


October 16, 2017

TO: Deans, Department Chairs

FROM: Ameae M. Walker   
Vice Provost for Academic Personnel

CC: Cindy K. Larive, Interim Provost and Executive Vice Chancellor  
Jack Eichler, Lecturer with Security of Employment, Department of Chemistry  
Academic Personnel Directors  
Academic Senate Office  
Academic Personnel Office

RE: Memorandum of Understanding (MOU) for Security of Employment Series

Attached, please find a template for the Lecturer with Potential for Security of Employment (LPSOE) and Lecturer with Security of Employment (LSOE) MOUs that Laurie Bollinger (CNAS, Academic Personnel Director) originally drafted. It explains the purpose of the MOU and the information needed to ensure a fair review of the candidate at times of merit or promotion. I know that some of you have initiated this process in alternate ways, but some of those ways have unwittingly stirred up a lot of insecurity on the part of these faculty. I think that this form should allay their fears. The drop down menu will obviously have to be customized to your college. Thank you for responding to my plea at the Fall forum and I am sorry I didn't think of this earlier.

**References:**

APM 285 – LSOE Series: [http://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-285.pdf](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-285.pdf)

APM 210 – Review and Appraisal: [http://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-210.pdf](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-210.pdf)

APM 133 – Limitation on Total Period of Service with Certain Academic Titles:  
[http://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-133.pdf](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-133.pdf)

UCR SOE Series Guidelines:  
[http://academicpersonnel.ucr.edu/policies\\_and\\_procedures/lecturerssoepsoeguidelines.pdf](http://academicpersonnel.ucr.edu/policies_and_procedures/lecturerssoepsoeguidelines.pdf)

VPAP memo – Use of Working Title:  
[http://academicpersonnel.ucr.edu/policies\\_and\\_procedures/Memo%20from%20VPAP-LPSOE-LSOE-12%207%2015.pdf](http://academicpersonnel.ucr.edu/policies_and_procedures/Memo%20from%20VPAP-LPSOE-LSOE-12%207%2015.pdf)