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## **5013: APPOINTMENT**

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### **A. RECRUITMENT**

In accordance with AA/EO laws and regulations, internal appointments for Faculty Administrators must be filled following a search process open to all appropriate UC Merced faculty. Notification of a search may take the form of an email, and/or any other means by which all appropriate UC Merced faculty are informed of a position opening.

The job posting must include:

1. Description of job duties and expectations;
2. Qualifications;
3. Term of appointment;
4. Title of the person to whom the position will report

A copy of the posting should be sent to the Provost/EVC via the Academic Personnel Office for review before distribution.

### **B. AUTHORITY**

The Provost/EVC has appointing authority for all appointments to Faculty Administrator positions at less than 100% time. Appointment and reappointment requests are to be addressed to the Provost/EVC from the official to whom that administrator will most directly report (the "Recommending Authority," e.g., Dean, Vice Provost, etc.) for approval.

### **C. PROCESS**

An appointment recommendation, addressed to the Provost/EVC and routed via the Academic Personnel Office, should include the following elements:

1. Appointment recommendation memo:
  - a. Name of the individual recommended
  - b. Name of the program, group, or unit the individual will administer
  - c. Recommended appointment title
  - d. Recommended effective date and end date of appointment
  - e. Compensation details including FAU. List financial commitments including summer salary, research support, research-related expenses, or other support
  - f. Summary of qualifications
  - g. Explication of expectations and goals for the position (this will form the basis for review)
2. Updated curriculum vitae for candidate

If approved, the Provost/EVC will issue an appointment letter via the Academic Personnel Office, including the criteria for review, based on the duties and responsibilities outlined in the recommendation.

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## 5014: REVIEW/REAPPOINTMENT

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### A. GENERAL GUIDELINES

Annual reviews of Faculty Administrators by their Recommending Authorities are required. The review should consist of a meeting between the two individuals and completion of a form [form under construction]. A copy of the form should be sent to APO for the personnel file.

A full term review is required during the last year of an Administrator's term. The term review should be initiated by the Recommending Authority and should be based upon the expectations and goals outlined in the appointment letter. The review should give higher levels of review (i.e., Provost/EVC) a rational basis for the decision whether or not to reappoint an individual, and at the same time, it should provide the individual under review with guidance on improving his or her performance.

This review is distinct from an academic review of the individual, but service as a Faculty Administrator can and should be considered in any academic review. Per **APM 245-11**, "Academic leadership is, in itself, a significant academic activity. Therefore, distinguished leadership and effective discharge of duties...shall be considered as appropriate criteria in evaluating the performance of a [Faculty Administrator] for a merit increase, accelerated increase, or promotion." The extent and quality of the administrative service, then, must be taken into consideration for merit advancements and promotions. It should also be acknowledged that a Faculty Administrator who discharges administrative duties with thoroughness and distinction will have reduced time available for teaching and research.

### B. PROCESS

Early in the Fall semester of the final year of the Faculty Administrator's term, the Recommending Authority shall notify the Administrator of his or her eligibility for reappointment review. If the Administrator consents to be considered for another term, the following actions should be taken:

#### 1. Self-Statement

The Faculty Administrator should provide a self-assessment of accomplishments in relation to the expectations of the position and any other relevant information regarding the term of service by December 15.

#### 2. Faculty Consultation

Members of the unit, program, or group being administered should be consulted in the review of the Administrator. The Recommending Authority may solicit letters or other forms of input from the appropriate constituents. If letters are solicited, they must be treated as confidential material in accordance with University policy, and they will be included in the review file. A summary of this input will be provided by the Recommending Authority in his or her statement.

#### 3. Recommending Authority Memo

The official serving as Recommending Authority for the appointment (e.g., Dean, Vice Provost, etc.) will write a letter evaluating the Faculty Administrator's performance during the term of service. This evaluation will be conducted in the context of the expectations and goals set forth in the appointment letter.