

**Department Chair Appointment and Review Procedures**Reference: APM - [245](#)

Revision Date: June 10, 2016

***I. Approval Authority/Responsibility***

Appointments/Reappointments	Provost & Executive Vice Chancellor
Acting Chair (up to one quarter)	Dean
Acting Chair (greater than one quarter)	Provost & Executive Vice Chancellor
Exceptions to Procedures	Provost & Executive Vice Chancellor
Compensation	Dean
Review	Dean

***II. Appointment and Reappointment of Department Chairs***

The Provost & Executive Vice Chancellor (PEVC) shall appoint a Department Chair.

A call for recommendations will go out in the Spring Quarter of each academic year. Recommendation packets shall be submitted to the Academic Personnel Office in June of each academic year. Department Chair recommendations are submitted to CAP for review prior to forwarding to the PEVC for appointment.

The recommendation packet to APO MUST include the following:

- 1) Recommendation details completed using the Excel template that APO will provide. Excel template fields to include the following:
  - a. Name of College
  - b. Home Department
  - c. Name of Individual
  - d. Appointment Title
  - e. Administrative Unit Title
  - 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
- 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 attach this 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 attach this your Email to APO along with the recommendations Excel template if this does not fit in appropriate field of the Excel template)

### **III. Reappointment**

To appoint a Department Chair to a subsequent term, the appointment procedures must be followed and a review of the Chair's performance must take place. The review of the Department Chair shall take place during the last year of a Chair's three, four or five year term.

The Academic Personnel Office is responsible for keeping track of the appointment duration of Department Chairs and informing the PEVC on the status of appointments.

### **IV. Review**

#### Frequency

Annual reviews of Department Chairs are encouraged. A review is required during the last year of a Chair's three, four or five year term. The Dean shall initiate a review of the Chair's performance that is based upon expectations, a departmental plan, and/or goals that have been agreed upon. These will serve as the review criteria, and must be in line with APM - [245](#) Appendix A.

#### Department Faculty Consultation

The department shall be consulted on the review of the Chair. Other entities that will contribute to the review process must be disclosed to the Chair in advance. A summary of input from the department and other entities will be provided by the Dean. The Chair will be given the opportunity to provide a response regarding all entities providing input to this process.

#### Dean's Statement

The Dean's statement on performance may be included with the departmental input or a separate Dean's letter may be provided.

#### Self-Statement

The Department Chair will provide a self statement that details the accomplishments and other relevant information regarding the term of service.

#### Review Meeting

The Dean and Department Chair will meet and discuss the review, and the Department Chair will be provided with copies of all documents.

#### APO Documentation

A copy of the review shall be provided to the Academic Personnel Office via the reappointment process if the Chair is recommended for reappointment. Copies of reviews for Chairs serving a three, four or five year term and not being reappointed should also be sent to the Academic Personnel Office.

***V. Discipline/Removal***

Refer to the Riverside Campus Procedures for Discipline/Removal of Department Chairs and Vice Chairs.

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