February 8, 2022

CHAIR BRUNDAGE, ACADEMIC SENATE
DEANS
DEPARTMENT CHAIRS
SENATE FACULTY

RE: Formal Review of Proposed Revisions to Campus Academic Personnel Manual (CAPM) 300.240 - Deans and 304.241 - Faculty Administrators

Dear Colleagues:

I write to initiate formal review of proposed revisions to CAPM 300.240 - Deans and CAPM 304.241 – Faculty Administrators. Please facilitate this review process by discussing the information in your division, department, or committee meetings, and sending feedback in writing to the Academic Personnel Office at apo@ucsc.edu no later than April 30, 2022.

Redline versions of the proposed changes are available on https://apo.ucsc.edu/policy/policy-under-review.html and are summarized as follows:

- **Conforming Changes**— In November 2020, the corresponding systemwide policies APM 240-Deans; APM 241- Faculty Administrators Less Than 100% Time; and APM 246- Faculty Administrators 100% Time were revised to come into alignment with APM 025- Outside Professional Activities. Conforming changes are being made in the two CAPM chapters, clarifying that both compensated and uncompensated outside professional activities must be reported. The campus has been correctly following APM 025 requirements. Additionally, wording changes are proposed to match current APM language.

- **Eligibility for Dean Positions**— Under systemwide APM policy, all academic senate members are eligible to hold dean positions. The CAPM restricts eligibility to appointees in “the professor series”, which has created confusion about eligibility for teaching professors, emeriti professors, and acting professors. Proposed revisions align CAPM with APM language, and require that all open searches contain more specific eligibility language.

- **Evaluation of Administrative Service in the Faculty Review**— New language is proposed to help clarify when and how service as a dean or other faculty administrator should be considered in a faculty advancement review.

- **Open Recruitment for Full Time Administrators**— A new requirement is proposed that all full-time faculty administrator appointments must be filled through a competitive search process. Recruitments may be limited to on-campus applicants when appropriate. Although open recruitment is our standard campus practice, it is not currently required by policy at either the systemwide or campus level. Recruitments would continue to be encouraged, but not required, for acting or interim, part-time, stipend-only, and without-salary administrative appointments.
• **Expanded Per-Term Limit**—CAPM 304.241 limits each faculty administrator appointment term to three years, renewable indefinitely. The limit is five years in APM 241, 246, and 240. Proposed changes align CAPM with APM by changing from three to five years. Faculty administrator appointments are at-will, and performance is reviewed annually.

• **Five-Year Review for Vice Provosts**—A proposed addition to CAPM 304.241 formally implements the existing campus practice of conducting a comprehensive five-year review for any Vice Provost position, with procedures matching the Deans policy (CAPM 300.240.G.), including senate involvement.

• Additional language, grammar, and formatting changes are proposed for clarity.

Sincerely,

Lori Kletzer  
Campus Provost and  
Executive Vice Chancellor

cc: Vice Provost Lee, Academic Affairs  
Senate Director Mednick  
Assistant Vice Provost McClintock, Academic Personnel  
Divisional Academic Personnel Coordinators  
Department Managers