

Appointment

This procedure applies to all Academic Senate and Academic Federation appointments.

Procedures for academic appointments are governed by the Nondiscrimination and Affirmative Action Policy (see Section UCD APM 500, Exhibit D).

Prior to appointment:

- A recruitment, search waiver, or exemption is required. See APM 500 series.
- If the selected candidate is not a U.S citizen or legal permanent resident, the department shall contact Services for International Students and Scholars (SISS) regarding visa planning and processing prior to commencing the review.
- If the appointment is a Target of Excellence (TOE) or Partner Opportunities Program (POP) appointment, the position must be screened by the Committee on Planning and Budget (CPB) and the Committee on Academic Personnel (CAP) prior to commencing the appointment review. Procedures and forms are available on the Academic Affairs website.
- If appointment is for an Academic Coordinator or Academic Administrator position, the position must be screened by the Academic Federation Administrative Series Personnel Committee (ASPC) prior to commencing with the appointment review.
- If the selected candidate is transferring from a Senate appointment at another UC campus, the department shall notify the Vice Provost – Academic Affairs prior to the April 1 deadline for notification of the other UC campus, as outlined in APM 510-16 c., and prior to commencing the review.
- If the selected candidate is a current tenure or tenure-track faculty member at another AAU institution (Association of American Universities), the department shall notify the Vice Provost – Academic Affairs prior to the April 30 deadline for notification of the AAU university as outlined in APM 500-16 c., and prior to commencing the review.

| Responsibility | Action |
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| Primary department chair | <p>Note: See <u>Chair's Sequential Checklist of Personnel Actions</u> for more details on chair's duties and responsibilities.</p> <ol style="list-style-type: none"> 1. Consults with candidate regarding preparation of review file according to Checklist for Appointment to the applicable title series; if applicable, solicits letters of evaluation. Circulates names of potential extramural referees to other department chairs involved for comments or additional suggestions. See Exhibit B for instructions pertaining to language required when letters of evaluation are solicited and for model formats for letters. 2. Obtains relevant documents from other departments involved. 3. Forwards complete review file to joint department(s), if applicable. |
| Joint department chair(s), if applicable | <ol style="list-style-type: none"> 4. For Federation actions only, confirm that there is an approved Peer and Voting Group Plan covering the title. 5. Consults with department faculty using approved departmental voting procedures, who may meet, discuss candidate's record, and subsequently vote (Exhibit A). 6. Prepares department recommendation letter, including vote, and facilitates review of letter by voting faculty. 7. Forwards department letter to primary department. |
| Primary department chair | <ol style="list-style-type: none"> 8. For Federation actions only, confirm that there is an approved Peer and Voting Group Plan covering the title. |

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| | <p>9. Consults with department faculty following approved departmental voting procedures, who may meet, discuss candidate's record, and subsequently vote (Exhibit A).</p> <p>10. Prepares department recommendation letter, including vote, and facilitates review of letter by voting faculty.</p> <p>11. Forwards complete review file to dean.</p> <p>Note: If candidates wish to submit items requiring special handling, e.g., valuable books, art objects, or recordings, they should be clearly labeled as such.</p> |
| Primary dean | <p>12. Assures that review file is in compliance with established policies and procedures.</p> |

The following steps apply when the approval authority for the action has been delegated to the dean, also known as a redelegated action (refer to the [Delegations of Authority](#)).

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| Primary dean | <p>13. Submits the proposed action directly to college/school Faculty Personnel Committee (FPC) or appropriate Academic Federation review committee, if required by the Delegations of Authority or at the discretion of the dean if committee review is optional.</p> |
| Primary school/college FPC or Academic Federation review committee, if applicable | <p>14. Evaluates review file and makes recommendation to primary dean.</p> |
| Primary dean | <p>15. Shares committee recommendation, if applicable, with joint dean(s); consults joint dean(s).</p> <p>16. Makes final decision; sends announcement, including committee recommendation (if applicable), to primary department chair and joint dean(s).</p> <p>Note: When dean's final decision is different from recommendation of committee, reasons for the decision must be included in dean's comments.</p> <p>17. Prepares and sends appointment letter to candidate announcing decision.</p> <p>18. Forwards completed action, including appointment letter, to Vice Provost—Academic Affairs as the office of record.</p> |

The following steps apply when approval authority for the action is with the Vice Provost—Academic Affairs, Provost, or Chancellor, also known as a non-redelegated action (refer to the [Delegations of Authority](#)).

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| Joint dean(s) | <p>19. Evaluates review file, provides recommendation, and forwards review file to primary dean.</p> |
| Primary dean | <p>20. Evaluates review file, including joint dean recommendation(s). Provides recommendation, and forwards review file to Vice Provost—Academic Affairs.</p> |
| Vice Provost—Academic Affairs | <p>21. Assures that review file is in compliance with established policies and procedures; forwards review file and supporting documents to appropriate central review committee, if required by the Delegations of Authority or at the discretion of the Vice Provost—Academic Affairs if central committee review is optional.</p> |

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| Central review committee, if applicable | 22. Evaluates review file to determine if ad hoc committee review is desired. Forwards ad hoc committee nominations to Vice Provost—Academic Affairs, if applicable. |
| <i>Follow these steps if review committee has requested an ad hoc committee. If not, skip to step 23:</i> | |
| Vice Provost— Academic Affairs | a. Appoints ad hoc committee, schedules ad hoc committee meeting, and provides committee members access to the review file. |
| Ad hoc committee | b. Reviews file, meets and discusses file, makes recommendation. |
| Ad hoc committee chair | c. Drafts final report and forwards it to Vice Provost—Academic Affairs. |
| Vice Provost— Academic Affairs | d. Formats final ad hoc committee report and obtains signatures of ad hoc committee members. Forwards review file, including report, to central review committee. |
| Central review committee, if applicable | 23. Reviews file and ad hoc committee report, if applicable; discusses and votes on recommendation; writes report of recommendation; forwards file and recommendation to Vice Provost—Academic Affairs. |
| Vice Provost— Academic Affairs | 24. Reviews file, including any committee recommendations; makes decision. 25. Transmits final decision with reviewer comments to the dean(s). Note: When the final decision of the Vice Provost is different from recommendation of personnel committee, reasons for the decision must be included in a letter to the committee with a copy to the dean(s). 26. Prepares and sends appointment letter to candidate announcing decision. |
| Dean(s) | 27. Informs department chair(s) of final decision and provides reviewer comments. |