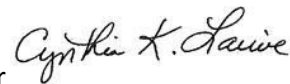May 16, 2019

To: Dean Christopher Lynch, Bourns College of Engineering
    Dean Milagros Peña, College of Humanities, Arts and Social Sciences
    Dean Kathryn Uhrich, College of Natural and Agricultural Sciences
    Dean Shaun Bowler, Graduate Division
    Dean Thomas Smith, Graduate School of Education
    Vice Provost Kelechi Kalu, International Affairs
    Interim Vice Chancellor Gillian Wilson, Research and Economic Development
    Dean Yunzeng Wang, School of Business
    Dean Deborah Deas, School of Medicine
    Dean Anil B. Deolalikar, School of Public Policy
    Vice Provost and Dean Jennifer L. Brown, Undergraduate Education
    Dean Kevin Vaughn, University Extension
    Vice Provost John Andersen, Administrative Resolution

From: Cynthia K. Larive, Provost and Executive Vice Chancellor

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

The process for submitting administrative appointments has not changed. What has changed is the Academic Personnel Office (APO) will now continue the process through to transaction, as of this cycle. Please forward your recommendations for the appointments and reappointments of Divisional Deans, Associate Deans, Associate Vice Provosts, Department Chairs and Directors to the Academic Personnel Office underline before or by **Friday, June 14, 2019**. All appointments will be effective July 1, 2019, unless otherwise specified. Administrative appointment letters will be processed in batches based on the order received. 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. All Department Chair appointments and reappointments require department faculty consultation and review by the Committee on Academic Personnel (CAP) during their existing regularly scheduled meetings. Please understand that this step requires the time to be placed on the schedule and the time to communicate the result back to APO. APO will forward new Department Chair appointment and reappointment recommendations to CAP for review prior to forwarding recommendations to the 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-faculty-administrators#faculty_administrative_appointments

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

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 PEVC. If any elements of the terms of the appointment change, the reappointment requires formal approval by the PEVC. If approved, a formal revised appointment letter will be issued.

Please recall the PEVC "Policy Change for Funding Full-Time Faculty Administrators Effective July 1, 2017" Memo dated 7-27-2017, regarding the policy change of campus returning to the practice to pull from the Colleges a portion of the faculty salary and marginal benefits of full-time faculty administrators, leaving funds equivalent to Assistant Professor Step III with the Department to cover the teaching deficit created. This practice was effective July 1, 2017, and will help defray the salary and benefit costs of centrally funded full-time faculty administrators such as Deans, Vice Provosts, the Associate Provost, the Associate Vice Chancellor for Diversity and Inclusion and the Provost. This policy applies only to centrally funded administrators, and does not affect 100% time administrators (for example some Associate Deans) who are solely funded within a unit, such as a College. More information can be found at our web site at the above hyperlink.

Recommendation Information
UCPath transactor status for administrative appointments will transition from the Shared Service Centers (SSCs) to APO starting July 1, 2019. This means APO will be processing the onboarding and offboarding transactions of ALL administrative appointments that are PEVC final and administrative appointments that are Dean's final.

1) Starting this cycle, additional information is required to facilitate transacting by APO. In the attached Excel recommendation template, update ALL data columns with the following details listed below from a-w. Items a-w below are the minimum required compensation submission requirements. All forms of compensation must be included on the spreadsheet. And items a-w are not a direct relationship to the column letters on the spreadsheet. Please note, the first row in the Excel recommendation template is completed as an example. **For tracking purposes, please include existing multi-year appointments in the Excel recommendation template as well.**
   a. Name of College/School
   b. Employee ID
   c. Faculty First and Last Name (as recorded in UCPATH)
   d. Home Department Code
   e. Home Department Name
   f. Primary Job Code
   g. Primary Job Code Name
   h. Position Number for Administrative Job (from UCPATH)
   i. Administrative Job Code
   j. Administrative Job Code Name
   k. Administrative Unit/Department Code
   l. Administrative Unit/Department Name
   m. Administrative Appointment Start/End Date
   n. Next Administrative Review Date

o. Summer Salary information (including start/end dates and number of ninths for administrative summer salary)
p. Research Support and Research Personnel Support ($ amount)
q. Annual Stipend (stipends are paid on a 9-month basis (9/9) for academic-year appointees (October 1 – June 30) and on a fiscal year basis for fiscal-year appointees (July 1 – June 30)
r. Stipend Funding By
s. Course Release(s)
t. Total Compensation Package (stipend, research support, research personnel support, summer ninths and contributions to Negotiated Additional Compensation (Y) component for HSCP faculty members)
u. Appointment Percentage (for Associate Deans, Divisional Divisions, and if applicable, Directors)
v. Whether this is an appointment/reappointment
w. Whether appointee is currently serving in an existing multi-year appointment

2) 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).

3) The summary of the qualifications and expectations for each appointee recommendation can be included in the appropriate field of the Excel template.

The following documents are available online:

Annual Call for Administrative Appointments:
http://academicpersonnel.ucr.edu/sites/g/files/rcwecm1261/files/2019-05/2019-2020%20Administrative%20Appt%20CALL.pdf

Guidelines for Department Chair Compensation Package:
http://academicpersonnel.ucr.edu/sites/g/files/rcwecm1261/files/2019-05/8._guidelines_for_dept_chair_comp_05.01.19.pdf

Department Chair Appointment and Review Procedures:
http://academicpersonnel.ucr.edu/sites/g/files/rcwecm1261/files/2019-05/2._riv_campus_procedures_for_appt_and_rev_of_dept_chairs_05.01.19.pdf

Divisional and Associate Dean Review Criteria Suggestions
http://academicpersonnel.ucr.edu/sites/g/files/rcwecm1261/files/2019-05/4._divisionaldeanreviewcriteriasuggestions-apo_5.1.19.pdf

APO Standard Procedures for Dean's Level Administrative Appointments
http://academicpersonnel.ucr.edu/sites/g/files/rcwecm1261/files/2019-05/3._apo_standard_procedures_for_deans_level_admin_appts_04.22.19.pdf