

September 2, 2009

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Dear Colleagues:

I want to thank you for your thoughtful and collaborative work on the Academic Federation Appointments Streamlining Workgroup. I have reviewed the recommendations for streamlining Academic Federation appointments. I will move these recommendations to the final step of having a review by the Deans, soliciting comments from the Academic Federation, and notifying the Academic Senate that we are making these changes on a trial basis. I accept the workgroup's recommendations with some minor modifications. These include:

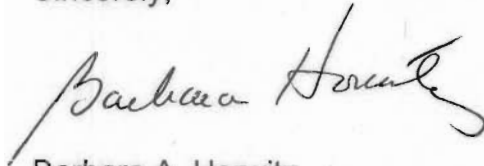
- Endorse the use of electronic dossier reviews whenever practicable and incorporate the dossier template for Project Scientists and Specialists to simplify documentation until the MIV system is fully implemented.
- Delegate additional authority to the Deans (or Vice Chancellor for Research for Office of Research appointees) for appointments to all Assistant and Associate Ranks Project Scientist series and Assistant and Associate Rank Specialist Series, with the proviso that any JPC recommendations that disagree with that of the Dean (or Vice Chancellor for Research) be forwarded to the Vice Provost for adjudication. The delegation of these appointments will be reviewed after a two year period.
- Endorse Waiver of Search for grant-funded appointments on a trial basis, with review after two years. Waiver will be delegated to the Dean with a chair's signature certifying the conditions have been met.
- Endorse the recommendation to eliminate extramural letters for appointments at the Assistant Project Scientist rank and Assistant Specialist rank. Appointments at the Associate Project Scientist rank and Associate Specialist rank will require 3-4 letters with the strong

- Accept the templates for position descriptions for Academic Administrator and Academic Coordinator that were developed by the AF Administrative Series Committee. The committee is requested to develop examples for different disciplines for departmental use and to draft general principles for writing a clear, yet flexible, position description.
- Accept the templates for Specialist and Project Scientist Series, as well as position description templates, incorporating examples developed by the JPC.
- Endorse the recommendation that the personnel committees use the "request for additional information" and submit requests via email, should they lack clear documentation, prior to submitting a formal written recommendation.

As a further streamlining measure, the JPC has recommended that the Dean's letter be eliminated when submitting promotion reviews when the Dean concurs with the recommendation. In such cases, the Dean would note "concur" and the date. If the Dean does not concur or has additional information to add, then a letter must be included with the dossier. I endorse this recommendation, as well.

Thank you again for your timely and practical recommendations. I accept the report and hereby discharge the workgroup.

Sincerely,



Barbara A. Horwitz
Vice Provost—Academic Personnel

/ss

cc: Assistant Vice Provost Melendy
Federation Assistant Boorkman