2018-19
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, DUE BY JUNE 1):**
   AVC-AP (Associate Vice Chancellor, Academic Personnel) reviews and endorses the following types of appointments prior to EVC approval:
   - **Initial 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 %).
   - Submit a memo addressed to the EVC via the AVC-AP (use the Attachment 1 template).
   - Appointment requests should not include funding requests. A confirmed funding source for all proposed elements must be in place before the appointment request will be routed for approval.

2. **SPREADSHEET REQUIRED (USE ATTACHMENT 2, DUE BY JUNE 1):**
   EVC approves the following (no AVC-AP review needed):
   - **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.
   - If a Chair or Vice Chair has not been selected by June 1, it is acceptable to use “TBD” as a placeholder in the “Name” column. Once a person has been selected for the appointment, please submit a revised spreadsheet (with the updated line noted in red) as soon as possible.
   - A confirmed funding source for all proposed elements must be in place before the spreadsheet will be routed for approval.

3. **SPREADSHEET REQUIRED (USE ATTACHMENT 3, DUE BY JUNE 1):**
   EVC approves the following (no AVC-AP review needed):
   - **Reappointments with no changes:** All other academic administrators that have current approval status through a prior memo or spreadsheet (i.e., appointment terms are currently active and approved).
   - Types of appointments that might be included on the Attachment 3 template include Directors (Acting, Co-, Deputy, Associate), Associate Dean, and Faculty Advisor.
   - Include the administrator positions on the Attachment 3 template.
   - A confirmed funding source for all proposed elements must be in place before the spreadsheet will be routed for approval.

Convert all documents to PDF format and email to Elizabeth “ZouZou” Chapman (zouzou.chapman@ucsb.edu). She will route documents to the EVC for review.

**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 signed appointment approval memo/spreadsheet to your unit for your records.
ATTACHMENT 1

ACADEMIC ADMINISTRATOR APPOINTMENT REQUEST MEMO TEMPLATE

[DATE]

To: David Marshall
   Executive Vice Chancellor

Via: Alison Butler
     Associate Vice Chancellor for Academic Personnel

From: Requester Name, Title, Unit

Re: Appointment Request for [Appointment Title], [Appointment Unit], [Name of person proposed for the appointment]--[New, Change]

Please be sure your memo includes information from the below sections to describe the appointment request.

OVERVIEW OF ADMINISTRATIVE RESPONSIBILITIES
Explain the overall administrative responsibilities for this academic administrator position.

SUMMARY OF APPOINTMENT including NAME OF PROPOSED ACADEMIC ADMINISTRATOR AND JUSTIFICATION
Note if this is 1) an initial appointment for an academic administrator or 2) a request to change details of an existing appointment, including the proposed change to a stipend amount.

APPOINTMENT TERM
Include appointment start date, end date, and number of months/years of appointment.

PROPOSED COMPENSATION ELEMENTS
Provide details of the compensation associated with this position including monthly and yearly stipend amount and course replacement amounts (if any). A confirmed funding source for all proposed elements must be in place before the appointment request will be routed for approval. Confirmed funding sources are required on the appointment memo (no exceptions). All appointments are reviewed annually, regardless of approved appointment term length.

PROPOSED COMPENSATION CHANGES TO EXISTING APPOINTMENT (if applicable)
Provide a description of all proposed compensation changes to the appointment.

ADDITIONAL INFORMATION (optional)
Include any other information needed for review of this appointment request.

NOTE: An appointment approval is not an approval of funding. Please do not include a funding request on the appointment request memo. Appointment memos that do not have confirmed funding sources listed or that include funding requests will not be reviewed and will be returned to units.
Attachment Z
[UNIT NAME]
Chair and Vice Chair Appointments
2018-2019

<table>
<thead>
<tr>
<th>DEPARTMENT/ PROGRAM/UNIT</th>
<th>NAME [Last Name, First Name]</th>
<th>TITLE (e.g., Chair, Vice Chair, etc.)</th>
<th>NEW or RE-APPT (if re-appt, include original appt date)</th>
<th>2018-2019 APPT BEGIN DATE</th>
<th>2018-2019 APPT END DATE</th>
<th>MONTHLY STIPEND</th>
<th>2018-2019 TOTAL STIPEND</th>
<th>WHO FUNDS STIPEND? (add detail if shared; note if funded on staffing list)</th>
<th>Department LAFS (for stipend)</th>
<th>COURSE REPLACEMENT (Up to amount or # of courses)</th>
<th>WHO FUNDS COURSE REPLACEMENT? (add detail if shared)</th>
<th>COMMENTS/NOTES</th>
</tr>
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<tbody>
<tr>
<td>Academic Department Administration (e.g., Chairs, Vice Chairs, Department Directors)</td>
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Dean's Signature: ___________________________ Date: ___________
Name, Title, Unit: ___________________________________

Approval Signature: ___________________________ Date: ___________
David Marshall, Executive Vice Chancellor

All funding sources contained above must be approved prior to inclusion on this document. EVC approval of this spreadsheet does not represent funding approval for an appointment.
### Academic Administrator Appointments
#### 2018-2019

| DEPARTMENT/ PROGRAM/UNIT | NAME (Last Name, First Name) | TITLE (e.g., Chair, Director, Associate Dean, etc.) | NEW or RE-APPT (if re-appt, include original appt date) | 2018-2019 APPT BEGIN DATE | 2018-2019 APPT END DATE | MONTHLY STIPEND | # of MONTHS for 2018-2019 APPT | 2018-2019 TOTAL STIPEND | WHO FUNDS STIPEND? (add detail if shared; note if funded on staffing list) | Department LAFS (for stipend) | COURSE REPLACEMENT (Up to amount or # of courses) | WHO FUNDS COURSE REPLACEMENT? (add detail if shared) | COMMENTS/NOTES |
|--------------------------|-----------------------------|-----------------------------------------------------|--------------------------------------------------------|-----------------------------|-----------------------------|----------------|--------------------------------|---------------------------|-------------------------------------------------|---------------------------|-----------------------------|---------------------------------|----------------|---|
| Administrators (e.g., Directors, Associate Directors, Deputy Directors, Assoc Deans, Assoc VCs, Faculty Advisors) | | | | | | | | | | | | | | |
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VC/Dean Signature: ____________________________  Date: ___________
Name, Title, Unit: ___________________________________

Approval Signature: ____________________________  Date: ___________
David Marshall, Executive Vice Chancellor

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