

New Dept. Chair Orientation

Welcome... 

October 9, 2024
1:00pm – 3:00pm

AGENDA

- **What is the role of the Provost?**
Liz Watkins, Provost & Executive Vice Chancellor
- **What is the role of the Dept. Chair?**
Daniel R. Jeske, Vice Provost for Academic Personnel
- **UCR Diversity, Equity & Inclusion (DEI)**
Mariam Lam, Vice Chancellor & Chief Diversity Officer
- **Advisory Resources for Dept. Chairs**
Jamie Lopez, Counsel
- **Q&A**





Liz Watkins

Provost & Executive Vice Chancellor





Daniel R. Jeske

Vice Provost for Academic Personnel



Resources

- **Resources for Department Chairs on the Academic Personnel Website**
<https://academicpersonnel.ucr.edu/resources-for-department-chairs>

Resources for Department Chairs

On this page you will find resources for department chairs to assist with locating information related to the role and responsibilities of a chair. For more questions or more information, please email academicpersonnel@ucr.edu.

- [UCR Academic Calendar](#) 
- [Department Chairs Academic Duties Handbook](#)
- [Best Practices in Hiring](#)
- [Department Chair Checklist: A Guide to the Role and Responsibilities](#)

Department Chair Checklist

A Guide to the Role and Responsibilities

Areas Covered

- A. Developing and advancing the department vision
- B. Communicating and sharing resources
- C. Fostering a safe, inclusive, and collaborative environment
- D. Nurturing careers
- E. Fulfilling the teaching mission
- F. Attending to your own professional development



A. Developing and Advancing the Department Vision

1. Organizing and running periodic department meetings and an annual planning retreat.
2. Organize and lead the efforts for academic plans, strategic plans, and program reviews.
3. Develop connections to department alumni.
4. Work on fund-raising opportunities for the department.
5. Work with faculty to communicate major accomplishments to campus via news articles and press releases.
6. Strategize ways to enhance department visibility on the campus, in the community, and across the nation and globe.

B. Communicating and Sharing Resources

1. Review of key campus offices such as Ombuds, DEI, Compliance Office, Research and Economic Development Office, Academic Personnel Office, VPAR, Campus Counsel, and Student Conduct.
2. Discuss the role of the Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) in research planning.
3. Discuss with the Senate faculty the Faculty Code of Conduct (APM-015), the role of the VPAR, the Senate Committee on Charges, and the Senate Committee on Privilege and Tenure in the Senate faculty disciplinary process.
4. Discuss with Senate faculty the grievance process (senate bylaw 335) and the Faculty Code of Conduct (APM-015).
5. Understand and communicate that for represented non-senate academic appointees the grievance process is through their respective bargaining contracts, and with the unrepresented non-senate academic appointees the grievance process is through APM-140.

B. Communicating and Sharing Resources

6. Review key policies with the department including SVSH, Bullying and Abusive Conduct, Research Misconduct, Performance Management of Staff and non-Senate Academic Employees, Conflict of Commitment, and Conflict of Interest.
7. Assure that campus/college information and announcements are promptly communicated to the department as necessary, including explanations and interpretation of the impact of these announcements on the department.
8. Be prompt and responsive to all questions from students, faculty, and staff.
9. Understand and communicate about campus issues that affect the department such as hiring strategies, budget issues, and administrative changes.
10. Sometimes 'No' needs to be an answer, and sometimes it will be necessary for you to support and implement campus or college/school decisions with which you may not agree.

C. Fostering a Safe, Inclusive, and Collaborative Environment

1. Set the tone for safety-conscious department culture and provide oversight of delegated authority.
2. Annually review bylaw 55 with thoughtful discussions.
3. Uphold the responsibility to nurture the department climate, paying special attention to the paths of junior faculty, women faculty, and faculty of color.
4. Be a champion for equity in the department with respect to service and TA assignments.
5. Review critical training and reporting requirements including SVSH training, cybersecurity training, search committee training, and COI/COC reporting.

D. Nurturing Careers

1. Discuss with the faculty the role of the Academic Senate committees.
2. Refer faculty to the Office of Research for early and frequent advice concerning IP issues and/or forming companies.
3. Connect the department with campus faculty mentoring programs and/or develop a customized department-based program.
4. Schedule annual reminder conversations with all faculty members about The CALL and APM-210.
5. Help to ensure on-time submission of M/P files to other review entities according to published schedules.
6. Discuss with faculty options for accelerations, decelerations, additional O/S, career reviews.
7. Provide feedback to faculty on student evaluations of teaching.
8. Work with underperforming faculty to help them get back on track, but also understand the role of APM- 075 in managing department turnover.
9. Oversee the onboarding process of new faculty.
10. Establish a departmental awards committee for internal and external faculty awards.

E. Fulfilling the Teaching Mission

1. Be the final decider on teaching assignments, subject to department consultation and norms.
2. Be responsible for formulating, reporting, and making use of the annual assessments of learning outcomes as requested by the Office of Evaluation and Assessment within the Office of the Provost.
3. Discuss the possibility of new undergraduate majors and master's degree programs, perhaps in coordination with other departments.
4. Establish departmental awards for students.
5. Engage in departmental activities surrounding commencement.

F. Attending to Your Own Professional Development

1. Read APM-245 for a broad overview of the role and responsibilities.
2. Understand the impact that the timing and duration of being a department chair can have on your own career.
3. Sharpen your own time management skills by learning from experienced chairs how to deal with the workload in efficient ways.





Mariam Lam

Vice Chancellor & Chief Diversity Officer



Website Link:

<https://diversity.ucr.edu/>

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POLICE ACCOUNTABILITY BOARD (PAB)

Mission Statement

The Office of Diversity, Equity and Inclusion is committed to the urgent, sustained, and comprehensive work of creating a campus climate of mutual respect and communal vision at the University of California, Riverside. This work belongs to every member of our community and includes ensuring greater representation of individuals from all backgrounds in every part of the university and keeping fairness and accessibility in higher education at the heart of our policies and procedures. We value a deep, collective understanding that an institutional and personal commitment to diversity, equity and inclusion is a true commitment to meaningful, lifelong learning.

We're proud that folks from all backgrounds choose to live, learn, and work here together.



Jamie Lopez

Senior Campus Counsel, Office of Legal Affairs



Intro to Office of Legal Affairs

Jamie Lopez, Senior Campus Counsel
October 9, 2024



Office of Legal Affairs



Attorneys and Staff

- Chief Campus Counsel: Lorena Peñaloza
- Senior Campus Counsel: Jamie Lopez
- Principal Campus Counsel, Health: Victor Ortiz
- Paralegal/Information Practices Coordinator: Kristen Erving

Office of Legal Affairs

- **The Office of Legal Affairs** provides counsel and legal advice to the Chancellor and his cabinet as well as to the senior leadership at UCR.

We do not represent individual faculty, staff or students.

- **The Office of Legal Affairs** provides legal advice and assistance on a wide range of matters affecting faculty, students and staff. Such matters include labor and employment, educational affairs, research, health affairs, technology transfer, privacy and information practices, land use, procurement, dispute resolution, compliance and regulations and policies of The Regents.

Role of Campus Counsel

- Duty to the Regents (the Institution)
- Dual Report to Chancellor and to UCOP General Counsel
- Clients include Senior Level Administrators of UCR
- Office is a resource funded by the Chancellor to the Schools and Departments within UCR and OP

What Does OLA do?

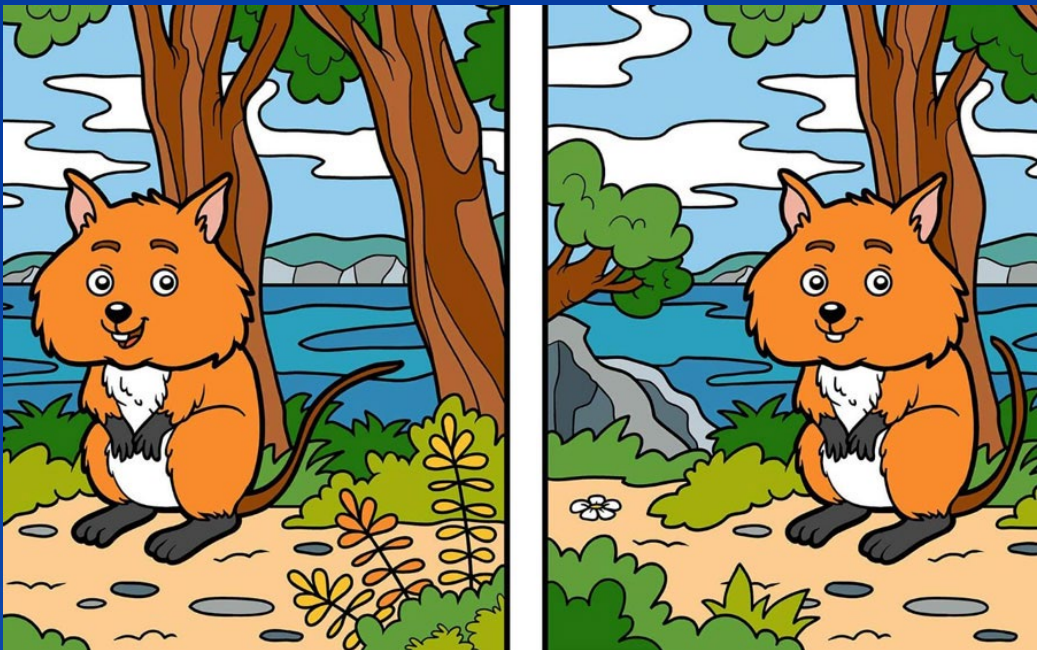
- Policy and Legal Advice
- Contract Review
- Information Practices Function
- Policy Review
- Litigation and Outside Counsel Management
- Staffing of Committees
- Development of Templates & Self Help tools
- Professional, Campus and Systemwide Engagements
- **Temporary Restraining Orders**
- **Administrative Hearings**
- **Host Legal Interns**
- **Claim Resolution**
- **Communication with outside entities**
- **Systemwide work**
- **Prevention and Support Services**

You Are Not Alone!

- Campus Resources Include:
 - Diversity and Inclusion Office
 - Locally Designated Official (LDO) / Compliance
 - Office of Civil Rights/Title IX
 - CARE Advocate
 - Student Disability Resource Center
 - Disability Management
 - Threat Assessment Consultation Team (TACT)
 - Human Resources/Academic Personnel
 - Office of Legal Affairs (fka Campus Counsel)
 - Ombudsperson
 - Vice Provost of Administrative Resolution (VPAR)
 - Critical Student Incident Team
 - UCR Police

Learn to Issue Spot

- You don't have to act as counsel
- You don't have to act as an ombuds
- You don't have to act as AP/HR, Affirmative Action Office, Chief Compliance Officer, or VPAR



Top Issues: Faculty

- Hiring/Promotion/Retention/Diversity
- Freedom Of Speech/Academic Freedom
- Abusive Conduct
- Title IX/CANRA
- Disability Accommodation/Leaves
- Discipline
- Hostile Work Environment
- Discrimination
- Research Misconduct
- Conflict of Commitment



Top Issues: Students

- Disability Accommodation
- Free Speech
- DACA/Immigration
- Title IX/CANRA
- FERPA/HIPAA
- Understanding when they are acting as a student versus an employee (CBAs)
- Discrimination/Hostile Learning/Work Environment
- Posting/Recording IP of Faculty
- Mental Health/Behavior Issues



Top Issues: Administrative



- Public Records Act (PRA) and Information Practices Act (IPA) requests
- Disability/Leave Accommodation
- Management/Discipline
- Delegations of Authority
- Whistleblower Claims (LDO)
- Title IX/VAWA

Questions?

Jamie Lopez
Jamie.Lopez@ucr.edu



