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| **Candidate’s Name:**      | **Academic Year:**      |
| **Title:**      |

1. In keeping with UCR Guidelines for Full-Time Academic Year Lecturers with Security of Employment (SOE) and Potential for Security of Employment (PSOE), known on this campus as Professors of Teaching, this memorandum of understanding is an annually renewed agreement in regard to your teaching and any additional service load within the Department of      . The purpose of the MOU is to make clear to merit and promotion reviewing bodies what has been expected of you during the period of review.
2. As stipulated in the [UCR Guidelines](file:///C%3A%5CUsers%5CLaurie%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C6QYT8ASR%5Clecturerssoepsoeguidelines.pdf) for this series, the usual teaching load is six courses per academic year with a service load equivalent to any other faculty member at a similar rank and step, thereby allowing time for the scholarly professional activity and service expected of those in this series. Refer to [APM 210-3](file:///C%3A%5CUsers%5CLaurie%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C6QYT8ASR%5Capm-210.pdf) for review criteria.
3. **If the teaching load is to be different from 6 courses or the department is expecting service duties over and above those normal for rank, insert the details here [**Insert expectations**]**, rationale, likely duration and duties (e.g., teaching is reduced because candidate obtained a grant and needs more time to develop a special program or candidate is sole undergraduate advisor etc.)].

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| Candidate’s Signature | Date |  | Department Chair’s Signature | Date |

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| CNAS Dean’s Signature | Date |

**References:**

* APM 285 – LSOE Series: <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>
* UCR LSOE Guidelines: <http://academicpersonnel.ucr.edu/policies_and_procedures/lecturerssoepsoeguidelines.pdf>
* Limitation on Total Period of Service with Certain Academic Titles: <http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-133.pdf>
* VPAP memo – Use of Working Title: <http://academicpersonnel.ucr.edu/policies_and_procedures/Memo%20from%20VPAP-LPSOE-LSOE-12%207%2015.pdf>