

APPOINTMENT AND REAPPOINTMENT OF PROGRAM DIRECTORS
(Part-Time Faculty Administrators, reference APM 241)

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I. Appointment of Directors of Undergraduate Programs and Minors

Undergraduate Program Directors are appointed by the Executive Vice Chancellor-Academic Affairs (EVCAA) upon the recommendation of the divisional Dean(s) and the Dean of Undergraduate Education (DUE), following consultation with the *affiliated faculty* of the Program.

The Office of the DUE will maintain a list of all undergraduate Program Directors, including their service terms and conditions of their appointments, and will have the responsibility to assure that the process of appointment/reappointment of Program Directors is accomplished in a timely manner.

1. At the beginning of each academic year, the DUE will inform the divisional Dean(s) of all Director appointments with end-of-year expiration dates. If a Program is associated with a College, the College Provost will also be informed of any approaching end dates. If a Program is affiliated with an Organized Research Unit (ORU), the ORU Director will also be notified.
2. If a Program is affiliated with two academic divisions, it is essential that both relevant Deans are consulted and that both play a role in the identification of that Program Director.
3. The Dean(s) will ensure that the incumbent Program Directors are informed and that the Program's *affiliated faculty* are consulted or polled to solicit their recommendations for a successor for the current Director (or a recommendation that the current Director be reappointed).
4. For those Programs closely associated with a College, the Dean should also seek input from the Provost.
5. If any Program and/or Dean requests assistance with the consultation process, the Office of the DUE will take responsibility for polling the *affiliated faculty*, usually via the Executive

Committee (or equivalent body) or, in the absence of an Executive Committee, by communicating with all *affiliated faculty*. A summary of the results of this consultation will be transmitted to the Dean.

6. Once a Director has been proposed, the Dean will contact the individual to confirm his/her willingness to serve as Director, if appointed. The Dean will also inform the Chair of the proposed Director's department to ensure that any needed arrangements can be made (e.g., reassignment of courses, department committee service, etc.).
7. The Dean will add a supporting endorsement to the recommendation of the *affiliated faculty* and forward it to the EVCAA, via the DUE. The Dean's recommendation should include:
 - (a) information regarding the degree of consultation with the *affiliated faculty*, the Provost (if applicable), the ORU Director (if applicable);
 - (b) the effective date and duration of the appointment,
 - (c) any proposed compensation (i.e., course reduction, stipend, summer ninths, research funds, etc.), as well as the sources of funding for the recommended compensation.
8. The Office of the DUE will review the Dean's recommendation, gather any additional information needed, consult with the Academic Personnel Office and Resource Administration concerning any proposed compensation, and present the proposal to the EVCAA for consideration. Once the proposed appointment has been approved, the Office of the DUE will prepare an appointment letter for signature by the EVCAA.
9. Copies of the appointment letter will be sent to:
 - (a) Dean of Undergraduate Education
 - (b) relevant Dean(s) and Assistant Dean(s)
 - (c) relevant College Provost (if applicable)
 - (d) relevant ORU Director (if applicable)
 - (e) Assistant/Associate VCs for Academic Personnel and Resource Administration
 - (f) Assistant Dean of Undergraduate Education
 - (g) Chair and MSO of the Director's home department

II. Appointment of Directors of Graduate Programs

Graduate Program Directors are appointed by the Executive Vice Chancellor-Academic Affairs (EVCAA) and the Dean of Graduate Studies (DGS), following the recommendation(s) of the relevant divisional Dean(s), the Dean-Health Sciences, and/or the Dean-Marine Sciences, and consultation with the *affiliated faculty* of the Program.

The Office of Graduate Studies (OGS) will maintain a list of all graduate Program Directors, including their service terms and conditions of their appointments, and will have the responsibility to assure that the process of appointment/reappointment of Program Directors is accomplished in a timely manner.

1. At the beginning of each academic year, the Dean of Graduate Studies will inform the relevant Dean(s) of all Director appointments with end-of-year expiration dates. If a Program is associated with an ORU, the ORU Director will also be informed of any approaching end dates.
2. If a Program is affiliated with two or more academic divisions, it is essential that all relevant Deans are consulted and have an opportunity to play a role in the identification of that Program Director.
3. The Dean(s) will ensure that the incumbent Program Director is informed and that the Program's *affiliated faculty* are consulted or polled to solicit their recommendations for a successor for the current Director (or a recommendation that the current Director be reappointed).
4. For those Programs affiliated with an ORU, the Dean(s) should also seek input from the ORU Director.
5. Once a Director has been proposed, the divisional Dean will contact the individual to confirm their willingness to serve as Director, if appointed. The Dean will also inform the Chair of the proposed Director's department to ensure that any needed arrangements can be made (e.g., reassignment of courses, department committees, etc.).
6. The divisional Dean will add a supporting endorsement to the recommendation of the *affiliated faculty* and forward it to the EVCAA, via the Dean of Graduate Studies. The Dean's recommendation should include information regarding the degree of consultation with the *affiliated faculty*, the ORU Director (if applicable), and the effective date and duration of the appointment. Any proposed compensation, as well as sources of funding for the recommended compensation, should be specified in the Dean's recommendation.
7. The Office of Graduate Studies will review the Dean's recommendation, gather any additional information needed, consult with the Academic Personnel Office (Director, Academic Compensation & Data Reporting) and Academic Affairs-Resource Administration (Director, Financial & Budget Management) concerning any proposed compensation, and

prepare an appointment letter for signature by both the Dean of Graduate Studies and the EVCAA.

8. Copies of the appointment letter will be sent to:
 - (a) relevant Dean(s) and Assistant Dean(s)
 - (b) relevant ORU Director (if applicable)
 - (c) Assistant VCs for Academic Personnel and Resource Administration
 - (d) Director, Graduate Academic Affairs
 - (e) Chair and MSO of the Director's home department.
 - (f) OGS will send notification to the Executive Committee of the graduate program.

III. Appointment of Directors of Programs with both Graduate and Undergraduate Curricula

Directors of Programs that have Undergraduate and Graduate components are appointed by the Executive Vice Chancellor-Academic Affairs (EVCAA) upon the recommendation of the relevant divisional Dean(s), the Dean-Health Sciences, and/or the Dean-Marine Sciences; the Dean of Graduate Studies; and the Dean of Undergraduate Education (DUE), following consultation with the *affiliated faculty* of the Program.

The Office of the DUE and the Office of Graduate Studies will maintain a list of all Undergraduate/Graduate Program Directors, including their service terms and conditions of their appointments, and will share the responsibility of assuring that the process of appointment/reappointment of Program Directors is accomplished in a timely manner.

1. At the beginning of each academic year, the DUE and the Dean-Graduate Studies will inform the relevant Dean(s) of all Directors' appointments with end-of-year expiration dates. If Programs are associated with a College, the College Provost will also be informed of any approaching end dates. For those Programs affiliated with an ORU, the ORU Director should also be informed.
2. If a Program is affiliated with two or more academic divisions, it is essential that all relevant Deans are consulted and have an opportunity to play a role in the identification of that Program Director.
3. The Dean(s) will ensure that the incumbent Program Directors are informed and that the Program's *affiliated faculty* are consulted or polled to solicit their recommendations for a successor for the current Director (or a recommendation that the current Director be reappointed).

4. For those Programs closely associated with a College and/or an ORU, the Dean should also seek input from the College Provost and/or the ORU Director.
5. If any Program and/or Dean requests assistance with the consultation process, OGS and the Office of the DUE will collaborate to take responsibility for polling the *affiliated faculty*, usually via the Executive Committee (or equivalent body) or, in the absence of an Executive Committee, by communicating with all *affiliated faculty*. A summary of the results of this consultation will be transmitted to the Dean.
6. Once a Director has been proposed, the Dean will contact the individual to confirm their willingness to serve as Director, if appointed. The Dean will also inform the Chair of the proposed Director's department to ensure that any needed arrangements can be made (e.g., reassignment of courses, department committees, etc.).
7. The Dean will add a supporting endorsement to the recommendation of the *affiliated faculty* and forward it to the EVCAA, via the Dean of Graduate Studies or the Office of the DUE. The Dean's recommendation should include information regarding the degree of consultation with the *affiliated faculty*, the College Provost (if applicable), the ORU Director (if applicable), and the effective date and duration of the appointment. Any proposed compensation, as well as sources of funding for the recommended compensation, should be specified in the Dean's recommendation.
8. The Dean's recommendation will be reviewed by the Office of Graduate Studies and the Office of the DUE. OGS and the DUE Office will gather any additional information needed, consult with the Academic Personnel Office and Academic Affairs-Resource Administration concerning any proposed compensation, and collaborate in the preparation of an appointment letter for signature by the EVCAA.
9. Copies of the appointment letter will be sent to:
 - (a) relevant Dean(s) and Assistant Dean(s)
 - (b) relevant ORU Director (if applicable)
 - (c) Assistant/Associate VCs for Academic Personnel and Resource Administration
 - (d) Assistant Dean of Undergraduate Education
 - (e) Director, Graduate Academic Affairs
 - (f) Chair and MSO of the Director's home department
 - (g) OGS will send notification to the Executive Committee of the graduate program.

IV. Reappointment of Directors of Undergraduate and Graduate Programs

An incumbent Program Director may be reappointed for a new term; however, a Program Director should not serve longer than six consecutive years without review. Reviews of Program Directors who continue in service beyond a five-year period should be conducted during the Director's fifth year of service. [*refer to Process for Review of Program Directors*]

The above processes for appointment of Program Directors should also be followed for reappointment of incumbent Program Directors.

V. Appointment of Associate Directors of Undergraduate Programs and Minors

While most Undergraduate Programs and Minors do not warrant or require an Associate Director position, depending on the size and complexity of a program, Associate Director positions may be utilized from time to time. Associate Directors of Undergraduate Programs and Minors are appointed by the Divisional Dean(s) upon the recommendation of the Program Director, following the Director's consultation with the *affiliated faculty* of the Program.

1. Once a Director has proposed the appointment of an Associate Director to the relevant Dean(s), the Dean's Office will inform the Chair of the proposed Associate Director's department to ensure that any needed arrangements can be made (e.g., reassignment of courses, department committee service, etc.).
2. The Dean(s) will seek the EVCAA's endorsement of the proposed appointment and any associated compensation (e.g., course reduction, etc.)
3. Upon receiving the EVCAA's endorsement, the Dean's(s') Office will prepare an appointment letter with copies to the following:
 - (a) Executive Vice Chancellor-Academic Affairs
 - (b) Dean of Undergraduate Education
 - (c) relevant Provost (if applicable)
 - (c) relevant ORU Director (if applicable)
 - (d) Assistant/Associate VCs for Academic Personnel and Resource Administration
 - (e) Assistant Dean of Undergraduate Education
 - (f) Chair and MSO of the Associate Director's home department