**TEMPLATE NSF AGREEMENT FOR VOLUNTEER SERVICE ON EXCELLENCE REVIEW COMMITTEE**

*Note: As service on Excellence Review Committees is uncompensated work per the terms of the* [*Agreement between the University and UC-AFT*](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_2011-2015_24_instructional-workload.pdf)*, this letter is OPTIONAL, and provided for divisions and/or departments who wish to obtain this documentation for their own records. Documentation of volunteer status for service on Excellence Review Committees is NOT REQUIRED. (See Article 24(b)(1)(a).)*

[Date]

[NSF Name]

[Department Name], Mail Code [XXXX]

Dear [NSF Name],

I am writing [to invite you OR regarding your request] to serve on the Excellence Review Committee for your colleague, [Mr./Ms./Dr. XXXX] who is currently under review for [an Initial Continuing appointment OR merit advancement as Continuing Lecturer] effective 07/01/20XX. Members of the committee will evaluate the materials in the [appointment OR review] file [, observe classroom instruction,] and collaborate with [Name of Committee Chair] XXX as Committee Chair in writing the Excellence Committee Review report. Given your experience as a Continuing Lecturer in the department and your unique expertise in the field, we would appreciate your contributions as a member of this committee.

In accordance with the collective bargaining agreement between UC Regents and UC-AFT, service on an Excellence Review Committee is voluntary and is not part of your paid workload. If you agree to serve on this committee, please sign below and return this memorandum to XXXX by Month/Date. Please feel free to contact [him OR her] at XXX with any questions.

Sincerely,

Chair

Department/Section of XXXX

I understand that this service on an Excellence Review Committee is voluntary and that I will receive no additional compensation for my service.

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NSF signature date

CC: Dean