

Reference: APM - [245](#)

I. Approval Authority/Responsibility

Appointments/Reappointments	Dean
Acting Chair (up to one quarter)	Dean
Acting Chair (greater than one quarter)	Dean
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 Dean shall appoint a Department Chair effective July 1, 2022.

A call for recommendations will go out in the Spring Quarter of each academic year. Recommendations shall be submitted to the Academic Personnel Office in April of each academic year. Department Chair recommendations are submitted to CAP for review prior to forwarding an appointment letter to the appointee.

The recommendation information to APO MUST include the following. This information is will be used for tracking signed appointment letters, reporting data and to update internal systems.

- 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/continuing
- w. Whether appointee is currently serving in an existing multi-year appointment

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. It is recommended annual review assessments of Department Chairs be reviewed by the Dean on an annual basis prior to reappointment.

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 recommended. 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.

Documentation

A copy of the Dept Chair's annual review does not need to be forwarded to Academic Personnel Office for appointment or reappointment.