

Reference: APM - [245](#)

### *I. Approval Authority/Responsibility*

Appointments/Reappointments	Provost & Executive Vice Chancellor
Acting Chair (up to one quarter)	Dean
Acting Chair (greater than one quarter)	Provost & Executive Vice Chancellor
Exceptions to Procedures	Provost & Executive Vice Chancellor
Compensation	Dean
Review	Dean

### *II. Appointment and Reappointment of Department Chairs*

**Once a top candidate has been identified, there should be consultation with the Vice Provost for Academic Personnel (VPAP) before the Department Chair candidate is approached.**

The Provost & Executive Vice Chancellor (PEVC) shall appoint a Department Chair.

A call for recommendations will go out in the Spring Quarter of each academic year. Recommendation packets shall be submitted to the Academic Personnel Office in March of each academic year. Department Chair recommendations are submitted to CAP for review prior to forwarding to the PEVC for appointment.

The recommendation packet to APO MUST include the following:

- 1) Recommendation details completed using the Excel template that APO will provide. Excel template fields to include the following:
  - 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
- 2) Compensation policy of the College (attach this to your Email along with the Recommendations Excel spreadsheet)
  - 3) 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).
  - 4) The summary of the qualifications and expectations for each recommended appointee (can also attach this your Email to APO along with the recommendations Excel template if this does not fit in appropriate field of the Excel template)
  - 5) Summary of department faculty consultation for Department Chair Appointees (can also attach this your Email to APO along with the recommendations Excel template if this does not fit in appropriate field of the Excel template).

### ***III. Reappointment***

To appoint a Department Chair to a subsequent term, the appointment procedures must be followed and a review of the Chair's performance must take place. The review of the Department Chair shall take place during the last year of a Chair's three, four- or five-year term.

The Academic Personnel Office is responsible for keeping track of the appointment duration of Department Chairs and informing the PEVC on the status of appointments.

### ***IV. Review***

#### Frequency

Annual reviews of Department Chairs are encouraged. A review is required during the last year of a Chair's three, four- or five-year term. The Dean shall initiate a review of the Chair's performance based upon expectations, a departmental plan, and/or agreed upon goals. These will serve as the review criteria and must be in line with APM - [245](#) Appendix A.

Department Faculty Consultation

The department shall be consulted on the review of the Chair. Other entities that will contribute to the review process must be disclosed to the Chair in advance. A summary of input from the department and other entities will be provided by the Dean. The Chair will be given the opportunity to provide a response regarding all entities providing input to this process.

Dean's Statement

The Dean's statement on performance may be included with the departmental input or a separate Dean's letter may be provided.

Self-Statement

The Department Chair will provide a self-statement that details the accomplishments and other relevant information regarding the term of service.

Review Meeting

The Dean and Department Chair will meet and discuss the review, and the Department Chair will be provided with copies of all documents.

APO Documentation

A copy of the review shall be provided to the Academic Personnel Office via the reappointment process if the Chair is recommended for reappointment. Copies of reviews for Chairs serving a three, four- or five-year term and will not be reappointed should also be sent to the Academic Personnel Office.