

LECTURER APPOINTMENT Dossier CHECKLIST

For complete policies, please refer to the University of California Non-Senate Instructional Unit, Memorandum of Understanding (MOU). **Lecturers are not covered in The CALL, nor are they covered in the APM.**

[Memorandum of Understanding \(MOU\)](#)

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Faculty Name:

Effective Date:

Date submitted to the Dean

JOINT APPOINTMENT?

Yes
No

IF YES, OTHER DEPARTMENT:

DOCUMENTS	COMMENTS/NOTES
Temporary Appointment Cover Sheet	
Lecturer Cover Sheet (Unit 18)	
Chair's Letter	A letter from the Chair to the Dean to request appointment (to include appointment begin and end dates, salary (from NSF Unit 18 scale) and funding source (FAU).
Current CV	Current CV if a new appointment, or a reappointment after a break in service.
Recruitment Selection Data & Compliance Form	A search must be conducted to select the best qualified person for the lecturer position advertised. Please see (Appendix 22) Guidelines on Recruitment. (Appendix 23) Guidelines on Faculty Searches and Exception (Waivers) to searches

Approval: If the appointment is submitted prior to the appointment start date the Dean has final authority. An appointment submitted after the quarter has begun will require the Vice Chancellor's approval for retroactivity.

Miscellaneous:

- a. Graduate students. Per the [Academic Apprentice Personnel Manual](#), General Policy and Minimum Standards, page 1, on Graduate Division's website, "...campus policy prohibits the employment of graduate students in academic (e.g., lecturer, assistant professor) titles." The Dean of Graduate Division must approve requests for exceptions. Approval must be obtained before forwarding appointment paperwork to the L&S Personnel office.
- b. Restrictions on service. Appointments beyond 18 quarters (six years) of service on the same campus may only occur if the lecturer is approved for a three-year appointment.
- c. Summer salary. Eligible for 1/12 the of eleven-month Professional Research Series rate. Please refer to UCLA Summer Employment Policy, [Non Professorial – Academic Year](#) box.