UCSF Guidelines
Usage of Assistant and Associate Vice Chancellor Working Titles
(Revised 3/5/19)

Purpose
Provides a basis for uniform and consistent use of the Assistant Vice Chancellor and Associate Vice Chancellor working titles at UCSF.

Scope of Responsibility
The Assistant and Associate Vice Chancellor working titles are designed to recognize a combination of responsibilities which include significant resource management, the requirement to manage complex communications, the development and management of systems and policies that impact the campus, and the overall impact on the organization associated with the actions of the incumbent.

Approval Process
The UCSF Chief Human Resources Officer retains the final approval for the use of Assistant and Associate Vice Chancellor working titles. The criteria described below provides the infrastructure necessary for consistent use of these two working titles at UCSF. Requests for working title usage are submitted to the Human Resources-Compensation Unit for review and for approval.

Criteria for Working Title Usage
The following chart provides the criteria for usage of Assistant and Associate Vice Chancellor working titles.

Assistant Vice Chancellor	Associate Vice Chancellor
• Must report to a Vice Chancellor. In limited circumstances, a position may report to an Associate Vice Chancellor or a Senior Associate Vice Chancellor. • *Must meet all three of the following criteria:* ☞ **Direct/manage at least one major function with campus-wide impact** (e.g., the Assistant Vice Chancellor-School Development and Alumni Relations manages and directs all alumni fundraising and school-based alumni relations activity for UCSF). ☞ **Direct/manage a single department that involves broad organization-wide services and scope** ("department" examples: UDAR-School Development & Alumni Relations; Office of Research; ITS; Campus Life/Facilities/Administrative Services). ☞ **Have management and policy development responsibility for at least one discrete campus-wide support department** (e.g., the Assistant Vice Chancellor-School Development and Alumni Relations works closely with the Chancellor, Vice Chancellors, and Deans, to translate the campus fundraising goals into specific objectives within the alumni development function while supervising staff (ensuring organization, direction, and motivation).	• Must report to a Vice Chancellor. In limited circumstances, a position may report to a Senior Associate Vice Chancellor. • *Must meet all three criteria under Assistant Vice Chancellor. **In addition,** must meet at least three of the four following criteria:* ☞ **Internal Influence** – Works on a regular basis with Vice Chancellors and other members of the UCSF senior management team to set broad campus strategy. – Significantly influences the campus position in more than one functional area (e.g., the position is the "go to" position for functional area and is also consulted by campus leaders on issues in their own respective functional areas resulting in influencing more than one functional area). – Consulted by the Chancellor in areas of expertise. – Authorized to commit allocation of resources. ☞ **Knowledge Leader** – Viewed as the thought leader at the campus and within the UC community for area of expertise. – Regularly leads efforts to identify and implement new capabilities needed to move the organization, both campus and systemwide, to the next level. ☞ **Operating Responsibilities** – Exercises executive-level line authority subject only to broad review by the Chancellor, Vice Chancellors, Deans, and President/CEO. – Accountable for at least two functional organizations. ☞ **External Influence** – Regularly advises the Chancellor and Vice Chancellors in their area of expertise regarding the impact of campus actions on the outside community, including individuals, political groups, interest groups, donors, etc. – Called upon to manage high-level, delicate relationships that require strength and diplomacy to develop acceptable solutions.