


March 15, 2021

To: Dean Christopher Lynch, Bourns College of Engineering
Interim Dean Juliet McMullin, 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
Vice Provost and Dean Jennifer L. Brown, Undergraduate Education
Dean Kevin Vaughn, University Extension

From: Thomas M. Smith, Interim Provost and Executive Vice Chancellor 
Re: Recommendations for the Appointments/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 the Academic Personnel Office before or by **Thursday, April 15, 2021**. All appointments will be effective July 1, 2021, unless otherwise specified. Administrative appointment letters will be processed in batches based on the order received. Every effort will be made to ensure appointment and reappointment administrative letters are distributed to the appointee, with appropriate copies (CC's), by the effective date.

Policies and Guidelines

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 forwarding recommendations to the Provost & Executive Vice Chancellor (PEVC) for review and approval. Annual assessments of Department Chairs are encouraged. Reviews are required during the last year of a Chair's three, four or five-year term.

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 (revised 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 and no updated letter will be sent from the PEVC. If any elements of the terms of the appointment change, the reappointment requires formal approval by the PEVC. If approved, a formal revised appointment letter will be issued.

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 (revised 03/15/21) which can be found at the APO web site at the above hyperlink.

Recommendation Information

APO is processing the onboarding and offboarding transactions of ALL administrative appointments that are PEVC final and administrative appointments that are Dean's final.

- 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
- w. Whether appointee is currently serving in an existing multi-year appointment
- x. Indicate whether you are including a Copy of Chair review for a) reappointments or b) for chairs who have completed their three, four or five-year term in your College or School (attach the copy of the review to your Email along with the College recommendations Excel template).
- y. The summary of the qualifications and expectations for each appointee recommendation can be included in the appropriate field of the Excel template.

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) 2021-2022FY 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