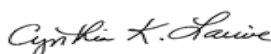


April 28, 2017

To: Interim Dean Sharon Walker, Bourns College of Engineering  
Dean Milagros Peña, College of Humanities, Arts and Social Sciences  
Dean Kathryn Uhrich, College of Natural and Agricultural Sciences  
Interim Dean Kevin Esterling, Graduate Division  
Dean Thomas Smith, Graduate School of Education  
Dean Yunzeng Wang, School of Business Administration  
Dean Deborah Deas, School of Medicine  
Dean Anil B. Deolalikar, School of Public Policy  
Interim Vice Provost Richard Cardullo, Undergraduate Education  
Dean Sharon Duffy, UNEX

From: Cynthia K. Larive



Interim Provost and Executive Vice Chancellor

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

Please forward your recommendations for the appointments and reappointments of Divisional Deans, Associate Deans, Department Chairs and Directors to the Academic Personnel Office no later than **Friday, May 26, 2017**. All appointments will be effective July 1, 2017 unless otherwise specified. Administrative appointment letters will be processed in batches based on the order received. And every effort will be made to ensure appointment and reappointment administrative letters are distributed to the appointee, with appropriate copies (CC's), by the effective date.

**Policies and Guidelines:**

Department Chair appointments can be made for a period of three years and no longer than five years. Director appointments can be made for a period of one year and no longer than three years. All other administrative appointments will remain single-year appointments unless otherwise stated in the appointment letter. Department Chair appointments and reappointments require department faculty consultation and review by the Committee on Academic Personnel (CAP) during their existing regularly scheduled meetings. The Academic Personnel Office (APO) will forward new Department Chair appointment and reappointment recommendations to CAP for review prior to forwarding recommendations to the Interim Provost & Executive Vice Chancellor (PEVC) for review and approval.

Annual assessments of Department Chairs are encouraged. Reviews are required during the last year of a Chair's three, four or five-year term.

The following documents are attached and posted on the Academic Personnel Office web site in the Resources for Academic Personnel Administrators and Staff section at:

<http://academicpersonnel.ucr.edu/resources/AdministrativeAppointments.html>

1. Appointment/review procedures for Department Chairs
2. Discipline/removal procedures for Department Chairs and Department Vice Chairs
3. Divisional Deans and Associate Deans review criteria suggestions

#### 4. Discipline/removal procedures for Divisional and Associate Deans

If there are no changes in the terms of an existing multi-year Department Chair appointment, no notification is required from the Dean and no updated letter will be sent from the Interim Provost & Executive Vice Chancellor (PEVC). If any elements of the terms of the appointment do change, the reappointment requires formal approval by the PEVC. If approved, a formal revised appointment letter will be issued.

#### **Recommendation Information**

- 1) In the attached Excel recommendation template, update ALL data columns with the following details listed below from a-p. Please note, the first row in the Excel recommendation template is completed as an example. \*\*And for tracking purposes, please include existing multi-year appointments in the Excel recommendation template as well\*\*
  - a. Name of College
  - b. Home Department
  - c. Name of Individual
  - d. Appointment Title
  - e. Administrative Unit Titles
  - f. Appointment Start/End date
  - g. Next Review Date
  - h. Summer Salary information
  - i. Research Support
  - j. Annual Stipend
  - k. Stipend Funding Information
  - l. Course Release
  - m. Total Financial package
  - n. Appointment Percentage
  - o. Whether this is an appointment/reappointment
  - p. Whether appointee is currently serving an existing multi-year appointment
- 2) Compensation policy of the College (attach this to your Email along with the Recommendations Excel spreadsheet)
- 3) Indicate whether you are including a Copy of Chair review for a) reappointments or b) for chairs who have completed their three, four or five-year term in your College or School (attach the copy of the review to your Email along with the College recommendations Excel template).
- 4) The summary of the qualifications and expectations for each recommended appointee (can also be attached your Email to APO along with the recommendations Excel template if this does not fit in appropriate field of the Excel template)
- 5) Summary of department faculty consultation for Department Chair Appointees (can also be attached to your Email to APO along with the recommendations Excel template if this does not fit in appropriate field of the Excel template)

The following documents are available online:

#### **Annual Call for Administrative Appointments:**

<http://academicpersonnel.ucr.edu/resources/AdministrativeAppointments.html>

**RPB Compensation Policy for Academic Administrative Appointments (Associate Vice Provosts, and Associate Deans)**

<http://rpb.ucr.edu/documents/policies/Comp%20Policy%20for%20Acad%20Adm%20Appt.pdf>

**Guidelines for Department Chair Compensation Package:**

<http://academicpersonnel.ucr.edu/compensation/DeptChairCompGuidelines.pdf>

**Department Chair Appointment and Review Procedures:**

[http://academicpersonnel.ucr.edu/department\\_chair\\_info/UCRProcedures\\_DepartmentChairAppointmentandReview.pdf](http://academicpersonnel.ucr.edu/department_chair_info/UCRProcedures_DepartmentChairAppointmentandReview.pdf)

**Department Chair and Department Vice Chair Discipline/Removal Procedures**

[http://academicpersonnel.ucr.edu/department\\_chair\\_info/UCRProcedures\\_DepartmentChairDisciplineandRemoval.pdf](http://academicpersonnel.ucr.edu/department_chair_info/UCRProcedures_DepartmentChairDisciplineandRemoval.pdf)

**Divisional and Associate Dean Review Criteria Suggestions**

<http://academicpersonnel.ucr.edu/resources/DivisionalDeanReviewCriteriaSuggestions-APO.pdf>

**Divisional and Associate Dean Discipline/Removal Procedures**

<http://academicpersonnel.ucr.edu/resources/DivisionalDeanDisciplineandRemoval-APO.pdf>

**APO Standard Procedures for Dean's Level Administrative Appointments**

<http://academicpersonnel.ucr.edu/resources/APO%20Standard%20Procedures%20for%20Dean%27s%20Level%20Administrative%20Appointments.pdf>