

May 22, 2009

To: Dean Reza Abbaschian, Bourns College of Engineering  
Dean Steven Bossert, Graduate School of Education  
Dean Craig Byus, Biomedical Sciences Division  
Dean Thomas O. Baldwin, College of Natural and Agricultural Sciences  
Dean Joseph Childers, Graduate Division  
Dean Stephen Cullenberg, College of Humanities, Arts and Social Sciences  
Interim Dean Sharon Duffy, UNEX  
Vice Provost David Fairris, Undergraduate Education  
Dean David Stewart, Anderson Graduate School of Management

From: Dallas L. Rabenstein  
Executive Vice Chancellor and Provost



Re: **Recommendation for the Appointments/Reappointments of Divisional  
Deans, Associate Deans, Department Chairs and Directors**

Please forward your recommendations for the appointments and reappointments of Associate Deans, Department Chairs and Directors to the Academic Personnel Office by June 17, 2009. All appointments will be effective July 1, 2009 unless otherwise specified.

**New Policies and Guidelines:**

Beginning this year Department Chair appointments can be made for a period of three years and no longer than five years. During the 2009-2010 transition year, one year appointments may also be recommended. All other administrative appointments will remain single-year appointments. Department Chair appointments and reappointments require department faculty consultation.

Annual reviews of Department Chairs are encouraged and are required when a department chair has served five years. A final draft of the review policies and procedures are attached and once finalized and will be on the Academic Personnel Office web site in the Department Chair Information section at: <http://academicpersonnel.ucr.edu/deptchair/>.

## **Recommendation Information**

Your recommendations should include the following information:

1. Name of the unit the individual will administer
2. Recommended appointment title
3. Name of the person recommended
4. First-time appointment or reappointment
5. Summary of department faculty consultation
6. Compensation details including the compensation policy of the college. List financial commitments including summer salary, research support, research related expenses, or other support, whether funded by the Chancellor or funded by the College or Department.
7. Recommended effective date and duration of appointment (Acting Chair appointments cannot exceed one year)
8. Summary of qualifications and expectations (not required for Acting Chair Appointments)

You may access the following documents online at:

Annual Call for Administrative Appointments:

<http://academicpersonnel.ucr.edu/appointment/AdminAppts08-09.pdf>

Compensation Policy for Academic Administrative Appointments (Associate Deans and Directors)

[http://www.apb.ucr.edu/bud\\_res/docs/Comp%20Policy%20for%20Acad%20Adm%20Appt.pdf](http://www.apb.ucr.edu/bud_res/docs/Comp%20Policy%20for%20Acad%20Adm%20Appt.pdf)

Guidelines for Department Chair Compensation Package:

<http://academicpersonnel.ucr.edu/salary/DeptChr.doc>