

REVISED  
June 29, 2010

HUMANITIES DEPARTMENT CHAIRS  
HUMANITIES DEPARTMENT MANAGERS

**Re: Below-the-Line Faculty Affiliations**

Dear Colleagues:

I want to remind you that a process is required for approval of below-the-line faculty affiliations in departments and programs. By this, I am referring to those faculty listed below the diamonds in the UCSC General Catalog.

The division has been lax in its administration of this process in the recent past. The process that was used by the division in the past, however, was quite cumbersome and involved review by the Committee on Academic Personnel and approval of the affiliation by the Executive Vice Chancellor. This level of review for such affiliations is apparently not necessary.

I would like to initiate a new procedure whereby departments recommend below-the-line affiliation of faculty to me. The recommendation should include a statement indicating that the faculty member and home department have been consulted and agree to the affiliation and should describe the activities that the below-the-line affiliation will entail (e.g., occasional teaching of an undergraduate or graduate course that satisfies requirements or enhances the curriculum; advising or mentoring majors or graduate students; supervising senior theses, serving on QE or dissertation committees, or serving on curriculum, programmatic, search, or admissions committees and the like). I will review this minimal documentation and indicate my approval by signing the recommendation letter.

Departments should engage in periodic review of the existing list of their below-the-line appointments in order to ensure that in each case the affiliation is still meaningful and justified. This would normally involve asking whether each listed individual has regularly engaged in the activities listed above during the prior period and can be expected to engage in them in the future (particularly in the case of faculty recently retired, separated, or deceased.) Unless there is a basis for answering these questions affirmatively, the individual's name should be removed.

SANTA CRUZ: DIVISION OF HUMANITIES  
OFFICE OF THE DEAN

Please note that there is a campus procedure for Department Augmentation for By-Law 55 Voting Rights (CAPP 414.220) and for FTE Transfers of Split Appointments (CAPP 416.220).

I appreciate your cooperation with this process.

Sincerely yours,



Georges Van Den Abbeele  
Dean of Humanities