

LECTURER MERIT GUIDELINES BERKELEY CAMPUS

The Memorandum of Understanding between the University and the UC-AFT, makes provision for merit increases based upon academic attainment, experience and performance. The following guidelines are intended to provide direction for all levels of review as to the information to be included in the review packet. Departments and faculty are encouraged to provide any additional information that might be relevant to the assessment of the candidate for the review period.

General Guidelines:

1. All candidates should provide a self-statement. Such a statement should describe the candidate's goals and objectives for delivery or creation of curriculum and pedagogy and their accomplishments during the review period. If the candidate's normal course assignments include diverse offerings, any difference in approach to teaching should be described.
2. The review packet should include a detailed description of the candidate's accomplishments in the discipline/field and contributions to teaching excellence during the review period.
 - a. Information pertaining to academic attainment may include but is not limited to: teaching awards, invitations to conferences, recognition for innovation in the teaching field from the scholarly community and other relevant honors.
 - b. Detailed Information reflecting the candidate's performance, expertise in the field, and contributions to the instructional mission during the review period should be provided. Such information may include but is not limited to: student evaluation information, i. e. summaries of teaching scores and student comments; assessments of colleagues and experts in unit and/or the field; and evidence of the development of new and effective techniques for instruction and instructional materials, innovation in pedagogical approach, and curriculum development. In addition to classroom activity, contributions may include efforts to support and administer the department's instructional mission such as coordination of courses.

Due attention should be paid to the variety of demands placed on instructors by the types of teaching contributions called for at various levels. The review packet should contain information that is reflective of the candidate's overall teaching responsibilities, and the overall performance of the NSF should be judged with proper reference to those responsibilities. The quantitative measure in student evaluations cannot be the only source of evaluative information provided.
3. The review packet should contain information reflecting comparison of the candidate's accomplishments to departmental expectations and norms for performance. Requests for accelerated or exceptional merit should provide explanation as to the candidate's contributions in comparison to such expectations and norms.

If additional guidelines for merit reviews for NSF are issued/developed, the UC-AFT shall be notified of such guidelines as they are developed. Upon request, the UC-AFT shall have the opportunity to meet and discuss the effect of such guidelines.