

To: Deans of the Schools and Colleges



From: Dan Jeske, Vice Provost for Academic Personnel

Date: July 30, 2024

Re: **Procedure for Appointment of Associate/Divisional Deans (revised July 2024)**

In order to have transparent, equal opportunity and increase the likelihood that individuals interested in a leadership position are not overlooked when Deans are considering candidates for Associate/Divisional Dean positions, revised procedures for appointment are as follows:

1. When considering new appointments of Associate or Divisional Deans, Deans shall issue a call publicizing the upcoming opening and allow a minimum of two weeks for expressions of interest in the position to be submitted.
2. A 1-2 page letter of interest or letter of nomination, accompanied by the candidate's CV should be forwarded to the designated contact. It is the Dean's prerogative to widen the search beyond those who applied through this mechanism.
3. After the application period, Deans should consider the list of applicants, consult with Chairs of departments, other Associate/Divisional Deans (where appropriate) and other major stake holders appropriate to the position (e.g. ANR and AgOps or Chair of Grad council etc.).
4. Once a likely top candidate has been identified, there should be consultation with the VPAR, VPAP and the PEVC before the candidate is approached.
5. Once approval is obtained from the VPAP and PEVC, negotiations with the candidate may take place.

For questions or more information, please send an email to [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu)