



OFFICE OF THE PROVOST AND
EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

May 20, 2022

CHANCELLORS

RE: Delegation of Authority to Approve Professional School Calendars

Dear Chancellors:

The roles and responsibilities of the Provost and Executive Vice President of Academic Affairs include the authority to fix the calendar of the University.¹ By this letter, I delegate authority to the Chancellors to approve their campus professional school academic and administrative calendars. This includes the authority to approve, when justified, exceptions to the [Guidelines for Establishing the Academic and Administrative Calendars](#).

Sincerely,

Michael T. Brown, Ph.D.
Provost and
Executive Vice President for Academic Affairs

cc: President Drake
Academic Council Chair Horwitz
Academic Council Vice Chair Cochran
Chief of Staff Peterson
Executive Director Baxter
Director Greenspan
Analyst Procello
Analyst Savage

¹ On January 18, 1977 the President, per [DA 0556](#), delegated the authority to the Provost and Academic Vice President to approve the campus academic and administrative calendars proposed by the Chancellors. On March 18, 2014 that authority was incorporated into the Provost's [Roles and Responsibility document](#); signed and approved by the President.