadocs.ucdavis.edu/your-resources/unit-18-lecturer-series/statement-of-interest-form-unit-18-lecturers.pdf>

The University shall have no obligation to automatically reappoint Unit 18 faculty following the expiration of an appointment.

As your supervisor, ***<<insert the name of the department chair, program, unit head, or other person to whom the Unit 18 faculty member reports to>>***, joins me in extending this appointment to you. Your signature on the ***<<insert appointment/contract form or agreement, offer letter>>*** will indicate your acceptance of this appointment and the appointment terms.

Sincerely,

Department Chair or Designee

Accepted:

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Name Date