SAMPLE--**NOTIFICATION OF PENDING EXCELLENCE REVIEW**

TO: [Name]

Under the provisions of Article 7B of the *Memorandum of Understanding* (MOU) between the American Federation of Teachers and the University of California, this

letter will serve to notify you that the Department/School of \_\_\_\_\_ will be conducting an Excellence Review to consider you for a continuing status, which if approved, will be effective (date). According to our records, you will have accrued (xxx) semesters in a qualifying title as of June 30, 20XX in the (unit name) on the Berkeley campus. If for any reason you believe your accrued time in the department has been calculated

incorrectly, please contact me immediately.

Having completed, or been assigned to teach twelve semesters in the

Department/School of \_\_\_\_\_\_\_\_\_, you will undergo an Excellence Review. If, as a result of the Excellence Review, you are judged excellent, you will receive Continuing Status.

If the Department/School of \_\_\_\_\_\_\_\_\_ has an instructional need for your teaching in the thirteenth semester, (Fall/Spring 201X) you will receive a Continuing appointment (Article 7b – A6).

If there is no instructional need, the University will notify you as soon as practicable

that as a Lecturer with Continuing status, you have the right of first refusal for a period of two years (effective dates) to teach those courses for which you are qualified. (Article 7b – A7)

The evaluation of your academic qualifications or performance as an NSF for purposes of consideration for a continuing appointment shall be made on the basis of demonstrated excellence in the field and in teaching, academic responsibility, and other assigned

duties which may include University co-curricular and community service. Reviewers will also consider the variety of demands which may be placed on you by the types of teaching you perform at various levels and your total performance will be judged with proper reference to assigned teaching responsibilities.

Following is a list of the criteria, established by the *Memorandum of Understanding*, Article 7B, section E, which is to be considered as part of the excellence review process:

* command of the subject matter and continued growth in mastering new topics;
* ability to organize and present course materials;
* ability to awaken in students an awareness of the importance of the subject matter;
* ability to arouse curiosity in beginning students and to stimulate

advanced students to do creative work; and,

* achievements of students in their field.

Evidence of your teaching excellence can be exemplified in a number of ways. As part of your review the department will consider the following

*[NOTE: list only those which are applicable to the department and include any other measures which might be used]*

* student evaluations, including actual numerical ratings, comparisons to other NSFs and student comments
* assessment by former students who have achieved notable success;
* in team-teaching situations, ability to work productively and collaboratively with colleagues;
* assessment by other members of the department and other appropriate faculty members
* assessments resulting from classroom visitations by colleagues and evaluators.
* evidence of development of new and effective techniques or instructional materials;

In support of your review, please submit the following:

* a self-statement describing your efforts/successes goals and objectives for

delivery or creation of curriculum and pedagogy and summarizing and

commenting upon your academic and professional activities and service since

your initial appointment in the department

* the names of other NSFs familiar with your field of expertise who might serve

on the review committee

* any other relevant materials that you would like considered
* a statement with the names of any individuals who may have a possible bias

in your review. Note that any such statement will be included in the

academic review file.

* (ANY ADDITIONAL MATERIALS YOUR DEPARTMENT/SCHOOL

WOULD LIKE TO CONSIDER: e.g., REPRESENTATIVE SYLLABI OR READING LISTS)

*[NOTE: include only if department practice is to solicit external reviewers. Unsolicited letters may be included in the case only if submitted as part of the candidate’s materials]*

* a list of potential reviewers (3-5 names) from whom the department may solicit input. The department will determine from whom assessments will be solicited if any, including individuals from your list and from other individuals not identified by you.

We will begin the departmental review process within the next few weeks. I will

be appointing a committee to review and report on your performance. The

committee will be asked to provide a written report to me. A copy of the report

will be shared with you. You may submit a written response that will be

included in the review file.

I will be happy to meet with you to discuss the impending review and to answer any

questions you may have. Please contact [name] to schedule a mutually convenient time, but no later than (date). If you do not wish to meet personally on this matter, you may still, of

course, submit in writing any pertinent information of evidence you would like used in

the review. I will need all of your materials no later than **[date]**

 Sincerely,

 Chair/Date

Cc: Dean xxx