

CHECKLIST FOR FIVE-YEAR REVIEW FOR REAPPOINTMENT OF DEPARTMENT CHAIRS

For the following administrative titles:

Department Chair

Before submitting an administrative reappointment request to Academic Affairs, ensure that the nominee is current with all mandatory training requirements. Then request a compliance check from Academic Affairs by sending an email to academiccompliance@ucdavis.edu. These steps should be completed before the candidate is informed they are being considered for reappointment. If the administrative reappointment is tied to an endowed chair/professorship, please include this information in your email.

Dean's office will provide the following information through [MyInfoVault](#) (MIV). Action should also be tracked in [APHID](#).

- ___ Dean's letter (to the Chancellor) requesting reappointment must provide the following information for evaluation:
 - a. An evaluation of the Chair's effectiveness in all areas of department operation, including how the chair met the responsibilities of the position as outlined in the initial nomination request/position description (as applicable), faculty recruitment, advancement, and retention, student satisfaction and retention within the major, budget management, staff management, academic planning and vision, resolution of conflict or other challenges, and department climate.
 - b. The outcome of consultation with department faculty and staff regarding the proposed reappointment; information must be provided on the nature of the consultation.
 - i. Solicitation of anonymous written feedback from faculty, potentially including votes on the proposed reappointment, is strongly encouraged; all feedback received should be appended verbatim.
 - ii. Solicitation of anonymous written feedback from department office staff is strongly encouraged; all feedback received should be appended verbatim.
 - c. A brief analysis of the Chair's research and teaching programs, with special attention paid to how administrative work has affected academic advancement
 - d. Discussion of future department challenges and opportunities, and how the Chair plans to address these, if reappointed.
 - e. Description of the stipend and/or other compensation
 - f. Effective dates of the reappointment (not to exceed 5 years)

___ Action Form.

___ Chair's letter (to the Dean), providing the following information for evaluation:

Note: Upload in MIV as Department Letter.

___ Self-assessment of major goals achieved and challenges faced as Chair

___ Vision statement for the proposed new term, articulating goals, strategies for achieving those goals, and anticipated challenges

___ Signed Candidate's Disclosure Certificate.

___ List of all student evaluations submitted.

___ Teaching, Advising, and Curricular Development form (a complete set of teaching and advising records since appointment or last review as Chair).

___ DESII Report

___ List of service activity.

- ___ Complete list of publications and/or creative activities (UCD-220-[Exhibit C](#)):
- Indicate those materials that have been added since appointment or last review as Chair (draw a line).
 - Indicate with an asterisk (*) those publications included in the review period. (Note: these may appear above or below the line; e.g. delay in publication.)
 - Indicate with a (x) the most significant publications.
 - Indicate with a (+) major mentoring role publications.
 - Indicate with a (@) refereed publications.
 - In press items must have letters or emails indicating that items have been accepted for publication, unless the items are galley proofs. Attach the acceptance letters or emails to the manuscript in the supporting documents.

NOTE: The term "in press" designates works that have been accepted for publication without revision. Book contracts are not considered an "in press" item.

NOTE: If there is a link directly to the full publication (not an abstract), reprints do not need to be provided. Add the link to the article into the publication list(s) in MIV. Ensure all links are active or the dossier will be returned. If no such link can be provided, please provide a paper copy of the publication.

- ___ List of contributions to jointly authored works (numbering corresponds with numbering on publications list). Identify the leadership role and contribution of the faculty member. Examples of leadership include activities such as developing the concept, inventing or applying novel analytic techniques, making key discoveries, changing the interpretation of findings and writing substantial sections of the paper. Do not describe the role of all authors. Percent of effort should not be included.

- ___ List of honors, awards (if any)

- ___ List of grants (if any)

- ___ Action and Leave History Report

SUPPORTING DOCUMENTATION (will be returned to the department)

NOTE: If there are no physical supporting documents, the Dean's office should send an email to notify Academic Affairs that the dossier is ready for review in MIV and there are no supporting documents. The same courtesy should be provided to the Senate Office when routing dossiers.

- ___ One copy of all items published or "in press" since appointment or last review as chair; copies of submitted manuscripts may be included at the option of the candidate. "In press" items must have letters or emails indicating that items have been accepted for publication and attached to the manuscript, unless galley proofs are submitted. Identify each enclosed publication with the corresponding number on the publication list. (See UCD APM 220 IV.C.).