

CENTER DIRECTOR (non-ORU) REVIEW and REAPPOINTMENT PROCESS

Center Directors are critically important leaders in the School of Medicine (SOM), both for the leadership and guidance that they provide and for the overall contributions they make in directing School resources to develop an area of scholarship and clinical care. An academic center is a unit established within the School to provide a supportive infrastructure for research in a given field. The functions of an academic center are to facilitate research and research collaborations; disseminate research results through research conferences, meetings and other activities; strengthen graduate and undergraduate education by providing students with training opportunities and access to facilities; seek extramural research funds; and carry out university and public service programs related to the Center's research expertise. The charge for the Center Director is to advance these overarching missions through administrative and academic leadership. The Center Director is appointed by the Dean and reports to the Dean of the School of Medicine.

Appointment:

SOM Center Directors must have a faculty appointment in a department within the SOM and adhere to all review policies for appointment, merit, and promotion consistent with their academic appointment. It is expected that a center director will remain active in activities related to education, research, service, and professional competency in the appropriate field of scholarship.

Appointment of a SOM Center Director is at the discretion of the Dean of the School of Medicine. The Dean may appoint a Center Director for a term of one to five years. The Dean may terminate the appointment of a Center Director at any time.

Duties:

1. The Center Director is charged with identifying and implementing the academic mission of the Center in consultation with faculty members. He/she is expected to keep the activity of the unit under review and maintain a climate that is hospitable to creativity and innovation.
2. The Center Director is responsible for recruitment, selection, and evaluation of the academic and staff personnel of the center. Faculty recruitment and evaluations is coordinated with the appropriate department and in accordance with department and university policies.
3. In consultation with members of the Center, the Director is responsible for the review of applications for faculty membership in the Center and for providing mentoring and faculty development opportunities for junior members of the Center.
4. The Center Director is responsible for organizing and overseeing the administrative staff of the Center in accomplishing work consistent with the research mission of the Center.
5. The Center Director is responsible for overseeing the preparation of the Center budget and administering that budget in accordance with University procedures.
6. The Center Director is responsible for overseeing the custody and authorized use of University property charged to the Center and for the assignment of center space and facilities to authorized activities in accordance with University policy and campus rules and regulations.

7. The Center Director is responsible for Center observation of proper health and safety regulations, use of human subjects, and animal care.
8. The Center Director is responsible for maintaining records and preparing reports in accordance with University procedures, including an annual report of the activities of the Center to the Dean.
9. The Center Director is responsible for monitoring the conduct of Center affairs in an orderly fashion and to seek the advice of academic colleagues in a systematic way throughout the undertaking of such duties. In large Centers, the director may be assisted in the tasks involved in carrying out his or her responsibilities by an associate or assistant director or Chief Administrative Officer / Manager. However, the responsibilities themselves may not be redelegated.
10. The Center Director is responsible for maintaining collegiality and appropriate personal and professional conduct as documented in the UC Davis Principles of Community:
<http://principles.ucdavis.edu/>

Reappointment:

In July of the Center Director's final year of his/her term of service, the Director will undergo a mandatory performance review. Reappointment may be for a period up to five years.

The review process is structured similarly to department and endowed chair reviews (APM 191 and 245, respectively) and is initiated and managed by the Office of Academic Personnel.

- The Director submits a self-statement which includes accomplishments during the review period as well as goals for the future, financial / budget information from the Center, annual reports, list of affiliated members (internal and external to the University), list of grants and publications from both the Director and center members, and any other materials the director feels appropriate to the Office of Academic Personnel.
- The Office of Academic Personnel solicits information from center members, faculty members, and other pertinent members of leadership.
- An ad hoc committee is appointed by the Associate Vice Chancellor for Academic Personnel and is convened.
- The ad hoc committee comments on the Director's accomplishments, strengths, weaknesses, areas for improvements, and a recommendation for non reappointment, reappointment for an additional five years, or reappointment for a period of less than five years with recommended changes in operation as Center Director.
- Following the submission of the ad hoc report by the committee, the Associate Vice Chancellor for Academic Personnel reviews the materials assembled and comments on the Center Director's performance.
- The review file is then forwarded to the Dean. Materials are reviewed by the Dean who makes a decision regarding reappointment or non-reappointment.
- The Dean then meets with the Director to discuss the review and the decision.
- If reappointed, the Center Director receives a reappointment letter from the Dean outlining the terms of their reappointment, expectations / performance measures for the next review period, and any resources that will be provided.