

November 30, 2017

Jaekyu Shin, PharmD, Chair  
Committee on Courses of Instruction  
UCSF Academic Senate  
500 Parnassus Avenue, MUE 231  
San Francisco, CA 94143

Re: Request for Interpretation of *UC Systemwide Regulation 750A-B* and *SF Senate Regulation 750A-B*

Dear Chair Shin:

Pursuant to Division Bylaw 120(B)(5), the Rules & Jurisdiction Committee (RJC) reviewed both the UC Systemwide Regulation 750A-B and the SF Divisional Variance to Regulation 750A-B during its November 2017 meeting.

RJC members framed their discussion around the Committee on Courses of Instruction (COCOI) request for interpretation on the following: "Can a Visiting Professor, with title code 1108, be accorded full teaching rights so he/she can be an Instructor of Record for a course."

UC Systemwide Regulation 750(B) lists the titles of persons who may "give" courses. The SF Variance to Regulation 750(B) extends this privilege to clinical faculty in non-Senate series (Health Sciences Clinical Series, including Instructors, and Clinical Professors).

RJC noted that section 230-4-a-1 of the Academic Personnel Manual provides that the visiting prefix "is used to designate" one who "is appointed temporarily to perform the duties of the title to which the prefix is attached[.]" RJC also observed that visiting faculty often are hired specifically to teach courses. The Senate office and the registrar determined that visiting faculty are instructors of record on all other UC campuses. RJC members found no language that barred visiting faculty from being named as an Instructor of Record.

Committee members concluded that Systemwide Regulation 750(B) includes visiting professors.

Therefore, RJC determined that COCOI has the authority to designate a Visiting Professor at UCSF as a "regularly appointed officer of instruction." RJC encourages COCOI Chair Shin to document this designation with a formal Communication to the respective Department, for record-keeping purposes.

Furthermore, RJC is of the opinion that anyone duly appointed to titles of either Professor or Instructor, regardless of any prefix, may teach courses and serve as the instructor of record, subject to any Departmental or Campus requirements, since teaching is a fundamental duty of either title.

Regulations in question are listed below:

**UC Systemwide Regulation and UCSF Variance**

The regulations in question are as follows:

**UC Systemwide Chapter 3. Persons In Charge of Courses**

## Section 750

- A. Only regularly appointed officers of instruction holding appropriate instructional titles may have substantial responsibility for the content and conduct of courses which are approved by the Academic Senate.
- B. Professors, professors in residence, professors of clinical \_\_\_\_ (e.g., medicine) and adjunct professors of any rank, instructors, instructors in residence and adjunct instructors, and lecturers may give courses of any grade. Persons holding other instructional titles may teach lower division courses only, unless individually authorized to teach courses of higher grade by the appropriate Committee on Courses or Graduate Council. If a course is given in sections by several instructors, each instructor shall hold the required instructional title. (EC 15 Apr 74)
- C. Announcements of special study courses in which individual students work under the direction of various members of a department may state that presentation is by the staff, but a member of the department shall be designated as the instructor in charge.
- D. Only persons approved by the appropriate administrative officer, with the concurrence of the committee on courses concerned, may assist in instruction in courses authorized by the Academic Senate.
- E. No student may serve as a reader or assistant in a course in which the student is enrolled.

## **SF Variance on Regulation 750. Persons In Charge of Courses** (*Changes to 750B*)

### Section 750

- A. Only regularly appointed officers of instruction holding appropriate instructional titles may have substantial responsibility for the content and conduct of courses which are approved by the Academic Senate.
- B. Professors, professors in residence, professors of clinical \_\_\_\_ (e.g., medicine) and adjunct professors of any rank, instructors, instructors in residence and adjunct instructors, and lecturers may give courses of any grade. Persons holding other instructional titles may teach lower division courses only, unless individually authorized to teach courses of higher grade by the appropriate Committee on Courses or Graduate Council. If a course is given in sections by several instructors, each instructor shall hold the required instructional title. (EC 15 Apr 74)
  - 1. Health Sciences Clinical Professors of any rank, Clinical Professors of any rank, Health Sciences Clinical Instructors, and Clinical Instructors may give courses of any grade. (UCSF Variance to Systemwide Regulation 750)
- C. Announcements of special study courses in which individual students work under the direction of various members of a department may state that presentation is by the staff, but a member of the department shall be designated as the instructor in charge.
- D. Only persons approved by the appropriate administrative officer, with the concurrence of the committee on courses concerned, may assist in instruction in courses authorized by the Academic Senate.
- E. No student may serve as a reader or assistant in a course in which the student is enrolled.

Members of the Rules & Jurisdiction Committee thank members of the Committee on Courses of Instruction for their inquiry. We hope this resolves the matter.

Sincerely,

### **Committee on Rules & Jurisdiction**

Mark Seielstad, PhD, Vice Chair

Katherine Yang, PharmD, MPH, Vice Chair

Linda Angin, DDS

Spencer Behr, MD

Sheila Brear, BDS

Jahan Fahimi, MD, PhD

Mary Lynch, RN, MPH, MS, FAAN

Ami Parekh, MD, JD

Elaine Tseng, MD

Douglas Carlson, JD, Registrar, *ex officio*

Jae-Woo Lee, MD, Parliamentarian and UCRJ Representative, *ex officio*