

ASSOCIATE VICE CHANCELLOR AND ASSISTANT VICE CHANCELLOR WORKING TITLE GUIDELINES

Effective December 1, 2021

Associate and Assistant Vice Chancellor working titles are granted based on six objective criteria. Associate Vice Chancellor working titles require that at least five of the six objective criteria listed below are met. Assistant Vice Chancellor working titles require that three or four of the objective criteria are met. Positions that meet two or fewer of the criteria are generally not eligible for an Associate or Assistant Vice Chancellor working title.

The six objective job criteria 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 systemwide 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 systemwide 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 systemwide Career Tracks structure has defined roles separated into Job Functions which campuses have a defined “Head” or top position
6. **DELEGATIONS OF AUTHORITIES:** Systemwide policy designates certain roles with specific approval authorities and/or re-delegations from the Chancellor (<https://compliance.berkeley.edu/delegations-current>)

Exceptions

For positions that do not satisfy the above criteria, they may still be considered for an AVC title based upon the following considerations set forth below. Exception requests may be submitted quarterly, at the time of the first Cabinet meetings in September, December, March and June. The exception considerations are as follows:

- The position regularly works with the Chancellor and Vice Chancellors to set broad campus strategy and significantly influences the campus position in more than one major functional area with executive level authority subject only to broad review by the Chancellor and Vice Chancellors; and/or
- The position is viewed as the thought leader at the campus and/or within the UC community for the area of expertise and has significant impact across the campus and/or significant external impact; typically represents campus to external constituencies, such as Office of the President, Regents, community interest groups, or federal agencies

Approval Process

- Only the presiding executive (Chancellor, Executive Vice Chancellor & Provost or a Vice Chancellor) can initiate the process to request the use of an AVC title

- The presiding executive will consult with the People & Culture Compensation Unit to determine how many of the objective criteria are met
- If the identified position meets the necessary number of objective criteria, the presiding executive, after obtaining approval from the Chancellor, may permit use of the working title
- If the identified position does not meet the necessary number of objective criteria, the presiding officer may schedule consultation with the Cabinet to seek a recommendation for the Chancellor who has the final authority to permit use of the working title
 - This Cabinet consultation process is confidential and employees should not be informed that this process is taking place until a decision has been made
 - Cabinet level consultation involves two Cabinet meetings: the first meeting is to present the proposed title changes and the second meeting is for the Cabinet to make a decision. In advance of the first meeting, the presiding executive shall provide a written summary of the justification for the exception (based on the considerations listed above) for review by Cabinet.

Approved Exceptions:

- Chiefs of Staff to a VC/EVCP may utilize the Assistant Vice Chancellor Title

Note: These guidelines and processes will only be applied prospectively.