

Unit 18 Quick Reference Guidelines

Requests for appointment or reappointment (there are two options: pre-6 or not) should be submitted via MyInfoVault.

On the Action Form, the correct title code for a quarterly 9/9 appointment vs. a year-long 9/12 appointments are:

- 1632 for quarterly
- 1630 for year-long (when a lecturer teaches in each quarter).

The department letter must include:

- Quarter the course will be taught
- Course number and description (if available, if not the letter should indicate that the
- Estimated enrollment if over 100
- Brief summary of the candidate's qualifications including past courses taught
- Recruitment JPF or waiver SWR number.
- Full time annual salary rate
- Total compensation

The IWC calculation should be uploaded as the final page of the Department letter PDF.

Accurate quarter count should be listed on Action Form.

The CV is required and should be uploaded as per usual in MIV.

A note regarding IWC calculation:

Per the college guidelines, IWC is calculated as follows:

- For 100% employment, the workload is nine IWCs per academic year.
- Three or four unit courses are equal to one IWC. Workload for higher unit courses may be adjusted on the basis of up to 0.33 IWC per additional unit. Examples for what may be considered for a higher IWC on a course are: increased work load and no assigned TA, or additional discussions or labs assigned to the course. For courses that are less than three units, departments should adjust the IWC accordingly to 0.67 or 0.75 IWC, depending on the instructor's responsibilities and workload.
- Additional IWC for course enrollment over 100 is 0.25.
- The formula to use in deriving the percentage of appointment based on IWCs is: IWCs times length of appointment divided by nine equals percent of appointment.
 - Example: 1 IWC x 3 months divided by 9 = .3333%.
 - When the appointment is for a year, but not full-time, with at least one course being taught each quarter, the formula would be: Number of IWC' s divided by 9, times 3, divided by number of quarters worked (3), to get an average appointment percent.