

**Review Standards for Unit 18 Lecturers**  
**School of Global Policy and Strategy/International Studies Program**  
**Effective Fall Quarter 2023**

**General**

The School of Global Policy and Strategy has determined the appointment and evaluation criteria for its members in order to provide measurement of the achievements of current Non-Senate Lecturers and/or potential Non-Senate Lecturers, and to aid in evaluation when promotion is proposed. All members of the Non-Senate Instructional Unit (Unit 18 Faculty) are evaluated in accordance with the [Contract for Lecturers \(IX\) between the University of California and the American Federation of Teachers \(MOU\)](#).

**Principles of Community**

All UC San Diego community members are expected to practice the UC San Diego's Principles of Community.

As members of the community of scholars at the University of California, Unit 18 Faculty are expected to sustain an environment conducive to sharing, extending, and critically examining knowledge and values in support of the school's academic mission. In addition, they are expected to exhibit respect and professionalism in the mutual exchange of ideas, opinions, and criticisms and to strive to be objective in their professional communications and interactions.

**Non-Senate Lecturer/Pre-Six Appointments**

The title of Non-Senate (Unit 18) Lecturer is assigned to a qualified individual during the first six years or eighteen academic quarters of employment. Such appointees are not under consideration for appointment in the Professorial series. In accordance with Article 24, the workload of Non-Senate Lecturers may not exceed established [workload standards](#).

**Pre-Six/Unit 18 Lecturer Initial Hire Standards and Process**

Qualified candidates will possess a PhD or equivalent degree in a field of study relevant to the subject of the course(s) for which the applicant will be appointed to teach.

Applicants must provide the following to be considered for appointment:

- Most recent CV
- Cover letter explaining their area of expertise and relevance to the course(s) for which they are applying
- Statement of teaching philosophy and explanation of how this matches the goals of the course(s) to which they are applying
- Statement of contributions to diversity
- For those with teaching experience, applicable syllabi and teaching evaluations

Selection Process: The search chair will review all applications and determine which candidates are most qualified. The search committee have the discretion to offer interviews and to follow with recommendations for hire to the search chair and Associate Dean for Student Affairs.

**First-Year Assessment**

Per the MOU, for Unit 18 faculty to be considered for reappointment, they must submit a Statement of Interest (SOI) to the Associate Dean of Academic Affairs and the school's AP Analyst for documentation. The Associate Dean of Academic Affairs and the Associate Dean of Student Affairs will review the SOI and supporting documentation.

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In the first-year assessment and subsequent Unit 18 Pre-six Reviews, teaching effectiveness will be measured by evidence demonstrating the criteria defined in the [Contract for Lecturers \(IX\) between the University of California and the American Federation of Teachers \(MOU\)](#).

Following the assessment, the Unit 18 faculty will be sent written feedback. If the assessment is positive and there is department need for their class(es), they will be reappointed for two years with an appointment percentage at least equal to that of the previous appointment.

**Pre-Six/Unit 18 Teaching Effectiveness Review Standards and Process (Reappointment)**

This is a non-first-year review to take place in the second year of a lecturer's two-year appointment and/or the third year of their three-year appointment.

All Unit 18 faculty are strongly encouraged to contact the [Teaching + Learning Commons](#) during the first year of their two-year appointment for teaching resources and feedback.

Following the receipt of a Statement of Interest, the school shall provide notice in writing no less than thirty (30) calendar days in advance of the Pre-six Academic Review.

The Unit 18 faculty must provide the AP analyst the following materials in a Teaching Portfolio:

- Syllabi for all classes taught during the review period for the department
- Reflective statement of the instructor's teaching philosophy with particular attention to ways that it may have changed in response to student evaluations and other feedback
- Other materials relevant to effective teaching as defined in the [Contract for Lecturers \(IX\) between the University of California and the American Federation of Teachers \(MOU\)](#)

In addition, review file material provided by the department will include but will not be limited to the following:

- Student evaluations for all classes taught during the review period for the department, if available
- If a class is being taught in the Spring quarter when student evaluations are not yet available, department faculty will submit written assessments from classroom observation

Instructional performance shall be evaluated according to the criteria defined in the [Contract for Lecturers \(IX\) between the University of California and the American Federation of Teachers \(MOU\)](#), as demonstrated by the materials in the review file. This review will be conducted by the Associate Dean of Student Affairs and the Director of Degree Programs. Their evaluation will be addressed in a department letter written by the Associate Dean of Faculty.

Following the effectiveness review, the Unit 18 faculty will be sent written feedback. If the effectiveness review is positive and there is department need for their class(es), the Unit 18 faculty will be reappointed for three years with an appointment percentage at least equal to that of the previous appointment.

**Initial Continuing Appointment**

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Once a Unit 18 faculty receives a contract that includes an eighteenth quarter appointment in the same department, program, or unit, the University must conduct an excellence review. This review is to be conducted in the academic year in which the eighteenth quarter is reached, but prior to the start of the nineteenth quarter of service.

The Associate Dean of Student Affairs or Director of Degree Programs will conduct an in-person review in the classroom of each class being taught by the Unit 18 faculty.

The Unit 18 faculty must provide the AP analyst the following materials in a Teaching Portfolio:

- Syllabi for all classes all classes taught for the department
- Reflective statement of the instructor's teaching philosophy with particular attention to ways that it may have changed in response to student evaluations and other feedback. The statement should also describe updates to course material and relevant changes in disciplinary ideas (this may be included as part of the Reflective statement)
- Other materials relevant to effective teaching as defined in the [Contract for Lecturers \(IX\) between the University of California and the American Federation of Teachers \(MOU\)](#)

In addition, review file material provided by the department will include but will not be limited to the following:

- Student evaluations for all classes taught for the department
- Written assessment of classroom observations by the Associate Dean of Student Affairs and/or other department faculty

Continuing status will be considered upon demonstration of excellence as defined in the [Contract for Lecturers \(IX\) between the University of California and the American Federation of Teachers \(MOU\)](#), This excellence review will be conducted by the Associate Dean of Student Affairs and the Director of Degree Programs. Their evaluation will be addressed in a department letter written by the Associate Dean of Faculty.

Following the excellence review, the Unit 18 faculty will be sent written feedback. If the excellence review is positive and there is department need for their class(es), the Unit 18 faculty will be reappointed as a Continuing Lecturer.