

## UC Davis Academic Personnel Manual

### Appointment and Promotion

#### Section UCD-240, Appointment and Review of Deans

Date: 6/12/95

Supersedes: 5/11/90

Responsible Department: Academic Personnel

Source Document: UC APM-240

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#### I. Purpose

This section outlines campus policy and procedures for the appointment and review of deans, acting deans, associate and assistant deans, and divisional deans and describes the duties and responsibilities of appointees to these positions.

#### II. Policy and Procedures

##### A. Deans

##### 1. Appointment

The original appointment of a dean shall be recommended to the President by the Chancellor. The Chancellor shall appoint an ad hoc advisory committee in consultation with the Academic Senate to assist in the recruitment and evaluation of candidates for the position.

- a. The Committee on Committees, upon request of the Chancellor, and after consultation with the appropriate committee of the school or college concerned, shall submit a slate of names from which the Chancellor shall appoint an advisory committee.
- b. The advisory committee shall review the recruitment plan to ensure a diverse pool of applicants; advise on criteria against which applicants will be reviewed; review curriculum vitae; participate in the interview process; and provide the Chancellor with an evaluation of each candidate interviewed.
- c. The Chancellor, upon making the final decision on the candidate to be selected, will consult as follows:
  - 1) With appropriate departmental faculty through the department chair relative to academic qualifications for appointment to the faculty.
  - 2) In cases where the dean is in charge of a school or college consisting of a single department, with the tenured members of the faculty relative to academic qualification and acceptability as chair of the department.
  - 3) In the case where the dean is also associate director of the Agricultural Experiment Station, with representatives of the academic staff who hold equivalent titles within the Experiment Station. (Representatives shall be selected by the Executive Committee of the Staff of the Division of Agriculture & Natural Resources.)
- d. After appropriate consultation, the Chancellor will write to the Vice Provost--Faculty Relations, asking him/her to consult with the Committee on Academic Personnel

regarding the appointment.

- e. Acting upon the advice of the advisory committee and appropriate consultation, the Chancellor shall submit a recommendation for appointment to the President.

## 2. Continuation of Appointment

The continuation of an appointment of a dean shall be recommended to the President by the Chancellor. As early as the beginning of the fifth year of service by a dean and not later than the beginning of the seventh year, the Chancellor shall appoint an ad hoc advisory committee in consultation with the Academic Senate to review the accomplishments of the dean.

- a. The Committee on Committees, upon request of the Chancellor, and after consultation with the appropriate committee of the school or college concerned, shall submit a slate of names from which the Chancellor shall appoint an advisory committee to review and report on the accomplishments of the dean during the period of service.
- b. The dean will be informed that the review will take place and that the advisory committee is being appointed. The dean will be asked to provide a letter outlining the dean's view of his/her accomplishments, goals, and priorities for the development of the school/college.
- c. The advisory committee will be provided with a statement outlining the major functions of a dean of a school or college, which relates to the specific responsibilities of the dean under review. The committee may determine that additional materials are required from the dean for the review and may ask the Chancellor to solicit appraisals from individuals who have had the opportunity to work with the dean or to observe the effectiveness of his/her work.
- d. The advisory committee will review all the materials and provide the Chancellor with a report of the evaluation of the dean under review.
- e. Acting upon the advice of the advisory committee and after appropriate consultation, the Chancellor shall submit a recommendation to the President regarding continuation of the dean. The report of the advisory committee shall be forwarded to the President with the recommendation of the Chancellor.

## 3. Duties and Responsibilities

A dean is the administrative head of a college or school and is directly responsible to the Chancellor. The duties of a dean include but are not necessarily limited to the following:

- a. Provision of academic leadership to the faculty, through the department chairs and college or school committees or the Graduate Council, in planning and developing academic programs; in implementation of plans and program improvement in the areas of instruction, research, and public service; and for student matters, such as academic advising, student relations, and, for professional schools and the Graduate Division, admissions.
- b. Representation of the college or school to the administration, particularly in gaining

approval and financial support for implementation of programs; and articulation of the goals and programs of the college or school to the University community and to the general public.

- c. Management of the resources of the college or school, including faculty and staff, physical facilities, and budget, in accord with University policies and procedures.
- d. Participation and leadership in campuswide policy and program decisions through membership on the Council of Deans and Vice Chancellors.
- e. As dean in charge of a college or school consisting of but a single department, the dean shall also have the duties and responsibilities of a department chair (see Section 245).

B. Acting Deans

1. Appointment

The Chancellor, after consultation with an appropriate committee of the faculty of the college/school, shall recommend appointment of an acting dean to the President when a dean will be absent from the college or school for a significant period of time (i.e., a quarter or more).

NOTE: The dean of a college or school shall assign responsibility for administrative affairs of the college or school by formal delegations of authority or other appropriate means when the dean will be absent for a limited duration (i.e., less than a quarter).

2. Duties and Responsibilities

An acting dean assumes the duties and responsibilities described in II-A-3, above.

C. Associate and Assistant Deans

1. Appointment and Continuation of Appointment

- a. Associate and assistant deans shall be appointed by the Chancellor upon the recommendation of the dean under whom they will serve.
- b. Associate and assistant deans serve at the pleasure of the Chancellor. Service for a continuous period of more than five years may be recommended by the dean only after review during the fifth year of service by a committee appointed by the dean from among faculty members of the college or school.

2. Duties and Responsibilities

The duties and responsibilities of an associate or assistant dean shall be assigned by the dean.

D. Divisional Deans

1. Appointment and Continuation of Appointment

- a. A divisional dean is appointed by the Chancellor after consultation with deans of the appropriate colleges/schools and with the Dean of Graduate Studies and the Vice Chancellor--Research.
- b. Service as a divisional dean may not exceed five years.
- c. Continuation of an appointment may be made only after review by a committee appointed by the Chancellor from among the faculty of the colleges/schools participating in the programs of the division.

## 2. Duties and Responsibilities

A divisional dean is the administrative head of a division, which is a campuswide academic unit, and is responsible to the Chancellor. In performing his or her duties, a divisional dean is expected to seek the advice of the faculty of the division, to ensure effective communication with deans of appropriate colleges/schools and with the Dean of Graduate Studies and the Vice Chancellor-- Research, and to provide for the conduct of divisional affairs in an orderly fashion through divisional meetings and the appointment of appropriate committees. The duties of a divisional dean include but are not necessarily limited to the following:

- a. Academic planning and review for the division; provision of leadership to the faculty of the division in teaching, research, and other functions; and maintenance of an environment that is hospitable to creativity and innovation.
- b. Budgetary planning for the division programs, including preparation of the academic staffing plan.
- c. Preparation of the target budget for the division.
- d. Serving as a catalyst to facilitate cross- campus and interdepartmental cooperation in the division programs and to encourage participation in the programs by qualified faculty from departments in all colleges and schools.
- e. Reviewing and recommending action to deans of appropriate colleges/schools on all academic personnel matters for the faculty participating in programs of the division; and providing evaluations to department chairpersons for those faculty who hold appointments without salary in the division.
- f. Administering divisional student matters, including admissions, advising, student petitions, study plans, scholastic deficiencies, dismissals, and degree evaluations.
- g. Making teaching assignments in accord with Regulation 750 of the Academic Senate and other assignments of duty to members of the division; and making arrangements and assignments of duty for counseling of students and for training and supervision of teaching assistants and teacher aides.
- h. Other duties and responsibilities normally required of a department chair (see Section 245).

## III. References and Related Policy

- A. Standing Order of The Regents 100.2(e), 4/18/69; amended, 6/19/81, 10/19/84. [Re temporary appointments to acting dean.]
- B. Office of the Provost: Appointment of Associate and Assistant Deans, 4/27/70.
- C. Office of the Provost: Duties of Associate Dean of Intercollege Divisions, 6/9/71.
- D. Office of the Chancellor: Guidelines for the Selection of an Academic Dean, 4/20/78.
- E. Office of the Chancellor: Duties of the Divisional Dean of Biological Sciences, 10/1/80.