

To: Dean Christopher Lynch, Bourns College of Engineering
Dean Daryle Williams, College of Humanities, Arts and Social Sciences
Dean Peter Atkinson, College of Natural and Agricultural Sciences
Dean Lidia Kos, Graduate Division
Dean Joi Spencer, School of Education
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 Mark Long, School of Public Policy
Vice Provost and Dean Louie Rodriguez, Undergraduate Education
Dean Kevin Vaughn, University Extension

From: Dan Jeske, Vice Provost for Academic Personnel



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

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 **Tuesday, April 30, 2024**. APO will forward Department Chair recommendations to the Academic Senate for review. For new and reappointed Department Chairs (including Acting), you will receive the Senate review and a VPAP recommendation prior to your making a final decision. For new and reappointed Associate Deans appointments, you will receive VPAP and PEVC recommendation prior to making a final decision. All appointments should be effective July 1, 2024, unless otherwise specified.

Policies and Guidelines

Divisional Dean, Associate Dean and Dept 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 (including Acting) 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

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.

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. UCR Email
- g. Primary Job Code
- h. Primary Job Code Name
- i. Position Number for Administrative Job (from UCPATH)
- j. Administrative Job Code
- k. Administrative Job Code Name
- l. Administrative Unit/Department Code
- m. Administrative Unit/Department Name
- n. Administrative Appointment Start/End Date
- o. Next Administrative Review Date

- p. Summer Salary information (including start/end dates and number of ninths for administrative summer salary)
- q. Research Support and Research Personnel Support (\$ amount)
- r. 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.
- s. Stipend Funding By
- t. Course Release(s)
- u. Total Compensation Package (stipend, research support, research personnel support, summer ninths and contributions to Negotiated Additional Compensation (Y) component for HSCP faculty members)
- v. Appointment Percentage (for Associate Deans, Divisional Divisions, and if applicable, Directors)
- w. Whether this is an appointment/reappointment/Continuing
- x. 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) 2024-2025 FY 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