

Date

Chair XXX  
Department of XXX  
Mailcode

Subject: Unit 18 Initial Continuing Appointee

Dear Chair XXX:

Our records indicate that as of June 30, 20XX, [Name of Pre-Six NSF] will have accumulated 15 quarters of service as a Non-Senate Faculty (NSF) member in the Department of XXX.

An instructional need assessment should be conducted at this time according to the guidelines set forth in Article 7b, B., of the Non-Senate Instructional Unit Memorandum of Understanding (MOU). If it is determined that an instructional need exists beyond the 18<sup>th</sup> quarter, the department will conduct an academic review to determine if she/he meets the excellence standards required for an initial continuing appointment.

Please complete the enclosed Instructional Need Assessment form and return it to my office no later than XXX.

Sincerely,

Dean XXX  
Division of XXX

Encl (1)

c: MSO XXX  
Academic Personnel Services