2019-20
ACADEMIC ADMINISTRATOR APPOINTMENTS
Review and Approval Guidelines

The Executive Vice Chancellor (EVC) must approve all academic administrator appointments and stipend payments, including, but not limited to:

- Chairs (Vice, Acting, Co-)
- Deans (Acting, Associate)
- Directors (Acting, Co-, Deputy, Associate)
- Faculty Advisors

All academic administrator appointments are subject to policy as described in APM 240, 241, 245, and 246, and Red Binder V-25, V-28, V-31, and V-34.

DEADLINE

- All appointment requests are due by June 1. See below for instructions on how to submit requests for each type of appointment.

APPOINTMENT APPROVAL PROCESS:

1. SEPARATE MEMO REQUIRED (USE ATTACHMENT 1):
The Associate Vice Chancellor, Academic Personnel (AVC-AP) reviews and endorses the following types of appointments prior to EVC approval via the Appointment Request Memo Template:

- Initial/new appointments: All academic administrators (except department chairs and vice-chairs).
- Changes to all academic administrators (except department chairs and vice-chairs), including proposed change in person filling the appointment, proposed change to the stipend amount, or proposed change of effort allocation (FTE %).
- Appointment requests should not include funding requests. A confirmed funding source for each proposed compensation element must be in place before the appointment request will be routed for approval.

2. CHAIR & VICE-CHAIR SPREADSHEET REQUIRED (USE ATTACHMENT 2):
The EVC approves the following (no AVC-AP review needed) via the Chair & Vice-Chair Appointment Template:

- Initial appointments and reappointments: Academic department Chairs (Vice, Acting, Co-) and department directors.
- Include the department Chairs (Vice, Acting, Co-) and department directors on the Attachment 2 template.
- A confirmed funding source for each proposed compensation element must be in place before the appointment request will be routed for approval.
3. ADMINISTRATOR SPREADSHEET REQUIRED (USE ATTACHMENT 3):
Types of appointments that might be included on the Attachment 3 template include Directors (Acting, Co-, Deputy, Associate) Acting Dean, Associate Dean, and Faculty Advisor.

EVC approves the following (no AVC-AP review needed) via the Academic Administrator Appointment Template:

- **Reappointments with no changes**: This includes all academic administrators that have current approval status through a prior separate memo or spreadsheet (i.e., the appointment terms are currently active and approved).
- A confirmed funding source for each proposed compensation element must be in place before the appointment request will be routed for approval.

**SUBMITTING REQUESTS:**
Email request documentation to Elizabeth “ZouZou” Chapman (zouzou.chapman@ucsb.edu). She will route documents to the AVC-AP for endorsement (if necessary) and to the EVC for final approval.

**APPROVAL NOTIFICATION:**
The EVC’s office will email the appointment approval decision to your unit. If approved, ZouZou Chapman will email a copy of the EVC-signed approval memo/spreadsheet to your unit for your records. The AP Path team will be copied on approved requests for UCPath entry.

**RECALL FACULTY NOTE**: To request approval of an administrator appointment held by a Recall Faculty member, follow these steps:

1. Fill out the “Academic Recall Appointment Form” on the Academic Personnel website. Check the “Other” box. In the text box section, include an overview of administrative responsibilities, summary of appointment, proposed compensation elements, funding source, and the LAFS that should be used in UCPath.
2. Print the form and obtain the Department Chair and Divisional Dean signatures.
3. Once the form is signed, email it to ZouZou Chapman (zouzou.chapman@ucsb.edu). She will route to the AVC-AP for endorsement and to the EVC for final approval.
4. Academic Personnel will generate an AVC-signed approval memo and email it to the appropriate Division/College contacts. Academic Personnel will also inform the AP Path team of the final approval for UCPath entry.
5. Add the appointment that the Recall Faculty member is holding to Attachment 3 (“Administrator Spreadsheet”) and email it to ZouZou Chapman. She will route it to the EVC for approval.