

Chairs' & Center Directors' Meeting Minutes

Date: November 16, 2012 (12:00 to 2:00 pm)

Location: WCH – Room 443

Attendees: Abbaschian, Reza
Barth, Matt
Bhuyan, Laxmi
Boretz, Mitch
Farrell, Jay
Hartney, Pat
Myung, Nosang
Najjar, Walid
Peterson, Rhonda
Rau, Masa (for Javier Garay)
Ravi
Rodgers, Victor
Stahovich, Tom
Vafai, Kambiz

Absent: Bhanu, Bir
Garay, Javier
Haddon, Robert
Matsumoto, Mark
Tan, Sheldon
Wang, Albert

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza

Reza welcomed members and offered congratulations to departments and programs on the recent successful ABET accreditation review. Reza noted that UCR's Interim Chancellor has not yet been named but that President Yudof is negotiating with a candidate. He expects that there will be an announcement within the next 4-5 days. President Yudof will be at UCR in January to discuss the search for a permanent Chancellor. Mitch added the topics of the Department of Education GAANN (Graduate Assistance in Areas of National Need) solicitation and NSF proposal changes to the agenda. Reza noted that Rhonda will join the meeting after 1:15pm to discuss BCOE academic personnel policy issues.

2. Approval of Minutes - Pat

The minutes of the October 15th Chairs/Directors meeting were unanimously approved.

3. Department and Center Updates

CEE: Nosang reported that except for the department's recent ABET accreditation, not much is new.

CE-CERT: Matt indicated that he and Jay gave a tour of facilities to SCE representatives today. SCE is very interested in Smartgrid technology. CE-CERT is organizing internal strategic planning meetings for its research groups and is meeting with campus representatives regarding its financial model. The groundbreaking for CE-CERT's 600 KWH Smartgrid project is scheduled for February. The project should be completed in August 2013.

CS: Laxmi reported that the department's ABET items are being addressed in advance of ABET's formal letter (expected in January). The department's faculty recruitment search committee has been formed.

EE: Jay stated that the department's ABET visit went well. The department's faculty search process has started.

CE: Walid reported that the program's ABET review went well. The program's BS/MS degree has been approved.

BIEN: Victor indicated that the department's minor ABET items are being addressed. BCOE's Cell Culture committee is progressing and will have two subgroups (Mammalian and Bacterial). Jerry Schultz is being nominated for the American Institute for Medical and Biological Engineering's Pierre Galletti Award.

MSE: Masa stated that the program's ABET items are being addressed and that the ABET reviewer indicated that BCOE's MSE Program is a unique model that other colleges of engineering should watch.

ME: Tom stated that the department's faculty deserve a lot of credit for their successful ABET visit.

4. Undergraduate Education – Ravi

Ravi noted UC's undergraduate application deadline is 11/30/12. UCR obtains their applications in January. He is proposing to raise BCOE's AIS acceptance threshold above last year's 4,200 to perhaps 4,400. He again recommends looking at math and science grades for those applicants in the next tier (3,800 to the new acceptance threshold). Ravi will request department incoming undergraduate targets soon.

Ravi distributed a summary of Post-Baccalaureate Certification programs via UNEX. He called attention to the 3+1+MS/PhD program which consists of 3 years of study in China + 1 year in UNEX + MS/PhD at UCR. UCR's School of Business (SoBA) has partnered with UNEX for this program and receives \$18K/yr/student. SoBA selects the 36 units for their 1 year at UCR. Ravi requested departmental input by the end of November on courses that could be offered in a similar program in BCOE. Ravi stated although UNEX feels they could generate a significant number of students, he wants to ramp up such a program slowly. Also, he noted that the distribution of these students may not be equal among BCOE departments. As such, he recommends that the department offering the program receive 30-40% of the net revenue and that 50-60% of the net revenue be put in a shared pool. This shared pool funding could be used for common purposes across BCOE including upgrading equipment and facilities. Nosang offered CEE to pilot such a program in BCOE. Ravi noted that an important planning aspect for a successful program is enhanced enrollment management. In that regard, Ravi distributed a summary of current enrollments by BCOE program and a summary of BCOE course enrollments from Fall 2009 through Winter 2012.

5. Graduate Education – Mark

Mark was unavailable so this topic was postponed to the next meeting.

6. ABET Results – Mitch

Mitch noted that the results of the recent successful ABET review have already been presented by the Chairs.

7. Staff & Faculty Appreciation (December 14 or 17) - Pat

Pat stated that BCOE's Staff Appreciation Luncheon is usually scheduled for this time of year. Reza has suggested that this year's event also recognize faculty and staff efforts in the recent successful ABET Review. After discussion, it was recommended that each Program's ABET Coordinator receive a certificate and gift card along with Dennis Rice, Mitch Boretz and Maggie Souder. Lastly, it was recommended that the event be held at lunchtime on Friday, December 14th.

8. Academic Personnel Issues - Rhonda

MSE Program input on MSE Ladder Rank Faculty Advancement Files: Rhonda distributed a revised draft of the internal BCOE policy that would enable the MSE Program to provide input to advancement files for faculty with appointments in MSE. There would be one college-wide MSE ad hoc committee per year. The committee should be comprised of MSE Participating Faculty. It was recommended that the policy be consistent with Bylaw 55 and that it describe the evaluation criteria used by the committee. After discussion, the draft policy was approved with these revisions.

Research Center input on BCOE Ladder Rank Faculty Advancement Files: Rhonda distributed a draft internal BCOE policy that would enable faculty working in centers the opportunity to request letters from the center's director for their advancement files. This policy is similar to the MSE policy above. It was noted that there's already a provision in UCR's Call for these letters but this draft policy formalizes the process in BCOE. It was recommended that department Chairs encourage candidates to request this input from center directors. Also, messages should be sent to candidates with this policy and should encourage them to request letters. After discussion, this draft policy was approved with noted revisions.

Senior Sustainable Energy Engineering Faculty Positions: Rhonda distributed an advertisement and flowchart for the senior sustainable energy faculty positions. Reza noted that departments should work toward identifying candidates for these senior positions.

Due to time constraints, all other agenda items were postponed to the next Chairs/Directors meeting.



Chairs' & Center Directors' Meeting

November 16, 2012

Agenda

Winston Chung Hall – Room 443

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|-----|---|-------|
| 1. | Welcome - Request for Agenda Items from the Floor | Reza |
| 2. | Approval of Minutes from October 15, 2012 Meeting | Pat |
| 3. | Department and Center Updates | All |
| 4. | Undergraduate Education | Ravi |
| 5. | Graduate Education | Mark |
| 6. | ABET Results | Mitch |
| 7. | Staff & Faculty Appreciation (December 14 or 17) | Pat |
| 8. | Certificate Preparation | Ravi |
| 9. | Concurrent Enrollment | Pat |
| 10. | Ethics & Compliance Risk and Audit Controls | Pat |
| 11. | CANRA Mandated Report | Pat |
| 11. | Other Matters | |

Future Meeting Dates

2012	2013
Monday, October 15	Monday, January 14
Monday, October 29	Monday, January 28
Friday, November 16	Monday, February 11
Monday, December 3	Monday, February 25
Monday, December 17	Monday, March 11
	Monday, March 25
	Monday, April 8
	Monday, April 22
	Monday, May 6
	Monday, May 20
	Monday, June 3
	Friday, June 14
	Monday, July 1

Post-Baccalaureate Certification via UNEX

Initial market research by UNEX appears to suggest significant interest. Ideally, we should have the courses identified in the next 2-3 weeks.

Some things to keep in mind:

- Incoming students already have a bachelor's degree in the field. We can assume some preparation (prereqs may still need to be verified by course).
 - UNEX recommends avoiding course sequences (C1 then C2, etc.), to preserve flexibility. Courses that may be taken individually are best.
 - We can include MS-level courses. This is helpful, since they may be able to transfer these into our/someone else's graduate program.
- Innovative programs are desirable. "Specializations" may be good.
 - Solar, alternative energy, environmental, robotics, etc.
 - "Break-in" opportunities for students with degrees in other areas.
 - Information Technology for non-CS graduates
 - Environmental/Biotech for non-ChE/non-BioE, etc.
- **Three student groups**
 - Chinese students: BS coursework completed.
 - Arrive in September for 3 quarters, 12 units/qtr.
 - Potential graduate students.
 - \$18K/student from UNEX.
 - Europe and India: BS coursework completed, may be in a 5-Yr BS/MS program.
 - Main interest is in the Post-Bacc. Diploma in Engr. and Mgmt.
 - We can offer courses from the On-Line MS in Engr. selection.
 - Two qtrs. coursework, one qtr. Internship (via UNEX)
 - Potential as graduate students.
 - \$640/seat from UNEX
 - Mixed group from around the world
 - We guarantee seats @ \$640/seat
- Ideally, we would make the same set of courses work for all three groups.

Also discussing a 3 + 1 + MS/PhD program

- TaipeiTech already interested
 - 3 years in China + 1 year in UNEX + MS/PhD at UCR

Current Enrollments

	Fresh.	Soph.	Junior	Senior	Total
Bioengineering	96	63	87	90	336
Bioengineering BS + MS	3		1		4
Business Informatics	13	4	11	12	40
Chemical Engineering	65	45	49	72	231
Chemical Engineering BS + MS				2	2
Computer Engineering	82	60	36	38	216
Computer Engineering BS+MS	1	1			2
Computer Science	85	59	80	70	294
Computer Science BS + MS	4			1	5
Electrical Engineering	84	56	70	67	277
Electrical Engineering BS + MS			2		2
Engineering (Prep)		7	4		11
Engineering (Undeclared)	16	20	9	2	47
Environmental Engineering	48	35	43	42	168
Environmental Engineering BS + MS		1			1
Information Systems				1	1
Materials Science and Engineering	10	5	19	13	47
Mechanical Engineering	164	100	119	162	545
Mechanical Engineering BS + MS	2	2	2	1	7
Pre-Engineering	9	9	5	1	24
Grand Total	682	467	537	574	2260

	Fresh.	Soph.	Junior	Senior	Total
Bioengineering	99	63	88	90	340
Chemical Engineering	65	45	49	74	233
Computer Engineering	83	61	36	38	218
Computer Science	102	63	91	84	340
with BUNF, IS, and half of CEN	144	94	109	103	449
Electrical Engineering	84	56	72	67	279
with half of CEN	126	87	90	86	388
Environmental Engineering	48	36	43	42	169
Materials Science and Engineering	10	5	19	13	47
Mechanical Engineering	166	102	121	163	552

COURSE	Total_Since_09F	09F	10F	10S	10W	11F	11S	11W	12S	12W
BIEN010	358	89	167			102				
BIEN105	143	38	45							60
BIEN110	148				42	59		47		
BIEN115	140			41			43			56
BIEN120	144				41			42		61
BIEN125	138				35			42		61
BIEN130	135			38			43		54	
BIEN135	110	31	31			48				
BIEN140A	127			40			39			48
BIEN140B	66	21	20			25				
BIEN159	107	29	32			46				
BIEN160	55				16			22	17	
BIEN165	43			20						23
BIEN166	25									25
BIEN175A	111				30			36		45
BIEN175B	105			29			32		44	
CEE 010	259		70			60		69		60
CEE 125	71				17			18		36
CEE 132	65			23			8			34
CEE 135	96	17	34			45				
CEE 140A	3			0			2			1
CEE 140B	0			0			0			
CEE 158	179				39			63		77
CEE 159	2	0	1			1				
CHE 100	217				45			53		119
CHE 102	49	17	15			17				
CHE 105	82				29			31		22
CHE 110A	164	44	43			77				
CHE 110B	123				33			30		60
CHE 114	199	51	50			98				
CHE 116	124			29			31		64	
CHE 117	72	28	21			23				
CHE 118	79				26			23		30
CHE 120	155				42			40		73

COURSE	Total_Since_09F	09F	10F	10S	10W	11F	11S	11W	12S	12W
CHE 122	149			39				58		
CHE 124	6	6								
CHE 130	118			31				28		
CHE 175A	86				29				27	30
CHE 175B	85			30				26		
CS 005	786	119	120	57	59	146	86	85	56	58
CS 006	1124	120	118	116	113	149	149	119	120	120
CS 008	6137	678	630	707	710	677	709	716	628	682
CS 010	1854	213	236	111	216	240	172	216	210	240
CS 011	109	0	0	3	14	35	0	27	0	30
CS 012	684	44	45	69	111	30	89	109	73	114
CS 013	166			41			58		67	
CS 014	424	48	41	71	31	60	60	27	57	29
CS 030	40			12			12		16	
CS 061	593	67	71	41	59	60	56	61	90	88
CS 066	5						3			2
CS 067	0								0	
CS 100	349	19	60	61		59	60		60	30
CS 111	263	0	22	0	21	47	27	37	59	50
CS 120A	150	21	11		31	30		24		33
CS 120B	185			19	18		28	19	50	51
CS 122A	105	30	45			30				
CS 130	113	51						30	32	
CS 141	219	25	30	45		30	30		59	
CS 150	199				61		26	40	24	48
CS 152	102				32			30		40
CS 153	196			7	56		15	59	30	29
CS 160	13							13		
CS 161	161	19	41	18		29	17		37	
CS 161L	162	18	41	19		30	16		38	
CS 164	88				27			31		30
CS 165	65	15	20			30				
CS 166	186	22	30	28		30	51		25	
CS 169	9						9			

COURSE	Total_Since_09F	09F	10F	10S	10W	11F	11S	11W	12S	12W
CS 170	81			36				10		35
CS 172	20								20	
CS 177	53						23			30
CS 180	91				30			30		31
CS 181	41			23					18	
EE 001A	905	114	131	108		177	145		230	
EE 001B	225	13	18		32	28		47		87
EE 002	4			4						
EE 020	184			15			79		90	
EE 100A	204	45	34		16	47		30		32
EE 100B	177			14	42		21	34	20	46
EE 105	139				40			41		58
EE 110A	204	40	42		10	52		26		34
EE 110B	194			11	37		29	34	37	46
EE 114	112			27			45		40	
EE 115	104	35	31			38				
EE 116	116			33			27		56	
EE 117	8				8					
EE 120A	134	15	20		26	23		23		27
EE 120B	58			9	15		2	8	8	16
EE 128	82	25	28			29				
EE 132	114			36			36		42	
EE 133	81	37	23			21				
EE 134	30				15			5		10
EE 135	31			17			3		11	
EE 136	17						7		10	
EE 137	25							12		13
EE 138	70	24	16			30				
EE 139	94				29			29		36
EE 140	19	19								
EE 141	114	35	35			44				
EE 144	60			21			21		18	
EE 146	54				20					34
EE 150	39				7			14		18

COURSE	Total_Since_09F	09F	10F	10S	10W	11F	11S	11W	12S	12W
EE 151	49				12		15			22
EE 160	9	4	5							
ENGR108	102				33		51	18		
ENGR109	78						27			
ENGR118	163	40	43				80			51
ENGR171	117								27	39
ENGR180	83	32			51					
ENGR180W	250		83				48		47	72
ENVE120	47	19	12			16				
ENVE121	36				12			11		13
ENVE130	69				14			16		39
ENVE133	109					24			30	55
ENVE134	24				11			8		5
ENVE135	38					13			12	13
ENVE142	64					12			19	33
ENVE144	9				3			6		
ENVE146	58				15			18		25
ENVE171	102	17	33				52			
ENVE175A	39					13			12	14
ENVE175B	39				13			12		14
ME 002	693				54	120		98	186	85
ME 003	113					9				150
ME 004	119									104
ME 009	539						119			
ME 010	562				233			168		138
ME 018	355	126	98		70	106		46	126	64
ME 100A	316	91	110				131			150
ME 103	228						115			
ME 110	302				66		43	119		
ME 113	292					80			108	114
ME 114	332	94	112		28	60			85	119
ME 116A	235				70					
ME 116B	85									86
ME 117	72					44			41	
							30			42

COURSE	Total_Since_09F	09F	10F	10S	10W	11F	11S	11W	12S	12W
ME 118	286				84			98		104
ME 120	229			68				65		96
ME 121	36								36	
ME 122	146				56			58	32	
ME 133	83	10	29						44	
ME 135	160	41	51			68				
ME 136	71			16				40	15	
ME 137	31				26		5			
ME 138	31	20				11				
ME 153	145			47				64		34
ME 156	106			40		26		40		
ME 170A	255			69				88		98
ME 174	253			75				84		94
ME 175A	198	61	62			75				
ME 175B	188	28	28		29	30		29		44
ME 175C	188			28	27			28	33	44
ME 176	31									31
ME 180	45									45
MSE 001	71	20	28			23				
MSE 160	41			7				15		19
MSE 161	13		13							

BCOE College Policy
MSE Program input on MSE Ladder Rank Faculty Advancement Files

Background:

The UCR Committee on Education Policy approved the establishment of a campus-wide interdisciplinary Materials Science and Engineering Degree Program at UCR in 2008.

The Materials Science and Engineering Program is made up of about 30 participating faculty members in departments in BCOE and another 30 participating faculty members in departments at CNAS and other academic units who conduct materials research. Bourns College of Engineering (BCOE) is the administrative home for the program.

In the early phase of the MSE Graduate Program, the teaching faculty are being drawn from existing faculty in BCOE and CNAS with the approval of the Deans and the Chairs of the respective departments. As more faculty members are hired specifically for the interdisciplinary MSE Program (MSE Faculty), the teaching duties will be redistributed in such a way that MSE Faculty carry at least half of the formal lecturing and instructions. MSE Participating Faculty will continue to play an important role in research supervision and laboratory training.

The faculty hired by BCOE specifically in the interdisciplinary MSE field have their teaching load evenly split (50/50) between their host department and the MSE Program.

Purpose:

To provide a consistent and fair mechanism for including MSE Program faculty input in the advancement files of MSE faculty.

Policy:

The College will establish a non-confidential MSE *ad hoc* Review Committee for all BCOE faculty hired specifically in the interdisciplinary MSE field with the inclusion of one additional faculty member hired in 2007 for MSE, prior to the approval of the program. The MSE Program Chair will submit a list of the proposed MSE *Ad Hoc* Review Committee members to the BCOE Dean for approval by September 30 each year or as soon as possible thereafter, but prior to MSE faculty files being reviewed during the current advancement cycle. The *ad hoc* review committee will be made up of MSE Participating Faculty and preferably all MSE faculty.

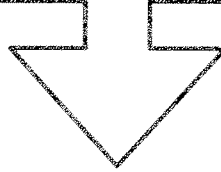
The role of the MSE Ad Hoc Review Committee will be to evaluate the candidate's contributions to Teaching, Research and creative work, professional competence and activity, and university and public service as it relates to materials science and engineering and the MSE program. The MSE *Ad Hoc* Review Committee will vote according to Bylaw 55. The MSE *Ad Hoc* Review Committee recommendation (and vote) will be documented in a MSE Program Chair Letter to be added to the review file prior to the file being open for departmental review (and department *ad hoc* review if applicable).

The MSE Faculty member will have an opportunity to review the augmented file (with the MSE Program Chair Letter) and provide a comment in response to the material in the file, prior to the file being open for departmental review (and department *ad hoc* review if applicable).

PROCEDURES FOR MSE AD HOC REVIEW OF LADDER RANK MSE FACULTY

MSE Ad Hoc Review Committee Make-up

- The MSE Program Chair submits a list of proposed non-confidential MSE *Ad Hoc* Review Committee members for the current year's advancement cycle to the Dean (via BCOE's AP/HR Office) by September 30 each year, or as soon as possible, but before MSE faculty files are reviewed.
- The MSE *Ad Hoc* Review Committee members will be made up of MSE participating faculty and should preferably include all MSE faculties.
- The Dean approves the list of MSE *Ad Hoc* Review Committee members in consultation with the MSE Program Chair.
- The AP/HR Analyst for MSE will forward the final list of MSE *Ad Hoc* Review Committee members and MSE faculty up for review to the MSE Program Chair, Department Chairs and FAOs, and other AP/HR Analysts in the BCOE Dean's Office.



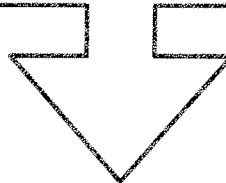
File Preparation

- The MSE faculty member (candidate) up for advancement completes his/her eFile input by the date specified by the home department Chair.
- The AP/HR Analyst for the candidate's home department generates a preliminary review file (snapshot) and routes the snapshot to the candidate for review.
- The candidate reviews and finalizes the snapshot.
- The candidate emails the AP/HR Analyst with his/her approval to open the snapshot for review by the MSE *ad hoc* review committee.



MSE ad hoc Review

- The file is open to the MSE *Ad Hoc* Review Committee for review, discussion, and vote (the ad hoc process is preferably completed within 1 – 2 weeks of receiving the file). The MSE *Ad Hoc* Review Committee will evaluate the candidate's contributions to Teaching, Research and creative work, professional competence and activity, and university and public service as it relates to materials science and engineering and the MSE program. The MSE *Ad Hoc* Review Committee will vote according to Bylaw 55.
- The MSE Chair writes a Program Chair Letter with a record of the vote and summary of the discussion and forwards the letter to the AP/HR Analyst in the faculty member's home department for inclusion in the review file.
- The candidate is given the opportunity (five business days) to review the augmented file and respond to the material in the file (optional) before signing off on the procedural safeguard form.



Home Department Review

- The complete review file with Program Chair Letter is open to the department faculty eligible to participate in the review process (and departmental *ad hoc* members if applicable) for review, discussion, and vote.
- The Department Chair writes the department letter with a record of the vote and summary of the discussion.
- The candidate is given an opportunity to respond to the department letter and minority report(s) if applicable.
- The Department Chair has the option of submitting a Chair Letter to the Dean's Office for inclusion in the review file at the Dean's level.



The completed file is forwarded to the Dean for review and recommendation before being forwarded to Campus Academic Personnel for review by CAP and either the VPAP, EVCP or Chancellor for a final decision.

DRAFT BCOE College Policy
Research Center input on BCOE Ladder Rank Faculty Advancement Files

Background:

The Bourns College of Engineering is home to five interdisciplinary and multidisciplinary research centers: The Center for Environmental Research and Technology (CE-CERT), the Center for Research in Intelligent Systems (CRIS), the Center for Nanoscale Science and Engineering (CNSE), the Center for Ubiquitous Communications by Light (UC-Light), and the Winston Chung Global Energy Center.

Faculty and Researchers with research interests complementing any one or more of the college's research centers are encouraged to collaborate and participate in center research endeavors.

Purpose:

To identify faculty and researchers having a significant relationship with a BCOE Research Center(s) in order to adequately advise them of the option to request a non-confidential letter from a center director be solicited and included in their advancement file.

Policy:

Effective with the 2012/2013 advancement cycle, Center Directors are encouraged to send a list of participating researchers and faculty to the Director of the AP/HR Office in the College of Engineering. The list should be received by the start of the advancement cycle each year, preferably by September 1. A list of *ad hoc* committee members (if applicable) should be provided at the same time, for Dean's approval.

The AP/HR Analyst for the department will notify faculty up for advance, appearing on one or more of these lists, that they have the option to have a letter solicited from a Center Director (s) for inclusion in their review file. In addition, whether or not a list from a director is received in the AP/HR Office, any faculty member with a significant working relationship with a research center has the option of requesting a letter be solicited from a Center Director. A copy of the candidate's CV, self-statement (optional), and selected publications (optional) will be included with the solicitation request. Center Director letters are non-confidential and are limited to two pages.

Center Directors will be given up to three weeks to respond to the solicitation request. Review files may not be delayed in order to wait for letters not received by the due date and/or by the time the file is ready for final review by the candidate (whichever is later).

Center Director letter(s) will be included in the review file and the candidate will be provided an opportunity to review the file and provide a comment in response to the material in the file, prior to the file being open for departmental review (and department *ad hoc* review if applicable). The file will proceed as normal through the remainder of the review process.

DRAFT PROCEDURES FOR CENTER INVOLVEMENT IN BCOE ADVANCEMENT FILES

Process For Initiating Center involvement in BCOE Advancement Files

- A Center Director has the option of submitting a list of participating researchers and faculty to the AP/HR Director by the start of the advancement cycle each year, preferably by September 1.
- A list of *ad hoc* review members (if applicable) should be provided at this time for Dean's approval.
- Participating researchers and faculty identified by a center director(s) and up for advance, will be provided an opportunity to request a letter(s).
- In addition, any faculty member with a significant working relationship with a center, has the option of requesting a letter be solicited from a Center Director(s).

Letters Are Solicited

- If the participating faculty member agrees to have a letter solicited, he/she provides an updated CV and self-statement (optional) to be included with the solicitation letter.
- The letters are solicited as soon as possible, but preferably by the end of September.
- Three (3) weeks will be provided for the response. Files may not be delayed in order to wait for letters not received by the due date and/or by the time the file is ready for final review by the candidate (whichever is later).

Center Letter and optional AD HOC Review

- The Center Director may opt for *Ad Hoc* Review of the CV and self-statement (optional) after receiving prior approval from the Dean on the *ad hoc* committee members.
- The ~~GE-CERT~~ ^{Center} Director writes a Center Director letter and includes a record of the vote and summary of the discussion (if applicable) and forwards the letter to the home department AP/HR Analyst by the due date indicated in the letter.
- The review file with the Center Director letter included is given to the candidate to review (five business days) and respond to the material in the file (optional) before signing off on the procedural safeguard form.

HOME DEPARTMENT REVIEW

- The complete review file with Center Director letter is open to the department faculty eligible to participate in the review process (and departmental *ad hoc* members (f applicable).
- The Department Chair writes the department letter with a record of the vote and summary of the discussion.
- The candidate is given an opportunity to respond to the department letter and minority report(s) if applicable.
- The Department Chair has the option of submitting a Chair Letter to the Dean's Office for inclusion in the review file at the Dean's level.

The completed file is forwarded to the Dean for review and recommendation before being forwarded to Campus Academic Personnel for review by CAP and either the VPAP, EVCP, or Chancellor for a final decision.

Long Ad

**SENIOR SUSTAINABLE ENERGY ENGINEERING FACULTY POSITIONS
UNIVERSITY OF CALIFORNIA, RIVERSIDE
BOURNS COLLEGE OF ENGINEERING**

The Bourns College of Engineering at the University of California, Riverside expects to hire two outstanding senior faculty to provide leadership in sustainable energy engineering beginning in the 2013/2014 academic year. In particular, we seek highly motivated and recognized individuals to lead and conduct cutting-edge research in generation, storage, distribution, and/or materials development for sustainable energy systems. Both positions will be interdisciplinary with the successful candidate affiliated with one or more engineering departments in the College, the Materials Science and Engineering Program, and the Winston Chung Global Energy Center. Specific areas of interest are provided at www.engr.ucr.edu/facultysearch/.

We anticipate that the successful applicant will complement the highly motivated and entrepreneurial spirit of the College faculty, contributing meaningfully to the success of future teaching, research, and service accomplishments. Incumbents are expected to initiate and sustain strong sponsored research and graduate training programs.

The Bourns College of Engineering is proud of its faculty's accomplishments and rapid growth. The College currently has 89 faculty members, 2,300 undergraduates, more than 500 graduate students, and more than \$32 million in annual research expenditures. The College is home to five interdisciplinary and multidisciplinary research centers: The Center for Environmental Research and Technology (CE-CERT), the Center for Research in Intelligent Systems (CRIS), the Center for Nanoscale Science and Engineering (CNSE), the Center for Ubiquitous Communications by Light (UC-Light), and the Winston Chung Global Energy Center.

Search committees will begin reviewing applications as early as February 1, 2013. To apply, please register through the weblink at www.engr.ucr.edu/facultysearch/ and submit the requested PDF files. For inquiries and questions, contact us at facultysearch@engr.ucr.edu.

The University of California, Riverside is an Equal Opportunity/Affirmative Action Employer.

COLLEGE-WIDE SEARCH COMMITTEE PROCEDURES

After Search Committee Members are Selected

- College-wide Search Committee (CWSC) drafts search plan/ad
- Search Plan is reviewed by AP/HR Analyst in the Dean's Office
- Search Plan is finalized with signatures, routed through Reza (via AP/HR Analyst in the Dean's Office), and submitted to the VPAP for approval via the Affirmative Action Office

After Affirmative Action Approval is Received

- The AP/HR Analyst in the Dean's Suite works with purchasing staff to place the ad(s) according to the Search Plan
- The College Online Applicant Site is updated to include the College search
- College web pages are updated to include the College search

After the Ad(s) are placed

- Qualifying candidates may be identified by
 - A department
 - A member on the committee
 - Via the online applicant program

Candidate identified by the department

1. Dept. Rep. informs the College Committee (CWSC)
2. College Committee (CWSC) agrees
3. Dept. invites for college-wide distinguished seminar
4. Dept. & College Committee (CWSC) agree to pursue
5. Candidate is encouraged to apply
6. Candidate applies

Candidate identified by the College Committee

1. Dept. Rep. informs the department
2. Dept. and College Committee (CWSC) agree
3. Dept. invites for a college-wide distinguished seminar
4. Dept. and College Committee (CWSC) agree to pursue
5. Candidate is encouraged to apply
6. Candidate applies

Candidate Self Applies

1. Candidate self applies

Applications are Received

- College-wide search committee reviews applications
- College-wide search committee arrives at a preliminary short list of candidates to invite for interview
- Department representative obtains department chair and faculty input on the preliminary short list of interview candidates aligned with the dept.
- The outcomes of the departmental discussions are communicated to the College-wide search committee
- The College-wide search committee determines the final short list of interview candidates
- The College-wide search committee assigns a department to act as primary dept. for the purpose of scheduling joint interviews between one or more departments interested in the candidate and the college-wide search committee members

Interviews are Complete

- College-wide search committee will make recommendations, if any, for appointment
- Recommendations for appointment will be reviewed by the relevant department(s) for a faculty vote
- Department chairs inform the college-wide search committee and Dean of the outcome of the faculty vote for each department
- If the department, committee, and dean agree on a candidate the dean will assign a Chair to act as primary to begin complement negotiations