

CHECKLIST/PROCESS FOR PART-TIME ADMINISTRATIVE APPOINTMENTS AND REAPPOINTMENTS

*Does not include Department Chair Five-Year Review

For the following administrative titles:

Associate Vice Chancellor
Associate Vice Provost
Associate Dean
Department Chair
Department Vice Chair
ORU Director

1. Before submitting an administrative appointment request to Academic Affairs, ensure that the nominee is compliant with university policies and current with all mandatory training requirements by sending an email to academiccompliance@ucdavis.edu. This step should be completed before the candidate is informed they are being considered for the appointment. If the administrative appointment is tied to an endowed chair/professorship, please include this information in your email.
2. Dean/Vice Chancellor writes a letter to the Vice Provost/Provost/Chancellor nominating a candidate for an administrative appointment or reappointment. The letter should include:
 - a. Proposed title/working title
 - b. Effective dates of the appointment/reappointment
 - c. Description of the stipend and/or other compensation
 - d. Responsibilities of the position, or attach a PD
 - e. Include a paragraph describing why the candidate is being nominated for appointment/reappointment. This should include things like qualifications, strengths, accomplishments, etc.
 - f. Statement about the nature and extent of faculty consultation
 - g. For reappointments when the nominee will have served in the role for five years at the time of reappointment:
 - i. Associate Vice Chancellors, Associate Vice Provosts, Associate Deans, and ORU Directors: Include a summary of the ad hoc committee's five-year review and recommendation, or, include a copy of the ad hoc committee's five-year review and recommendation.
 - ii. Department Chairs: When reappointing a Department Chair following a five-year term, submit the action as a Department Chair Review in [MyInfoVault](#).
 - iii. Department Vice Chairs: Include a summary of the five-year review.
3. Enter appointment or reappointment action into APHID.
4. At least 8 weeks prior to the effective date, send an email to vpaa_apteam@ucdavis.edu with the request letter and relevant documentation attached.

Reminder: When an administrative appointment ends and the candidate is not going to be reappointed, the reappointment should be "declined" in APHID.

Next Eligible Action	MP Cycle	Title
Administrative Review - Reappointment	2020-2021	DEPARTMENT VICE CHAIR

Dropdown menu options: -- Select --, -- Select --, Create Action, Decline

Take Action button