

## Associate and Assistant Vice Chancellor Guidelines

**HUMAN RESOURCES**

**UNIVERSITY OF CALIFORNIA, BERKELEY**

	<b>Vice Chancellor</b>	<b>Deans</b>	<b>SMG</b>
<b>Associate</b>	Position has broad campus wide scope and responsibility for the largest campus organizations with multiple divisions and regular responsibility to represent the Vice Chancellor acting as Vice Chancellor in his/her absences. Works with the Chancellor and Vice Chancellors to set broad campus strategy. Significantly influences the campus position in more than one major functional area. Exercises executive level authority subject only to broad review by the Chancellor and Vice Chancellors. Viewed as the thought leader at the campus and within the UC community for their area of expertise. Typically have Assistant Vice Chancellors reporting to them.	Faculty	<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     O U T  O F  S C O P E                 </div>
<b>Assistant</b>	Position has primary responsibility in a significant area of the Vice Chancellor's organization. Position typically has line management operational authority for a large function or accountability for multiple, complex services that have a variety of smaller functions that have significant impact across the campus and/or significant external impact; in addition, position typically represents campus to external constituencies, such as Office of the President, Regents, community interest groups, or federal agencies. Has campus management and policy development responsibility for multiple, discrete organization-wide functions. Within the context of the position's overall responsibility, acts on behalf of or represents the respective Vice Chancellor or Associate Vice Chancellor.	Staff	
<b>Director</b>	Position establishes the mission of the unit and determines goals and objectives. Determines policies and establishes, manages, and controls the unit's budget. Has a significant "outward" looking component, as it represents the unit to the campus, and to other external constituencies. Works to affect and influence direction of the organization and its mission. May be a functional leader directing those who do not report directly to the position.		

\* The academic units (EVCP and VCR control units) have a different model for using the Assistant and Associate Vice Chancellor titles. Within those control units the highest level staff title is the Assistant Vice Chancellor title. The Associate Vice Chancellor title is used only for faculty members. This follows the same model for the Assistant and Associate staff titles that are used with Dean and Vice Provost.

**Note:** The vice chancellors will review use of the Associate and Assistant Vice Chancellor titles whenever an incumbent vacates a position, and the control unit intends to recruit for that position. It is understood that use of these titles will not automatically transfer.