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Code: AA-2007-30

DATE: November 1, 2007

TO: Provosts/Vice Presidents,
Academic Affairs

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

RE: **Department Chair Lists**

Some 18 months ago, 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. The most current listing is located at: http://www.calstate.edu/Academic_council/.

Once again, it is time now to update the process.

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

To: Trudy Hernandez, at thernandez@calstate.edu
By: Friday, December 7, 2007

- 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.

Name of Unit	Title	Name	E-mail Address	Telephone Number	URL	Comment
<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. I can be reached by telephone at (562) 951-4712.

Thank you.

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