

Date: ***Revised July 31, 2018***
April 24, 2018

To: John Anderson, Vice Provost, Office of Administrative Resolution
Gerry Bomotti, Vice Chancellor Planning and Budget
Shaun Bowler, Dean, Graduate Division
Jennifer Brown, Vice Provost and Dean, Undergraduate Education
Richard Cardullo, Interim Vice Provost, Undergraduate Education
Deborah Deas, Dean, School of Medicine (SOM)
Anil Deolalikar, Dean, School of Public Policy (SPP)
Brian Haynes, Vice Chancellor, Student Affairs
Kelechi Kalu, Vice Provost, International Affairs
Mariam Lam, Associate Vice Chancellor Diversity and Inclusion
Christopher Lynch, Dean, Bourns College of Engineering (BCOE)
Michael Pazzani, Vice Chancellor, Research and Economic Development (RED)
Milagros Peña, Dean, College of Humanities, Arts, and Social Sciences (CHASS)
Steven Mandeville-Gamble, University Librarian
Thomas Smith, Dean, Graduate School of Education (GSOE) and Interim Vice Chancellor,
Student Affairs
Kathryn Uhrich, Dean, College of Natural and Agricultural Sciences (CNAS)
Kevin Vaughn, Dean, University Extension
Sharon Walker, Interim Dean, Bourns College of Engineering (BCOE)
Yunzeng Wang, Dean, School of Business (SoB)

From: Ameae Walker, Vice Provost for Academic Personnel (VPAP)

Cc: Cynthia K. Larive, Provost and Executive Vice Chancellor (PEVC)
Vyjayanthi Chari, Chair, Committee on Academic Personnel (CAP)
Academic Personnel Directors
Academic Personnel Office
Academic Senate Office

Re: Procedures for Appointment of Academic Administrators: Associate/Divisional Deans,
Associate Vice Provosts, Associate Vice Chancellors, and Associate Provost (not including
Deans and SMG members)

In order to have transparent, equal opportunity and increase the likelihood that individuals interested in a leadership position are not overlooked when Deans are considering candidates for Associate/Divisional Dean positions, a new procedure for appointment is to be established, effective July 1, 2018.

- 1) When considering new appointments in these titles, the person to whom they will be reporting, henceforth called their Supervisor (i.e., Dean, Vice Provost, Vice Chancellor, Provost, or Chancellor) shall issue a call publicizing the upcoming opening and allow a minimum of two weeks for expressions of interest in the position to be submitted.
- 2) A 1-2 page letter of interest or letter of nomination, accompanied by the candidate's CV should be forwarded to the designated contact. It is the Supervisor's prerogative to widen the search beyond those who applied through this mechanism and to use a search committee should they prefer.

- 3) After the application period, the Supervisor should consider the list of applicants, consult with Chairs of departments, other Associate/Divisional Deans (where appropriate), and other major stakeholders appropriate to the position (e.g. ANR and AgOps or Chair of Grad council etc.).
- 4) The list of applicants should be forwarded for second-level review to the Supervisor's Supervisor, in most cases the Provost or Chancellor, prior to interviewing candidates.
- 5) Once a likely top candidate has been identified, there should be consultation with the Vice Provost for Academic Personnel (VPAP) and the Provost before the candidate is approached. The VPAP will provide an analysis of current academic administrator salaries to assist with the appointment letter and salary details.
- 6) After approval is obtained from the VPAP and Provost, negotiations with the candidate may take place.
- 7) The appointment letter should refer to the correct section of the APM for full time or less than full time appointment in the position (APM 246 or 241, respectively), should indicate the term of appointment (up to 5 years) and mandatory review after 5 years. After the application period, Deans should consider the list of applicants, consult with Chairs of departments, other Associate/Divisional Deans (where appropriate) and other major stakeholders appropriate to the position (e.g. ANR and AgOps or Chair of Grad council etc.).

For questions or more information, please send an email to academicpersonnel@ucr.edu.