

Effective July 1, 2018

Review Procedures for Five-Year Reappointment of Deans, Vice Provosts, Vice Chancellors, and University Librarian

The Chancellor and the Executive Vice Chancellor/Provost (EVC/Provost) in accordance with university policies, appoint Deans, Vice Provosts, Vice Chancellors, and the University Librarian. An appointment is typically for five years. The Chancellor and EVC/Provost may decide to reappoint the incumbent for a second five-year term. Service for two five-year terms ordinarily concludes such service. In exceptional cases, an invitation to serve an additional term may be extended.

A decision to reappoint for a five-year term will only be made after the successful conclusion of a review. At the end of the fourth year of a five-year term, the Chancellor and EVC/Provost will decide whether an incumbent should be invited to stand for a review. If so invited, the review will be conducted as follows:

Advisory Review Committee

The EVC/Provost will convene an Advisory Review Committee. The chair of the Committee should have senior academic executive experience but need not be the candidate's peer. The composition of the Committee will be constituted after non-binding consultation with:

1. the candidate, who will be asked to suggest individuals to serve on the Committee and identify individuals who s/he believes will have a conflict of interest or substantial bias;
2. the Academic Senate Committee on Committees; and
3. the Vice Chancellor for Academic Personnel.

Once a potential committee has been established, the EVC/Provost will inform the candidate in writing of the committee membership. The candidate will have an opportunity to communicate any concerns regarding the proposed committee membership before it is formally constituted.

Self-Statement

The EVC/Provost will request data and a self-statement from the candidate which will be provided to the Committee.

Charge Meeting

The EVC/Provost will charge the advisory review Committee at its first meeting and communicate the following:

1. The Committee is to provide an analysis of the candidate's performance, informed by their interactions with him/her, through information gathered from his/her colleagues and constituents (through solicited letters and direct interviews), and the written record.
2. Discuss the core review criteria.

3. Request that the Committee's report be candid and constructive, identifying both the strengths and weaknesses, and offer a reasoned overview of the candidate's performance. A recommendation for or against reappointment may be provided.
4. Ask the Committee to complete their deliberations and present their report within a timeline (e.g., three to five months) so that the process is completed, preferably, before the end of the candidate's five-year term.
5. Convey the necessity to maintain strict confidentiality. Procedures are in place to ensure that confidentiality is maintained, including: the candidate will not be provided access to the letters or list of interviewees, and the letters will not be reproduced or disseminated.
6. Inform the Committee that the EVC/Provost is available to meet with them at any point during the review process should issues arise.

Committee's Responsibilities

A committee will typically meet as a group four to six times over three to five months, and will:

1. Tailor a solicitation letter requesting feedback about the candidate, generally accomplished at the first meeting.
2. Review a list of individuals at UCLA, UC, and beyond (e.g., persons at other institutions, alumni, donors, or volunteers) who will receive the letter, generally accomplished at the first meeting.
3. At the first meeting and again after reading response letters, identify individuals who will be interviewed by the Committee (including the candidate). Interviewees may include UCLA faculty and administrators as well as individuals outside UCLA with special insight into the candidate's performance.
4. Conduct the interviews. The candidate must be interviewed at the end of the interview process, but may also be interviewed at the beginning at the discretion of the Committee.
5. Review all response letters in the Academic Personnel Office.
6. Review all written materials requested and/or provided by the candidate.
7. Before writing the draft report, choose whether to meet with the EVC/Provost to discuss issues that may have arisen. In response, the EVC/Provost may provide direction and identify alternative options (e.g. halt the review).
8. Write the draft report. Review Coordinator will review the draft report to ensure that confidentiality of individual respondents is not inadvertently breached.
9. Review Coordinator will send the document to the candidate to review and communicate any factual corrections and/or responses to the Committee.
10. Review the candidate's feedback and determine whether any changes need to be made to the report before forwarding to the EVC/Provost. If the candidate writes a response to the draft report, the response will be considered as a codicil to the main report.
11. Meet with the EVC/Provost and/or Chancellor to discuss the report and the Committee's views.

Meeting with the Candidate

The Chancellor and/or the EVC/Provost will meet with the candidate and share the outcome of the review. The Review Coordinator will provide a copy of the final report to the appropriate individuals prior to the meeting.

Reappointment Process

When a reappointment for a five-year term occurs, the EVC/Provost or Chancellor will send an announcement of the reappointment to all Deans, Vice Provosts, Vice Chancellors and the University Librarian and:

- for a decanal review, an announcement, to the Senate faculty in the School/Division, that the Academic Personnel Office will make a copy of the Committee's final report (including any written response by the candidate) available for their review for 30 days; or
- for a Vice Provost, Vice Chancellor, or University Librarian, an announcement to the appropriate individuals in their unit.

Step Down Process

In cases where the Chancellor and EVC/Provost have decided not to proceed with a review or with a reappointment, they may choose to provide a step down plan for the candidate and make such announcements as are appropriate. If following a review, a candidate is not reappointed, the report will not be shared with Senate faculty.

Closing Procedures

The Review Coordinator will sort through the materials collected during the review process to shred or preserve in accordance with Attachment A.

5-Year Administrative Reviews

(Attachment A)

Materials to be retained in APO

	Permanent	Keep for limited time*	Shred**
Background Data/Slate			
Committee roster		X	
Request to ConC for slate			X
ConC response to request for slate		X	
Invitation to serve emails and responses			X
Correspondence			
Request to candidate for self-statement		X	
Request to candidate for a list of individuals who they believe will have a conflict of interest or substantial bias and candidate's response		X	
Letter to candidate regarding committee composition and candidate's response		X	
Letter to committee thanking them for agreeing to serve			X
Charge letter to committee		X	
Letter to committee thanking them for report			X
Announcement to campus/department faculty regarding reappointment/outcome		X	
Solicited Feedback			
Response letters to solicitation request			X
Meeting Materials			
Individual committee members' notes			X
Agendas			X
Individuals interviewed			X
Attendance lists			X
Final Report			
Final draft and/or final report	X		
Reference key			X
Statistics			X
Rosters			
Solicitation letter roster (with receipt dates of letters)			X
Data source for solicitation letter roster		X	
Self-Statement			
Self-statement and additional information provided by candidate		X	
Sample Solicitation Letters			
Sample solicitation letters sent to constituents		X	

* Keep limited-time materials from the current administrator's most recent review until the next review is completed. Once the new review is complete, the previous materials, except for the report, can be shredded.

** We will consult with Legal Affairs 90 days after the campus announcement has been disseminated to see if there are materials that might be subject to a legal preservation.