**Notification of Continuing Appointment (following successful excellence review) Regular Appointment (not by-agreement) - Sample**

Date

Dr. or Mr. or Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_  
Address

Dear [name]:

I am pleased to inform you that a continuing appointment has been approved for you as Lecturer in the Department of xxxxxxxxxxxxxxx , with a base appointment percentage of xxxxx% fall and xxxxx% spring, effective July 1, 20\_\_\_\_\_\_. A merit increase to an annual full-time salary rate of $xxxxxxxxx has also been approved effective the same date.

This appointment falls under the terms of the labor agreement for the Non-Senate Instructional Unit (Unit 18), with particular reference to Article 7B. This agreement may be found at <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html> .

Non-senate instructional faculty at UC are exclusively represented by the UC-AFT. The Union’s website is at <http://ucaft.org/>.

You will report to xxxxxxxx, chair of the Department of xxxxxxxxx, who will be responsible for informing you of the duties and responsibilities attached to this appointment. For academic year \_\_\_\_\_(first year of continuing appt) xxxxxxxxxxxx your course load will be the following: xxxxxxxxxxxxxxxxxxxxxxxx. Specific course assignments for future years will be made annually based on the department’s needs assessment.

Any questions you have regarding benefits eligibility should be directed to the Benefits Office at 510-642-7053 or to your department’s Benefits Counselor.

As provided in Article 22 of the agreement, your next merit eligibility date will be July 1, 20\_\_\_\_.

Sincerely,

Dean

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