**Berkeley Campus**

Template Notice Letter of Continuing Appointment

Relevant Contract Provisions: *Article 7C Section C*

**TEMPLATE:**

Dear ***<<Appointee/Department or School>>***:

In recognition of your teaching performance and achievements, I am pleased to offer you continuing appointment as a ***<<insert title of the position>>*** in the ***<<insert department, program, or unit>>*** in the ***<<insert school, college, or division>>*** effective ***<<insert 13th semester, July 1 or January 1>>*** with an annual salary rate of ***<<insert annual salary rate>>***.

Additional details of your appointment are as follows:

* Your base percentage of time as a continuing appointee is ***<<insert % time>>***
* Gross semester-by-semester in-unit monthly earnings for the first year of the appointment
* For academic year **<<insert year>>** you have been assigned the following: ***<< insert term-by-term breakdown of assignments and include “no appointment” for non-instructional terms>>***
* ***<<insert title code>>***

In subsequent years, your salary rate will be adjusted in accordance with the applicable provisions of the Unit 18 collective bargaining agreement. You can find the payroll calendar here: **<<insert link>>.**

Your specific teaching assignments and/or other assigned duties and general responsibilities will be enumerated annually and may be modified as needed by your supervisor.

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. 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 must (a) provide proof of receiving at least one dose of a COVID-19 Vaccine no later than 14 calendar days after their first date of employment and provide proof of Full Vaccination no later than eight weeks after their first date of employment; or (b) if applicable, submit a request for Exception or Deferral no later than 14 calendar days after their first date of employment. (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives may impose additional requirements.

***<<Include Forthcoming Vaccine booster compliance language>>***

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>.

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.

Sincerely,

Dean of Appropriate College or School

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Name Date