

Courtesy Excellence Review Reminder

You are receiving this courtesy reminder regarding the excellence review process because we have identified you have reached 10 semesters as of this reappointment. Per the UC-AFT MOU Article 7b.3: *The University shall conduct in the academic year which the 12th semester of service occurs.*

If you are hired for a 12th semester, you should expect your department to notify you of the steps required to begin the [excellence review process](#). Generally, a lecturer submits their case materials to the department early in the semester to ensure the case is reviewed and completed by the department in the 12th semester.

Should you be reappointed to a 12th semester—

- A review and evaluation will be undertaken. The department will provide you with the criteria and timing of the review process.
- You will be consulted about the Unit 18 appointment on the *ad hoc* committee.
- Guidelines for evaluation criteria can be found in [Section 7b of the MOU](#).

This information is simply a courtesy notice on what to expect should you be reappointed to a 12th semester. **This notice is not a guarantee of reappointment to a 12th semester.**