ASSOCIATE VICE CHANCELLOR AND ASSISTANT VICE CHANCELLOR WORKING TITLE GUIDELINES

Associate and Assistant Vice Chancellor working titles are granted based on six job factors. Associate Vice Chancellor working titles require that at least five of the six job factors are met. Assistant Vice Chancellor working titles require that three or four of the six job factors are met. Positions that meet two or fewer job factors may not have an Associate or Assistant Vice Chancellor working title.

The six job factors are:

1. **MANAGER LEVEL:** The position must hold a Manager 4 or Manager 3 level payroll title. The use of Manager 4 and Manager 3 level titles are actively regulated by UCOP and a system-wide Career Tracks steering committee.

2. **REPORT TO A SMG POSITION:** SMG positions are determined by the UC Board of Regents and direct reports to this level would be consistent with the level of leaders one would consider for AVC titles.

3. **CAMPUS WIDE CONSTITUENCY:** Standard constituency groups include Faculty/Academic, Staff, and Students; roles that are accountable for a campus wide group as opposed to a division/organization are readily defined.

4. **HEAD OF JOB FAMILY:** The system-wide Career Tracks structure has defined roles separated into Job Families which campuses have a defined “Head” or top position.

5. **HEAD OF JOB FUNCTION:** The system-wide Career Tracks structure has defined roles separated into Job Functions which campuses have a defined “Head” or top position.

6. **DELEGATIONS OF AUTHORITIES:** System-wide policy designates certain roles with specific approval authorities and/or re-delegations from the Chancellor (https://compliance.berkeley.edu/delegations-current).

Requests for the usage of Associate or Assistant Vice Chancellor working titles are sent to Total Rewards Director John Stephen Henderson (jshenderson@berkeley.edu) for review. If Total Rewards supports the request, the request is then forwarded to Chancellor Christ for formal approval.