

September 11, 2018

General Campus & SIO Department Chairs,

I am pleased to invite you to attend two important programs for General Campus/SIO Department Chairs that will be held this fall. Your attendance is important for the smooth functioning of the University: newer chairs will learn about essential topics, while experienced chairs will get a refresher and help orient their newer colleagues.

1. The first program will be an Academic Personnel Services (APS) ***Academic Year Kickoff***, exclusively for department chairs, which will be held on **Tuesday, September 18, 2018 from 3:15 – 5:00 p.m.** in the Faculty Club Lounge, with a reception from **5:00 – 6:00 p.m.**

The agenda topic will feature discussions led by UC San Diego senior staff focusing on modules and case studies related to:

- Performance Management
- Employee Relations/Problem Solving
- Labor Relations & Issues Managing Represented Academics & Other Employees
- Access Issues and the Interactive Process

For those who are interested, I also note that from 2:00 – 3:00 p.m., Chief Campus Counsel Dan Park will be giving the orientation required for new chairs on their duties and obligations from a legal perspective, and any returning chairs are welcome to attend that as well. Please RSVP your attendance plans for this portion (see below).

2. The second program will be the Department Chairs' ***Fall Briefing on AP Review Issues***, which will be held on **Friday, October 5, 2018, from 2:00 – 4:00 p.m.** in University Center conference room 111A.

The CAP Chair for 2018-19, Professor Guillermo Algaze in the Department of Anthropology, and I will discuss aspects of the academic review process, as well as specific issues such as the rate of agreement between CAP and the EVC over the past year. This interactive session will provide you the opportunity to learn more about the academic review process and to ask questions and share concerns regarding challenges you may face. You may choose to have your designated business officer accompany you to this session.

Also, I ask that you please mark your calendars for the following events:

Thursday, February 7, 2019  
Winter Quarter 2019 Department Chairs' Workshop & Reception  
2:00 – 5:00 p.m., Faculty Club

Thursday, April 11, 2018  
Spring Quarter 2019 Department Chairs' Workshop & Reception  
2:00 – 5:00 p.m., Faculty Club

Topics and agendas for these workshops will be announced at a later date.

Please respond with your attendance plans for all programs listed in #1 and #2 above to Peter Tagliaferri at [pqtagliaferri@ucsd.edu](mailto:pqtagliaferri@ucsd.edu).

With best regards,

Robert E. Continetti  
Sr. Associate Vice Chancellor  
Academic Affairs