

## Academic Personnel Manual

### APM UCD Appendix II-C

#### Appointment and Promotion

#### UCD Appendix II-C, Appointment and Review of Directors of Organized Research Units

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#### I. Purpose

This section outlines general policy and procedures for the appointment and review of directors and associate and assistant directors of organized research units and describes duties and responsibilities of appointees to these positions.

#### II. Scope

An organized research unit (ORU) is an academic agency within the University established by The Regents to contribute to the general goals of the University and to strengthen the institution's interdisciplinary programs of research, teaching, and public service. The purpose of an ORU is educational and complementary to the academic goals of departments of instruction and research. For purposes of administrative review, all ORUs may be considered to be in one of two categories: MRU (multicampus or major research unit) or ORU (single-campus organized research unit). The character of an MRU may vary widely from that of a single-campus ORU and from other MRUs, and it is recognized that exceptions to specific provisions of policies and procedures relative to ORUs may occur as a result of these variations. For purposes of this section, ORU refers to single-campus ORUs; policies and procedures relative to appointment and review of directors and associate directors of MRUs, and their responsibilities, are set forth in the Policy of The Regents on ORUs and in the Administrative Policies and Procedures Concerning ORUs (see References, IV, below).

#### III. Policy and Procedures

##### A. Directors

##### 1. General

- a. The director of an ORU shall be a tenured member of the faculty and is appointed by the Chancellor after consultation with an ad hoc committee nominated by the Davis Division of the Academic Senate.
- b. The effectiveness of the director shall be reviewed at intervals of 5 years or less, ordinarily at the time of review of the program.
- c. Directors of ORUs are limited to 10 years of continuous tenure in all but extraordinary circumstances. Prior service as an acting director is not considered in determining the maximum period a director may serve.

##### 2. Appointment

- a. The Vice Chancellor--Research shall request from the Davis Division of the Academic Senate a slate of nominees to serve as members of a search committee. The search committee shall be appointed by the Vice Chancellor--Research.
- b. The dean of the college/school to whom the director will report normally serves as chair of the search committee, which will review the qualifications of candidates and recommend a candidate for appointment. The dean shall consult faculty of the college/ school for nominations of candidates for the directorship.
- c. The Vice Chancellor--Research shall nominate the director for appointment by the Chancellor. If the appointment is within an existing ORU, the Vice Chancellor--Research shall consult the advisory committee of the ORU prior to the nomination.

##### 3. Review

- a. Review of effectiveness of the director shall be conducted at intervals of 5 years or less (ordinarily at the time of review of the program) by the Vice Chancellor--Research, who shall request from the Davis Division of the Academic Senate a slate of nominees to serve as members of an ad hoc committee. The review committee

shall be appointed by the Vice Chancellor--Research. When review of the director and program are conducted concurrently, a single ad hoc committee shall review both director and program and submit separate confidential reports of their findings.

- b. The Vice Chancellor--Research shall forward the recommendation for continuation of appointment of the director after consultation with the dean to whom the director reports, together with appropriate documentation, to the Chancellor through the Vice Chancellor--Academic Affairs for final action.
- c. The dean to whom the director reports may initiate review of a director at a time other than the normal review by submitting a written request to the Vice Chancellor--Research.

#### 4. Duties and Responsibilities

- a. The director of an ORU is its leader and administrative head. He/she is appointed by the Chancellor and is responsible to the Chancellor through the Vice Chancellor--Research, and normally reports to the Vice Chancellor--Research through the dean of the college/school.
- b. As leader of the unit, the director has the following duties:
  - 1) The appointee is in charge of planning the programs of the unit. He/she is expected to keep the programs of the unit under review and maintain a climate that is hospitable to creativity and innovation.
  - 2) The appointee is responsible for recruitment, selection, and evaluation of the academic and staff personnel of the unit. In consultation with colleagues, the director recommends appointments, promotions, merit advances, and terminations.
- c. The director's administrative duties include the following:
  - 1) To make assignments of duty to members of the staff of the unit.
  - 2) To prepare the budget and administer the financial affairs of the unit in accordance with University procedures.
  - 3) To report promptly the resignation or death of any member of the staff.
  - 4) To be responsible for the custody and authorized use of University property charged to the unit and for the assignment of unit space and facilities to authorized activities in accordance with University policy and campus rules and regulations.
  - 5) To be responsible for unit observation of proper health and safety regulations, use of human subjects, and animal care.
  - 6) To maintain records and prepare reports in accordance with University procedures, and to prepare an annual report of the activities of the unit according to established criteria.
  - 7) To report any failure of an academic or staff personnel member to carry out responsibilities and recommend appropriate disciplinary action.
  - 8) To provide for the conduct of unit affairs in an orderly fashion and to seek the advice of the standing advisory committee and academic colleagues in a systematic way. In large units, the director may be assisted in the tasks involved in carrying out his or her responsibilities by an associate or assistant director; however, the responsibilities themselves may not be redelegated.

#### B. Acting Directors

##### 1. Appointment

In the absence of a permanent director, the Chancellor may appoint a member of the faculty as acting director, based on the recommendations of the dean to whom the director reports and the Vice Chancellor--Research.

##### 2. Duties and Responsibilities

An acting director assumes the duties and responsibilities of the director as described in [III-A-4](#), above.

#### C. Associate and Assistant Directors

##### 1. Appointment

The Chancellor appoints an associate or assistant director based upon the recommendation of the director, the

dean to whom the director reports, and the Vice Chancellor--Research.

## 2. Duties and Responsibilities

The duties and responsibilities of an associate or assistant director shall be assigned by the director.

### **IV. References and Related Policy**

- A. Office of the President: Policy of The Regents of the University of California on Organized Research Units.
- B. Office of the President: Administrative Policies and Procedures Concerning Organized Research Units.
- C. Academic Personnel Manual Section 633, Stipends/ Guidelines for Compensation of Provosts of Colleges, Academic Deans, and Directors of Organized Research Units.
- D. Policy & Procedure Manual Section 210-20, Organized Research.