

## **Riverside Campus Procedures for Discipline/Removal of Divisional Deans and Associate Deans**

### **Campus Policy**

All Divisional Deans and Associate Deans serve at the pleasure of the Chancellor. At UCR the responsibility for the termination of a Divisional Dean's or an Associate Dean's appointment has been re-delegated to the Executive Vice Chancellor and Provost.

### **Divisional Dean and Associate Dean Campus Procedure**

If the EVCP, after consultation with the Chancellor, determines that a Divisional Dean's or an Associate Dean's performance is unsatisfactory, the following steps will be taken.

1. The EVCP shall consult with appropriate Dean, faculty and administrators regarding the Divisional or Associate Dean's performance.
2. The EVCP shall direct the Dean to specify in writing the concerns regarding the Divisional or Associate Dean's performance, discuss the concerns with the appointee, and request a written response that includes a specific plan to address the concerns within seven days.
3. Upon receipt of the Divisional or Associate Dean's response, the Dean shall establish a written plan and time line for goals to be accomplished. After the plan is approved by the EVCP, the Dean will present it to the Divisional or Associate Dean.
4. The Dean will review the plan with the Divisional or Associate Dean on a regular basis. If sufficient progress is made, and the Dean, in consultation with the EVCP, determines that the Divisional or Associate Dean can administer his/her assigned duties satisfactorily, the administrative appointment will continue, with the consent of the EVCP. The Divisional or Associate Dean's ability to address the areas of concern shall be included in his/her annual review.
5. If, in the opinion of the Dean and the EVCP, insufficient progress is made within the established time frame, or the EVCP becomes convinced that the Divisional or Associate Dean will not be able to administer his/her assigned duties satisfactorily, the Divisional or Associate Dean will be asked to submit his/her resignation. If the Divisional or Associate Dean refuses, the administrative appointment will be terminated.

When the EVCP, after consultation with the Chancellor and the appropriate Dean, determines that a Divisional or Associate Dean's performance represents an egregious dereliction of duty, or demonstrates gross insubordination, fiscal malfeasance, or an inability to achieve or maintain excellence, the administrative appointment may be terminated immediately.

The termination of the administrative appointment does not affect the underlying professorial appointment.