Department Chair Appointment and Review Procedures

Reference: APM - 245
Revision Date: May 22, 2012

I. Approval Authority/Responsibility

<table>
<thead>
<tr>
<th>Appointments/Reappointments</th>
<th>Executive Vice Chancellor and Provost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Chair (up to one quarter)</td>
<td>Dean</td>
</tr>
<tr>
<td>Acting Chair (greater than one quarter)</td>
<td>Executive Vice Chancellor and Provost</td>
</tr>
<tr>
<td>Exceptions to Procedures</td>
<td>Executive Vice Chancellor and Provost</td>
</tr>
<tr>
<td>Compensation</td>
<td>Dean</td>
</tr>
<tr>
<td>Review</td>
<td>Dean</td>
</tr>
</tbody>
</table>

II. Appointment and Reappointment of Department Chairs

The Executive Vice Chancellor and Provost (EVCP) shall appoint a Department Chair.

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

Recommendation packets should include the following information:

1. Name of the individual recommended
2. Name of the unit the individual will administer
3. Recommended appointment title
4. First-time appointment or reappointment
5. Recommended effective date and end date of appointment (Acting Chair appointment cannot exceed one year)
6. Compensation details including the compensation policy of the college. List financial commitments including summer salary, research support, research related expenses, course release, or other support, whether funded by the Chancellor or funded by the College or Department.
7. Summary of department faculty consultation for Department Chair appointments
8. Summary of qualifications and expectations for each recommended appointee
9. Copy of Chair review (for reappointments)

Department Chairs serve at the discretion of the Chancellor. The length of service for a Department Chair appointment can be no less than three years and no greater than five years.

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 EVCP 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 that is based upon expectations, a departmental plan, and/or goals that have been agreed upon. 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 not being reappointed should also be sent to the Academic Personnel Office in June.

**V. Discipline/Removal**

Refer to the Riverside Campus Procedures for Discipline/Removal of Department Chairs and Vice Chairs.

http://academicpersonnel.ucr.edu/deptchair/UCRProcedures_DepartmentChairDisciplineandRemoval.pdf