

College of Engineering Correspondence Guide for Lecturer Appointments

	Lecturer I	Lecturer II	LEO Title Lecturer III	Lecturer IV	Adjunct Lecturer- Professor ¹	Intermittent Lecturer
Letter Information						
Employment conditions	Primarily for teaching (and related duties) of assigned courses; may perform additional duties or responsibilities with mutual agreement	Primarily for teaching (and related duties) of assigned courses; may perform additional duties or responsibilities with mutual agreement	Instruction and: significant ongoing admin or service duties and/or range of instructional expertise	Instruction and: significant ongoing admin or service duties and/or range of instructional expertise	Reg UM employee with >= 50% non-instructional appt; teaching appt must be interdependent w/ regular appt	Teach one or more regularly occurring courses as an ongoing part of the academic curriculum, but only one (1) semester per Academic Year
Appointment Length	Per term for 1 or more semesters	3 yr initial appt; after 1 st MR in title, 3-5 yr appt.	1 yr appt	3-5 yr appt	May be w/in reg appt or as overload	Per term
Compensation	Per Course	UYRT (8/8) Sept through April	U-Yr (9/12) Sept-May	U-Yr (9/12) Sept-May	Substitute/ Supplement to regular appt.	Per course
Evaluation Procedures	Annual Review and Major Review prior to end of 8th consecutive semester of Fall and Winter appt.	Annual Review and Major Review in final year of appt	Annual Review and Major Review prior to end of 4th academic year of appt.	Annual Review and Major Review in final year of appt	Annual Review and Adjunct Review after 6 years of service upon request	Annual Review and Major Review after 6 consecutive years of service upon request
Benefit Eligibility (health, dental, vision, life, legal)	=> 50% total appt for 4 continuous months	=> 50% total appt for 4 continuous months	=> 50% total appt for 4 continuous months	=> 50% total appt for 4 continuous months	=> 50% total appt for 4 continuous months	=> 50% total appt for 4 continuous months
Correspondence Guide						
Offer Letter upon initial hiring as LEO Lecturer	Requires 10 points (see list below) and signed acceptance - must include LEO payroll ded form	Requires 10 points (see list below) and signed acceptance- must include LEO payroll ded form	Requires 10 points (see list below) and signed acceptance- must include LEO payroll ded form	Requires 10 points (see list below) and signed acceptance- must include LEO payroll ded form	Requires 10 points (see list below) and signed acceptance- must include LEO payroll ded form	Requires 10 points (see list below) and signed acceptance- must include LEO payroll ded form
Appointment Letter	Required every term; 10 points; signed acceptance	Required immediately following Major Review; 10 points; signed acceptance	Required every year by April 1; 10 points; signed acceptance	Required upon immediately following Major Review; 10 points; signed acceptance	Required every term; 10 points; signed acceptance	Required every term; 10 points; signed acceptance
Merit Increase	Supplemental Memo noting change – no signed acceptance needed	Supplemental Memo noting change – no signed acceptance needed	Supplemental Memo noting change – no signed acceptance needed	Supplemental Memo noting change – no signed acceptance needed	Supplemental Memo noting change – no signed acceptance needed	Supplemental Memo noting change – no signed acceptance needed
Percent Effort Change or other significant change in terms and conditions	Requires 10 points; signed acceptance	Requires 10 points; signed acceptance	Requires 10 points; signed acceptance	Requires 10 points; signed acceptance	Requires 10 points; signed acceptance	Requires 10 points; signed acceptance
Layoff/ Reappointment notice deadline	By April 30 for following September; by December 5 for following January	By April 30 for following academic year	By April 1 for following academic year	By April 1 for following academic year	No contractual notice date – CoE recommends reappointment by Aug 5 for Sept and Dec 5 for Jan	No contractual notice date - CoE recommends reappointment by Aug 5 for Sept and Dec 5 for Jan

10 Points:

1. Title of Position
2. Name of employing academic unit
3. Duration of employment
4. Summary of evaluation procedures
5. Name of department chair, program head or other person to whom the Employee reports
6. Percentage of effort
7. Salary
8. Information regarding benefit eligibility
9. A detailed description of the nature of the appointment and general responsibilities
10. The union security statement required under Article IV, Union Security

¹ Reminder:

Need to submit memo to prevent payout of maximum accrual at beginning of term and memo to add/reinstate lost accrual at end of term or as needed.