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**From:** Cowhey, Peter (Interim-EVC)  
**Sent:** Wednesday, September 28, 2016 3:28 PM  
**To:** Barrett, Kim; Padden, Carol; Della Coletta, Cristina; McGinnis, William; Brown, Sandra; Leinen, Margaret; Ries, Andrew; Pisano, Albert P; Remmel, Jeffrey; Ross, Robert  
**Cc:** Sullivan, Robert; Gordon Hanson; Palmer, Cynthia; Wall, AVC; Cowhey, Peter (Interim-EVC); Brenner, David  
**Subject:** Delegation of Authority for All Appointments at the Assistant Step III Level

DEAN BARRETT  
DEAN PADDEN  
DEAN DELLA COLETTA  
DEAN MCGINNIS  
DEAN PISANO  
INTERIM DEAN REMMEL  
VICE CHANCELLOR BROWN  
VICE CHANCELLOR LEINEN  
ASSOCIATE VICE CHANCELLOR RIES  
ASSISTANT VICE CHANCELLOR ROSS

Following consultation with the Academic Senate Committee on Academic Personnel, effective October 1, 2016, I am delegating to you the authority to approve all appointments at the Assistant Step III level in the following series:

Professor (Ladder-Rank)  
Professor in Residence  
Professor of Clinical X  
Adjunct Professor  
Research Scientist

This authority may not be re-delegated.

This change is one that all of you desired. It is my hope that this delegation will expedite the recruitment process and facilitate the successful appointment of excellent candidates.

At the same time, we must maintain compliance with the University's policies and procedures for appointments:

- Only candidates who meet the University's high standards in each of the relevant review criteria may be appointed; you are responsible for ensuring that all appointment files are prepared in compliance with policy and contain all necessary information. Note that letters from three independent external referees are required for all appointments at the Assistant Step III level.
- Open recruitment requirements remain in effect for all delegated appointments.
- Retroactive appointments are prohibited.
- All appointments must comply with campus policies and procedures with respect to salary; exceptional off-scale salaries may be approved only following consultation with my office.
- All offers letters must be prepared in accordance with the templates provided by Academic Personnel Services.
- All required data entry must be completed by your staff in a timely manner (e.g., when an offer is sent, the database should be updated with the offer status and date), and all completed appointment files

must be electronically transmitted to Academic Personnel Services (i.e., uploaded to the Academic Advancement & Training (AA&T) SharePoint site) within 14 calendar days of the candidate's acceptance.

The Committee on Academic Personnel (CAP) will continue to review delegated appointments on a post-audit basis to ensure that appointments are made at the appropriate rank and step, and to maintain the quality of appointees. I will convey any concerns raised by CAP to you. In addition, AA&T will continue to audit completed appointment files for timeliness, quality, and compliance with policy.

We all share an interest in everyone getting the use of this new flexibility right. The delegation may be revoked if a subsequent review of completed actions demonstrates that the expectations and conditions outlined above are not met.

If you have any questions regarding this delegation or associated training needs, please contact Assistant Vice Chancellor Cindy Palmer at [c5palmer@ucsd.edu](mailto:c5palmer@ucsd.edu) or by phone at (858) 534-3133.

Peter F. Cowhey  
Interim Executive Vice Chancellor