

Riverside Campus Procedures for Discipline/Removal of Department Chairs and Vice Chairs

APM Reference: [245](#)

Campus Policy

All department chairs serve at the pleasure of the Chancellor. Per APM 245-24.d, “The department chair serves at the discretion of the Chancellor. The Chancellor, after consultation with the appropriate Dean or Provost and department faculty, may end the appointment of a department chair at will and at any time. *This authority may not be redelegated.*”

All department vice-chairs serve at the pleasure of the Chancellor. Per APM 245-24.e, “The department vice chair serves at the discretion of the Chancellor. The Chancellor, after consultation with the appropriate Dean or Provost and the department chair, may end the appointment of the vice chair at will and at any time.” At UCR the responsibility for the termination of departmental vice-chair appointments has been re-delegated to the Deans.

Department Chair Campus Procedure

If the Chancellor, after consultation with the appropriate Dean and the EVCP determines that a department chair's performance is unsatisfactory, the following steps will be taken.

1. The Dean and the EVCP shall consult with appropriate departmental faculty and School/College administrators, regarding the department chair's performance, and shall report their findings to the Chancellor.
2. If the Chancellor determines that the faculty and administrator consultation confirms the initial concerns, a written summary of the concerns shall be prepared. The Chancellor shall direct the EVCP and the Dean to discuss the concerns with the department chair.
3. If as a result of the discussion among the EVCP, the Dean and the department chair it is determined that a remedy short of termination is possible and has a high likelihood of success, a specific plan to address the concerns will be prepared. This plan shall be presented to the Chancellor for approval. If the implementation of a remedy short of termination is deemed not feasible by the EVCP and/or the Dean, this information shall be presented to the Chancellor, who then will specify a remedy or proceed to step 5.
4. If the Chancellor approves of the plan, it will be implemented and reviewed on a regular basis by the Chancellor's designee. If sufficient progress is made, and the Chancellor, after consultation with the EVCP and the Dean, determines that the department chair can administer his/her assigned program in a satisfactory manner, the departmental chair appointment will continue. The department chair's ability to address the areas of concern shall be included in his/her annual review.
5. If the Chancellor does not approve of the plan, or the plan does not achieve the specified results, the Chancellor may terminate the department chair appointment immediately.

When the Dean, after consultation with the EVCP and the appropriate faculty, determines that a department chair's performance represents an egregious dereliction of duty, or demonstrates

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gross insubordination, fiscal malfeasance, or an inability to perform the department chair duties satisfactorily, the appointment may be terminated immediately by the Chancellor.

The termination of the departmental chair appointment does not affect the underlying professorial appointment.

Department Vice Chair Campus Procedure

If the Dean, after consultation with the faculty and the EVCP, determines that a department vice chair's performance is unsatisfactory, the following steps will be taken. The Dean shall inform the Executive Vice Chancellor and Provost at each step in the process.

1. The Dean and the department chair shall consult with appropriate departmental faculty and School/College administrators, regarding the department vice chair's performance.
2. If the Dean determines that the faculty and administrator consultation confirms the initial concerns, a written summary of the concerns shall be prepared. The Dean shall direct the department chair to discuss the concerns with the department vice chair, or alternatively may meet with the vice chair personally.
3. If as a result of the discussion it is determined that a remedy short of termination is possible and has a high likelihood of success, a specific plan to address the concerns will be prepared. This plan shall be approved by the Dean. If the implementation of a remedy short of termination is deemed not feasible by the department chair, this information shall be presented to the Dean, who then will specify a remedy or proceed to step 5.
4. If the Dean approves of the plan, it will be implemented and reviewed on a regular basis by the department chair. If sufficient progress is made, and the department chair in consultation with the Dean, determines that the department vice chair can administer his/her duties in a satisfactory manner, the departmental vice chair appointment will continue. The department vice chair's ability to address the areas of concern shall be included in his/her annual review.
5. If the Dean does not approve of the plan, or if the plan does not achieve the specified results, the Dean may terminate the department vice chair appointment immediately.

When the Dean, after consultation with the EVCP and the appropriate department chair, determines that a department vice chair's performance represents an egregious dereliction of duty, or demonstrates gross insubordination, fiscal malfeasance, or a complete inability to perform the vice chair duties satisfactorily, the appointment may be terminated immediately. The EVCP shall be notified in advance of such action.

The termination of the departmental vice chair appointment does not affect the underlying professorial appointment.