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**Code: AA-2006-45**

**DATE:** November 21, 2006

**TO:** Provosts/Vice Presidents,  
Academic Affairs

**FROM:** Keith O. Boyum   
Associate Vice Chancellor, Academic Affairs

**RE:** **Department Chair Lists**

In Academic Council discussions last year, we agreed that this office annually would seek listings of department chairs that we understand each of you maintains. As we discussed, such lists may be useful to many who wish to pull together systemwide groups and committees. They may also prove to be useful for disciplinary colleagues in sister CSU departments for many collaborative purposes.

It is time now to initiate the process.

1. We request that you forward a list of department chairs and elementary contact information

To: Trudy Hernandez, at [thernandez@calstate.edu](mailto:thernandez@calstate.edu)

By: Friday, December 8, 2006

- Because you told us that you keep such listings routinely, we ask for a relatively short turn-around. If you need more time, simply let us know, and thank you.

2. In your listing, please include (a) department chairs, and (b) any equivalents who take similar titles/fulfill similar functions on your campus (e.g., Coordinator; Head; etc.). A good rule of thumb is to include in your listing the unit-level leaders who gather when a dean calls a "chairs meeting."

**CSU Campuses**  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

3. In your listing, please include
- the name of the unit;
  - individual title (e.g., Dr.) for the chair;
  - preferred E-mail address;
  - “public” telephone number (the one to which outside inquiries should be addressed – probably one that a secretary or assistant would answer);
  - URL for the unit; and
  - any comment that may be helpful.
4. We will happily accept a document as an enclosure that carries this information. If you have an existing document that carries more information than requested, you may forward that. We will plan to delete extra information.
5. We prefer an Excel document, if you have that. However, if an existing document has been created in Word, we will accept that. FYI, we will expect to build two lists. The first one will be arranged by campus, and then alphabetically by department name. The second one will be a listing by discipline/department name. These two lists, in the end, will permit a user either (a) to find the “Fullerton History chair” by first accessing CSU Fullerton and then scanning for History; or (b) to find all of the History chairs in the CSU, by accessing “History” and finding entries alphabetized by campus.
6. We expect to post these two lists on the Internet, where they will be publicly available. Formal usages are therefore preferred to informal titles or names, and especially in the *comment* area one should be circumspect.
7. We will note that the lists are subject to change without notice, and that we plan to update the lists annually.
8. Find below an illustration of the information that we seek.

<b>Name of Unit</b>	<b>Title</b>	<b>Name</b>	<b>E-mail Address</b>	<b>Telephone Number</b>	<b>URL</b>	<b>Comment</b>
<i>Examples</i>						
Aardvark Studies Program	Dr.	Barbara Beta	bbeta@campus.edu	(111) 234-5678	Aardvark.campus.edu	
Division of Ballroom Dancing	Ms.	Goldie Gamma	ggamma@campus.edu	(111) 234-6789	Ballroom.dancing.campus.edu	Term as chair ends 12/31/06
Cell Phone Engineering Department	Mr.	Daniel Delta	dsdelta@campus.edu	(111) 234-7890	Call_us.campus.edu	
Diesel Mechanics Department	Dr.	Ernest Epsilon	epsilon@campus.edu	(111) 234-8901	Diesels.campus.edu	

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9. If you don't readily have an element of the information we seek (e.g., the URL), and if providing it is difficult or time-consuming, please know that (a) yes, we will accept listings that are in that respect incomplete; but (b) as we update and improve the information each year, we will eventually wish to include it.

You may direct any questions to Trudy Hernandez, or to me at [kboyum@calstate.edu](mailto:kboyum@calstate.edu). I can be reached by telephone at (562) 951-4712.

Thank you.

cc: Gary W. Reichard, Executive Vice Chancellor / CAO  
Marshelle Thobaben, Chair, Academic Senate CSU