**Berkeley Campus**

TEMPLATE - Notice Letter for Initial Appointment or Reappointment **(Standard)**

Revised 12/20/24

Relevant Contract Provisions:

[*Article 7a Section C*](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_07a_nsf-appointments_2021-2026.pdf)

*Article 25 Section G.2:*

*2. Notification*

*a. Unit 18 faculty shall be informed in their appointment letters that there will be a mandatory orientation during their first term.*

*b.* *All newly-hired Unit 18 faculty at each campus and the UC-* *AFT local representative will receive information about the date, time, and place no later than fourteen (14) calendar days in advance of the orientation. For late hires, who are hired less than fourteen (14) calendar prior to the scheduled orientation, the University will notify them of the orientation upon hire*

*Article 6 Section .2:*

*NSF appointed for a full academic year (9/12 academic year appointment) at a variable percentage of time in each semester will receive their annual salary in twelve equal monthly installments. NSF who receive their annual salary in twelve equal monthly installments over the period July 1 through June 30 are prepaid to some extent, e.g., pay begins in July for services not rendered until August.*

**TEMPLATE:**

***<<Date>>***

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

I am pleased to offer you an appointment/reappointment for academic years 2022–23 and 2023–24 as a ***<<insert title of position>>*** in the Department of ***<<insert department/program/unit>>*** in the **<<School/College/Division>>, effective *<<insert start/end dates>>.*** Details of your appointment follow.

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

Pay Period Dates:

Service Period Dates:

Percent of Time for the academic or fiscal year:

For Variable percentages:

Percent of Time for fall semester:

Percent of Time for Spring semester:

Average Percent for AY:

Annual Salary Rate:

Gross 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:

For Variable percentages:

Percent of Time for fall semester:

Percent of Time for Spring semester:

Average Percent for AY:

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:

For Variable percentages:

Percent of Time for fall semester:

Percent of Time for Spring semester:

Average Percent for AY:

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>>.**

[Click here to view the UC-AFT’s Welcome Letter](file:///C%3A%5CUsers%5Cteresagp%5CDownloads%5C%20https%5Cdrive.google.com%5Cfile%5Cd%5C1yiQRcYIm_ZAPpi-v9Y_jCl76O-cgWEbd%5Cview%3Fusp%3Dsharing). To learn more about the UC-AFT, visit ucaft.org.

Each academic term, a new employee orientation for newly appointed Unit 18 faculty at the Berkeley Campuswill 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.

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 under FORMS at [*https://apo.berkeley.edu/unit-18-lecturer-and-senior-lecturer*](https://apo.berkeley.edu/unit-18-lecturer-and-senior-lecturer)*.*

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.

This offer is contingent upon you clearing an Employment Misconduct Disclosure review where you will be required to disclose any final administrative or judicial decisions within the last seven years determining that you committed any misconduct and provide information related to investigations and appeals.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

The University may substitute the course(s) and/or other assigned duties and general responsibilities in the same department, program, or unit during the same term. Such substitution will not result in a change in earnings, workload, or appointment percentage. In the event of a substitution, the program, department, or unit shall provide course information through a supplemental notice. Such supplemental notices shall be issued as soon as practicable.

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 covered by 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>.

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

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. Please return your signed letter to this email address.

Sincerely,

Dean \_\_\_\_\_\_\_\_

School/College

Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date