**Notice of Initial Appointment as Lecturer (Pre-Six) - Sample w/100/67% appointment - Sample**

Date

Name  
Address

Dear [name]:

It is a pleasure to offer you an appointment as Lecturer in the Department of xxxxxxxxxxxx during the 20\_\_\_\_-\_\_\_\_ academic year. In the fall semester, you will teach [Specify one, two or three] courses [provide course numbers and descriptions]. During the spring semester you will teach [one, two or three] courses [provide course numbers and descriptions]. These teaching duties are inclusive of other activities customarily related to this instructional assignment (i.e., holding regular office hours, attending appropriate meetings/orientations, calculating grades, etc.). Please direct any questions regarding your appointment to Chair/Dean [name]. Your service period for this appointment begins August \_\_\_\_, 20\_\_\_\_ and ends May \_\_\_\_, 20\_\_\_\_. As of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, you will have accrued xxxxxxx semesters of teaching credit in the Unit 18 Lecturer title in the Department/School of xxxxxxx.

You should know that the University has the right to change your teaching assignments when appropriate, but whenever possible, Chair/Dean [name] will consult with you in advance of possible changes in your workload. Any other duties performed will be compensated only if assigned to you by the Dean of the School or the Chair of the Department with the approval of the Dean. Duties in which you engage on a voluntary basis should be communicated to the Dean or Department Chair in writing prior to the effective date.

This appointment is made at xxxxxxx% time during the fall semester and xxxxxxx% time during the spring semester at an annual full-time salary rate of $xxxxxxxx (academic year basis), which results in a total salary of $xxxxxxx for the entire term of this appointment. Your earnings are subject to any deductions that are required by applicable State and Federal laws and regulations, and those of the University. Your pay period for this appointment runs from \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_. Your first paycheck will be issued on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_. Please contact the department for any questions concerning payroll.

Under Federal Law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.

Any questions you have regarding benefits, your own eligibility and program enrollment deadlines should be directed as soon as possible to the Benefits Office at 510-642-7053, or your departmental benefits counselor. For your information, you may wish to access the following website.

<http://ucnet.universityofcalifornia.edu/>

The Memorandum of Understanding between the [AFT](http://ucaft.org/) and the University can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html> . This memorandum provides you with information regarding the terms and conditions of your appointment.

University policy requires that you be informed of the following: appointments to the title of Lecturer are self-terminating (no further notice on non-reappointment will be forthcoming) and do not create an obligation on the part of the University either to extend or renew the appointment.

We look forward to having you as a colleague at Berkeley this year, and hope that your responsibilities and opportunities will be rewarding and satisfying.

Sincerely,

Dean

cc: Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
      MSO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
      APO