

Date: April 4, 2025

To: Deans and Vice Provosts

From: Dan Jeske, Vice Provost for Academic Personnel (VPAP) 

cc: Elizabeth Watkins, Provost and Executive Vice Chancellor (PEVC)

Academic Senate

Academic Personnel Directors

Academic Personnel Office (APO)

Re: **2025-26 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 **Wednesday, April 30, 2025**.

Dept Chairs

APO will forward new and reappointed Department Chair (including Acting) recommendations to the Academic Senate Office for review prior to the appointee receiving an appointment letter. You will receive the Senate review and a VPAP recommendation prior to your making a final decision.

Divisional Deans/Associate Deans

For new and reappointed Associate Deans appointments, you will receive VPAP and PEVC recommendation prior to your making a final decision.

Administrative Appointments Guidance

All appointments should be effective July 1, 2025, unless otherwise specified.

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.

APO requires the Excel recommendation template for tracking appointment letters, reporting data and to update internal systems. The Excel recommendation template should include existing multi-year appointments. If any elements of the terms of the appointment change, the reappointment requires formal approval by the Dean with a revised reappointment letter.

The Excel recommendation template and guidance documents are available on the Academic Personnel web site in the Faculty Administrative Appointments section at:

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

Attachments:

1. 2025-2026 FY Annual Call for Administrative Appointments
2. Dept Chair Appointment and Review Procedures
3. Divisional Deans and Associate Deans Review Criteria
4. APO Standard Procedures for Dean's Level Administrative Appointments
5. 25-26 Excel Recommendations Template

