

UC Davis Policy and Procedure Manual

Chapter 200, Campus Organization and Management

Section 15, Administrative Decision-Making Process

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Supersedes: New

Responsible Department: Offices of the Chancellor & Provost

Source Document: UC Davis Administrative Plan

I. Purpose

This section describes the UC Davis administrative plan and the advisory groups that contribute to campus community participation in decision making.

II. Objectives

- A. Decentralization of decision making and involvement of those affected by the decision are major elements of the administrative plan for UC Davis. The plan includes the use of work groups, committees, councils, task forces, professional staff groups, and other advisory groups for extensive involvement of the total campus community.
- B. The operational concept for UC Davis provides a management system to produce conditions where people, ideas, and resources can be brought together for optimum effectiveness and growth. This is accomplished by:
 1. Decentralizing decision making to the appropriate level and place on the campus, but with full knowledge of the level where the responsibility lies.
 2. Involving as many concerned individuals as possible in policy making, planning, and determining goals, following the UC Davis tradition of student, faculty, and staff involvement in campus matters.
 3. Instituting administrative procedures that permit and promote development of viable plans for change and the full realization of these plans.

III. Responsibilities

- A. Chancellor
The Chancellor is the person ultimately responsible for all functions of the campus community.
- B. Provost & Executive Vice Chancellor
The Provost & Executive Vice Chancellor serves both as the administrator responsible for coordination of all operational programs of the campus and as chief academic officer for the campus, and in the absence of the Chancellor, acts for the Chancellor on all matters.
- C. Vice chancellor or graduate dean
A vice chancellor or the graduate dean acts for the Chancellor for campuswide administrative functions, administers certain units, and has coordinating responsibility for cross-functional groups.
- D. Vice provost
A vice provost acts for the Provost in carrying out campuswide academic administrative responsibilities, administers certain units, and has coordinating responsibility for cross-functional groups.
- E. Dean
A dean has an academic and administrative responsibility for functions within the college or school and coordinating and administrative responsibility for inter-college/school units delegated

to a particular dean for administration such as campuswide divisions, extended learning, research centers, and institutes.

F. Department chair or unit head

The department or unit is a fundamental administrative unit on the campus since it organizes the resources that support teaching, research, and public service. The department chair or unit head provides the leadership and is responsible for the activities of the department through the dean or vice chancellor.

G. Affirmative action and cultural diversity

Each organizational unit has the responsibility for the day-to-day implementation of the process related to developing an environment that is supportive of the rich mix of groups that constitute the UC Davis community. The ultimate responsibility resides with the Provost & Executive Vice Chancellor, as UCD Affirmative Action Officer. Other administrative officers who share responsibility for these programs are the Vice Provost--Academic Personnel, the Associate Vice Chancellor--Human Resources, and the Associate Executive Vice Chancellor--Campus Community Relations.

H. University relations

The administration's philosophy on University relations is that each member of the campus community has a responsibility for the development of positive attitudes toward the University through all avenues of communication. Several colleges and schools have alumni, development, and communications functions to meet these responsibilities. Administrative officers who report to the Vice Chancellor--University Relations assist members of the campus community and help coordinate college/school development and media relations efforts.

IV. Advisory and Decision-Making Groups

A. Work group

A work group is an administrative group responsible for implementing programs and carrying out policy decisions in a functional area that crosses administrative lines of authority. Although the group strives for consensus, the chair, as the administrator responsible for the primary functional area, is held accountable for the decision and its implementation. Work groups are appointed by the administrator responsible for the primary function and are composed of individuals from each administrative unit whose activities or responsibilities will be affected by the group's decision.

B. Administrative advisory committee

An administrative advisory committee is composed of faculty, students, staff, and administrators, and in some cases alumni and members of the community, to advise administrative units and work groups on general policy and procedural matters. The administrative advisory committee system is the mechanism by which the campus attempts to achieve widespread representative participation of the total campus community in the policy-making process. (See the Web site at <http://chancellor.ucdavis.edu/aac/default.htm>.)

C. Administrative council

An administrative council functions as both a work group and an advisory committee. A council is created when it is determined that direct input of a specified advisory group is essential to the decision-making process of a work group and it cannot be achieved through the use of a standing advisory committee.

D. Task force

A task force is a temporary grouping of individuals appointed to study and make

recommendations on special issues. Membership is composed largely of experts in the area under consideration. A task force may or may not be representative of all constituencies.

E. Professional staff advisory group

A professional staff advisory group is a standing group responsible to the Chancellor and vice chancellors for review, analysis, and advice on a specific function. The group is composed of professional staff from appropriate administrative units who have expertise that bears upon the function or activity.

F. Campus advisory group

A campus advisory group is a standing group responsible to the Chancellor and vice chancellors for review, assessment, recommendation, and assistance for implementation on specific campus functions or activities that cross administrative organizations. The group may be composed of representatives from faculty, staff, students, and administrative units, and may include public members. Membership is appointed by the appropriate administrator and/or constituencies. The responsible administrator has authority and responsibility for final decision and implementation.

V. References and Related Policies

- A. UCD Policy and Procedure Manual Section 200-10, Administrative Organizational Chart.
- B. UC Davis Administrative Plan (available at <http://manuals.ucdavis.edu>).