

To: Dean Christopher Lynch, Bourns College of Engineering
Dean Daryle Williams, College of Humanities, Arts and Social Sciences
Dean Kathryn Uhrich, College of Natural and Agricultural Sciences
Dean Shaun Bowler, Graduate Division
Interim Dean Louie Rodriguez, Graduate School of Education
Interim Vice Provost Marko Princevac, International Affairs
Vice Chancellor Rodolfo H. Torres, Research and Economic Development
Dean Yunzeng Wang, School of Business
Vice Chancellor and Dean Deborah Deas, School of Medicine
Dean Anil B. Deolalikar, School of Public Policy
Interim Vice Provost and Dean Ken Baerenklau, Undergraduate Education
Dean Kevin Vaughn, University Extension

From: Dan Jeske, Vice Provost for Academic Personnel



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

Provost Watkins announced a formal delegation of authority for appointment of faculty administrators within schools, colleges and Orgs effective July 1, 2022 appointments. Academic Personnel Office (APO) transitioned the UCPath processing of faculty administrative appointments back to the respective Shared Services Centers effective January 1, 2022.

APO will continue to have the role of overseeing policy with faculty administrative appointments, submitting new Dept Chair recommendations to Academic Senate for review, tracking administrative appointment letters (for APO internal systems and campus administrator directory) and auditing future administrative appointment transactions.

Please forward your recommendations for the appointments and reappointments of Divisional Deans, Associate Deans, Associate Vice Provosts, Department Chairs and Directors to Academic Personnel Office before or by **Friday, April 29, 2022**. APO will forward Department Chair recommendations to the Academic Senate for review. For Department Chairs, you will receive the Senate review and a VPAP recommendation prior to your making a final decision. For Divisional/Associate Dean appointments you will receive a VPAP recommendation prior to your making a final decision. All appointments should be effective July 1, 2022, unless otherwise specified.

Policies and Guidelines

Associate and Divisional Dean appointments can be made for a period of three years and no longer than 5 years. 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 appointee receiving an appointment letter. It is recommended annual review assessments of Department Chairs be conducted by the Dean on an annual basis.

The following documents are attached and posted on the Academic Personnel Office web site in the Faculty Administrative Appointments section at:

<https://academicpersonnel.ucr.edu/faculty-administrative-appointments>

1. Appointment/review procedures for Department Chairs
2. Divisional Deans and Associate Deans review criteria suggestions
3. APO Standard Procedures for Dean's Level Administrative Appointments
4. Procedure for Appointment of Associate/Divisional Deans/Associate Vice Provosts
5. Funding Full-Time Faculty Administrators memo (*dated 3/15/21*)

If there are no changes in the terms of an existing multi-year Department Chair appointment, no notification is required from the Dean. If any elements of the terms of the appointment change, the reappointment requires formal approval by the Dean with a revised reappointment letter.

Full-Time Centrally-Funded Faculty Administrators

For administrative appointments effective July 1, 2021 and beyond, funding will no longer be pulled back from the Colleges/Schools. Instead, the entire salary for the full-time faculty administrators will stay in the Colleges/Schools and use at the discretion of the Dean. However, if a centrally appointed, full-time faculty administrative appointment includes research support, the Colleges/Schools will need to use a portion of the retained funding under the discretion of the Dean to fund that research support. Please refer to the Funding Full-Time Faculty Administrators memo (last revised 03/15/21) which can be found at the APO web site at the above hyperlink.

Recommendation Information

APO is no longer processing the administrative appointment letters which has now been delegated to the AP Dean's staff. The administrative appointment transaction processing in UCPATH has also been delegated to the respective Shared Services Centers. However, APO still requires the Excel recommendation template for tracking signed appointment letters, reporting data and to update internal systems.

1) 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 administrative stipends will be paid over 12 monthly payments for appointments that are July 1 – June 30, and will be paid over 9 monthly payments for appointments that are October 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/Continuing
- w. Whether appointee is currently serving in an existing multi-year appointment

The following documents are on the Academic Personnel Office web site in the Faculty Administrative Appointments section at:

<https://academicpersonnel.ucr.edu/faculty-administrative-appointments>

- 1) 2022-2023FY Annual Call for Administrative Appointments
- 2) Department Chair Appointment and Review Procedures
- 3) APO Standard Procedures for Dean's Level Administrative Appointments
- 4) Divisional and Associate Dean Review Criteria Suggestions
- 5) Procedure for Appointment of Associate/Divisional Deans/Associate Vice Provosts
- 6) Guidelines for Department Chair Compensation Package
- 7) Guiding Principle for UCR Chair/Associate Dean Compensation

