

## **Rules and Jurisdiction Committee Proposal to Amend the Bylaws of the San Francisco Division to Make Language Gender Neutral**

**STATEMENT OF PURPOSE:** The UCSF Academic Senate's Rules & Jurisdiction Committee puts forth these revisions to bring overall Senate bylaws into alignment with gender neutral language, including the elimination language that presents gender as being binary. RJC members reviewed bylaws and revised locations where the language cited binary genders or solely male gender language was used. In most cases the plural pronoun they/them has been used instead.

**PROS:** Faculty members of the committee recognize that unconscious bias could arise from the impression that there are particular genders more suited to specified roles within Senate bylaws. It is also recognized that there are individuals who do not identify with a binary gender, but fall on a spectrum of gender. RJC's proposed changes to the bylaws aimed to eliminate references to gender from the bylaws.

**CONS:** For many, gender is a crucial part of their identity and avoiding gendered language does not address these issues, but rather ignores them. RJC is open to having a discussion with faculty members on this topic if there is an interest.

### **ANNOTATED PROPOSED CHANGES:**

#### Part I: Bylaws of the San Francisco Division

##### Chapter I AUTHORITY

A. The membership, duties, powers, and privileges of the Academic Senate are defined by the Standing Orders of The Regents of the University of California. The relevant sections of these Standing Orders are contained in Appendix I of the manual, which is declared an integral part of these Bylaws.

B. The San Francisco Division (hereafter referred to as "Division") is a Committee of the Academic Senate of the University of California and is subject to provisions of the Bylaws of the Academic Senate. It has authority to organize, select its own officers and committees, and adopt rules and regulations for the conduct of its business, as provided below.

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##### Chapter II MEMBERSHIP, POWERS AND DUTIES

###### **1. Membership**

A. General Provisions: Roster of the membership comprises the President of the University, ex officio, the Chancellor and Vice Chancellors at San Francisco, each Dean at San Francisco, the Registrar and Admissions Officer at San Francisco, the University Librarian at San Francisco, each lecturer who has full-time teaching responsibilities in any curriculum under the control of the Academic Senate and whose academic title is Senior Lecturer with Security of Employment or Lecturer with Security of Employment; Assistant Professor, Assistant Professor in Residence, Assistant Professor of Clinical X (e.g., Medicine); Associate Professor, Associate Professor in Residence, Associate

Professor of Clinical (e.g., Medicine); Acting Associate Professor; Professor, Professor in Residence, Professor of Clinical (e.g., Medicine); and Instructors or Instructors in Residence giving instruction in any of the curricula under the control of the Division, and any other person certified for membership by the Secretary of this Division in accordance with the policies of the Assembly. Membership does not lapse because of leave of absence or transfer to emeritus status.

B. Transferring of Voting Privileges, Membership of Statewide Officers: **A Members** of the Academic Senate temporarily assigned to the San Francisco campus may transfer ~~his or her~~ **the member's** voting privilege from **the member's** home campus to the Division during ~~his or her~~ **the member's** assignment by certifying in writing the desired transfer to the Division Secretary. Academic Senate members holding statewide appointments only and not enrolled in another division may enroll in the Division upon request to the Divisional Secretary. [Academic Senate Bylaw 305 (A)(4)]

C. Voting Privileges of Instructors and Visitors: Instructors with less than two (2) years of service may not vote (Standing Orders of The Regents, Chapter IX, see Appendix I) in meetings of the Division, its Faculties, or in ballots. Members of other divisions may attend meetings of this Division, with the privilege of the floor, and may make motions, but may not second motions or vote.

## 5. Powers and Duties

A. General Provisions: This Division has authority to organize, select its own officers and committees, and adopt rules and regulations for the conduct of its business in accordance with the Bylaws of the Academic Senate. The current edition of Sturgis' The Standard Code of Parliamentary Procedure serves as the guide to the Division for all parliamentary situations that are not provided for in the law or in the Standing Orders of the Regents, the Bylaws of the Academic Senate, or these Divisional Bylaws. [Am 18 Nov 04]

1. The Division is empowered to receive and consider reports and recommendations from the Faculties of Colleges and Schools located wholly or partly in San Francisco, local administrative officers, the Office of the President, The Regents, Committees of the Senate, and other divisions.

2. It may originate and take final action on legislation substantially affecting only the Division [Academic Senate Bylaw 310 (A)(3)]; establish Faculties in any schools affiliated with the Division; transmit resolutions directly to the President on any matter of University concern; initiate Memorials to The Regents on any matter of University concern, subject to the provisions of Academic Senate Bylaw 311 (B); and submit reports and recommendations to the Academic Senate, or to the Assembly, regarding changes in Academic Senate legislation and any other matters of general concern.

3. The Division exercises all powers of the Academic Senate not specifically delegated to the Assembly or to the Standing Committees of the Academic Senate.

B. Electronic Voting

In addition to other forms of voting as described in these Bylaws, the Division may, at the discretion of the Secretary, use appropriately secure forms of electronic communication where notification or other Division business is described in these Bylaws. [Am 17 June 99]

## 7. Areas of responsibility

A. The following are considered as among the matters requiring action only by the Division. [Academic Senate Bylaws 310, 312]

1. Matters other than those mentioned under Section 7.B (below) which concern Faculties situated within the jurisdiction of only this Division provided that parallel Colleges or Schools do not exist within the jurisdiction of other divisions.
2. In the case of parallel Colleges or Schools situated within the jurisdiction of more than one division of the Academic Senate, matters pertaining to each College or School require action only by the division immediately concerned, except in such matters as are mentioned under Section 7.B (below).
3. Matters concerning curricula offered within the jurisdiction of the Division.

B. The following are matters of general concern within the jurisdiction of the Academic Senate through the Assembly: [Academic Senate Bylaws 310, 311]

1. Requirements for admission to undergraduate status and minimum requirements for admission to graduate status.
2. General regulations such as those concerning registration, residence, and minimum unit requirements for degrees and certificates; general requirements for the Bachelor's Degree (including military training and Subject A); general regulations concerning the grade point system, credit for courses, and examinations; University Extension policy; and general regulations concerning disqualification and reinstatement of delinquent students.
3. Matters other than 1 and 2 above, involving inter-relationships of parallel Schools or Colleges in two or more divisions.
4. Changes in academic government.

C. Authorization of Courses, Curricula, and Higher Degrees: The Division authorizes and supervises all courses of instruction and curricula in the Schools and in the Graduate Division at San Francisco. A proposal by the Divisional Graduate Council for a new program for an existing degree may be transmitted directly to the Coordinating Committee on Graduate Affairs. A proposal by the Divisional Graduate Council for a new graduate degree may be transmitted to the Coordinating Committee on Graduate Affairs only after approval by the Division.

D. Curricular Changes: No change in the curriculum of a School at San Francisco may be made by the Division until the matter has been formally considered by the faculty concerned. [Academic Senate Bylaw 51]

E. Recommendation of Candidates: The Division will recommend to the President of the University all candidates who have completed the requirements for degrees in a School, College, or Graduate Division which are subject to its jurisdiction. [Divisional Bylaw 95 (D)] This duty may be delegated to a committee of the Division or one of its officers.

- A. Executive Officer: The President of the University is ex officio President of the Academic Senate and a member of the Assembly of the Division and its Faculty.
- B. Officers: The elected officers of the Division consist of the members of the Committee on Committees. Their election is prescribed in these Bylaws (102). The appointed officers (with Divisional confirmation) consist of the Divisional Chair, Vice Chair, Secretary, and Parliamentarian.
- C. Terms: All officers hold office for the term specified in these Bylaws or until their successors are elected or appointed.

## 10. Chair

- A. Term: Two years.
- B. Duties: To coordinate the work of all Divisional committees. The Chair may participate in a non-voting capacity in any committee unless the matter under consideration is not to be reported directly to the Division. The Chair may refer matters to the committees of the Division.
  - 1. To preside over all the meetings of the Division.
  - 2. To submit an annual budget request to support the work of the Division and its office. To control all expenditures for any budget granted for that purpose.
  - 3. To present an annual report to the Division on the work of the Executive Office and on any other matter of common concern.
  - 4. To determine initially whether proposed legislation is solely of Divisional concern. This decision may be appealed to the Division. [Academic Senate Bylaw 311 (D)(3)]
  - 5. To serve ex officio as a member of the Assembly and of the Academic Council of the Assembly. [Academic Senate Bylaws 104 (A)(3) and 125 (A)(3)]
  - 6. To appoint special ad hoc committees with the majority approval of the Executive Council. [Divisional Bylaw 85 (A)] [Am 10 Apr 19]
  - 7. To forward to the President, on behalf of the Division, the list of candidates approved for degrees or certificates. [Divisional Bylaw 7 (E) and 95 (D)] To report such action, including the number and extent of waivers of requirements for degrees, at the next regular meeting of the Division.
- C. Vacancy of Chair: In the event a Chair is unable to complete a full term of office, the Vice Chair shall serve as Acting Chair and the Secretary of the Division shall notify the Committee on Committees, which shall appoint, with Divisional approval as provided in these Bylaws, a new Chair to fill the unexpired term (if said unexpired term is longer than three months).

## 13. Vice Chair

- A. Term: Two years.
- B. Duties:
  - 1. In the absence of the Chair, to assume all of the Chair's duties.
  - 2. To assist the Chair.

## 15. Secretary

- A. Term: Two years.
- B. Duties:
  - 1. In the absence of the Chair and Vice Chair, to call meetings to order and assume the duties of the Chair.
  - 2. To prepare the call and minutes for Division meetings.
  - 3. To oversee and be responsible for decisions regarding elections, voting procedures, and processes that determine the membership of the Division and its Faculties. [Am 1 Sep 03]
  - 4. To maintain the roll of members of the Division and its Faculties.
  - 5. To transmit actions by the Division and its committees to members of the Divisional committees concerned, officers and agents of the Senate, and administrative officers.
  - 6. To refer petitions of students or other materials received by the Secretary to appropriate committees. Upon direction from the Chair, to present petitions and findings to the Division. [Am 1 Sep 03]
  - 7. To retain permanent records of the proceedings of Division meetings and make information available to each member of the Division and other authorized recipients within the time stated in the Bylaws.
  - 8. To supervise the Division Senate Executive Office and its Administrative Director. Supervision includes annual performance review of the Director and oversight of office staff. To act as liaison with the Director of Faculty Relations and Administrative Services regarding office operations and staff. [Am 1 Sep 03]

## **17. Parliamentarian**

- A. Term: Two years. [Am 1 Sep 03]
- B. Appointment and Membership: The Parliamentarian is appointed by the Committee on Committees in consultation with the Divisional Chair-elect.
- C. Duties:
  - 1. The Parliamentarian aids and advises other Divisional committees, members, and staff members as requested. [Am 1 Sep 03, 18 Nov 04]
  - 2. At Divisional meetings, the Parliamentarian advises the presiding officer with regard to rulings or procedures. [Am 1 Sep 03, 18 Nov 04]

## **20. Divisional Representatives to the Assembly**

- A. Term: Two years. Divisional representatives may not serve more than two consecutive terms, but may become eligible after the lapse of two or more years following the conclusion of their second consecutive term. The terms of the representatives are staggered. [Senate Bylaw 104]
- B. Selection: Appointed by the Committee on Committees. [Divisional Bylaw 105 (C)(1)] An ex officio member of the Assembly is not eligible to be also Divisional Representative or Alternate. The number of Divisional Representatives is established by the Bylaws of the Academic Senate. [Senate Bylaw 104]
- C. Alternate: The selection of the Alternate Divisional Representative shall be in conformity with Divisional Bylaws 20 (A) and 105 (C)(1). The Alternate shall serve in the Assembly only in the absence or disability of a principal (LR 4.71). [Am 23 Mar 72]

## 25. Executive Office

A. Organization: The Executive Office of the Division provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance in matters concerning members of the Division and associated faculty. The office is under the supervision of the Secretary of the Division and is managed by the Administrative Director. [Am 1 Sep 03]

B. Duties:

1. To maintain a depository of all records of the Division.
2. To provide professional support in the way of analytical, research, and policy review and administrative services as required by the Officers and committees of the Division. [Am 1 Sep 03]
3. To maintain complete files (electronic or paper) of minutes, reports, and agendas of all Divisional committees and of other Academic Senate agencies.
4. To maintain on file the current membership of the Division, the current Academic Senate committee service of each member of the Division, and the current roster of all committees of the Academic Senate.
5. To coordinate, administer, and manage all grant funds distributed through the Division and its committees. [Am 1 Sep 03]
6. To coordinate and administer the preparation of In Memoriam resolutions in consultation with the Committee on Faculty Welfare. [Am 1 Sep 03]
7. To provide assistance and guidance and to facilitate communication among Division Officers, committees of the Division, and Academic Senate committees and staff. [Am 1 Sep 03]
8. To coordinate and administer all Divisional electronic nomination, calls for service, voting, and polling activities. [Am 1 Sep 03]

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## Chapter IV MEETINGS

### **Section I. General Provision: Uniformity of Procedures**

All agencies and committees of the Division shall adhere to the procedures specified in this chapter whenever these procedures are applicable as determined by the Divisional Committee on Rules and Jurisdiction.

Definitions: The following definitions apply to all matters within jurisdiction of the Division:

A. Legislation: The term "legislation" denotes Bylaws and Regulations of an Academic Senate agency.

1. Bylaws are legislative acts which are in effect a constitution defining the membership and organization of the Division of the Academic Senate. They also inherently reflect the philosophy and objectives of academic self-government primarily derived from the powers and duties delegated to the Academic Senate by the Standing Orders of The Regents. (Appendix 1)
2. Regulations are legislative acts concerned primarily with the execution of the powers and duties of the Division as they apply to the day

by day rules of procedure and functioning of the educational, research, and service activities of the University and its various units, which are the responsibility of the Academic Senate. Regulations shall not modify or conflict with any Bylaws of the Academic Senate.

B. Modification of Legislation: The term "modification of legislation" denotes new legislation and amendments or repeal of existing legislation.

C. Day: The term "day" denotes a day of instruction (including Saturday) unless specified otherwise.

## **Section II. Specific Provisions**

**30. Quorum:** Forty voting members of the Division constitute a quorum for the transaction of business at a Division meeting or for the purpose of a Divisional vote. [Am 22 Jan 70]

### **31. Attendance of Non-members of the Division**

A. The Presidents of the official student body organizations recognized by the Division, or their student representatives, may attend all meetings of the Division as official spokespersons of the students and have the privilege of the floor only for participating in the discussion.

B. To facilitate conduct of the meeting including the counting of votes, a section of the meeting room may be reserved by the Chair for voting members of the Division. Registered students and other academic personnel of the San Francisco campus may attend meetings of the Division, subject to the extent of the unreserved seating and the meeting being open (see C below). The Chair may recognize such non-members of the Division for participation in the discussion only.

C. Meetings of the Division are open to the official spokespersons of the students. They are open to other registered students and other academic personnel of the San Francisco campus in accordance with (A) and (B) above, but they ordinarily are closed to all other persons (see D below). In the call to the meeting the Chair, subject to the approval of the Coordinating Committee, may designate the meeting (or part of the meeting) as closed to registered students (other than the official spokesperson of the students) and other academic personnel of the San Francisco campus.

D. The only non-members of the Division to whom the meetings are ordinarily open are the registered students or other academic personnel of the San Francisco campus. A meeting may be opened to other specific interested persons or groups of persons from the San Francisco campus at the discretion of the Chair. Members who wish similarly to invite non-members may request the Chair to exercise ~~his or her~~ **the Chair's** discretion in the manner above. At any time during the course of a meeting, it may be opened or closed to specific non-members or groups by a majority vote of the members present. [En 12 Mar 70] [Am 1 Sep 03]

### **35. Modification of Legislation**

No Bylaw, Regulation, or Procedure of the Division or its Faculties (for exception see 35 (F) below) may be added to, amended, or repealed, in whole or in part, except as specified in Appendix VIII and paragraphs A-F below: [En 22 April 92, 18 Nov 04].

- A. Due Notice and Review: Subject to the provisions of the Bylaws of the Academic Senate, legislation may be modified at any meeting of the Division, provided that the proposed modification has been distributed to the membership, in writing, at least seven calendar days before the meeting. [Academic Senate Bylaw 312 (C)] [Am 10 Apr 19]
- B. Requisite Majorities: Adoption, repeal, or amendment of a Divisional Bylaw requires a two-thirds affirmative vote of all members voting and present at a meeting or participating in electronic voting, as long as there is a quorum. Regulations may be modified with the approval of a majority of the members voting. [Am 1 Sep 03]
- C. Formal Presentations: All proposed legislation presented to the Division shall be accompanied by a statement of the purpose and effect of the proposal (including claimed undesirable effects, when the Coordinating Committee deems them applicable), as well as a text of any legislation to be modified or adopted. [Am 4 May 72]
- D. Effective Date: Legislation becomes effective on September first following its approval by the Division, unless otherwise stated in such legislation. [En 22 Jan 70]
- E. Suspension of Regulations: On recommendation of a committee of the Division, any Divisional regulation concerning students may be suspended in individual instances by three-fourths affirmative vote of the voting members present at any meeting of the Division.
- F. Faculty Council Legislation: Adoption, repeal, or amendment of Bylaws, Regulations, or Procedures of a faculty, which do not affect other faculties, need be approved by only that faculty. [En 22 April 92]

#### 40. Divisional Meetings

- A. Annual Meeting: There shall be at least one annual meeting of the Division. The annual reports of the standing committees will be presented at the annual Divisional meeting or by electronic communication. The Chair and Secretary shall complete the meeting schedule in September. [Am 5 June 73, 1 Sep 03]
- B. Special Meetings: The President of the Academic Senate or the Chair of the Division may call a special meeting at any time during the academic year. At the written request of 10 voting members of the Division, a special meeting shall be called by the Chair or the Secretary in the Chair's absence. The meeting can consider any items indicated in the request. [Academic Senate Bylaws 90 (B) and 315 (A)(1)]
- C. Emergency Meetings: The President of the Academic Senate or the Chair of the Division may call an emergency meeting of the Division. An emergency meeting shall also be called at the written request of 10 voting members and shall be organized by the Chair of the Division. The call for such a meeting shall be sent to every member of the Division and to the **C**hair of each academic department for transmittal to the members of ~~his or her~~ **the Chair's** department at least 48 hours before the meeting. The order of business is that specified for special meetings. Legislation may not be modified at an emergency meeting. The call shall contain a statement of the purpose of the meeting. [Divisional Bylaw 45 (B)] [Am 1 Sep 03]



## **45. Agenda and Minutes of Meetings**

A. Call for a Meeting: At least six days before each meeting of the Division, the Secretary shall send at least one copy of the call to meeting, together with all pertinent documents, to every member of the Division; to the President, Vice President, and Secretary of the Academic Senate; to divisional offices; and to members of the University Committee on Rules and Jurisdiction. The call shall include the text of any legislation to be modified and a statement of the purpose, pro and con (when applicable) of the proposal, and its effect on existing legislation. [Am 4 May 72]

B. Action on Items Not on the Call: Such items can be taken up only after unanimous consent. Approval of three-fourths of the voting members present at a meeting of the Division is required for final action to be taken on any non-legislative item of business not included in the call for the meeting. [Divisional Bylaw 35]

C. Minutes: Within fifteen days after each meeting of the Division, the Secretary shall send the minutes to every member of the Division, to the President and Vice President of the Academic Senate, to divisional offices, to the Secretary of the Senate, and to the members of the University Committee on Rules and Jurisdiction. [Academic Senate Bylaw 315 (F)]

## **Section III. Rules of Order:**

General Provision: All meetings of the Division are governed by the procedures specified in this Bylaw. Annual reports of the standing committees of the Division shall constitute a special order for a regular meeting of the Division.

## **50. Order of Business at Regular Meetings**

A. The order of business at regular meetings is as follows:

1. Minutes
2. Announcements by the President and Chancellor
3. Announcements of the Chair and others
4. Special Orders
5. Reports of Special Committees
6. Reports of Standing Committees, Faculties and the Assembly  
Delegation
7. Petitions of Students
8. Unfinished Business
9. University and Faculty Welfare
10. New Business

B. Consent Calendar: Agenda items deemed non-controversial by the Chair of the Division in consultation with the Executive Council may be placed on a Consent Calendar under Special Orders in the call. Approval of all business on the Consent Calendar requires a single unanimous vote. Any member of the Division may request that any Consent Calendar item be removed. Said matter must be transferred to the regular order of business to be conducted. [En 22 Jan 70] At any regular meeting of the Division, this order of business may be suspended by a vote of two-thirds of the voting members present. [Am 10 Apr 19]

## **55. Order of Business at Special Meetings**

- A. The order of business at special meetings is as follows:
  - 1. Minutes: The reading of the minutes may be omitted with the approval of two-thirds of the voting members present.
  - 2. The special business of the occasion.
  - 3. Any other business authorized by unanimous consent of the voting members present.
- B. Authority in Questions of Order: Questions of order not covered by these Bylaws are to be governed by the most recent edition of Sturgis' Standard Code of Parliamentary Procedure. If not covered there, Roberts' Rules of Order govern. [Am 22 Jan 70]

#### **Section IV. Resolutions and Memorials**

##### **60. Resolutions to the President**

- A. The term "resolution" shall designate a declaration or petition addressed to the President, but not intended for transmission to The Regents.
- B. On any matter of University concern, the Division may submit resolutions directly to the President with copies to the Assembly. [Academic Senate Bylaw 311 (B)]

##### **63. Memorials to The Regents**

- A. The term "memorial" shall designate a declaration or petition addressed to the President for transmission to The Regents.
- B. The Division may initiate memorials on matters of statewide concern to be submitted to The Regents through the President as prescribed by Academic Senate Bylaw 311 (B). Any memorial approved by the Division shall be transmitted to the Chair of the Assembly and the Chairs of the other divisions within 30 calendar days. Such a memorial shall also be transmitted promptly to each of the other divisions for immediate discussion. Any recommendations made by the other divisions concerning the proposed memorial shall be forwarded to the Assembly, which shall act as a conference committee to reconcile divergences. Procedures relating to memorials shall be followed as in Academic Senate Bylaw 90.

**64. Ballot:** Proposed resolutions to the President or memorials to The Regents may be forwarded to the Assembly and other divisions only after adoption in a ballot(as described in Divisional Bylaw 70) by a majority of the voting members of the Division.

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#### Chapter V ELECTIONS

General Provisions: Subject to the further provisions of these Bylaws, all Divisional elections are to be by electronic ballot and are to be conducted by the Secretary.

##### **65. Election and Nomination Procedures. Any election of the Division shall be conducted as follows:**

- A. Notice of Election and Invitation for Nominations: At least 30 days before any election, its date shall be announced, its intent indicated, and nominations invited by

means of appropriate mail or electronic notice from the Secretary to each voter. In such notice, the date for closing the nominations shall be indicated. [Senate Bylaws 340 and 95]

- B. Nominations for the Committee on Committees
  - 1. On or around March 1 of each year, the Secretary shall release a call to the faculty for nominations for the Committee on Committees. The call shall be released electronically and subsequently placed on the home page of the Divisional Academic Senate website. The home page shall contain a nomination form as well as instructions for electronic nominations. All nominations shall be made by submitting an electronic communication to the Secretary, via the Executive Office. All nominations must identify the position for which the Division member is being nominated; the name, title, and department of the nominee; and the names, departments, and signatures of the nominator and at least four additional members of the Division who support the nomination; and they must contain an indication of acceptance by the nominee. [Am 1 Sep 03]
  - 2. Nominations for filling unexpired terms must be filed with the Secretary within 14 days following the sending of the notice of a vacancy. A meeting of the Division is not necessary and must be so stated in the call for the election. Each written or electronic nomination must be signed by five voting members of the Division and must contain an indication of acceptance by the nominee.
- C. Nominations for Faculty Councils  
See Appendices 3, 4, 5, 6. [Am 1 Sep 03]
- D. Ballots: The Secretary shall transmit a ballot to each voter at least 15 days before the election. All persons nominated shall be listed in alphabetical order. The ballot for Committee on Committees members shall indicate each nominee's name, title, and department, along with the faculty member supporting each nominee. ~~The voter~~ **Voters** shall be instructed to return ~~his or her~~ **their** votes to the Secretary by the date of election. ~~Voters~~ **Each voter** shall receive an electronic communication linking to a secured ballot. Within the electronic ballots, ~~each~~ **voters** shall be assigned ~~a~~ **unique identifying numbers** and shall be provided with ~~the~~ **website addresses** for placing ~~his or her~~ **their** votes. Appropriate security measures shall be taken to ensure that ~~each~~ **voters** can enter only a single vote. [Am 1 Sep 03]
- E. Counting the Ballots: The Secretary shall supervise the counting of electronic ballots and certify the results to the Division.
- F. Number of Votes Required for Election: In the Division, a majority of the votes cast is required for election as long as a quorum is participating.
- G. Tie Votes: In the case of a tie vote for a single position, the selection shall be by lot, conducted by the Secretary.
- H. Omission of the Ballot: If the number of persons nominated as described above is not in excess of the number of places to be filled, the election shall not be held and the Secretary of the Division shall cast a unanimous ballot for the candidate(s).

## 70. Ballots on Actions or Measures

- A. General Provisions: Only those actions or measures which have been considered at a meeting of the Division may be submitted by electronic ballot of the voting membership of the Division.

B. Conduct of the Balloting: The Secretary shall specify the date for the return of completed ballots at least 14 days after sending ballots. Ballots shall be returned to the Secretary. Each voter will be assigned a unique identifying number and will be provided with the website address for placing his or her vote. Appropriate security measures shall be taken to ensure that voters can enter only a single vote. All ballots received by the stipulated return date are counted, under the supervision of the Secretary, and at the next meeting of the Division, the Secretary announces the full vote, including the number of negative votes and the number of invalid ballots cast. [Am 1 Sep 03]

## **75. Referendum and Reconsideration**

A. At a meeting of the Division, any matter considered and not referred to a committee must be submitted to an electronic ballot of the Division upon the request of a majority of those present and voting.

B. Reconsideration: At the written request of fifteen voting members of the Division received by the Secretary within 10 days after the distribution of the minutes of a Divisional meeting, any specific legislation or action considered at that meeting and stated in the written request may be reconsidered at the following meetings with all the privileges applied to a motion for reconsideration (as defined by Sturgis) as if it had been made at the time of said meeting. [Am 5 June 73]

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## Chapter VI. FACULTIES AND COMMITTEES

### **Section I. General Provisions**

#### **80. Committee Responsibilities and Authority**

A. Committees of the Division: The following are designated committees of the Division: Standing and ad hoc committees of the Division, the Graduate Council, Executive Council, each Faculty Council, and the Delegation of Divisional Representatives to the Assembly. [Am 10 Apr 19]

B. Responsibility to the Division: Each committee is responsible to and obligated to report its actions to the Division. When a committee makes recommendations and gives advice to the President, the Chancellor, or other administrative officer, it shall report its recommendation to the Division.

C. Authority to Report: The committees of the Division normally report to the Division, but they may report concurrently to the Assembly. [Academic Senate Bylaw 40 (B)] A Divisional committee may report to any other Divisional or Academic Senate committee.

D. Voting Eligibility: Only members of the Academic Senate may vote in Senate agencies and their committees when those agencies or committees are taking final action on any matter for the Academic Senate or giving advice to University officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may vote on other questions, such as those that involve only recommendations to other Senate agencies. [Am 1 Sep 03]

#### **85. Selection and Composition**

A. Selection of Committees: Unless otherwise specified, the Divisional Committee on Committees shall appoint the Chair and Vice Chair, and when necessary, secretary and members of all standing committees, subject to confirmation at a meeting (or next meeting if for interim appointments) of the Division. Membership of the ad hoc committees shall be appointed by the Chair of the Division and shall be communicated to the Executive Council. [Am 1 Sep 03, 10 Apr 19]

B. Composition of Committees: Committees may be constituted of a combination of ex officio, elected, or appointed members. Ex officio committee members, committee Chairs, and committee Vice Chairs may vote and exercise the same powers as other members, unless limitations are imposed when the committee is established. Separately, Department Chairs may serve on Assembly Committees, with the exception of the Committee on Academic Personnel, the Committee on Academic Freedom and the University Committee on Privilege and Tenure. Some committees may be further restricted to faculty without administrative appointments (which are defined as Chair, Dean, Vice Dean, Assistant Dean, Associate Dean, or Acting Dean). [Am 1 Sep 03, Am 28 Jan 16]

## **90. Terms and Tenure of Membership**

A. Term of Members of Standing Committees: Unless otherwise specified, each member shall serve from September first for a term of three years or from the date of appointment as a replacement to completion of that three-year term. In general, the terms should be staggered so that each year one-third of the membership is refreshed. Exceptions may be made when a committee is engaging in business that requires continuity. The Committee on Committees should make a concerted effort, when possible, to rotate new members onto committees and to give priority to those members who have not been previously appointed. [Am 22 Jan 70, 1 Sep 03]

B. Tenure of Ad Hoc Committees: The tenure of a special committee extends only until September first ensuing after its establishment unless a definite term is stated in the authorizing motion. [Am 22 Jan 70]

## **Section II. Faculties**

### **95. Powers of Faculties**

A. The government and supervision of each school at San Francisco is vested in the Faculty concerned, provided that all graduate study and higher degrees under the Graduate Council shall be administered in accordance with the rules and coordinating powers of the Graduate Council.

B. A Faculty may delegate portions of its authority to its committee or executive officers. [Academic Senate Bylaw 50 (B)]

C. In individual cases of minor curricular adjustments, a Faculty may approve the petitions of students to graduate under suspension of the regulations.

D. Final responsibility for approving the award of degrees, certificates, and honors at graduation rests with the Faculty concerned, or with the Graduate Council in the case of higher degrees under the Graduate Council. This duty may be delegated to a committee of the Faculty or administrative officer who is a member of the Academic Senate. The list of candidates approved for degrees or certificates is to be transmitted in turn to the Registrar and to the Chair of the Division. [Divisional Bylaw 10 (B)(7)]

- E. In the exercise of its jurisdiction over scholastically disqualified undergraduate students, a Faculty may suspend the regulations regarding dismissal, or specify conditions for such suspension, and may permit the students dismissed under these regulations to return to the University. (See also Academic Senate Regulation 900)
- F. A Faculty may dismiss a student for causes other than scholastic disqualification following due process. [Am 1 Sep 03]
- G. Agencies and administrative officers empowered by a Faculty to exercise their authority to suspend regulations regarding graduation and scholastic disqualification shall report periodically to the Faculty concerning the discharge of their responsibility.
- H. The Faculty of the division is a committee of the division, to which it is be directly responsible. (An exception is the School of Public Health, Berkeley-San Francisco, which is directly responsible to the Assembly.) [Academic Senate Bylaw 50 (A)]

### **100. Membership of Faculties**

- A. When functioning as a committee of the division, the membership of each Faculty is determined by the Bylaws of the division and includes the following persons only [Academic Senate Bylaw 45]:
  - 1. The President of the University
  - 2. The Chancellor at San Francisco
  - 3. The Dean of the School
  - 4. All members of the Academic Senate who are members of departments assigned to that School
  - 5. Such other members of the Academic Senate as are specified by the Bylaws of the division or the Assembly
- B. Voting Eligibility: Only voting members of the Academic Senate are eligible to vote in the Faculty or Faculties of which they are members. Instructors with less than two years of service are not entitled to vote. [Standing Order of The Regents 105.1(a) and Academic Senate Bylaw 45]
- C. Organization of Faculties
  - 1. Subject to the supervisory and coordinating powers of the Divisional Committee on Rules and Jurisdiction, and to the provisions of Divisional and Academic Senate legislation, each Faculty may organize, select its own officers and committees, and adopt procedural legislation. The Dean of the School is be an ex officio member of the Faculty Council, but he or she is not be eligible to serve as Chair of the Faculty or of the Faculty Council. The Chair of the Faculty and members of the Faculty Council shall be selected by the Faculty. [Academic Senate Bylaw 50 (C)] (For Bylaws, Regulations, and Procedures of Faculties, see Appendices III-VI.)
  - 2. When a Faculty organizes, it shall arrange its committees in such a way as to reasonably coordinate its functions with the committees at the divisional level and to adopt other means by which there can be ease of communication and coordination between the various Faculty committees of the division. Each Faculty shall deposit with the divisional Committee on Rules and Jurisdiction the most current copy of its Bylaws, Regulations, and Procedures to be included in the divisional Manual. [Academic Senate Bylaw 80 (B)(C)]
- D. Recommendations by Faculties: Each Faculty may present to the division

recommendations and proposed modifications of legislation of the division. The division or the Assembly may from time to time impose specific duties on a Faculty. [Academic Senate Bylaw 50]

### **Section III. Standing Committees of the San Francisco Division**

#### **GENERAL PROVISION**

##### **101. Composition**

A. Standing committees may be constituted of ex officio, elected or appointed members or a combination of these. A quorum is required for a committee to vote on actions, although Committee members can discuss business items with fewer members present than a quorum. A quorum will be one member over half of the membership of a Committee, unless otherwise stipulated in these Bylaws. [Am 1 Sep 03]

B. Parallel Committees to the Systemwide Academic Senate: Such committees comprise the Committees on: Academic Freedom, Academic Personnel, Academic Planning and Budget, Committees, Educational Policy, Equal Opportunity, Faculty Welfare Library, Privilege and Tenure, Research, Rules and Jurisdiction, and the Graduate Council. These committees deal with local problems and report on such to the San Francisco Division. However, since there is much similarity in their procedures and duties with those at the Academic Senate level, these committees have overlapping (i.e., parallel) membership with equivalent committees in the Academic Senate. [Am 10 Apr 19]

C. Local Committees: These committees deal primarily with local administrative problems and normally report to the Division only. Such Committees are: Clinical Affairs, Courses of Instruction, Space, and Executive Council. [Am 10 Apr 19]

D. Ad hoc committees shall be appointed in the manner designated by this Division, at the time of the creation of such committees. [Divisional Bylaws 80, 85, and 90 (B)] These are created to consider a problem or situation that is often urgent. They shall be of limited duration. They should not perform the duties of a standing committee.

E. Attendance of Non-members of Committees at Committee Meetings

1. **A S** student members **s** or student representatives **s** (or the alternate in either case) duly appointed to a committee under these Bylaws may participate in all meetings of the committee in accordance with the conditions of ~~his or her~~ **their** appointment.

2. Other registered students and other academic personnel of the San Francisco campus may attend meetings of Divisional committees and subcommittees subject to the extent of the available seating of ordinary committee meeting places and to (3) below. The Chair may recognize such non-members of the committee only for participation in the discussion.

3. The Chair of each committee or subcommittee is charged with designating each meeting or part of a meeting of the committee as open or closed to the non-members specified in (2) above and to post the date, time, and agenda of each open meeting at or near the Academic Senate Division office at the same time notices are sent to the committee members. After a meeting has started, the designation of a meeting as open or closed may be changed by a two-thirds majority of the committee present.

4. Committee meetings ordinarily are closed to non-members of the

committee except as specified above, but may be opened to others by the mechanisms of (3) above. [En 12 Mar 70]

## **102. Committee on Committees**

A. This Committee shall consist of nine members; one from each School and the remaining members to be elected At Large. The nine members can be from any faculty series, but in total, Adjunct and HS Clinical members combined shall comprise no more than four of the seats. (Am 29 Jul 16)

B. Term of Office: The members are to have three-year staggered terms so that a total of three members are elected each year.

C. Nominations: The Secretary of the Division shall inform the membership each year according to Division Bylaw 65 of both the particular School and the At Large vacancies on the Committee arising from expired terms and invite written or electronic nominations as provided in Bylaw 65. If, as a result of this invitation, at least one candidate for each vacancy has not been nominated, the Secretary of the Division shall not permit balloting until the requirement is met by submission of written or electronic nominations.

D. Ballots: The Secretary shall send ballots to all voting members of the Division at least fifteen days before the election. The nominees shall be listed as described in (E) below. A list of the current constitution of the Committee shall accompany the ballot. [Divisional Bylaw 65]

E. Instructions for Voting

1. Each year the ballot shall designate:

a. The nominees of the appropriate School or Schools separately. The list of nominees At Large and the number to be elected.

b. The name, title, department and School of each nominee.

c. The name, department and School of each nominator for each nominee.

2. No ballot shall be valid on which more than one name is marked for each School.

3. No ballot shall be valid on which more than three names are marked.

F. Results of Elections:

1. For election of School representatives, the candidates receiving the most votes shall be declared elected.

2. For election of At Large representatives, the candidates receiving the most votes, regardless of School affiliation, shall be declared elected.

3. The election shall be so organized that the results can be presented to the Division at its last meeting of the academic year. [Am 24 Nov 70, 1 Sep 03]

## **105. Organization of Committee on Committees**

A. The Committee each year shall elect its own Chair and Vice Chair and shall establish its own rules consistent with these Bylaws. The Committee, elected by Members of the San Francisco Division shall have the authority to appoint or remove committee members in accordance with Divisional Bylaw requirements and rules established and contained in Sturgis related to the authority granted to appointing committees. The Chair, who normally shall serve in that capacity not more than two successive years, shall be



the Divisional member of the University Committee on Committees. The Committee shall elect a Vice Chair from its membership. [Am 18 Nov 04]

B. Vacancies: The Committee may appoint or nominate for election [Divisional Bylaw 65 (B)(2)] a candidate or candidates to occupy any unfilled term. The Division shall be notified when the Committee appoints or nominates for election a candidate to occupy any unfilled term. The list of Committee members containing any new appointments shall be included on the Consent Calendar at the next meeting of the Division. [Am 18 Nov 04]

C. Duties:

1. To appoint or remove the Divisional Representatives and the Alternate to the Assembly. [Am 18 Nov 04]

2. To appoint or remove all members, not ex officio, of each standing committee and Graduate Council of the San Francisco Division, designate its Chair and Vice Chair, and when necessary Secretary. [Am 23 Mar 72, 18 Nov 04]

3. To appoint or remove with Divisional confirmation, the Chair, Vice Chair, Secretary and Parliamentarian of the Division. [Am 18 Nov 04]

4. Confirmation: The Division shall be notified when the Committee appoints or nominates for election a candidate to occupy any unfilled term. The list of Committee members containing any new appointments shall be included on the Consent Calendar at the next meeting of the Division. . When confirmed, the appointments to expired terms shall begin September first. If at least two thirds of a quorum of the Division opposes a candidate recommended by the Committee on Committees, it must notify the Secretary of the Division who will inform the Committee on Committees that it must submit another candidate until an acceptable one is proposed. The Committee shall submit recommendations for regular annual committee appointments for confirmation to the Division at its last meeting of the academic year. [Am 1 Sep 03, 18 Nov 04]

5. Filling Committee Vacancies: The Committee shall have power to receive, to declare and to act upon resignations and vacancies, and to make appointments, with notification to the Division [105.C.4] to fill such in the list of the standing committees of the Division. Partial Term: A candidate appointed to fill a vacancy shall take office at once and shall serve for the full remaining term of the candidate that he or she replaced. [Am 24 Nov 70, 18 Nov 04]

6. Members of the Committee on Committees shall be eligible to serve as officers or members of any and all committees, or as representatives of the San Francisco Division to the Graduate Council or to the Assembly.

7. To advise the Chancellor on appointments to administrative committees. [En 24 Nov 70, ]

8. Administrative Advisor: The Committee on Committees itself, or at its discretion, a subcommittee appointed by it, shall serve as a properly constituted conference body of the San Francisco Division, to advise the Chancellor or President of the University concerning the appointment of Deans and Directors. (See Standing orders of The Regents in regard to Deans and Directors).

## **110. Committee on Academic Personnel**

A. Membership:

- a. This committee consists of at least seven and no more than nine members of Professor rank in Tenure Track, Clinical–X and In-Residence series, serving staggered terms of three years. It shall contain members from each School and should be representative of the broad missions of UCSF, including members who are involved in the Basic, Clinical, and Social/Behavioral Sciences. [Am 1 Sep 03, 18 Nov 04, 16 Oct 13, 01 Jan 14]
- b. This committee consists of up to two non-voting appointed members of the Professor rank in the Health Sciences Clinical or Adjunct Series who will serve for a term of three years each. [01 Jan 14]
- B. Duties:
  0. To make recommendations to the President and/or the Chancellor concerning appointments, advancements, reviews, policy and related matters. This committee represents the Division in all such matters. The committee works in partnership with the Academic Affairs Office and provides weekly reports to the Vice Provost, Academic Affairs, on matters related to faculty file actions. [Am March 01, Am 01 Jan 14]
    1. To review regularly and revise as necessary the Faculty Handbook for Advancement and Promotion at UCSF. The Committee should consult with other Divisional committees, campus committees, and administrative bodies regarding this handbook as appropriate. [Am 1 Nov 14]
    2. Annual Awards
      - a. Distinction in Teaching Award: To receive nominations annually for recipients of awards of distinguished teaching from departmental chairs or from individual members of the faculty and from currently enrolled students. Nominations must be made to the committee on or before March first each year. It shall set up methods for inviting nominations.
      - b. Distinction in Mentoring Award: A committee member will chair the Distinction in Mentoring Award selection committee with one member from each School at the Associate rank and one member from each School at the full Professor rank as appointed by the Committee on Committees. [01 Jan 14]
      - c. To convey to the Division annually its recommendations and establish procedures for publicity of the awards. [Am 4 May 72, 16 May 78]

## **112. Committee on Academic Planning and Budget**

### **A. Membership**

1. This Committee shall consist of at least eleven and not more than nineteen members of associate rank or higher, excluding ex officio members. At least one Senate member from each School will be on the Committee. Up to four members can be from the Clinical or Adjunct Series. The membership should reasonably reflect UCSF's broad spectrum of geographical locations and of teaching, clinical, and research activities. [Am 1 Sep 03, 18 Nov 2004]
2. The Vice Chair of the Division and the Vice Chancellors for Administration and Finance, and Campus Planning, the VC-Chief Financial Officer, the AVC-Chief Information Officer, and the Vice Provost for Academic Affairs shall serve as non-voting ex officio members. The Chairs

of the respective School Faculty Councils will also serve as non-voting ex officio members. [Am 2 June 92, 1 Sep 03, 2 Jun 16, 21 Jun 19]

3. No standing Dean, Associate Dean, or Department Chair shall serve as a member of the Committee. However, individuals previously holding these positions may be Committee members. [Am 1 Sep 03]

4. The Chair of the Committee shall serve a two year term as Chair. [Am 18 Nov 2004]

**B. Duties:**

1. To confer with and advise the Chancellor and Administrative officers on policy and matters regarding budgets, resource allocation, academic planning, physical planning, and general assignment of teaching space.

2. To initiate studies with regard to budget and planning on proposed activities that would significantly impact the academic and research mission of the campus as a whole or any two of the Schools. [Am 1 Sep 03]

3. To maintain liaison with other committees of the Division, Chancellor-appointed committees and Faculty Council of the Schools on matters related to budget, resource allocation, academic planning, and physical planning. [Am 1 Sep 03]

4. To make recommendations to the Chancellor and Academic Senate agencies concerning allocation of educational resources, academic priorities, and the planning and budgetary process. [Am 1 Sep 03]

### **115. Committee on Educational Policy**

A. **Membership:** This Committee shall consist of eight members with representation from each of the Schools on the San Francisco campus. The Chair or the Vice Chair shall be a member of the Committee on Educational Policy of the Academic Senate.

**B. Duties:**

1. To consider and report upon such matters as may be referred to it by the President of the University, the Chancellor, the Division or by any Faculty, Council, or other committee of the Division.

2. To initiate such studies and make such reports to the Chancellor, the Division, or both, upon local matters involving questions of educational policy. This may include such items as it deems appropriate as establishment or disestablishment of curricula, colleges, schools, institutes, departments, bureaus, and the like, and upon legislative or administrative policies of a fundamental character involving questions of educational policy. It may present its findings to the President, regarding the initiation, abolition, or consolidation of curricula, or of academic and administrative organizations, and regarding basic legislation or administrative policies involving educational policy.

C. The Chair of the Committee shall inform the Chair of the University Committee on Educational Policy on matters concerning systemwide policies. In Division matters, the Committee shall report to the Divisional Academic Senate. It shall, whenever requested by said systemwide Academic Senate Committee, refer to the latter for review of any proposed report before a Divisional report is submitted. [Am 10 Apr 19, 21 Jun 19]

### **120. Committee on Rules and Jurisdiction**

A. **Membership:** This Committee shall consist of nine members including the

Registrar and Admissions Officer, ex officio. The Parliamentarian shall be a non-voting ex officio member. [Am 9 Dec 71, 1 Sep 03, 18 Nov 04]

B. Duties:

1. To exercise formal supervision over all modifications in Divisional legislation proposed by other committees, or by members of the Division, for consideration by the Division. Formal supervision requires review and certification by the Committee that the proposed legislation is consonant with the Code of the Academic Senate prior to submission to the Division. This does not involve approval or disapproval by the Committee of the substantive content of the proposed legislation. [Am 25 May 71]
2. Under the guidance of the systemwide University Committee on Rules and Jurisdiction, to publish and edit the Manual of the San Francisco Division of the Academic Senate when necessary. [Academic Senate Bylaw (B)(C)] [Am 10 Apr 19]
3. To review legislation adopted by the San Francisco Division to determine whether such legislation is of such general concern as to require action by the Assembly, or whether it is in conflict with any Bylaws or Regulations of the Academic Senate. It shall inform the Chair of the Division of its decision. [Division Bylaw 10(B)(4)][Am 25 May 71]
4. To make editorial and conforming non-substantive changes in Divisional legislation.
5. To advise the Division, its officers, committees, and Faculties in all matters of organization and jurisdiction, review all changes in Bylaws, Regulations, and Procedures of the San Francisco Division and its Faculties, and submit to all Faculties of this Division such amendments to their Bylaws as may seem advisable. [Am 22 April 92]
6. To respond to informal requests from members, officers, or committees of the San Francisco Division for information regarding the Code of the Academic Senate or the legislation of the San Francisco Division, summarizing all such correspondence in an annual report.
7. To issue a Legislative Ruling interpreting the Manual of the San Francisco Division at the request of a member of the Executive Council. Prior to issuing a Ruling, the position of the Committee shall be submitted to the Executive Council for consideration and comment. After considering such comment, it shall issue its Ruling and report it to the Division in the Call to the next Division meeting, along with commentary from the Executive Council. The Legislative Ruling will become final and acquire the status of legislation unless the Division does not adopt it at that meeting. [Am 20 Nov 95, 10 Apr 19]
8. To hear, upon written petition of no fewer than 10 members of the Division, challenges to any action of a Divisional committee alleged to be contrary to the Code of the Academic Senate or to the Manual of the San Francisco Division. Such challenges must be made within 30 days after the publication of the minutes of the Division or Divisional committee reporting the action. It shall hear both sides, orally or in writing or both, before reaching a decision. It shall report its finding to a meeting of the Division and to the systemwide University Committee on Rules and Jurisdiction. Either the petitioners or the committee may then ask the systemwide University Committee on Rules and Jurisdiction to consider the issue. A decision of that Committee, if rendered, shall be final. If that Committee decides not to hear the issue, the decision of the San Francisco Division's

Committee on Rules and Jurisdiction shall stand. No challenges can be made to findings or recommendations on the merits of a particular case render by the Committee on Academic Personnel or the Committee on Privilege and Tenure. [Am 20 Nov 95, 10 Apr 19]

## 122. Committee on Equal Opportunity

- A. Membership: This Committee shall consist of at least ten members.
1. The membership shall include at least one representative from each of the Schools and the Graduate Division. [Am 5 June 91, 1 Sep 03]
  2. The Vice Chancellor of Diversity and Outreach shall serve as a non-voting ex-officio member. [Am 27 Oct 16]
  3. The membership shall include at least one appointee from the Clinical and one from the Adjunct series. [Am 1 Sep 03]
  4. A quorum shall consist of five voting members. [Am 1 Sep 03]
- B. Duties:
1. To review the status of underrepresented groups in those areas in which the Senate has jurisdiction. [Am 1 Sep 03]
  2. To report annually on the policies and the progress of the Division toward achieving equal opportunity for underrepresented groups. [En 12 May 77] [Am 1 Sep 03]
  3. To serve as the review Committee for the Faculty Development (formerly Pre-Tenure) Awards, originating out of the Chancellor's office. [Am 1 Sep 03]
  4. To advise the Academic Senate's Committee on Academic Personnel of any language pertaining to diversity, inclusion or equal opportunity that should be added to, revised in, or deleted from the Faculty Handbook for Advancement and Promotion at UCSF. [Am 1 Sep 03, Am 1 Nov 14, Am 26 Oct 17]

## 125. Graduate Council

- A. Membership:
1. This Committee shall consist of thirteen (13) voting members appointed for staggered three-year terms. The selection of membership shall reflect appropriately the departments, Schools, and graduate curricula of the Division, which offer work toward higher degrees.
  2. The Chair or other designated member shall serve as a member of the University Coordinating Committee on Graduate Affairs (CCGA).
  3. The Dean and/or an Assistant/Associate Dean of the Graduate Division shall serve as an ex officio non-voting member(s) but shall not serve as **C**hair or **V**ice **C**hair of Graduate Council.
  4. At the invitation of the Graduate Council, representatives of the Graduate and Professional Student Association and of the Postdoctoral Scholars Association may serve as Ex Officio non-voting members.
- B. Duties: (In accordance with Senate Bylaw 330)
1. To set policies and procedures on behalf of the San Francisco Division on matters pertaining to graduate academic programs, conferring of graduate degrees, and on postdoctoral education. [Am 15 April 91]
  2. To review and approve new programs for existing graduate

academic degrees\* , the establishment of new degrees, and any substantial change in existing programs, including but not restricted to, addition or deletion of programs within an existing degree program, joint programs across departments or schools or campuses and discontinuation of a program. The Council will also act as a consultant for new programs for existing professional degrees and provide feedback to the Faculty Council of the relevant school. [Am 1 Sep 03]

3. To recommend policy and regulations for the Executive Council on Graduate Affairs. [Am 15 April 91, 10 Apr 19]

4. To advise the Chancellor and Graduate Dean concerning graduate academic and postdoctoral matters [Am 15 April 91]

5. To conduct regularly scheduled reviews of existing graduate programs. Such review committees shall include qualified members from comparable institutions of higher learning. [Am 15 April 91]

6. To regulate in other ways the graduate academic programs within the San Francisco Division with a view to the promotion of research and learning.

7. In fulfilling its executive function on behalf of the San Francisco Division, the Council has oversight authority that includes, but is not limited to the following:

a. University Fellowships and Graduate Scholarships; [Am 1 Sep 03]

b. Rules governing study lists of graduate academic students;

c. Membership of committees in charge of a candidate's studies; fulfillment of the requirements pertaining to the graduate academic degree sought; [Am 15 April 91, 1 Sep 03]

d. Conduct of examinations for graduate academic degrees;

e. Admission of qualified academic students to candidacy for degrees;

f. Rules governing formal presentation and subsequent deposition of dissertations and theses; [Am 15 April 91]

g. Awarding of graduate academic degrees and coordination of all academic procedures related thereto including an annual convocation. [Am 15 April 91]

h. Standards for the appointment of postdoctoral scholars.\*\* [Am 15 April 91]

C. The Chair shall appoint committees of the Council as necessary. The committees shall be appointed each year at the first meeting of the Council for the fall quarter, or at least one month prior to activity required by the committee, and will serve until the first meeting of the Graduate Council the following year. [Am 15 April 91, 1 Sep 03]

\*The term "professional degree," by definition, shall include only DDS, MD, and PharmD. The graduate "academic" degree, by definition, shall include all other higher degrees recommended by the San Francisco Division.

\*\* Academic Senate Bylaw 330 defines a postdoctoral scholar as an individual who: has earned a doctoral degree; has been awarded a fellowship or traineeship or equivalent support for studies at the postdoctoral level; and is pursuing a program of research and training approved by a department or Organized

Research Unit and by the Dean of the Graduate Division. Appointment as a postdoctoral scholar is normally for a period of one to three years, and is limited to a period not to exceed five years.

### **130. Executive Council**

A. Membership: This Committee shall consist of the Chair, Vice Chair, the Divisional Parliamentarian, and Secretary of the San Francisco Division, who shall act as the Chair, Vice Chair, Parliamentarian, and Secretary respectively, of the Committee; the Chair of each of the other standing committees of the San Francisco Division; the Chair of each Faculty Council; the Chair of the Graduate Council of the San Francisco Division; the Graduate Dean, and each Dean who by Academic Senate Bylaw 50 (C) is an ex officio member of the Faculty Council of a School of the San Francisco Division; the Divisional Representatives to the Assembly and the alternate; the previous Chair ex officio; and the Vice Provost for Academic Affairs, ex officio. Quorum for the Committee is set at thirteen members. [Am 9 Dec 71, 23 Mar 72, 1 Sep 03, 23 March 16, 02 Jun 16, 29 Jul 16]

B. Duties:

1. To study the policies, actions, and reports of the standing committees of the San Francisco Division and communicate to these bodies such information as may, in its judgment, serve to coordinate them and to promote harmony and efficiency in the conduct of their work.
2. To maintain liaison with students in parallel areas of interest via the official student body organizations recognized by the Division. It shall invite representatives or agencies of those organizations to the Executive Council as is appropriate. [En 12 Mar 70, Am 23 March 2016, 02 Jun 16, 29 Jul 16]
3. To study the need for legislation by the San Francisco Division and from time to time recommend, through the Committee on Rules and Jurisdiction, such legislation as it may deem necessary or desirable.
4. To perform such other duties not assigned by the Bylaws of the Division to other committees.

### **135. Research Committee**

A. Membership: This Committee shall consist of 15 members, in addition to the Chair and Vice Chair. The composition of the Committee should include Basic, Clinical, and Social/Behavioral scientists. The Chair is an ex officio member of the University Committee on Research Policy. If unable to serve on the University Committee on Research Policy, the Chair will recommend a designee to the Committee on Committees. [Am 9 Dec 81, 20 June 86, 1 Sep 03, 18 April 11, 25 June 15]

B. Duties:

1. To advise the Chancellor and inform the Division of budgetary need for support of research and research travel in the Division. It shall have the responsibility of making recommendations to the Chancellor regarding policy governing allocation of research funds, and other matters pertaining to research in the Division. It shall consider such applications for research funds as may be made by members of the Division and such applications for research travel grants for the purpose of attending meetings of learned societies as may be made by qualified applicants. It shall transmit to the Chancellor its recommendations concerning such applications.
2. To select a UCSF faculty member who has made a distinguished

record in basic research, to deliver a lecture upon such topic as he or she sees fit. The member is to be designated the "Faculty Research Lecture-Basic Science" of the San Francisco Division. [Am 1 Sep 03, 18 Nov 04, 18 April 11]

3. To select a UCSF faculty member who has made a distinguished record in clinical research, to deliver a lecture upon such topic as he or she sees fit. The member is to be designated the "Faculty Research Lecture-Clinical Science." [Am 1 Sep 03, 18 Nov 04, 18 April 11]

4. To select a UCSF faculty member who has made a distinguished record in translational research, to deliver a lecture upon such topic as he or she sees fit. The member is to be designated the "Faculty Research Lecture-Translational Science." [Am 18 April 11]

#### **140. Committee on Academic Freedom**

A. Membership: This Committee shall consist of five or six members, with a representative from each of the Schools of the Division and one representative from the Clinical X, Health Sciences Clinical, Clinical Professor, or Adjunct Professor series. If the Division Representative to the University Committee on Academic Freedom is not one of these five members, the Committee shall consist of six members, with the Division Representative serving as a voting ex officio member. [Am 1 Sep 03, Am 28 Jan 16]

B. Duties:

1. To serve as a resource for individual faculty and students who feel that their academic freedom has been compromised. [Am 1 Sep 03, 2 Jun 16]

2. To study any condition within or without the University, which in the judgment of the Committee, may affect the academic freedom of the University, its faculty and students, and to report thereon to the Division.

3. At least every 5 years, to assess, and to report to the Division on the culture of the San Francisco campus in terms of academic freedom and how this culture affects: [Am 1 Sep 03]

a. Acceptance of positions and resignation from positions in the University.

b. The reputation of the University and the individual members of the Faculty.

#### **141. Committee on Privilege and Tenure**

A. Membership: This Committee shall consist of nine members. A quorum shall always include either the Chair or Vice Chair. The Chair shall serve for a term of two years. The Vice Chair shall have a one-year term. [Am 10 Feb 98, 11 May 17]

B. Duties: To take cognizance of all matters affecting privilege or tenure of all members of the Academic Senate or officers of instruction in the San Francisco Division, and shall conduct hearings in individual cases. In all instances it must accord the person whose case is being considered an opportunity to be heard in ~~his or her~~ **the person's** own behalf before a decision is rendered. The principles and detailed procedures governing the conduct of the Committee are set forth in Academic Senate Bylaw 334-337. [Am 10 Feb 98]

C. In accordance with Academic Senate Bylaw 335(B)(1), the San Francisco Division shall appoint an individual or panel (preferably former members of the



Privilege and Tenure Committee, but not current members) who shall be available to each grievant to discuss the claim of violation of rights and privileges and to provide advice on the appropriate procedure to be followed. Such individuals or panel members shall not serve as representatives of any grievant, and they shall maintain full confidentiality to the extent allowable by law. An aggrieved Senate member may consult with the individuals appointed under this provision or under Academic Senate Bylaw 335(B)(1) with the understanding that the grievance will not be disclosed and that the consultation shall not constitute notice of the grievance to the campus or University administration.

#### **145. Committee on Courses of Instruction**

- A. Membership: This Committee shall consist of ten members. [Am 1 Sep 03]
1. The membership shall include one representative from each of the Schools, five ex officio members (one from each of the four Schools and one from the Graduate Division) and the Registrar, who shall act as the Executive Secretary of the Committee. [Am 1 Sep 03]
  2. One ex officio member from each of the four Schools and one from the Graduate Division shall serve on the Committee. The School's ex officio member shall be a faculty member who serves on, or is designated by the School's educational policy committee, and able to represent their School with respect to new courses, revised courses, deleted courses, and course descriptions. All ex officio members from each School and from the Graduate Division shall be recommended to the Division Committee on Committees no later than May 1 of each year for confirmation of appointment. [Am 1 Sep 03]
- B. Duties:
1. The Committee shall be concerned primarily with the formal and final approval of new courses of instruction, modifications in existing courses, the approval of special prerequisites of major subjects, the withdrawal or retention of courses, the credit valuation of courses, the classification of courses, and any other matters germane to courses of instruction.

#### **160. Committee on Faculty Welfare (renamed 2 June 92)**

- A. Membership: This Committee shall consist of seven members, including one emeritus member. Its Vice Chair shall be a member of the University Committee on Faculty Welfare. [Am 2 June 87, 2 Jun 16]
- B. Duties:
1. It shall report to the Division from time to time on any matters of University welfare not assigned to other standing committees of the Division.
  2. To consider matters which concern the Division as regards housing, parking, health, childcare, benefits, and general welfare of the faculty and professional academic research staff of the San Francisco Campus. [Am 1 Sep 03]

#### **165. Committee on Library and Scholarly Communication**

- A. Membership: This Committee shall consist of ten members, including the

University Librarian of the San Francisco Division, a representative of the Librarians Association of the University of California - San Francisco Division (LAUC-SF), and one representative from either the UCSF Graduate Student Association or Associated Students of the University of California, San Francisco as ex officio members. The student representative groups shall in alternate years provide representatives (in odd years – GSA, in even years – ASUCSF), with each group serving to coordinate and communicate matters of importance relative to the Library on behalf of both groups. In the event that the Student Associations are unable to alternate representation, they shall determine amongst themselves which organization will send representation. [Am 1 Sep 03]

B. Duties:

1. To advise the President and the Chancellor regarding the administration of the library at San Francisco, in accordance with the Standing Orders of The Regents, and perform such duties relative to the Libraries at San Francisco as may be assigned to the Division by proper authority.
2. To provide liaison between Faculty and Library Administration on all matters of library policy.
3. To participate with the University Librarian on matters relating to library budget formulation policy and the allocation of space and apportionment of funds.
4. To prepare and submit to the San Francisco Division an annual report on financial problems, allocation of space, facilities for Library research and any other matters within its jurisdiction.
5. To cooperate with the University Librarian and advise the Faculty and the Chancellor in matters of scholarly communication on behalf of the Division. [Am 27 Oct 16]

## 175. Committee on Clinical Affairs

A. Membership:

1. General: This Committee shall consist of at least eight faculty members and five ex officio members. The faculty members will be chosen from the following faculty series: In-Residence, Ladder-rank, Clinical X, Health Sciences Clinical, and Adjunct. Of these faculty members, there will be at least one member from each of the four Schools. These faculty members should be engaged in clinical activity, and represent the various clinical entities operated by or affiliated with UCSF. [Am 1 Sep 03, Am 29 Jul 16]
2. Ex Officio: The Chief Executive Officers or their designees from UCSF Health, the Veterans' Affairs Medical Center, San Francisco General Hospital, UCSF Benioff Children's Hospital Oakland and Canopy Health will be ex officio members. The systemwide Academic Senate representative to the UC Regents Committee on Health Services will be a permanent, non-voting guest. A quorum shall consist of five members. [Am 1 Sep 03, Am 29 Jul 16]

B. Duties:

1. To confer with and advise the Chancellor and Administrative Officers on policy and matters regarding clinical activities affecting the academic mission of the University.
2. To report to the Academic Senate on clinical activities at UCSF

affecting the mission of the University.

3. To conduct regularly scheduled reviews and report on the conditions of the various clinical entities operated by or affiliated with UCSF.

4. To maintain liaison with other Committees of the Division and other agencies of the Campus and University on matters relating to clinical activities. [En 17 June 99]

## **180. Sustainability Committee (ABOLISHED 2016)**

## **185. Committee on Space**

A. Membership: This committee shall consist of at least 9 members (including ex-officio members), with representation from each of the Schools on the San Francisco campus. Membership shall include:

1. One Senate representative from each of the following UCSF administrative standing committees – the UCSF Campus Space Committee, the UCSF Campus Space Management Subcommittee, and the UCSF New Space Development Subcommittee; one Senate representative from each of the ad-hoc building programming subcommittees; and one at-large member appointed by the Committee on Committees. The membership should reasonably reflect UCSF's broad spectrum of geographical locations and of teaching, clinical, and research activities.

2. Ex-officio members: The Vice Chair of the Academic Senate, the Chair of the Committee on Academic Planning and Budget (or designee), the Senior Vice Chancellor for Administration and Finance, and the Associate Vice Chancellor for Campus Planning shall serve as ex-officio members.

3. Members will serve a three-year term. The terms of members on this committee will be determined by their pre-existing membership terms on the referring campus-space related Committee.

4. The Chair shall serve a renewable two-year term and be a member of the UCSF Campus Space Committee.

B. Duties

1. Set general principles and goals to guide UCSF space stewardship, including maintenance of existing infrastructure, making recommendations regarding occupancy of new and renovated buildings, monitoring space usage and occupant satisfaction.

2. To maintain liaison with other committees of the Division, Chancellor-appointed committees, and Faculty Council of the Schools on matters related to space.

3. Coordinate Senate efforts and input into UCSF space planning committees and subcommittees, including COLASC, which per Bylaw 165.B. has authority over library space. Senate input and comments over space planning may include, but is not limited to, the occupancy of new buildings, and modifications to existing buildings and structures.

4. Report quarterly to the Executive Council and annually to the Division on UCSF space planning, as well as related policies and initiatives.

5. To consider and report upon such matters as may be referred to it by the President of the University, the Chancellor, the Division, any Faculty Council, or other committee of the Division. [En Jun 17]

## CLEAN COPY OF PROPOSED CHANGES:

### Part I: Bylaws of the San Francisco Division

#### Chapter I AUTHORITY

C. The membership, duties, powers, and privileges of the Academic Senate are defined by the Standing Orders of The Regents of the University of California. The relevant sections of these Standing Orders are contained in Appendix I of the manual, which is declared an integral part of these Bylaws.

D. The San Francisco Division (hereafter referred to as "Division") is a Committee of the Academic Senate of the University of California and is subject to provisions of the Bylaws of the Academic Senate. It has authority to organize, select its own officers and committees, and adopt rules and regulations for the conduct of its business, as provided below.

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#### Chapter II MEMBERSHIP, POWERS AND DUTIES

##### 1. Membership

D. General Provisions: Roster of the membership comprises the President of the University, ex officio, the Chancellor and Vice Chancellors at San Francisco, each Dean at San Francisco, the Registrar and Admissions Officer at San Francisco, the University Librarian at San Francisco, each lecturer who has full-time teaching responsibilities in any curriculum under the control of the Academic Senate and whose academic title is Senior Lecturer with Security of Employment or Lecturer with Security of Employment; Assistant Professor, Assistant Professor in Residence, Assistant Professor of Clinical X (e.g., Medicine); Associate Professor, Associate Professor in Residence, Associate Professor of Clinical (e.g., Medicine); Acting Associate Professor; Professor, Professor in Residence, Professor of Clinical (e.g., Medicine); and Instructors or Instructors in Residence giving instruction in any of the curricula under the control of the Division, and any other person certified for membership by the Secretary of this Division in accordance with the policies of the Assembly. Membership does not lapse because of leave of absence or transfer to emeritus status.

E. Transferring of Voting Privileges, Membership of Statewide Officers: A member of the Academic Senate temporarily assigned to the San Francisco campus may transfer the member's voting privilege from the member's home campus to the Division during the member's assignment by certifying in writing the desired transfer to the Division Secretary. Academic Senate members holding statewide appointments only and not enrolled in another division may enroll in the Division upon request to the Divisional Secretary. [Academic Senate Bylaw 305 (A)(4)]

F. Voting Privileges of Instructors and Visitors: Instructors with less than two (2) years of service may not vote (Standing Orders of The Regents, Chapter IX, see Appendix I) in meetings of the Division, its Faculties, or in ballots. Members of other divisions may attend meetings of this Division, with the privilege of the floor, and may make motions, but may not second motions or vote.

## 5. Powers and Duties

C. General Provisions: This Division has authority to organize, select its own officers and committees, and adopt rules and regulations for the conduct of its business in accordance with the Bylaws of the Academic Senate. The current edition of Sturgis' The Standard Code of Parliamentary Procedure serves as the guide to the Division for all parliamentary situations that are not provided for in the law or in the Standing Orders of the Regents, the Bylaws of the Academic Senate, or these Divisional Bylaws. [Am 18 Nov 04]

1. The Division is empowered to receive and consider reports and recommendations from the Faculties of Colleges and Schools located wholly or partly in San Francisco, local administrative officers, the Office of the President, The Regents, Committees of the Senate, and other divisions.

2. It may originate and take final action on legislation substantially affecting only the Division [Academic Senate Bylaw 310 (A)(3)]; establish Faculties in any schools affiliated with the Division; transmit resolutions directly to the President on any matter of University concern; initiate Memorials to The Regents on any matter of University concern, subject to the provisions of Academic Senate Bylaw 311 (B); and submit reports and recommendations to the Academic Senate, or to the Assembly, regarding changes in Academic Senate legislation and any other matters of general concern.

3. The Division exercises all powers of the Academic Senate not specifically delegated to the Assembly or to the Standing Committees of the Academic Senate.

D. Electronic Voting

In addition to other forms of voting as described in these Bylaws, the Division may, at the discretion of the Secretary, use appropriately secure forms of electronic communication where notification or other Division business is described in these Bylaws. [Am 17 June 99]

## 7. Areas of responsibility

F. The following are considered as among the matters requiring action only by the Division. [Academic Senate Bylaws 310, 312]

1. Matters other than those mentioned under Section 7.B (below) which concern Faculties situated within the jurisdiction of only this Division provided that parallel Colleges or Schools do not exist within the jurisdiction of other divisions.

2. In the case of parallel Colleges or Schools situated within the jurisdiction of more than one division of the Academic Senate, matters pertaining to each College or School require action only by the division immediately concerned, except in such matters as are mentioned under Section 7.B (below).

3. Matters concerning curricula offered within the jurisdiction of the Division.

G. The following are matters of general concern within the jurisdiction of the Academic Senate through the Assembly: [Academic Senate Bylaws 310, 311]

1. Requirements for admission to undergraduate status and minimum

requirements for admission to graduate status.

2. General regulations such as those concerning registration, residence, and minimum unit requirements for degrees and certificates; general requirements for the Bachelor's Degree (including military training and Subject A); general regulations concerning the grade point system, credit for courses, and examinations; University Extension policy; and general regulations concerning disqualification and reinstatement of delinquent students.

3. Matters other than 1 and 2 above, involving inter-relationships of parallel Schools or Colleges in two or more divisions.

4. Changes in academic government.

H. Authorization of Courses, Curricula, and Higher Degrees: The Division authorizes and supervises all courses of instruction and curricula in the Schools and in the Graduate Division at San Francisco. A proposal by the Divisional Graduate Council for a new program for an existing degree may be transmitted directly to the Coordinating Committee on Graduate Affairs. A proposal by the Divisional Graduate Council for a new graduate degree may be transmitted to the Coordinating Committee on Graduate Affairs only after approval by the Division.

I. Curricular Changes: No change in the curriculum of a School at San Francisco may be made by the Division until the matter has been formally considered by the faculty concerned. [Academic Senate Bylaw 51]

J. Recommendation of Candidates: The Division will recommend to the President of the University all candidates who have completed the requirements for degrees in a School, College, or Graduate Division which are subject to its jurisdiction. [Divisional Bylaw 95 (D)] This duty may be delegated to a committee of the Division or one of its officers.

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## Chapter III ORGANIZATION

D. Executive Officer: The President of the University is ex officio President of the Academic Senate and a member of the Assembly of the Division and its Faculty.

E. Officers: The elected officers of the Division consist of the members of the Committee on Committees. Their election is prescribed in these Bylaws (102). The appointed officers (with Divisional confirmation) consist of the Divisional Chair, Vice Chair, Secretary, and Parliamentarian.

F. Terms: All officers hold office for the term specified in these Bylaws or until their successors are elected or appointed.

### 10. Chair

D. Term: Two years.

E. Duties: To coordinate the work of all Divisional committees. The Chair may participate in a non-voting capacity in any committee unless the matter under consideration is not to be reported directly to the Division. The Chair may refer matters to the committees of the Division.

1. To preside over all the meetings of the Division.

2. To submit an annual budget request to support the work of the

Division and its office. To control all expenditures for any budget granted for that purpose.

3. To present an annual report to the Division on the work of the Executive Office and on any other matter of common concern.

4. To determine initially whether proposed legislation is solely of Divisional concern. This decision may be appealed to the Division.

[Academic Senate Bylaw 311 (D)(3)]

5. To serve ex officio as a member of the Assembly and of the Academic Council of the Assembly. [Academic Senate Bylaws 104 (A)(3) and 125 (A)(3)]

6. To appoint special ad hoc committees with the majority approval of the Executive Council. [Divisional Bylaw 85 (A)] [Am 10 Apr 19]

7. To forward to the President, on behalf of the Division, the list of candidates approved for degrees or certificates. [Divisional Bylaw 7 (E) and 95 (D)] To report such action, including the number and extent of waivers of requirements for degrees, at the next regular meeting of the Division.

F. Vacancy of Chair: In the event a Chair is unable to complete a full term of office, the Vice Chair shall serve as Acting Chair and the Secretary of the Division shall notify the Committee on Committees, which shall appoint, with Divisional approval as provided in these Bylaws, a new Chair to fill the unexpired term (if said unexpired term is longer than three months).

### **13. Vice Chair**

C. Term: Two years.

D. Duties:

1. In the absence of the Chair, to assume all of the Chair's duties.
2. To assist the Chair.

### **15. Secretary**

C. Term: Two years.

D. Duties:

1. In the absence of the Chair and Vice Chair, to call meetings to order and assume the duties of the Chair.
2. To prepare the call and minutes for Division meetings.
3. To oversee and be responsible for decisions regarding elections, voting procedures, and processes that determine the membership of the Division and its Faculties. [Am 1 Sep 03]
4. To maintain the roll of members of the Division and its Faculties.
5. To transmit actions by the Division and its committees to members of the Divisional committees concerned, officers and agents of the Senate, and administrative officers.
6. To refer petitions of students or other materials received by the Secretary to appropriate committees. Upon direction from the Chair, to present petitions and findings to the Division. [Am 1 Sep 03]
7. To retain permanent records of the proceedings of Division meetings and make information available to each member of the Division and other authorized recipients within the time stated in the Bylaws.

8. To supervise the Division Senate Executive Office and its Administrative Director. Supervision includes annual performance review of the Director and oversight of office staff. To act as liaison with the Director of Faculty Relations and Administrative Services regarding office operations and staff. [Am 1 Sep 03]

## **17. Parliamentarian**

- D. Term: Two years. [Am 1 Sep 03]
- E. Appointment and Membership: The Parliamentarian is appointed by the Committee on Committees in consultation with the Divisional Chair-elect.
- F. Duties:
  - 1. The Parliamentarian aids and advises other Divisional committees, members, and staff members as requested. [Am 1 Sep 03, 18 Nov 04]
  - 2. At Divisional meetings, the Parliamentarian advises the presiding officer with regard to rulings or procedures. [Am 1 Sep 03, 18 Nov 04]

## **20. Divisional Representatives to the Assembly**

- D. Term: Two years. Divisional representatives may not serve more than two consecutive terms, but may become eligible after the lapse of two or more years following the conclusion of their second consecutive term. The terms of the representatives are staggered. [Senate Bylaw 104]
- E. Selection: Appointed by the Committee on Committees. [Divisional Bylaw 105 (C)(1)] An ex officio member of the Assembly is not eligible to be also Divisional Representative or Alternate. The number of Divisional Representatives is established by the Bylaws of the Academic Senate. [Senate Bylaw 104]
- F. Alternate: The selection of the Alternate Divisional Representative shall be in conformity with Divisional Bylaws 20 (A) and 105 (C)(1). The Alternate shall serve in the Assembly only in the absence or disability of a principal (LR 4.71). [Am 23 Mar 72]

## **25. Executive Office**

- C. Organization: The Executive Office of the Division provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance in matters concerning members of the Division and associated faculty. The office is under the supervision of the Secretary of the Division and is managed by the Administrative Director. [Am 1 Sep 03]
- D. Duties:
  - 1. To maintain a depository of all records of the Division.
  - 2. To provide professional support in the way of analytical, research, and policy review and administrative services as required by the Officers and committees of the Division. [Am 1 Sep 03]
  - 3. To maintain complete files (electronic or paper) of minutes, reports, and agendas of all Divisional committees and of other Academic Senate agencies.
  - 4. To maintain on file the current membership of the Division, the current Academic Senate committee service of each member of the Division, and the current roster of all committees of the Academic Senate.



5. To coordinate, administer, and manage all grant funds distributed through the Division and its committees. [Am 1 Sep 03]
6. To coordinate and administer the preparation of In Memoriam resolutions in consultation with the Committee on Faculty Welfare. [Am 1 Sep 03]
7. To provide assistance and guidance and to facilitate communication among Division Officers, committees of the Division, and Academic Senate committees and staff. [Am 1 Sep 03]
8. To coordinate and administer all Divisional electronic nomination, calls for service, voting, and polling activities. [Am 1 Sep 03]

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## **Chapter IV MEETINGS**

### **Section I. General Provision: Uniformity of Procedures**

All agencies and committees of the Division shall adhere to the procedures specified in this chapter whenever these procedures are applicable as determined by the Divisional Committee on Rules and Jurisdiction.

Definitions: The following definitions apply to all matters within jurisdiction of the Division:

- D. Legislation: The term "legislation" denotes Bylaws and Regulations of an Academic Senate agency.
1. Bylaws are legislative acts which are in effect a constitution defining the membership and organization of the Division of the Academic Senate. They also inherently reflect the philosophy and objectives of academic self-government primarily derived from the powers and duties delegated to the Academic Senate by the Standing Orders of The Regents. (Appendix 1)
  2. Regulations are legislative acts concerned primarily with the execution of the powers and duties of the Division as they apply to the day by day rules of procedure and functioning of the educational, research, and service activities of the University and its various units, which are the responsibility of the Academic Senate. Regulations shall not modify or conflict with any Bylaws of the Academic Senate.
- E. Modification of Legislation: The term "modification of legislation" denotes new legislation and amendments or repeal of existing legislation.
- F. Day: The term "day" denotes a day of instruction (including Saturday) unless specified otherwise.

### **Section II. Specific Provisions**

**30. Quorum:** Forty voting members of the Division constitute a quorum for the transaction of business at a Division meeting or for the purpose of a Divisional vote. [Am 22 Jan 70]

#### **31. Attendance of Non-members of the Division**

E. The Presidents of the official student body organizations recognized by the Division, or their student representatives, may attend all meetings of the Division as

official spokespersons of the students and have the privilege of the floor only for participating in the discussion.

F. To facilitate conduct of the meeting including the counting of votes, a section of the meeting room may be reserved by the Chair for voting members of the Division. Registered students and other academic personnel of the San Francisco campus may attend meetings of the Division, subject to the extent of the unreserved seating and the meeting being open (see C below). The Chair may recognize such non-members of the Division for participation in the discussion only.

G. Meetings of the Division are open to the official spokespersons of the students. They are open to other registered students and other academic personnel of the San Francisco campus in accordance with (A) and (B) above, but they ordinarily are closed to all other persons (see D below). In the call to the meeting the Chair, subject to the approval of the Coordinating Committee, may designate the meeting (or part of the meeting) as closed to registered students (other than the official spokesperson of the students) and other academic personnel of the San Francisco campus.

H. The only non-members of the Division to whom the meetings are ordinarily open are the registered students or other academic personnel of the San Francisco campus. A meeting may be opened to other specific interested persons or groups of persons from the San Francisco campus at the discretion of the Chair. Members who wish similarly to invite non-members may request the Chair to exercise the Chair's discretion in the manner above. At any time during the course of a meeting, it may be opened or closed to specific non-members or groups by a majority vote of the members present. [En 12 Mar 70] [Am 1 Sep 03]

### **35. Modification of Legislation**

No Bylaw, Regulation, or Procedure of the Division or its Faculties (for exception see 35 (F) below) may be added to, amended, or repealed, in whole or in part, except as specified in Appendix VIII and paragraphs A-F below: [En 22 April 92, 18 Nov 04].

G. Due Notice and Review: Subject to the provisions of the Bylaws of the Academic Senate, legislation may be modified at any meeting of the Division, provided that the proposed modification has been distributed to the membership, in writing, at least seven calendar days before the meeting. [Academic Senate Bylaw 312 (C)] [Am 10 Apr 19]

H. Requisite Majorities: Adoption, repeal, or amendment of a Divisional Bylaw requires a two-thirds affirmative vote of all members voting and present at a meeting or participating in electronic voting, as long as there is a quorum. Regulations may be modified with the approval of a majority of the members voting. [Am 1 Sep 03]

I. Formal Presentations: All proposed legislation presented to the Division shall be accompanied by a statement of the purpose and effect of the proposal (including claimed undesirable effects, when the Coordinating Committee deems them applicable), as well as a text of any legislation to be modified or adopted. [Am 4 May 72]

J. Effective Date: Legislation becomes effective on September first following its approval by the Division, unless otherwise stated in such legislation. [En 22 Jan 70]

K. Suspension of Regulations: On recommendation of a committee of the Division, any Divisional regulation concerning students may be suspended in

individual instances by three-fourths affirmative vote of the voting members present at any meeting of the Division.

L. Faculty Council Legislation: Adoption, repeal, or amendment of Bylaws, Regulations, or Procedures of a faculty, which do not affect other faculties, need be approved by only that faculty. [En 22 April 92]

#### **40. Divisional Meetings**

D. Annual Meeting: There shall be at least one annual meeting of the Division. The annual reports of the standing committees will be presented at the annual Divisional meeting or by electronic communication. The Chair and Secretary shall complete the meeting schedule in September. [Am 5 June 73, 1 Sep 03]

E. Special Meetings: The President of the Academic Senate or the Chair of the Division may call a special meeting at any time during the academic year. At the written request of 10 voting members of the Division, a special meeting shall be called by the Chair or the Secretary in the Chair's absence. The meeting can consider any items indicated in the request. [Academic Senate Bylaws 90 (B) and 315 (A)(1)]

F. Emergency Meetings: The President of the Academic Senate or the Chair of the Division may call an emergency meeting of the Division. An emergency meeting shall also be called at the written request of 10 voting members and shall be organized by the Chair of the Division. The call for such a meeting shall be sent to every member of the Division and to the Chair of each academic department for transmittal to the members of the Chair's department at least 48 hours before the meeting. The order of business is that specified for special meetings. Legislation may not be modified at an emergency meeting. The call shall contain a statement of the purpose of the meeting. [Divisional Bylaw 45 (B)] [Am 1 Sep 03]

#### **45. Agenda and Minutes of Meetings**

D. Call for a Meeting: At least six days before each meeting of the Division, the Secretary shall send at least one copy of the call to meeting, together with all pertinent documents, to every member of the Division; to the President, Vice President, and Secretary of the Academic Senate; to divisional offices; and to members of the University Committee on Rules and Jurisdiction. The call shall include the text of any legislation to be modified and a statement of the purpose, pro and con (when applicable) of the proposal, and its effect on existing legislation. [Am 4 May 72]

E. Action on Items Not on the Call: Such items can be taken up only after unanimous consent. Approval of three-fourths of the voting members present at a meeting of the Division is required for final action to be taken on any non-legislative item of business not included in the call for the meeting. [Divisional Bylaw 35]

F. Minutes: Within fifteen days after each meeting of the Division, the Secretary shall send the minutes to every member of the Division, to the President and Vice President of the Academic Senate, to divisional offices, to the Secretary of the Senate, and to the members of the University Committee on Rules and Jurisdiction. [Academic Senate Bylaw 315 (F)]

### **Section III. Rules of Order:**

General Provision: All meetings of the Division are governed by the procedures specified in this Bylaw. Annual reports of the standing committees of the Division shall constitute a special order for a regular meeting of the Division.

## **50. Order of Business at Regular Meetings**

C. The order of business at regular meetings is as follows:

1. Minutes
2. Announcements by the President and Chancellor
3. Announcements of the Chair and others
4. Special Orders
5. Reports of Special Committees
6. Reports of Standing Committees, Faculties and the Assembly  
Delegation
7. Petitions of Students
8. Unfinished Business
9. University and Faculty Welfare
10. New Business

D. Consent Calendar: Agenda items deemed non-controversial by the Chair of the Division in consultation with the Executive Council may be placed on a Consent Calendar under Special Orders in the call. Approval of all business on the Consent Calendar requires a single unanimous vote. Any member of the Division may request that any Consent Calendar item be removed. Said matter must be transferred to the regular order of business to be conducted. [En 22 Jan 70] At any regular meeting of the Division, this order of business may be suspended by a vote of two-thirds of the voting members present. [Am 10 Apr 19]

## **55. Order of Business at Special Meetings**

C. The order of business at special meetings is as follows:

1. Minutes: The reading of the minutes may be omitted with the approval of two-thirds of the voting members present.
2. The special business of the occasion.
3. Any other business authorized by unanimous consent of the voting members present.

D. Authority in Questions of Order: Questions of order not covered by these Bylaws are to be governed by the most recent edition of Sturgis' Standard Code of Parliamentary Procedure. If not covered there, Roberts' Rules of Order govern. [Am 22 Jan 70]

## **Section IV. Resolutions and Memorials**

### **60. Resolutions to the President**

C. The term "resolution" shall designate a declaration or petition addressed to the President, but not intended for transmission to The Regents.

D. On any matter of University concern, the Division may submit resolutions directly to the President with copies to the Assembly. [Academic Senate Bylaw 311 (B)]

### **63. Memorials to The Regents**

C. The term "memorial" shall designate a declaration or petition addressed to the President for transmission to The Regents.

D. The Division may initiate memorials on matters of statewide concern to be submitted to The Regents through the President as prescribed by Academic Senate Bylaw 311 (B). Any memorial approved by the Division shall be transmitted to the Chair of the Assembly and the Chairs of the other divisions within 30 calendar days. Such a memorial shall also be transmitted promptly to each of the other divisions for immediate discussion. Any recommendations made by the other divisions concerning the proposed memorial shall be forwarded to the Assembly, which shall act as a conference committee to reconcile divergences. Procedures relating to memorials shall be followed as in Academic Senate Bylaw 90.

**64. Ballot:** Proposed resolutions to the President or memorials to The Regents may be forwarded to the Assembly and other divisions only after adoption in a ballot(as described in Divisional Bylaw 70) by a majority of the voting members of the Division.

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## Chapter V ELECTIONS

General Provisions: Subject to the further provisions of these Bylaws, all Divisional elections are to be by electronic ballot and are to be conducted by the Secretary.

**65. Election and Nomination Procedures. Any election of the Division shall be conducted as follows:**

I. Notice of Election and Invitation for Nominations: At least 30 days before any election, its date shall be announced, its intent indicated, and nominations invited by means of appropriate mail or electronic notice from the Secretary to each voter. In such notice, the date for closing the nominations shall be indicated. [Senate Bylaws 340 and 95]

J. Nominations for the Committee on Committees

1. On or around March 1 of each year, the Secretary shall release a call to the faculty for nominations for the Committee on Committees. The call shall be released electronically and subsequently placed on the home page of the Divisional Academic Senate website. The home page shall contain a nomination form as well as instructions for electronic nominations. All nominations shall be made by submitting an electronic communication to the Secretary, via the Executive Office. All nominations must identify the position for which the Division member is being nominated; the name, title, and department of the nominee; and the names, departments, and signatures of the nominator and at least four additional members of the Division who support the nomination; and they must contain an indication of acceptance by the nominee. [Am 1 Sep 03]

2. Nominations for filling unexpired terms must be filed with the Secretary within 14 days following the sending of the notice of a vacancy. A meeting of the Division is not necessary and must be so stated in the call for the election. Each written or electronic nomination must be signed by five voting members of the Division and must contain an indication of acceptance by the nominee.

K. Nominations for Faculty Councils

See Appendices 3, 4, 5, 6. [Am 1 Sep 03]

L. Ballots: The Secretary shall transmit a ballot to each voter at least 15 days before the election. All persons nominated shall be listed in alphabetical order. The ballot for Committee on Committees members shall indicate each nominee's name, title, and department, along with the faculty member supporting each nominee. Voters shall be instructed to return their votes to the Secretary by the date of election. Each voter shall receive an electronic communication linking to a secured ballot. Within the electronic ballots, voters shall be assigned unique identifying numbers and shall be provided with website addresses for placing their votes. Appropriate security measures shall be taken to ensure that each voter can enter only a single vote. [Am 1 Sep 03]

M. Counting the Ballots: The Secretary shall supervise the counting of electronic ballots and certify the results to the Division.

N. Number of Votes Required for Election: In the Division, a majority of the votes cast is required for election as long as a quorum is participating.

O. Tie Votes: In the case of a tie vote for a single position, the selection shall be by lot, conducted by the Secretary.

P. Omission of the Ballot: If the number of persons nominated as described above is not in excess of the number of places to be filled, the election shall not be held and the Secretary of the Division shall cast a unanimous ballot for the candidate(s).

## 70. Ballots on Actions or Measures

C. General Provisions: Only those actions or measures which have been considered at a meeting of the Division may be submitted by electronic ballot of the voting membership of the Division.

D. Conduct of the Balloting: The Secretary shall specify the date for the return of completed ballots at least 14 days after sending ballots. Ballots shall be returned to the Secretary. Each voter will be assigned a unique identifying number and will be provided with the website address for placing his or her vote. Appropriate security measures shall be taken to ensure that voters can enter only a single vote. All ballots received by the stipulated return date are counted, under the supervision of the Secretary, and at the next meeting of the Division, the Secretary announces the full vote, including the number of negative votes and the number of invalid ballots cast. [Am 1 Sep 03]

## 75. Referendum and Reconsideration

C. At a meeting of the Division, any matter considered and not referred to a committee must be submitted to an electronic ballot of the Division upon the request of a majority of those present and voting.

D. Reconsideration: At the written request of fifteen voting members of the Division received by the Secretary within 10 days after the distribution of the minutes of a Divisional meeting, any specific legislation or action considered at that meeting and stated in the written request may be reconsidered at the following meetings with all the privileges applied to a motion for reconsideration (as defined by Sturgis) as if it had been made at the time of said meeting. [Am 5 June 73]

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## Chapter VI. FACULTIES AND COMMITTEES

### **Section I. General Provisions**

#### **80. Committee Responsibilities and Authority**

E. Committees of the Division: The following are designated committees of the Division: Standing and ad hoc committees of the Division, the Graduate Council, Executive Council, each Faculty Council, and the Delegation of Divisional Representatives to the Assembly. [Am 10 Apr 19]

F. Responsibility to the Division: Each committee is responsible to and obligated to report its actions to the Division. When a committee makes recommendations and gives advice to the President, the Chancellor, or other administrative officer, it shall report its recommendation to the Division.

G. Authority to Report: The committees of the Division normally report to the Division, but they may report concurrently to the Assembly. [Academic Senate Bylaw 40 (B)] A Divisional committee may report to any other Divisional or Academic Senate committee.

H. Voting Eligibility: Only members of the Academic Senate may vote in Senate agencies and their committees when those agencies or committees are taking final action on any matter for the Academic Senate or giving advice to University officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may vote on other questions, such as those that involve only recommendations to other Senate agencies. [Am 1 Sep 03]

#### **85. Selection and Composition**

C. Selection of Committees: Unless otherwise specified, the Divisional Committee on Committees shall appoint the Chair and Vice Chair, and when necessary, secretary and members of all standing committees, subject to confirmation at a meeting (or next meeting if for interim appointments) of the Division. Membership of the ad hoc committees shall be appointed by the Chair of the Division and shall be communicated to the Executive Council. [Am 1 Sep 03, 10 Apr 19]

D. Composition of Committees: Committees may be constituted of a combination of ex officio, elected, or appointed members. Ex officio committee members, committee Chairs, and committee Vice Chairs may vote and exercise the same powers as other members, unless limitations are imposed when the committee is established. Separately, Department Chairs may serve on Assembly Committees, with the exception of the Committee on Academic Personnel, the Committee on Academic Freedom and the University Committee on Privilege and Tenure. Some committees may be further restricted to faculty without administrative appointments (which are defined as Chair, Dean, Vice Dean, Assistant Dean, Associate Dean, or Acting Dean). [Am 1 Sep 03, Am 28 Jan 16]

#### **90. Terms and Tenure of Membership**

C. Term of Members of Standing Committees: Unless otherwise specified, each member shall serve from September first for a term of three years or from the date of

appointment as a replacement to completion of that three-year term. In general, the terms should be staggered so that each year one-third of the membership is refreshed. Exceptions may be made when a committee is engaging in business that requires continuity. The Committee on Committees should make a concerted effort, when possible, to rotate new members onto committees and to give priority to those members who have not been previously appointed. [Am 22 Jan 70, 1 Sep 03]

D. Tenure of Ad Hoc Committees: The tenure of a special committee extends only until September first ensuing after its establishment unless a definite term is stated in the authorizing motion. [Am 22 Jan 70]

## **Section II. Faculties**

### **95. Powers of Faculties**

I. The government and supervision of each school at San Francisco is vested in the Faculty concerned, provided that all graduate study and higher degrees under the Graduate Council shall be administered in accordance with the rules and coordinating powers of the Graduate Council.

J. A Faculty may delegate portions of its authority to its committee or executive officers. [Academic Senate Bylaw 50 (B)]

K. In individual cases of minor curricular adjustments, a Faculty may approve the petitions of students to graduate under suspension of the regulations.

L. Final responsibility for approving the award of degrees, certificates, and honors at graduation rests with the Faculty concerned, or with the Graduate Council in the case of higher degrees under the Graduate Council. This duty may be delegated to a committee of the Faculty or administrative officer who is a member of the Academic Senate. The list of candidates approved for degrees or certificates is to be transmitted in turn to the Registrar and to the Chair of the Division. [Divisional Bylaw 10 (B)(7)]

M. In the exercise of its jurisdiction over scholastically disqualified undergraduate students, a Faculty may suspend the regulations regarding dismissal, or specify conditions for such suspension, and may permit the students dismissed under these regulations to return to the University. (See also Academic Senate Regulation 900)

N. A Faculty may dismiss a student for causes other than scholastic disqualification following due process. [Am 1 Sep 03]

O. Agencies and administrative officers empowered by a Faculty to exercise their authority to suspend regulations regarding graduation and scholastic disqualification shall report periodically to the Faculty concerning the discharge of their responsibility.

P. The Faculty of the division is a committee of the division, to which it is be directly responsible. (An exception is the School of Public Health, Berkeley-San Francisco, which is directly responsible to the Assembly.) [Academic Senate Bylaw 50 (A)]

### **100. Membership of Faculties**

E. When functioning as a committee of the division, the membership of each Faculty is determined by the Bylaws of the division and includes the following persons only [Academic Senate Bylaw 45]:



1. The President of the University
  2. The Chancellor at San Francisco
  3. The Dean of the School
  4. All members of the Academic Senate who are members of departments assigned to that School
  5. Such other members of the Academic Senate as are specified by the Bylaws of the division or the Assembly
- F. Voting Eligibility: Only voting members of the Academic Senate are eligible to vote in the Faculty or Faculties of which they are members. Instructors with less than two years of service are not entitled to vote. [Standing Order of The Regents 105.1(a) and Academic Senate Bylaw 45]
- G. Organization of Faculties
1. Subject to the supervisory and coordinating powers of the Divisional Committee on Rules and Jurisdiction, and to the provisions of Divisional and Academic Senate legislation, each Faculty may organize, select its own officers and committees, and adopt procedural legislation. The Dean of the School is be an ex officio member of the Faculty Council, but he or she is not be eligible to serve as Chair of the Faculty or of the Faculty Council. The Chair of the Faculty and members of the Faculty Council shall be selected by the Faculty. [Academic Senate Bylaw 50 (C)] (For Bylaws, Regulations, and Procedures of Faculties, see Appendices III-VI.)
  2. When a Faculty organizes, it shall arrange its committees in such a way as to reasonably coordinate its functions with the committees at the divisional level and to adopt other means by which there can be ease of communication and coordination between the various Faculty committees of the division. Each Faculty shall deposit with the divisional Committee on Rules and Jurisdiction the most current copy of its Bylaws, Regulations, and Procedures to be included in the divisional Manual. [Academic Senate Bylaw 80 (B)(C)]
- H. Recommendations by Faculties: Each Faculty may present to the division recommendations and proposed modifications of legislation of the division. The division or the Assembly may from time to time impose specific duties on a Faculty. [Academic Senate Bylaw 50]

### **Section III. Standing Committees of the San Francisco Division**

#### **GENERAL PROVISION**

##### **101. Composition**

- F. Standing committees may be constituted of ex officio, elected or appointed members or a combination of these. A quorum is required for a committee to vote on actions, although Committee members can discuss business items with fewer members present than a quorum. A quorum will be one member over half of the membership of a Committee, unless otherwise stipulated in these Bylaws. [Am 1 Sep 03]
- G. Parallel Committees to the Systemwide Academic Senate: Such committees comprise the Committees on: Academic Freedom, Academic Personnel, Academic Planning and Budget, Committees, Educational Policy, Equal Opportunity, Faculty Welfare Library, Privilege and Tenure, Research, Rules and Jurisdiction, and the Graduate Council. These committees deal with local problems and report on such to the San Francisco Division. However, since there is much similarity in their

procedures and duties with those at the Academic Senate level, these committees have overlapping (i.e., parallel) membership with equivalent committees in the Academic Senate. [Am 10 Apr 19]

H. Local Committees: These committees deal primarily with local administrative problems and normally report to the Division only. Such Committees are: Clinical Affairs, Courses of Instruction, Space, and Executive Council. [Am 10 Apr 19]

I. Ad hoc committees shall be appointed in the manner designated by this Division, at the time of the creation of such committees. [Divisional Bylaws 80, 85, and 90 (B)] These are created to consider a problem or situation that is often urgent. They shall be of limited duration. They should not perform the duties of a standing committee.

J. Attendance of Non-members of Committees at Committee Meetings

1. Student members or student representatives (or the alternate in either case) duly appointed to a committee under these Bylaws may participate in all meetings of the committee in accordance with the conditions of their appointment.

2. Other registered students and other academic personnel of the San Francisco campus may attend meetings of Divisional committees and subcommittees subject to the extent of the available seating of ordinary committee meeting places and to (3) below. The Chair may recognize such non-members of the committee only for participation in the discussion.

3. The Chair of each committee or subcommittee is charged with designating each meeting or part of a meeting of the committee as open or closed to the non-members specified in (2) above and to post the date, time, and agenda of each open meeting at or near the Academic Senate Division office at the same time notices are sent to the committee members. After a meeting has started, the designation of a meeting as open or closed may be changed by a two-thirds majority of the committee present.

4. Committee meetings ordinarily are closed to non-members of the committee except as specified above, but may be opened to others by the mechanisms of (3) above. [En 12 Mar 70]

## **102. Committee on Committees**

G. This Committee shall consist of nine members; one from each School and the remaining members to be elected At Large. The nine members can be from any faculty series, but in total, Adjunct and HS Clinical members combined shall comprise no more than four of the seats. (Am 29 Jul 16)

H. Term of Office: The members are to have three-year staggered terms so that a total of three members are elected each year.

I. Nominations: The Secretary of the Division shall inform the membership each year according to Division Bylaw 65 of both the particular School and the At Large vacancies on the Committee arising from expired terms and invite written or electronic nominations as provided in Bylaw 65. If, as a result of this invitation, at least one candidate for each vacancy has not been nominated, the Secretary of the Division shall not permit balloting until the requirement is met by submission of written or electronic nominations.

J. Ballots: The Secretary shall send ballots to all voting members of the Division at least fifteen days before the election. The nominees shall be listed as described in (E) below. A list of the current constitution of the Committee shall

accompany the ballot. [Divisional Bylaw 65]

- K. Instructions for Voting
  - 1. Each year the ballot shall designate:
    - a. The nominees of the appropriate School or Schools separately. The list of nominees At Large and the number to be elected.
    - b. The name, title, department and School of each nominee.
    - c. The name, department and School of each nominator for each nominee.
  - 2. No ballot shall be valid on which more than one name is marked for each School.
  - 3. No ballot shall be valid on which more than three names are marked.
- L. Results of Elections:
  - 1. For election of School representatives, the candidates receiving the most votes shall be declared elected.
  - 2. For election of At Large representatives, the candidates receiving the most votes, regardless of School affiliation, shall be declared elected.
  - 3. The election shall be so organized that the results can be presented to the Division at its last meeting of the academic year. [Am 24 Nov 70, 1 Sep 03]

## **105. Organization of Committee on Committees**

D. The Committee each year shall elect its own Chair and Vice Chair and shall establish its own rules consistent with these Bylaws. The Committee, elected by Members of the San Francisco Division shall have the authority to appoint or remove committee members in accordance with Divisional Bylaw requirements and rules established and contained in Sturgis related to the authority granted to appointing committees. The Chair, who normally shall serve in that capacity not more than two successive years, shall be the Divisional member of the University Committee on Committees. The Committee shall elect a Vice Chair from its membership. [Am 18 Nov 04]

E. Vacancies: The Committee may appoint or nominate for election [Divisional Bylaw 65 (B)(2)] a candidate or candidates to occupy any unfilled term. The Division shall be notified when the Committee appoints or nominates for election a candidate to occupy any unfilled term. The list of Committee members containing any new appointments shall be included on the Consent Calendar at the next meeting of the Division. [Am 18 Nov 04]

F. Duties:

- 1. To appoint or remove the Divisional Representatives and the Alternate to the Assembly. [Am 18 Nov 04]
- 2. To appoint or remove all members, not ex officio, of each standing committee and Graduate Council of the San Francisco Division, designate its Chair and Vice Chair, and when necessary Secretary. [Am 23 Mar 72, 18 Nov 04]
- 3. To appoint or remove with Divisional confirmation, the Chair, Vice Chair, Secretary and Parliamentarian of the Division. [Am 18 Nov 04]
- 4. Confirmation: The Division shall be notified when the Committee appoints or nominates for election a candidate to occupy any unfilled term. The list of Committee members containing any new appointments shall be included on the Consent Calendar at the next meeting of the Division. .  
When confirmed, the appointments to expired terms shall begin September

first. If at least two thirds of a quorum of the Division opposes a candidate recommended by the Committee on Committees, it must notify the Secretary of the Division who will inform the Committee on Committees that it must submit another candidate until an acceptable one is proposed. The Committee shall submit recommendations for regular annual committee appointments for confirmation to the Division at its last meeting of the academic year. [Am 1 Sep 03, 18 Nov 04]

5. Filling Committee Vacancies: The Committee shall have power to receive, to declare and to act upon resignations and vacancies, and to make appointments, with notification to the Division [105.C.4] to fill such in the list of the standing committees of the Division. Partial Term: A candidate appointed to fill a vacancy shall take office at once and shall serve for the full remaining term of the candidate that he or she replaced. [Am 24 Nov 70, 18 Nov 04]

6. Members of the Committee on Committees shall be eligible to serve as officers or members of any and all committees, or as representatives of the San Francisco Division to the Graduate Council or to the Assembly.

7. To advise the Chancellor on appointments to administrative committees. [En 24 Nov 70, ]

8. Administrative Advisor: The Committee on Committees itself, or at its discretion, a subcommittee appointed by it, shall serve as a properly constituted conference body of the San Francisco Division, to advise the Chancellor or President of the University concerning the appointment of Deans and Directors. (See Standing orders of The Regents in regard to Deans and Directors).

## 110. Committee on Academic Personnel

### C. Membership:

a. This committee consists of at least seven and no more than nine members of Professor rank in Tenure Track, Clinical–X and In-Residence series, serving staggered terms of three years. It shall contain members from each School and should be representative of the broad missions of UCSF, including members who are involved in the Basic, Clinical, and Social/Behavioral Sciences. [Am 1 Sep 03, 18 Nov 04, 16 Oct 13, 01 Jan 14]

b. This committee consists of up to two non-voting appointed members of the Professor rank in the Health Sciences Clinical or Adjunct Series who will serve for a term of three years each. [01 Jan 14]

### D. Duties:

0. To make recommendations to the President and/or the Chancellor concerning appointments, advancements, reviews, policy and related matters. This committee represents the Division in all such matters. The committee works in partnership with the Academic Affairs Office and provides weekly reports to the Vice Provost, Academic Affairs, on matters related to faculty file actions. [Am March 01, Am 01 Jan 14]

1. To review regularly and revise as necessary the Faculty Handbook for Advancement and Promotion at UCSF. The Committee should consult with other Divisional committees, campus committees, and administrative bodies regarding this handbook as appropriate. [Am 1 Nov 14]

2. Annual Awards

- a. Distinction in Teaching Award: To receive nominations annually for recipients of awards of distinguished teaching from departmental chairs or from individual members of the faculty and from currently enrolled students. Nominations must be made to the committee on or before March first each year. It shall set up methods for inviting nominations.
- b. Distinction in Mentoring Award: A committee member will chair the Distinction in Mentoring Award selection committee with one member from each School at the Associate rank and one member from each School at the full Professor rank as appointed by the Committee on Committees. [01 Jan 14]
- c. To convey to the Division annually its recommendations and establish procedures for publicity of the awards. [Am 4 May 72, 16 May 78]

## **112. Committee on Academic Planning and Budget**

### **C. Membership**

1. This Committee shall consist of at least eleven and not more than nineteen members of associate rank or higher, excluding ex officio members. At least one Senate member from each School will be on the Committee. Up to four members can be from the Clinical or Adjunct Series. The membership should reasonably reflect UCSF's broad spectrum of geographical locations and of teaching, clinical, and research activities. [Am 1 Sep 03, 18 Nov 2004]
2. The Vice Chair of the Division and the Vice Chancellors for Administration and Finance, and Campus Planning, the VC-Chief Financial Officer, the AVC-Chief Information Officer, and the Vice Provost for Academic Affairs shall serve as non-voting ex officio members. The Chairs of the respective School Faculty Councils will also serve as non-voting ex officio members. [Am 2 June 92, 1 Sep 03, 2 Jun 16, 21 Jun 19]
3. No standing Dean, Associate Dean, or Department Chair shall serve as a member of the Committee. However, individuals previously holding these positions may be Committee members. [Am 1 Sep 03]
4. The Chair of the Committee shall serve a two year term as Chair. [Am 18 Nov 2004]

### **D. Duties:**

1. To confer with and advise the Chancellor and Administrative officers on policy and matters regarding budgets, resource allocation, academic planning, physical planning, and general assignment of teaching space.
2. To initiate studies with regard to budget and planning on proposed activities that would significantly impact the academic and research mission of the campus as a whole or any two of the Schools. [Am 1 Sep 03]
3. To maintain liaison with other committees of the Division, Chancellor-appointed committees and Faculty Council of the Schools on matters related to budget, resource allocation, academic planning, and physical planning. [Am 1 Sep 03]
4. To make recommendations to the Chancellor and Academic Senate agencies concerning allocation of educational resources, academic priorities, and the planning and budgetary process. [Am 1 Sep 03]

## **115. Committee on Educational Policy**

D. Membership: This Committee shall consist of eight members with representation from each of the Schools on the San Francisco campus. The Chair or the Vice Chair shall be a member of the Committee on Educational Policy of the Academic Senate.

E. Duties:

1. To consider and report upon such matters as may be referred to it by the President of the University, the Chancellor, the Division or by any Faculty, Council, or other committee of the Division.
2. To initiate such studies and make such reports to the Chancellor, the Division, or both, upon local matters involving questions of educational policy. This may include such items as it deems appropriate as establishment or disestablishment of curricula, colleges, schools, institutes, departments, bureaus, and the like, and upon legislative or administrative policies of a fundamental character involving questions of educational policy. It may present its findings to the President, regarding the initiation, abolition, or consolidation of curricula, or of academic and administrative organizations, and regarding basic legislation or administrative policies involving educational policy.

F. The Chair of the Committee shall inform the Chair of the University Committee on Educational Policy on matters concerning systemwide policies. In Division matters, the Committee shall report to the Divisional Academic Senate. It shall, whenever requested by said systemwide Academic Senate Committee, refer to the latter for review of any proposed report before a Divisional report is submitted. [Am 10 Apr 19, 21 Jun 19]

## **120. Committee on Rules and Jurisdiction**

C. Membership: This Committee shall consist of nine members including the Registrar and Admissions Officer, ex officio. The Parliamentarian shall be a non-voting ex officio member. [Am 9 Dec 71, 1 Sep 03, 18 Nov 04]

D. Duties:

1. To exercise formal supervision over all modifications in Divisional legislation proposed by other committees, or by members of the Division, for consideration by the Division. Formal supervision requires review and certification by the Committee that the proposed legislation is consonant with the Code of the Academic Senate prior to submission to the Division. This does not involve approval or disapproval by the Committee of the substantive content of the proposed legislation. [Am 25 May 71]
2. Under the guidance of the systemwide University Committee on Rules and Jurisdiction, to publish and edit the Manual of the San Francisco Division of the Academic Senate when necessary. [Academic Senate Bylaw (B)(C)] [Am 10 Apr 19]
3. To review legislation adopted by the San Francisco Division to determine whether such legislation is of such general concern as to require action by the Assembly, or whether it is in conflict with any Bylaws or Regulations of the Academic Senate. It shall inform the Chair of the Division of its decision. [Division Bylaw 10(B)(4)][Am 25 May 71]
4. To make editorial and conforming non-substantive changes in Divisional legislation.
5. To advise the Division, its officers, committees, and Faculties in all

matters of organization and jurisdiction, review all changes in Bylaws, Regulations, and Procedures of the San Francisco Division and its Faculties, and submit to all Faculties of this Division such amendments to their Bylaws as may seem advisable. [Am 22 April 92]

6. To respond to informal requests from members, officers, or committees of the San Francisco Division for information regarding the Code of the Academic Senate or the legislation of the San Francisco Division, summarizing all such correspondence in an annual report.

7. To issue a Legislative Ruling interpreting the Manual of the San Francisco Division at the request of a member of the Executive Council. Prior to issuing a Ruling, the position of the Committee shall be submitted to the Executive Council for consideration and comment. After considering such comment, it shall issue its Ruling and report it to the Division in the Call to the next Division meeting, along with commentary from the Executive Council. The Legislative Ruling will become final and acquire the status of legislation unless the Division does not adopt it at that meeting. [Am 20 Nov 95, 10 Apr 19]

8. To hear, upon written petition of no fewer than 10 members of the Division, challenges to any action of a Divisional committee alleged to be contrary to the Code of the Academic Senate or to the Manual of the San Francisco Division. Such challenges must be made within 30 days after the publication of the minutes of the Division or Divisional committee reporting the action. It shall hear both sides, orally or in writing or both, before reaching a decision. It shall report its finding to a meeting of the Division and to the systemwide University Committee on Rules and Jurisdiction. Either the petitioners or the committee may then ask the systemwide University Committee on Rules and Jurisdiction to consider the issue. A decision of that Committee, if rendered, shall be final. If that Committee decides not to hear the issue, the decision of the San Francisco Division's Committee on Rules and Jurisdiction shall stand. No challenges can be made to findings or recommendations on the merits of a particular case render by the Committee on Academic Personnel or the Committee on Privilege and Tenure. [Am 20 Nov 95, 10 Apr 19]

## **122. Committee on Equal Opportunity**

- C. Membership: This Committee shall consist of at least ten members.
1. The membership shall include at least one representative from each of the Schools and the Graduate Division. [Am 5 June 91, 1 Sep 03]
  2. The Vice Chancellor of Diversity and Outreach shall serve as a non-voting ex-officio member. [Am 27 Oct 16]
  3. The membership shall include at least one appointee from the Clinical and one from the Adjunct series. [Am 1 Sep 03]
  4. A quorum shall consist of five voting members. [Am 1 Sep 03]
- D. Duties:
1. To review the status of underrepresented groups in those areas in which the Senate has jurisdiction. [Am 1 Sep 03]
  2. To report annually on the policies and the progress of the Division toward achieving equal opportunity for underrepresented groups. [En 12 May 77] [Am 1 Sep 03]
  3. To serve as the review Committee for the Faculty Development

(formerly Pre-Tenure) Awards, originating out of the Chancellor's office.  
[Am 1 Sep 03]

4. To advise the Academic Senate's Committee on Academic Personnel of any language pertaining to diversity, inclusion or equal opportunity that should be added to, revised in, or deleted from the Faculty Handbook for Advancement and Promotion at UCSF. [Am 1 Sep 03, Am 1 Nov 14, Am 26 Oct 17]

## 125. Graduate Council

### D. Membership:

1. This Committee shall consist of thirteen (13) voting members appointed for staggered three-year terms. The selection of membership shall reflect appropriately the departments, Schools, and graduate curricula of the Division, which offer work toward higher degrees.

2. The Chair or other designated member shall serve as a member of the University Coordinating Committee on Graduate Affairs (CCGA).

3. The Dean and/or an Assistant/Associate Dean of the Graduate Division shall serve as an ex officio non-voting member(s) but shall not serve as Chair or Vice Chair of Graduate Council.

4. At the invitation of the Graduate Council, representatives of the Graduate and Professional Student Association and of the Postdoctoral Scholars Association may serve as Ex Officio non-voting members.

### E. Duties: (In accordance with Senate Bylaw 330)

1. To set policies and procedures on behalf of the San Francisco Division on matters pertaining to graduate academic programs, conferring of graduate degrees, and on postdoctoral education. [Am 15 April 91]

2. To review and approve new programs for existing graduate academic degrees\* , the establishment of new degrees, and any substantial change in existing programs, including but not restricted to, addition or deletion of programs within an existing degree program, joint programs across departments or schools or campuses and discontinuation of a program. The Council will also act as a consultant for new programs for existing professional degrees and provide feedback to the Faculty Council of the relevant school. [Am 1 Sep 03]

3. To recommend policy and regulations for the Executive Council on Graduate Affairs. [Am 15 April 91, 10 Apr 19]

4. To advise the Chancellor and Graduate Dean concerning graduate academic and postdoctoral matters [Am 15 April 91]

5. To conduct regularly scheduled reviews of existing graduate programs. Such review committees shall include qualified members from comparable institutions of higher learning. [Am 15 April 91]

6. To regulate in other ways the graduate academic programs within the San Francisco Division with a view to the promotion of research and learning.

7. In fulfilling its executive function on behalf of the San Francisco Division, the Council has oversight authority that includes, but is not limited to the following:

a. University Fellowships and Graduate Scholarships; [Am 1 Sep 03]

b. Rules governing study lists of graduate academic students;



- c. Membership of committees in charge of a candidate's studies; fulfillment of the requirements pertaining to the graduate academic degree sought; [Am 15 April 91, 1 Sep 03]
- d. Conduct of examinations for graduate academic degrees;
- e. Admission of qualified academic students to candidacy for degrees;
- f. Rules governing formal presentation and subsequent deposition of dissertations and theses; [Am 15 April 91]
- g. Awarding of graduate academic degrees and coordination of all academic procedures related thereto including an annual convocation. [Am 15 April 91]
- h. Standards for the appointment of postdoctoral scholars.\*\* [Am 15 April 91]
- F. The Chair shall appoint committees of the Council as necessary. The committees shall be appointed each year at the first meeting of the Council for the fall quarter, or at least one month prior to activity required by the committee, and will serve until the first meeting of the Graduate Council the following year. [Am 15 April 91, 1 Sep 03]

\*The term "professional degree," by definition, shall include only DDS, MD, and PharmD. The graduate "academic" degree, by definition, shall include all other higher degrees recommended by the San Francisco Division.

\*\* Academic Senate Bylaw 330 defines a postdoctoral scholar as an individual who: has earned a doctoral degree; has been awarded a fellowship or traineeship or equivalent support for studies at the postdoctoral level; and is pursuing a program of research and training approved by a department or Organized Research Unit and by the Dean of the Graduate Division. Appointment as a postdoctoral scholar is normally for a period of one to three years, and is limited to a period not to exceed five years.

### **130. Executive Council**

C. Membership: This Committee shall consist of the Chair, Vice Chair, the Divisional Parliamentarian, and Secretary of the San Francisco Division, who shall act as the Chair, Vice Chair, Parliamentarian, and Secretary respectively, of the Committee; the Chair of each of the other standing committees of the San Francisco Division; the Chair of each Faculty Council; the Chair of the Graduate Council of the San Francisco Division; the Graduate Dean, and each Dean who by Academic Senate Bylaw 50 (C) is an ex officio member of the Faculty Council of a School of the San Francisco Division; the Divisional Representatives to the Assembly and the alternate; the previous Chair ex officio; and the Vice Provost for Academic Affairs, ex officio. Quorum for the Committee is set at thirteen members. [Am 9 Dec 71, 23 Mar 72, 1 Sep 03, 23 March 16, 02 Jun 16, 29 Jul 16]

#### **D. Duties:**

1. To study the policies, actions, and reports of the standing committees of the San Francisco Division and communicate to these bodies such information as may, in its judgment, serve to coordinate them and to promote harmony and efficiency in the conduct of their work.
2. To maintain liaison with students in parallel areas of interest via the official student body organizations recognized by the Division. It shall invite

representatives or agencies of those organizations to the Executive Council as is appropriate. [En 12 Mar 70, Am 23 March 2016, 02 Jun 16, 29 Jul 16]

3. To study the need for legislation by the San Francisco Division and from time to time recommend, through the Committee on Rules and Jurisdiction, such legislation as it may deem necessary or desirable.

4. To perform such other duties not assigned by the Bylaws of the Division to other committees.

### **135. Research Committee**

C. Membership: This Committee shall consist of 15 members, in addition to the Chair and Vice Chair. The composition of the Committee should include Basic, Clinical, and Social/Behavioral scientists. The Chair is an ex officio member of the University Committee on Research Policy. If unable to serve on the University Committee on Research Policy, the Chair will recommend a designee to the Committee on Committees. [Am 9 Dec 81, 20 June 86, 1 Sep 03, 18 April 11, 25 June 15]

D. Duties:

1. To advise the Chancellor and inform the Division of budgetary need for support of research and research travel in the Division. It shall have the responsibility of making recommendations to the Chancellor regarding policy governing allocation of research funds, and other matters pertaining to research in the Division. It shall consider such applications for research funds as may be made by members of the Division and such applications for research travel grants for the purpose of attending meetings of learned societies as may be made by qualified applicants. It shall transmit to the Chancellor its recommendations concerning such applications.

2. To select a UCSF faculty member who has made a distinguished record in basic research, to deliver a lecture upon such topic as he or she sees fit. The member is to be designated the "Faculty Research Lecture-Basic Science" of the San Francisco Division. [Am 1 Sep 03, 18 Nov 04, 18 April 11]

3. To select a UCSF faculty member who has made a distinguished record in clinical research, to deliver a lecture upon such topic as he or she sees fit. The member is to be designated the "Faculty Research Lecture-Clinical Science." [Am 1 Sep 03, 18 Nov 04, 18 April 11]

4. To select a UCSF faculty member who has made a distinguished record in translational research, to deliver a lecture upon such topic as he or she sees fit. The member is to be designated the "Faculty Research Lecture-Translational Science." [Am 18 April 11]

### **140. Committee on Academic Freedom**

C. Membership: This Committee shall consist of five or six members, with a representative from each of the Schools of the Division and one representative from the Clinical X, Health Sciences Clinical, Clinical Professor, or Adjunct Professor series. If the Division Representative to the University Committee on Academic Freedom is not one of these five members, the Committee shall consist of six members, with the Division Representative serving as a voting ex officio member. [Am 1 Sep 03, Am 28 Jan 16]

D. Duties:

1. To serve as a resource for individual faculty and students who feel

that their academic freedom has been compromised. [Am 1 Sep 03, 2 Jun 16]

2. To study any condition within or without the University, which in the judgment of the Committee, may affect the academic freedom of the University, its faculty and students, and to report thereon to the Division.

3. At least every 5 years, to assess, and to report to the Division on the culture of the San Francisco campus in terms of academic freedom and how this culture affects: [Am 1 Sep 03]

a. Acceptance of positions and resignation from positions in the University.

b. The reputation of the University and the individual members of the Faculty.

#### **141. Committee on Privilege and Tenure**

D. Membership: This Committee shall consist of nine members. A quorum shall always include either the Chair or Vice Chair. The Chair shall serve for a term of two years. The Vice Chair shall have a one-year term. [Am 10 Feb 98, 11 May 17]

E. Duties: To take cognizance of all matters affecting privilege or tenure of all members of the Academic Senate or officers of instruction in the San Francisco Division, and shall conduct hearings in individual cases. In all instances it must accord the person whose case is being considered an opportunity to be heard in the person's own behalf before a decision is rendered. The principles and detailed procedures governing the conduct of the Committee are set forth in Academic Senate Bylaw 334-337. [Am 10 Feb 98]

F. In accordance with Academic Senate Bylaw 335(B)(1), the San Francisco Division shall appoint an individual or panel (preferably former members of the Privilege and Tenure Committee, but not current members) who shall be available to each grievant to discuss the claim of violation of rights and privileges and to provide advice on the appropriate procedure to be followed. Such individuals or panel members shall not serve as representatives of any grievant, and they shall maintain full confidentiality to the extent allowable by law. An aggrieved Senate member may consult with the individuals appointed under this provision or under Academic Senate Bylaw 335(B)(1) with the understanding that the grievance will not be disclosed and that the consultation shall not constitute notice of the grievance to the campus or University administration.

#### **145. Committee on Courses of Instruction**

C. Membership: This Committee shall consist of ten members. [Am 1 Sep 03]

1. The membership shall include one representative from each of the Schools, five ex officio members (one from each of the four Schools and one from the Graduate Division) and the Registrar, who shall act as the Executive Secretary of the Committee. [Am 1 Sep 03]

2. One ex officio member from each of the four Schools and one from the Graduate Division shall serve on the Committee. The School's ex officio member shall be a faculty member who serves on, or is designated by the School's educational policy committee, and able to represent their School with respect to new courses, revised courses, deleted courses, and course descriptions. All ex officio members from each School and from the

Graduate Division shall be recommended to the Division Committee on Committees no later than May 1 of each year for confirmation of appointment. [Am 1 Sep 03]

D. Duties:

1. The Committee shall be concerned primarily with the formal and final approval of new courses of instruction, modifications in existing courses, the approval of special prerequisites of major subjects, the withdrawal or retention of courses, the credit valuation of courses, the classification of courses, and any other matters germane to courses of instruction.

**160. Committee on Faculty Welfare (renamed 2 June 92)**

C. Membership: This Committee shall consist of seven members, including one emeritus member. Its Vice Chair shall be a member of the University Committee on Faculty Welfare. [Am 2 June 87, 2 Jun 16]

D. Duties:

1. It shall report to the Division from time to time on any matters of University welfare not assigned to other standing committees of the Division.
2. To consider matters which concern the Division as regards housing, parking, health, childcare, benefits, and general welfare of the faculty and professional academic research staff of the San Francisco Campus. [Am 1 Sep 03]

**165. Committee on Library and Scholarly Communication**

C. Membership: This Committee shall consist of ten members, including the University Librarian of the San Francisco Division, a representative of the Librarians Association of the University of California - San Francisco Division (LAUC-SF), and one representative from either the UCSF Graduate Student Association or Associated Students of the University of California, San Francisco as ex officio members. The student representative groups shall in alternate years provide representatives (in odd years – GSA, in even years – ASUCSF), with each group serving to coordinate and communicate matters of importance relative to the Library on behalf of both groups. In the event that the Student Associations are unable to alternate representation, they shall determine amongst themselves which organization will send representation. [Am 1 Sep 03]

D. Duties:

1. To advise the President and the Chancellor regarding the administration of the library at San Francisco, in accordance with the Standing Orders of The Regents, and perform such duties relative to the Libraries at San Francisco as may be assigned to the Division by proper authority.
2. To provide liaison between Faculty and Library Administration on all matters of library policy.
3. To participate with the University Librarian on matters relating to library budget formulation policy and the allocation of space and apportionment of funds.
4. To prepare and submit to the San Francisco Division an annual report on financial problems, allocation of space, facilities for Library

research and any other matters within its jurisdiction.

5. To cooperate with the University Librarian and advise the Faculty and the Chancellor in matters of scholarly communication on behalf of the Division. [Am 27 Oct 16]

#### **175. Committee on Clinical Affairs**

C. Membership:

1. General: This Committee shall consist of at least eight faculty members and five ex officio members. The faculty members will be chosen from the following faculty series: In-Residence, Ladder-rank, Clinical X, Health Sciences Clinical, and Adjunct. Of these faculty members, there will be at least one member from each of the four Schools. These faculty members should be engaged in clinical activity, and represent the various clinical entities operated by or affiliated with UCSF. [Am 1 Sep 03, Am 29 Jul 16]

2. Ex Officio: The Chief Executive Officers or their designees from UCSF Health, the Veterans' Affairs Medical Center, San Francisco General Hospital, UCSF Benioff Children's Hospital Oakland and Canopy Health will be ex officio members. The systemwide Academic Senate representative to the UC Regents Committee on Health Services will be a permanent, non-voting guest. A quorum shall consist of five members. [Am 1 Sep 03, Am 29 Jul 16]

D. Duties:

1. To confer with and advise the Chancellor and Administrative Officers on policy and matters regarding clinical activities affecting the academic mission of the University.

2. To report to the Academic Senate on clinical activities at UCSF affecting the mission of the University.

3. To conduct regularly scheduled reviews and report on the conditions of the various clinical entities operated by or affiliated with UCSF.

4. To maintain liaison with other Committees of the Division and other agencies of the Campus and University on matters relating to clinical activities. [En 17 June 99]

#### **180. Sustainability Committee (ABOLISHED 2016)**

#### **185. Committee on Space**

C. Membership: This committee shall consist of at least 9 members (including ex-officio members), with representation from each of the Schools on the San Francisco campus. Membership shall include:

1. One Senate representative from each of the following UCSF administrative standing committees – the UCSF Campus Space Committee, the UCSF Campus Space Management Subcommittee, and the UCSF New Space Development Subcommittee; one Senate representative from each of the ad-hoc building programming subcommittees; and one at-large member appointed by the Committee on Committees. The membership should reasonably reflect UCSF's broad spectrum of geographical locations and of teaching, clinical, and research activities.

2. Ex-officio members: The Vice Chair of the Academic Senate, the Chair of the Committee on Academic Planning and Budget (or designee), the Senior Vice Chancellor for Administration and Finance, and the Associate Vice Chancellor for Campus Planning shall serve as ex-officio members.
3. Members will serve a three-year term. The terms of members on this committee will be determined by their pre-existing membership terms on the referring campus-space related Committee.
4. The Chair shall serve a renewable two-year term and be a member of the UCSF Campus Space Committee.

D. Duties

1. Set general principles and goals to guide UCSF space stewardship, including maintenance of existing infrastructure, making recommendations regarding occupancy of new and renovated buildings, monitoring space usage and occupant satisfaction.
2. To maintain liaison with other committees of the Division, Chancellor-appointed committees, and Faculty Council of the Schools on matters related to space.
3. Coordinate Senate efforts and input into UCSF space planning committees and subcommittees, including COLASC, which per Bylaw 165.B. has authority over library space. Senate input and comments over space planning may include, but is not limited to, the occupancy of new buildings, and modifications to existing buildings and structures.
4. Report quarterly to the Executive Council and annually to the Division on UCSF space planning, as well as related policies and initiatives.
5. To consider and report upon such matters as may be referred to it by the President of the University, the Chancellor, the Division, any Faculty Council, or other committee of the Division. [En Jun 17]

## **ORIGINAL BYLAWS WITHOUT PROPOSED CHANGES:**

### Part I: Bylaws of the San Francisco Division

#### Chapter I AUTHORITY

- A. The membership, duties, powers, and privileges of the Academic Senate are defined by the Standing Orders of The Regents of the University of California. The relevant sections of these Standing Orders are contained in Appendix I of the manual, which is declared an integral part of these Bylaws.
- B. The San Francisco Division (hereafter referred to as "Division") is a Committee of the Academic Senate of the University of California and is subject to provisions of the Bylaws of the Academic Senate. It has authority to organize, select its own officers and committees, and adopt rules and regulations for the conduct of its business, as provided below.

## Chapter II MEMBERSHIP, POWERS AND DUTIES

### 1. Membership

A. General Provisions: Roster of the membership comprises the President of the University, ex officio, the Chancellor and Vice Chancellors at San Francisco, each Dean at San Francisco, the Registrar and Admissions Officer at San Francisco, the University Librarian at San Francisco, each lecturer who has full-time teaching responsibilities in any curriculum under the control of the Academic Senate and whose academic title is Senior Lecturer with Security of Employment or Lecturer with Security of Employment; Assistant Professor, Assistant Professor in Residence, Assistant Professor of Clinical X (e.g., Medicine); Associate Professor, Associate Professor in Residence, Associate Professor of Clinical (e.g., Medicine); Acting Associate Professor; Professor, Professor in Residence, Professor of Clinical (e.g., Medicine); and Instructors or Instructors in Residence giving instruction in any of the curricula under the control of the Division, and any other person certified for membership by the Secretary of this Division in accordance with the policies of the Assembly. Membership does not lapse because of leave of absence or transfer to emeritus status.

B. Transferring of Voting Privileges, Membership of Statewide Officers: A member of the Academic Senate temporarily assigned to the San Francisco campus may transfer his or her voting privilege from his or her home campus to the Division during his or her assignment by certifying in writing the desired transfer to the Division Secretary. Academic Senate members holding statewide appointments only and not enrolled in another division may enroll in the Division upon request to the Divisional Secretary. [Academic Senate Bylaw 305 (A)(4)]

C. Voting Privileges of Instructors and Visitors: Instructors with less than two (2) years of service may not vote (Standing Orders of The Regents, Chapter IX, see Appendix I) in meetings of the Division, its Faculties, or in ballots. Members of other divisions may attend meetings of this Division, with the privilege of the floor, and may make motions, but may not second motions or vote.

### 5. Powers and Duties

A. General Provisions: This Division has authority to organize, select its own officers and committees, and adopt rules and regulations for the conduct of its business in accordance with the Bylaws of the Academic Senate. The current edition of Sturgis' The Standard Code of Parliamentary Procedure serves as the guide to the Division for all parliamentary situations that are not provided for in the law or in the Standing Orders of the Regents, the Bylaws of the Academic Senate, or these Divisional Bylaws. [Am 18 Nov 04]

1. The Division is empowered to receive and consider reports and recommendations from the Faculties of Colleges and Schools located wholly or partly in San Francisco, local administrative officers, the Office of the President, The Regents, Committees of the Senate, and other divisions.

2. It may originate and take final action on legislation substantially affecting only the Division [Academic Senate Bylaw 310 (A)(3)]; establish Faculties in any schools affiliated with the Division; transmit resolutions directly to the President on any matter of University concern; initiate Memorials to The Regents on any matter of University concern, subject to the provisions of Academic Senate Bylaw 311 (B); and submit reports and

recommendations to the Academic Senate, or to the Assembly, regarding changes in Academic Senate legislation and any other matters of general concern.

3. The Division exercises all powers of the Academic Senate not specifically delegated to the Assembly or to the Standing Committees of the Academic Senate.

B. Electronic Voting

In addition to other forms of voting as described in these Bylaws, the Division may, at the discretion of the Secretary, use appropriately secure forms of electronic communication where notification or other Division business is described in these Bylaws. [Am 17 June 99]

## 7. Areas of responsibility

A. The following are considered as among the matters requiring action only by the Division. [Academic Senate Bylaws 310, 312]

1. Matters other than those mentioned under Section 7.B (below) which concern Faculties situated within the jurisdiction of only this Division provided that parallel Colleges or Schools do not exist within the jurisdiction of other divisions.

2. In the case of parallel Colleges or Schools situated within the jurisdiction of more than one division of the Academic Senate, matters pertaining to each College or School require action only by the division immediately concerned, except in such matters as are mentioned under Section 7.B (below).

3. Matters concerning curricula offered within the jurisdiction of the Division.

B. The following are matters of general concern within the jurisdiction of the Academic Senate through the Assembly: [Academic Senate Bylaws 310, 311]

1. Requirements for admission to undergraduate status and minimum requirements for admission to graduate status.

2. General regulations such as those concerning registration, residence, and minimum unit requirements for degrees and certificates; general requirements for the Bachelor's Degree (including military training and Subject A); general regulations concerning the grade point system, credit for courses, and examinations; University Extension policy; and general regulations concerning disqualification and reinstatement of delinquent students.

3. Matters other than 1 and 2 above, involving inter-relationships of parallel Schools or Colleges in two or more divisions.

4. Changes in academic government.

C. Authorization of Courses, Curricula, and Higher Degrees: The Division authorizes and supervises all courses of instruction and curricula in the Schools and in the Graduate Division at San Francisco. A proposal by the Divisional Graduate Council for a new program for an existing degree may be transmitted directly to the Coordinating Committee on Graduate Affairs. A proposal by the Divisional Graduate Council for a new graduate degree may be transmitted to the Coordinating Committee on Graduate Affairs only after approval by the Division.

D. Curricular Changes: No change in the curriculum of a School at San



Francisco may be made by the Division until the matter has been formally considered by the faculty concerned. [Academic Senate Bylaw 51]

E. Recommendation of Candidates: The Division will recommend to the President of the University all candidates who have completed the requirements for degrees in a School, College, or Graduate Division which are subject to its jurisdiction. [Divisional Bylaw 95 (D)] This duty may be delegated to a committee of the Division or one of its officers.

## Chapter III ORGANIZATION

A. Executive Officer: The President of the University is ex officio President of the Academic Senate and a member of the Assembly of the Division and its Faculty.

B. Officers: The elected officers of the Division consist of the members of the Committee on Committees. Their election is prescribed in these Bylaws (102). The appointed officers (with Divisional confirmation) consist of the Divisional Chair, Vice Chair, Secretary, and Parliamentarian.

C. Terms: All officers hold office for the term specified in these Bylaws or until their successors are elected or appointed.

### 10. Chair

A. Term: Two years.

B. Duties: To coordinate the work of all Divisional committees. The Chair may participate in a non-voting capacity in any committee unless the matter under consideration is not to be reported directly to the Division. The Chair may refer matters to the committees of the Division.

1. To preside over all the meetings of the Division.

2. To submit an annual budget request to support the work of the Division and its office. To control all expenditures for any budget granted for that purpose.

3. To present an annual report to the Division on the work of the Executive Office and on any other matter of common concern.

4. To determine initially whether proposed legislation is solely of Divisional concern. This decision may be appealed to the Division. [Academic Senate Bylaw 311 (D)(3)]

5. To serve ex officio as a member of the Assembly and of the Academic Council of the Assembly. [Academic Senate Bylaws 104 (A)(3) and 125 (A)(3)]

6. To appoint special ad hoc committees with the majority approval of the Executive Council. [Divisional Bylaw 85 (A)] [Am 10 Apr 19]

7. To forward to the President, on behalf of the Division, the list of candidates approved for degrees or certificates. [Divisional Bylaw 7 (E) and 95 (D)] To report such action, including the number and extent of waivers of requirements for degrees, at the next regular meeting of the Division.

C. Vacancy of Chair: In the event a Chair is unable to complete a full term of office, the Vice Chair shall serve as Acting Chair and the Secretary of the Division shall notify the Committee on Committees, which shall appoint, with Divisional approval as provided in these Bylaws, a new Chair

to fill the unexpired term (if said unexpired term is longer than three months).

### **13. Vice Chair**

- A. Term: Two years.
- B. Duties:
  - 1. In the absence of the Chair, to assume all of the Chair's duties.
  - 2. To assist the Chair.

### **15. Secretary**

- A. Term: Two years.
- B. Duties:
  - 1. In the absence of the Chair and Vice Chair, to call meetings to order and assume the duties of the Chair.
  - 2. To prepare the call and minutes for Division meetings.
  - 3. To oversee and be responsible for decisions regarding elections, voting procedures, and processes that determine the membership of the Division and its Faculties. [Am 1 Sep 03]
  - 4. To maintain the roll of members of the Division and its Faculties.
  - 5. To transmit actions by the Division and its committees to members of the Divisional committees concerned, officers and agents of the Senate, and administrative officers.
  - 6. To refer petitions of students or other materials received by the Secretary to appropriate committees. Upon direction from the Chair, to present petitions and findings to the Division. [Am 1 Sep 03]
  - 7. To retain permanent records of the proceedings of Division meetings and make information available to each member of the Division and other authorized recipients within the time stated in the Bylaws.
  - 8. To supervise the Division Senate Executive Office and its Administrative Director. Supervision includes annual performance review of the Director and oversight of office staff. To act as liaison with the Director of Faculty Relations and Administrative Services regarding office operations and staff. [Am 1 Sep 03]

### **17. Parliamentarian**

- A. Term: Two years. [Am 1 Sep 03]
- B. Appointment and Membership: The Parliamentarian is appointed by the Committee on Committees in consultation with the Divisional Chair-elect.
- C. Duties:
  - 1. The Parliamentarian aids and advises other Divisional committees, members, and staff members as requested. [Am 1 Sep 03, 18 Nov 04]
  - 2. At Divisional meetings, the Parliamentarian advises the presiding officer with regard to rulings or procedures. [Am 1 Sep 03, 18 Nov 04]

### **20. Divisional Representatives to the Assembly**

- A. Term: Two years. Divisional representatives may not serve more than two

consecutive terms, but may become eligible after the lapse of two or more years following the conclusion of their second consecutive term. The terms of the representatives are staggered. [Senate Bylaw 104]

B. Selection: Appointed by the Committee on Committees. [Divisional Bylaw 105 (C)(1)] An ex officio member of the Assembly is not eligible to be also Divisional Representative or Alternate. The number of Divisional Representatives is established by the Bylaws of the Academic Senate. [Senate Bylaw 104]

C. Alternate: The selection of the Alternate Divisional Representative shall be in conformity with Divisional Bylaws 20 (A) and 105 (C)(1). The Alternate shall serve in the Assembly only in the absence or disability of a principal (LR 4.71). [Am 23 Mar 72]

## **25. Executive Office**

A. Organization: The Executive Office of the Division provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance in matters concerning members of the Division and associated faculty. The office is under the supervision of the Secretary of the Division and is managed by the Administrative Director. [Am 1 Sep 03]

B. Duties:

1. To maintain a depository of all records of the Division.
2. To provide professional support in the way of analytical, research, and policy review and administrative services as required by the Officers and committees of the Division. [Am 1 Sep 03]
3. To maintain complete files (electronic or paper) of minutes, reports, and agendas of all Divisional committees and of other Academic Senate agencies.
4. To maintain on file the current membership of the Division, the current Academic Senate committee service of each member of the Division, and the current roster of all committees of the Academic Senate.
5. To coordinate, administer, and manage all grant funds distributed through the Division and its committees. [Am 1 Sep 03]
6. To coordinate and administer the preparation of In Memoriam resolutions in consultation with the Committee on Faculty Welfare. [Am 1 Sep 03]
7. To provide assistance and guidance and to facilitate communication among Division Officers, committees of the Division, and Academic Senate committees and staff. [Am 1 Sep 03]
8. To coordinate and administer all Divisional electronic nomination, calls for service, voting, and polling activities. [Am 1 Sep 03]

## **Chapter IV MEETINGS**

### **Section I. General Provision: Uniformity of Procedures**

All agencies and committees of the Division shall adhere to the procedures specified in this chapter whenever these procedures are applicable as determined by the Divisional Committee on Rules and Jurisdiction.

Definitions: The following definitions apply to all matters within jurisdiction of the Division:

- A. Legislation: The term "legislation" denotes Bylaws and Regulations of an Academic Senate agency.
1. Bylaws are legislative acts which are in effect a constitution defining the membership and organization of the Division of the Academic Senate. They also inherently reflect the philosophy and objectives of academic self-government primarily derived from the powers and duties delegated to the Academic Senate by the Standing Orders of The Regents. (Appendix 1)
  2. Regulations are legislative acts concerned primarily with the execution of the powers and duties of the Division as they apply to the day by day rules of procedure and functioning of the educational, research, and service activities of the University and its various units, which are the responsibility of the Academic Senate. Regulations shall not modify or conflict with any Bylaws of the Academic Senate.
- B. Modification of Legislation: The term "modification of legislation" denotes new legislation and amendments or repeal of existing legislation.
- C. Day: The term "day" denotes a day of instruction (including Saturday) unless specified otherwise.

## **Section II. Specific Provisions**

**30. Quorum:** Forty voting members of the Division constitute a quorum for the transaction of business at a Division meeting or for the purpose of a Divisional vote. [Am 22 Jan 70]

### **31. Attendance of Non-members of the Division**

- A. The Presidents of the official student body organizations recognized by the Division, or their student representatives, may attend all meetings of the Division as official spokespersons of the students and have the privilege of the floor only for participating in the discussion.
- B. To facilitate conduct of the meeting including the counting of votes, a section of the meeting room may be reserved by the Chair for voting members of the Division. Registered students and other academic personnel of the San Francisco campus may attend meetings of the Division, subject to the extent of the unreserved seating and the meeting being open (see C below). The Chair may recognize such non-members of the Division for participation in the discussion only.
- C. Meetings of the Division are open to the official spokespersons of the students. They are open to other registered students and other academic personnel of the San Francisco campus in accordance with (A) and (B) above, but they ordinarily are closed to all other persons (see D below). In the call to the meeting the Chair, subject to the approval of the Coordinating Committee, may designate the meeting (or part of the meeting) as closed to registered students (other than the official spokesperson of the students) and other academic personnel of the San Francisco campus.
- D. The only non-members of the Division to whom the meetings are ordinarily open are the registered students or other academic personnel of the San Francisco campus. A meeting may be opened to other specific interested persons or groups of persons from the San Francisco campus at the discretion of the Chair. Members who wish similarly to invite non-members may request the Chair to

exercise his or her discretion in the manner above. At any time during the course of a meeting, it may be opened or closed to specific non-members or groups by a majority vote of the members present. [En 12 Mar 70] [Am 1 Sep 03]

### **35. Modification of Legislation**

No Bylaw, Regulation, or Procedure of the Division or its Faculties (for exception see 35 (F) below) may be added to, amended, or repealed, in whole or in part, except as specified in Appendix VIII and paragraphs A-F below: [En 22 April 92, 18 Nov 04].

A. Due Notice and Review: Subject to the provisions of the Bylaws of the Academic Senate, legislation may be modified at any meeting of the Division, provided that the proposed modification has been distributed to the membership, in writing, at least seven calendar days before the meeting. [Academic Senate Bylaw 312 (C)] [Am 10 Apr 19]

B. Requisite Majorities: Adoption, repeal, or amendment of a Divisional Bylaw requires a two-thirds affirmative vote of all members voting and present at a meeting or participating in electronic voting, as long as there is a quorum. Regulations may be modified with the approval of a majority of the members voting. [Am 1 Sep 03]

C. Formal Presentations: All proposed legislation presented to the Division shall be accompanied by a statement of the purpose and effect of the proposal (including claimed undesirable effects, when the Coordinating Committee deems them applicable), as well as a text of any legislation to be modified or adopted. [Am 4 May 72]

D. Effective Date: Legislation becomes effective on September first following its approval by the Division, unless otherwise stated in such legislation. [En 22 Jan 70]

E. Suspension of Regulations: On recommendation of a committee of the Division, any Divisional regulation concerning students may be suspended in individual instances by three-fourths affirmative vote of the voting members present at any meeting of the Division.

F. Faculty Council Legislation: Adoption, repeal, or amendment of Bylaws, Regulations, or Procedures of a faculty, which do not affect other faculties, need be approved by only that faculty. [En 22 April 92]

### **40. Divisional Meetings**

A. Annual Meeting: There shall be at least one annual meeting of the Division. The annual reports of the standing committees will be presented at the annual Divisional meeting or by electronic communication. The Chair and Secretary shall complete the meeting schedule in September. [Am 5 June 73, 1 Sep 03]

B. Special Meetings: The President of the Academic Senate or the Chair of the Division may call a special meeting at any time during the academic year. At the written request of 10 voting members of the Division, a special meeting shall be called by the Chair or the Secretary in the Chair's absence. The meeting can consider any items indicated in the request. [Academic Senate Bylaws 90 (B) and 315 (A)(1)]

C. Emergency Meetings: The President of the Academic Senate or the Chair of the Division may call an emergency meeting of the Division. An emergency meeting shall also be called at the written request of 10 voting members and shall

be organized by the Chair of the Division. The call for such a meeting shall be sent to every member of the Division and to the chair of each academic department for transmittal to the members of his or her department at least 48 hours before the meeting. The order of business is that specified for special meetings. Legislation may not be modified at an emergency meeting. The call shall contain a statement of the purpose of the meeting. [Divisional Bylaw 45 (B)] [Am 1 Sep 03]

#### **45. Agenda and Minutes of Meetings**

A. Call for a Meeting: At least six days before each meeting of the Division, the Secretary shall send at least one copy of the call to meeting, together with all pertinent documents, to every member of the Division; to the President, Vice President, and Secretary of the Academic Senate; to divisional offices; and to members of the University Committee on Rules and Jurisdiction. The call shall include the text of any legislation to be modified and a statement of the purpose, pro and con (when applicable) of the proposal, and its effect on existing legislation. [Am 4 May 72]

B. Action on Items Not on the Call: Such items can be taken up only after unanimous consent. Approval of three-fourths of the voting members present at a meeting of the Division is required for final action to be taken on any non-legislative item of business not included in the call for the meeting. [Divisional Bylaw 35]

C. Minutes: Within fifteen days after each meeting of the Division, the Secretary shall send the minutes to every member of the Division, to the President and Vice President of the Academic Senate, to divisional offices, to the Secretary of the Senate, and to the members of the University Committee on Rules and Jurisdiction. [Academic Senate Bylaw 315 (F)]

#### **Section III. Rules of Order:**

General Provision: All meetings of the Division are governed by the procedures specified in this Bylaw. Annual reports of the standing committees of the Division shall constitute a special order for a regular meeting of the Division.

#### **50. Order of Business at Regular Meetings**

A. The order of business at regular meetings is as follows:

1. Minutes
2. Announcements by the President and Chancellor
3. Announcements of the Chair and others
4. Special Orders
5. Reports of Special Committees
6. Reports of Standing Committees, Faculties and the Assembly  
Delegation
7. Petitions of Students
8. Unfinished Business
9. University and Faculty Welfare
10. New Business

B. Consent Calendar: Agenda items deemed non-controversial by the Chair of the

Division in consultation with the Executive Council may be placed on a Consent Calendar under Special Orders in the call. Approval of all business on the Consent Calendar requires a single unanimous vote. Any member of the Division may request that any Consent Calendar item be removed. Said matter must be transferred to the regular order of business to be conducted. [En 22 Jan 70] At any regular meeting of the Division, this order of business may be suspended by a vote of two-thirds of the voting members present. [Am 10 Apr 19]

## **55. Order of Business at Special Meetings**

- A. The order of business at special meetings is as follows:
1. Minutes: The reading of the minutes may be omitted with the approval of two-thirds of the voting members present.
  2. The special business of the occasion.
  3. Any other business authorized by unanimous consent of the voting members present.
- B. Authority in Questions of Order: Questions of order not covered by these Bylaws are to be governed by the most recent edition of Sturgis' Standard Code of Parliamentary Procedure. If not covered there, Roberts' Rules of Order govern. [Am 22 Jan 70]

## **Section IV. Resolutions and Memorials**

### **60. Resolutions to the President**

- A. The term "resolution" shall designate a declaration or petition addressed to the President, but not intended for transmission to The Regents.
- B. On any matter of University concern, the Division may submit resolutions directly to the President with copies to the Assembly. [Academic Senate Bylaw 311 (B)]

### **63. Memorials to The Regents**

- A. The term "memorial" shall designate a declaration or petition addressed to the President for transmission to The Regents.
- B. The Division may initiate memorials on matters of statewide concern to be submitted to The Regents through the President as prescribed by Academic Senate Bylaw 311 (B). Any memorial approved by the Division shall be transmitted to the Chair of the Assembly and the Chairs of the other divisions within 30 calendar days. Such a memorial shall also be transmitted promptly to each of the other divisions for immediate discussion. Any recommendations made by the other divisions concerning the proposed memorial shall be forwarded to the Assembly, which shall act as a conference committee to reconcile divergences. Procedures relating to memorials shall be followed as in Academic Senate Bylaw 90.

**64. Ballot:** Proposed resolutions to the President or memorials to The Regents may be forwarded to the Assembly and other divisions only after adoption in a ballot(as described in Divisional Bylaw 70) by a majority of the voting members of the Division.

## Chapter V ELECTIONS

General Provisions: Subject to the further provisions of these Bylaws, all Divisional elections are to be by electronic ballot and are to be conducted by the Secretary.

### **65. Election and Nomination Procedures. Any election of the Division shall be conducted as follows:**

- A. Notice of Election and Invitation for Nominations: At least 30 days before any election, its date shall be announced, its intent indicated, and nominations invited by means of appropriate mail or electronic notice from the Secretary to each voter. In such notice, the date for closing the nominations shall be indicated. [Senate Bylaws 340 and 95]
- B. Nominations for the Committee on Committees
1. On or around March 1 of each year, the Secretary shall release a call to the faculty for nominations for the Committee on Committees. The call shall be released electronically and subsequently placed on the home page of the Divisional Academic Senate website. The home page shall contain a nomination form as well as instructions for electronic nominations. All nominations shall be made by submitting an electronic communication to the Secretary, via the Executive Office. All nominations must identify the position for which the Division member is being nominated; the name, title, and department of the nominee; and the names, departments, and signatures of the nominator and at least four additional members of the Division who support the nomination; and they must contain an indication of acceptance by the nominee. [Am 1 Sep 03]
  2. Nominations for filling unexpired terms must be filed with the Secretary within 14 days following the sending of the notice of a vacancy. A meeting of the Division is not necessary and must be so stated in the call for the election. Each written or electronic nomination must be signed by five voting members of the Division and must contain an indication of acceptance by the nominee.
- C. Nominations for Faculty Councils  
See Appendices 3, 4, 5, 6. [Am 1 Sep 03]
- D. Ballots: The Secretary shall transmit a ballot to each voter at least 15 days before the election. All persons nominated shall be listed in alphabetical order. The ballot for Committee on Committees members shall indicate each nominee's name, title, and department, along with the faculty member supporting each nominee. The voter shall be instructed to return his or her vote to the Secretary by the date of election. Each voter shall receive an electronic communication linking to a secured ballot. Within the electronic ballot, each voter shall be assigned a unique identifying number and shall be provided with the website address for placing his or her vote. Appropriate security measures shall be taken to ensure that voters can enter only a single vote. [Am 1 Sep 03]
- E. Counting the Ballots: The Secretary shall supervise the counting of electronic ballots and certify the results to the Division.
- F. Number of Votes Required for Election: In the Division, a majority of the votes cast is required for election as long as a quorum is participating.
- G. Tie Votes: In the case of a tie vote for a single position, the selection shall be by lot, conducted by the Secretary.
- H. Omission of the Ballot: If the number of persons nominated as described



above is not in excess of the number of places to be filled, the election shall not be held and the Secretary of the Division shall cast a unanimous ballot for the candidate(s).

## **70. Ballots on Actions or Measures**

A. General Provisions: Only those actions or measures which have been considered at a meeting of the Division may be submitted by electronic ballot of the voting membership of the Division.

B. Conduct of the Balloting: The Secretary shall specify the date for the return of completed ballots at least 14 days after sending ballots. Ballots shall be returned to the Secretary. Each voter will be assigned a unique identifying number and will be provided with the website address for placing his or her vote.

Appropriate security measures shall be taken to ensure that voters can enter only a single vote. All ballots received by the stipulated return date are counted, under the supervision of the Secretary, and at the next meeting of the Division, the Secretary announces the full vote, including the number of negative votes and the number of invalid ballots cast. [Am 1 Sep 03]

## **75. Referendum and Reconsideration**

A. At a meeting of the Division, any matter considered and not referred to a committee must be submitted to an electronic ballot of the Division upon the request of a majority of those present and voting.

B. Reconsideration: At the written request of fifteen voting members of the Division received by the Secretary within 10 days after the distribution of the minutes of a Divisional meeting, any specific legislation or action considered at that meeting and stated in the written request may be reconsidered at the following meetings with all the privileges applied to a motion for reconsideration (as defined by Sturgis) as if it had been made at the time of said meeting. [Am 5 June 73]

## Chapter VI. FACULTIES AND COMMITTEES

### **Section I. General Provisions**

#### **80. Committee Responsibilities and Authority**

A. Committees of the Division: The following are designated committees of the Division: Standing and ad hoc committees of the Division, the Graduate Council, Executive Council, each Faculty Council, and the Delegation of Divisional Representatives to the Assembly. [Am 10 Apr 19]

B. Responsibility to the Division: Each committee is responsible to and obligated to report its actions to the Division. When a committee makes recommendations and gives advice to the President, the Chancellor, or other administrative officer, it shall report its recommendation to the Division.

C. Authority to Report: The committees of the Division normally report to the Division, but they may report concurrently to the Assembly. [Academic Senate Bylaw 40 (B)] A Divisional committee may report to any other Divisional or

Academic Senate committee.

D. Voting Eligibility: Only members of the Academic Senate may vote in Senate agencies and their committees when those agencies or committees are taking final action on any matter for the Academic Senate or giving advice to University officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may vote on other questions, such as those that involve only recommendations to other Senate agencies. [Am 1 Sep 03]

## **85. Selection and Composition**

A. Selection of Committees: Unless otherwise specified, the Divisional Committee on Committees shall appoint the chair and vice chair, and when necessary, secretary and members of all standing committees, subject to confirmation at a meeting (or next meeting if for interim appointments) of the Division. Membership of the ad hoc committees shall be appointed by the Chair of the Division and shall be communicated to the Executive Council. [Am 1 Sep 03, 10 Apr 19]

B. Composition of Committees: Committees may be constituted of a combination of ex officio, elected, or appointed members. Ex officio committee members, committee Chairs, and committee Vice Chairs may vote and exercise the same powers as other members, unless limitations are imposed when the committee is established. Separately, Department Chairs may serve on Assembly Committees, with the exception of the Committee on Academic Personnel, the Committee on Academic Freedom and the University Committee on Privilege and Tenure. Some committees may be further restricted to faculty without administrative appointments (which are defined as Chair, Dean, Vice Dean, Assistant Dean, Associate Dean, or Acting Dean). [Am 1 Sep 03, Am 28 Jan 16]

## **90. Terms and Tenure of Membership**

A. Term of Members of Standing Committees: Unless otherwise specified, each member shall serve from September first for a term of three years or from the date of appointment as a replacement to completion of that three-year term. In general, the terms should be staggered so that each year one-third of the membership is refreshed. Exceptions may be made when a committee is engaging in business that requires continuity. The Committee on Committees should make a concerted effort, when possible, to rotate new members onto committees and to give priority to those members who have not been previously appointed. [Am 22 Jan 70, 1 Sep 03]

B. Tenure of Ad Hoc Committees: The tenure of a special committee extends only until September first ensuing after its establishment unless a definite term is stated in the authorizing motion. [Am 22 Jan 70]

## **Section II. Faculties**

### **95. Powers of Faculties**

A. The government and supervision of each school at San Francisco is vested in the Faculty concerned, provided that all graduate study and higher degrees under the Graduate Council shall be administered in accordance with the rules and coordinating powers of the Graduate Council.

B. A Faculty may delegate portions of its authority to its committee or

executive officers. [Academic Senate Bylaw 50 (B)]

C. In individual cases of minor curricular adjustments, a Faculty may approve the petitions of students to graduate under suspension of the regulations.

D. Final responsibility for approving the award of degrees, certificates, and honors at graduation rests with the Faculty concerned, or with the Graduate Council in the case of higher degrees under the Graduate Council. This duty may be delegated to a committee of the Faculty or administrative officer who is a member of the Academic Senate. The list of candidates approved for degrees or certificates is to be transmitted in turn to the Registrar and to the Chair of the Division. [Divisional Bylaw 10 (B)(7)]

E. In the exercise of its jurisdiction over scholastically disqualified undergraduate students, a Faculty may suspend the regulations regarding dismissal, or specify conditions for such suspension, and may permit the students dismissed under these regulations to return to the University. (See also Academic Senate Regulation 900)

F. A Faculty may dismiss a student for causes other than scholastic disqualification following due process. [Am 1 Sep 03]

G. Agencies and administrative officers empowered by a Faculty to exercise their authority to suspend regulations regarding graduation and scholastic disqualification shall report periodically to the Faculty concerning the discharge of their responsibility.

H. The Faculty of the division is a committee of the division, to which it is be directly responsible. (An exception is the School of Public Health, Berkeley-San Francisco, which is directly responsible to the Assembly.) [Academic Senate Bylaw 50 (A)]

## **100. Membership of Faculties**

A. When functioning as a committee of the division, the membership of each Faculty is determined by the Bylaws of the division and includes the following persons only [Academic Senate Bylaw 45]:

1. The President of the University
2. The Chancellor at San Francisco
3. The Dean of the School
4. All members of the Academic Senate who are members of departments assigned to that School
5. Such other members of the Academic Senate as are specified by the Bylaws of the division or the Assembly

B. Voting Eligibility: Only voting members of the Academic Senate are eligible to vote in the Faculty or Faculties of which they are members. Instructors with less than two years of service are not entitled to vote. [Standing Order of The Regents 105.1(a) and Academic Senate Bylaw 45]

C. Organization of Faculties

1. Subject to the supervisory and coordinating powers of the Divisional Committee on Rules and Jurisdiction, and to the provisions of Divisional and Academic Senate legislation, each Faculty may organize, select its own officers and committees, and adopt procedural legislation. The Dean of the School is be an ex officio member of the Faculty Council, but he or she is not be eligible to serve as Chair of the Faculty or of the Faculty Council. The Chair of the Faculty and members of the Faculty Council shall be selected by the Faculty. [Academic Senate Bylaw 50 (C)] (For Bylaws,

Regulations, and Procedures of Faculties, see Appendices III-VI.)

2. When a Faculty organizes, it shall arrange its committees in such a way as to reasonably coordinate its functions with the committees at the divisional level and to adopt other means by which there can be ease of communication and coordination between the various Faculty committees of the division. Each Faculty shall deposit with the divisional Committee on Rules and Jurisdiction the most current copy of its Bylaws, Regulations, and Procedures to be included in the divisional Manual. [Academic Senate Bylaw 80 (B)(C)]

D. Recommendations by Faculties: Each Faculty may present to the division recommendations and proposed modifications of legislation of the division. The division or the Assembly may from time to time impose specific duties on a Faculty. [Academic Senate Bylaw 50]

### **Section III. Standing Committees of the San Francisco Division**

#### **GENERAL PROVISION**

##### **101. Composition**

A. Standing committees may be constituted of ex officio, elected or appointed members or a combination of these. A quorum is required for a committee to vote on actions, although Committee members can discuss business items with fewer members present than a quorum. A quorum will be one member over half of the membership of a Committee, unless otherwise stipulated in these Bylaws. [Am 1 Sep 03]

B. Parallel Committees to the Systemwide Academic Senate: Such committees comprise the Committees on: Academic Freedom, Academic Personnel, Academic Planning and Budget, Committees, Educational Policy, Equal Opportunity, Faculty Welfare Library, Privilege and Tenure, Research, Rules and Jurisdiction, and the Graduate Council. These committees deal with local problems and report on such to the San Francisco Division. However, since there is much similarity in their procedures and duties with those at the Academic Senate level, these committees have overlapping (i.e., parallel) membership with equivalent committees in the Academic Senate. [Am 10 Apr 19]

C. Local Committees: These committees deal primarily with local administrative problems and normally report to the Division only. Such Committees are: Clinical Affairs, Courses of Instruction, Space, and Executive Council. [Am 10 Apr 19]

D. Ad hoc committees shall be appointed in the manner designated by this Division, at the time of the creation of such committees. [Divisional Bylaws 80, 85, and 90 (B)] These are created to consider a problem or situation that is often urgent. They shall be of limited duration. They should not perform the duties of a standing committee.

E. Attendance of Non-members of Committees at Committee Meetings

1. A student member or student representative (or the alternate in either case) duly appointed to a committee under these Bylaws may participate in all meetings of the committee in accordance with the conditions of his or her appointment.

2. Other registered students and other academic personnel of the San Francisco campus may attend meetings of Divisional committees and subcommittees subject to the extent of the available seating of ordinary

committee meeting places and to (3) below. The Chair may recognize such non-members of the committee only for participation in the discussion.

3. The Chair of each committee or subcommittee is charged with designating each meeting or part of a meeting of the committee as open or closed to the non-members specified in (2) above and to post the date, time, and agenda of each open meeting at or near the Academic Senate Division office at the same time notices are sent to the committee members. After a meeting has started, the designation of a meeting as open or closed may be changed by a two-thirds majority of the committee present.

4. Committee meetings ordinarily are closed to non-members of the committee except as specified above, but may be opened to others by the mechanisms of (3) above. [En 12 Mar 70]

## **102. Committee on Committees**

A. This Committee shall consist of nine members; one from each School and the remaining members to be elected At Large. The nine members can be from any faculty series, but in total, Adjunct and HS Clinical members combined shall comprise no more than four of the seats. (Am 29 Jul 16)

B. Term of Office: The members are to have three-year staggered terms so that a total of three members are elected each year.

C. Nominations: The Secretary of the Division shall inform the membership each year according to Division Bylaw 65 of both the particular School and the At Large vacancies on the Committee arising from expired terms and invite written or electronic nominations as provided in Bylaw 65. If, as a result of this invitation, at least one candidate for each vacancy has not been nominated, the Secretary of the Division shall not permit balloting until the requirement is met by submission of written or electronic nominations.

D. Ballots: The Secretary shall send ballots to all voting members of the Division at least fifteen days before the election. The nominees shall be listed as described in (E) below. A list of the current constitution of the Committee shall accompany the ballot. [Divisional Bylaw 65]

E. Instructions for Voting

1. Each year the ballot shall designate:

a. The nominees of the appropriate School or Schools separately. The list of nominees At Large and the number to be elected.

b. The name, title, department and School of each nominee.

c. The name, department and School of each nominator for each nominee.

2. No ballot shall be valid on which more than one name is marked for each School.

3. No ballot shall be valid on which more than three names are marked.

F. Results of Elections:

1. For election of School representatives, the candidates receiving the most votes shall be declared elected.

2. For election of At Large representatives, the candidates receiving the most votes, regardless of School affiliation, shall be declared elected.

3. The election shall be so organized that the results can be presented to the Division at its last meeting of the academic year. [Am 24 Nov 70, 1 Sep 03]

## 105. Organization of Committee on Committees

A. The Committee each year shall elect its own Chair and Vice Chair and shall establish its own rules consistent with these Bylaws. The Committee, elected by Members of the San Francisco Division shall have the authority to appoint or remove committee members in accordance with Divisional Bylaw requirements and rules established and contained in Sturgis related to the authority granted to appointing committees. The Chair, who normally shall serve in that capacity not more than two successive years, shall be the Divisional member of the University Committee on Committees. The Committee shall elect a Vice Chair from its membership. [Am 18 Nov 04]

B. Vacancies: The Committee may appoint or nominate for election [Divisional Bylaw 65 (B)(2)] a candidate or candidates to occupy any unfilled term. The Division shall be notified when the Committee appoints or nominates for election a candidate to occupy any unfilled term. The list of Committee members containing any new appointments shall be included on the Consent Calendar at the next meeting of the Division. [Am 18 Nov 04]

C. Duties:

1. To appoint or remove the Divisional Representatives and the Alternate to the Assembly. [Am 18 Nov 04]

2. To appoint or remove all members, not ex officio, of each standing committee and Graduate Council of the San Francisco Division, designate its Chair and Vice Chair, and when necessary Secretary. [Am 23 Mar 72, 18 Nov 04]

3. To appoint or remove with Divisional confirmation, the Chair, Vice Chair, Secretary and Parliamentarian of the Division. [Am 18 Nov 04]

4. Confirmation: The Division shall be notified when the Committee appoints or nominates for election a candidate to occupy any unfilled term. The list of Committee members containing any new appointments shall be included on the Consent Calendar at the next meeting of the Division. . When confirmed, the appointments to expired terms shall begin September first. If at least two thirds of a quorum of the Division opposes a candidate recommended by the Committee on Committees, it must notify the Secretary of the Division who will inform the Committee on Committees that it must submit another candidate until an acceptable one is proposed. The Committee shall submit recommendations for regular annual committee appointments for confirmation to the Division at its last meeting of the academic year. [Am 1 Sep 03, 18 Nov 04]

5. Filling Committee Vacancies: The Committee shall have power to receive, to declare and to act upon resignations and vacancies, and to make appointments, with notification to the Division [105.C.4] to fill such in the list of the standing committees of the Division. Partial Term: A candidate appointed to fill a vacancy shall take office at once and shall serve for the full remaining term of the candidate that he or she replaced. [Am 24 Nov 70, 18 Nov 04]

6. Members of the Committee on Committees shall be eligible to serve as officers or members of any and all committees, or as representatives of the San Francisco Division to the Graduate Council or to the Assembly.

7. To advise the Chancellor on appointments to administrative committees. [En 24 Nov 70, ]

8. Administrative Advisor: The Committee on Committees itself, or at its discretion, a subcommittee appointed by it, shall serve as a properly

constituted conference body of the San Francisco Division, to advise the Chancellor or President of the University concerning the appointment of Deans and Directors. (See Standing orders of The Regents in regard to Deans and Directors).

#### **110. Committee on Academic Personnel**

##### **A. Membership:**

a. This committee consists of at least seven and no more than nine members of Professor rank in Tenure Track, Clinical–X and In-Residence series, serving staggered terms of three years. It shall contain members from each School and should be representative of the broad missions of UCSF, including members who are involved in the Basic, Clinical, and Social/Behavioral Sciences. [Am 1 Sep 03, 18 Nov 04, 16 Oct 13, 01 Jan 14]

b. This committee consists of up to two non-voting appointed members of the Professor rank in the Health Sciences Clinical or Adjunct Series who will serve for a term of three years each. [01 Jan 14]

##### **B. Duties:**

0. To make recommendations to the President and/or the Chancellor concerning appointments, advancements, reviews, policy and related matters. This committee represents the Division in all such matters. The committee works in partnership with the Academic Affairs Office and provides weekly reports to the Vice Provost, Academic Affairs, on matters related to faculty file actions. [Am March 01, Am 01 Jan 14]

1. To review regularly and revise as necessary the Faculty Handbook for Advancement and Promotion at UCSF. The Committee should consult with other Divisional committees, campus committees, and administrative bodies regarding this handbook as appropriate. [Am 1 Nov 14]

##### **2. Annual Awards**

a. Distinction in Teaching Award: To receive nominations annually for recipients of awards of distinguished teaching from departmental chairs or from individual members of the faculty and from currently enrolled students. Nominations must be made to the committee on or before March first each year. It shall set up methods for inviting nominations.

b. Distinction in Mentoring Award: A committee member will chair the Distinction in Mentoring Award selection committee with one member from each School at the Associate rank and one member from each School at the full Professor rank as appointed by the Committee on Committees. [01 Jan 14]

c. To convey to the Division annually its recommendations and establish procedures for publicity of the awards. [Am 4 May 72, 16 May 78]

#### **112. Committee on Academic Planning and Budget**

##### **A. Membership**

1. This Committee shall consist of at least eleven and not more than nineteen members of associate rank or higher, excluding ex officio

members. At least one Senate member from each School will be on the Committee. Up to four members can be from the Clinical or Adjunct Series. The membership should reasonably reflect UCSF's broad spectrum of geographical locations and of teaching, clinical, and research activities. [Am 1 Sep 03, 18 Nov 2004]

2. The Vice Chair of the Division and the Vice Chancellors for Administration and Finance, and Campus Planning, the VC-Chief Financial Officer, the AVC-Chief Information Officer, and the Vice Provost for Academic Affairs shall serve as non-voting ex officio members. The Chairs of the respective School Faculty Councils will also serve as non-voting ex officio members. [Am 2 June 92, 1 Sep 03, 2 Jun 16, 21 Jun 19]

3. No standing Dean, Associate Dean, or Department Chair shall serve as a member of the Committee. However, individuals previously holding these positions may be Committee members. [Am 1 Sep 03]

4. The Chair of the Committee shall serve a two year term as Chair. [Am 18 Nov 2004]

**B. Duties:**

1. To confer with and advise the Chancellor and Administrative officers on policy and matters regarding budgets, resource allocation, academic planning, physical planning, and general assignment of teaching space.

2. To initiate studies with regard to budget and planning on proposed activities that would significantly impact the academic and research mission of the campus as a whole or any two of the Schools. [Am 1 Sep 03]

3. To maintain liaison with other committees of the Division, Chancellor-appointed committees and Faculty Council of the Schools on matters related to budget, resource allocation, academic planning, and physical planning. [Am 1 Sep 03]

4. To make recommendations to the Chancellor and Academic Senate agencies concerning allocation of educational resources, academic priorities, and the planning and budgetary process. [Am 1 Sep 03]

## **115. Committee on Educational Policy**

A. **Membership:** This Committee shall consist of eight members with representation from each of the Schools on the San Francisco campus. The Chair or the Vice Chair shall be a member of the Committee on Educational Policy of the Academic Senate.

**B. Duties:**

1. To consider and report upon such matters as may be referred to it by the President of the University, the Chancellor, the Division or by any Faculty, Council, or other committee of the Division.

2. To initiate such studies and make such reports to the Chancellor, the Division, or both, upon local matters involving questions of educational policy. This may include such items as it deems appropriate as establishment or disestablishment of curricula, colleges, schools, institutes, departments, bureaus, and the like, and upon legislative or administrative policies of a fundamental character involving questions of educational policy. It may present its findings to the President, regarding the initiation, abolition, or consolidation of curricula, or of academic and administrative organizations, and regarding basic legislation or administrative policies involving educational policy.

C. The Chair of the Committee shall inform the Chair of the University Committee on



Educational Policy on matters concerning systemwide policies. In Division matters, the Committee shall report to the Divisional Academic Senate. It shall, whenever requested by said systemwide Academic Senate Committee, refer to the latter for review of any proposed report before a Divisional report is submitted. [Am 10 Apr 19, 21 Jun 19]

## **120. Committee on Rules and Jurisdiction**

A. Membership: This Committee shall consist of nine members including the Registrar and Admissions Officer, ex officio. The Parliamentarian shall be a non-voting ex officio member. [Am 9 Dec 71, 1 Sep 03, 18 Nov 04]

B. Duties:

1. To exercise formal supervision over all modifications in Divisional legislation proposed by other committees, or by members of the Division, for consideration by the Division. Formal supervision requires review and certification by the Committee that the proposed legislation is consonant with the Code of the Academic Senate prior to submission to the Division. This does not involve approval or disapproval by the Committee of the substantive content of the proposed legislation. [Am 25 May 71]
2. Under the guidance of the systemwide University Committee on Rules and Jurisdiction, to publish and edit the Manual of the San Francisco Division of the Academic Senate when necessary. [Academic Senate Bylaw (B)(C)] [Am 10 Apr 19]
3. To review legislation adopted by the San Francisco Division to determine whether such legislation is of such general concern as to require action by the Assembly, or whether it is in conflict with any Bylaws or Regulations of the Academic Senate. It shall inform the Chair of the Division of its decision. [Division Bylaw 10(B)(4)][Am 25 May 71]
4. To make editorial and conforming non-substantive changes in Divisional legislation.
5. To advise the Division, its officers, committees, and Faculties in all matters of organization and jurisdiction, review all changes in Bylaws, Regulations, and Procedures of the San Francisco Division and its Faculties, and submit to all Faculties of this Division such amendments to their Bylaws as may seem advisable. [Am 22 April 92]
6. To respond to informal requests from members, officers, or committees of the San Francisco Division for information regarding the Code of the Academic Senate or the legislation of the San Francisco Division, summarizing all such correspondence in an annual report.
7. To issue a Legislative Ruling interpreting the Manual of the San Francisco Division at the request of a member of the Executive Council. Prior to issuing a Ruling, the position of the Committee shall be submitted to the Executive Council for consideration and comment. After considering such comment, it shall issue its Ruling and report it to the Division in the Call to the next Division meeting, along with commentary from the Executive Council. The Legislative Ruling will become final and acquire the status of legislation unless the Division does not adopt it at that meeting. [Am 20 Nov 95, 10 Apr 19]
8. To hear, upon written petition of no fewer than 10 members of the Division, challenges to any action of a Divisional committee alleged to be contrary to the Code of the Academic Senate or to the Manual of the San Francisco Division. Such challenges must be made within 30 days after the

publication of the minutes of the Division or Divisional committee reporting the action. It shall hear both sides, orally or in writing or both, before reaching a decision. It shall report its finding to a meeting of the Division and to the systemwide University Committee on Rules and Jurisdiction. Either the petitioners or the committee may then ask the systemwide University Committee on Rules and Jurisdiction to consider the issue. A decision of that Committee, if rendered, shall be final. If that Committee decides not to hear the issue, the decision of the San Francisco Division's Committee on Rules and Jurisdiction shall stand. No challenges can be made to findings or recommendations on the merits of a particular case render by the Committee on Academic Personnel or the Committee on Privilege and Tenure. [Am 20 Nov 95, 10 Apr 19]

## **122. Committee on Equal Opportunity**

- A. Membership: This Committee shall consist of at least ten members.
  - 1. The membership shall include at least one representative from each of the Schools and the Graduate Division. [Am 5 June 91, 1 Sep 03]
  - 2. The Vice Chancellor of Diversity and Outreach shall serve as a non-voting ex-officio member. [Am 27 Oct 16]
  - 3. The membership shall include at least one appointee from the Clinical and one from the Adjunct series. [Am 1 Sep 03]
  - 4. A quorum shall consist of five voting members. [Am 1 Sep 03]
- B. Duties:
  - 1. To review the status of underrepresented groups in those areas in which the Senate has jurisdiction. [Am 1 Sep 03]
  - 2. To report annually on the policies and the progress of the Division toward achieving equal opportunity for underrepresented groups. [En 12 May 77] [Am 1 Sep 03]
  - 3. To serve as the review Committee for the Faculty Development (formerly Pre-Tenure) Awards, originating out of the Chancellor's office. [Am 1 Sep 03]
  - 4. To advise the Academic Senate's Committee on Academic Personnel of any language pertaining to diversity, inclusion or equal opportunity that should be added to, revised in, or deleted from the Faculty Handbook for Advancement and Promotion at UCSF. [Am 1 Sep 03, Am 1 Nov 14, Am 26 Oct 17]

## **125. Graduate Council**

- A. Membership:
  - 1. This Committee shall consist of thirteen (13) voting members appointed for staggered three-year terms. The selection of membership shall reflect appropriately the departments, Schools, and graduate curricula of the Division, which offer work toward higher degrees.
  - 2. The Chair or other designated member shall serve as a member of the University Coordinating Committee on Graduate Affairs (CCGA).
  - 3. The Dean and/or an Assistant/Associate Dean of the Graduate Division shall serve as an ex officio non-voting member(s) but shall not serve as chair or vice chair of Graduate Council.

4. At the invitation of the Graduate Council, representatives of the Graduate and Professional Student Association and of the Postdoctoral Scholars Association may serve as Ex Officio non-voting members.

B. Duties: (In accordance with Senate Bylaw 330)

1. To set policies and procedures on behalf of the San Francisco Division on matters pertaining to graduate academic programs, conferring of graduate degrees, and on postdoctoral education. [Am 15 April 91]

2. To review and approve new programs for existing graduate academic degrees\* , the establishment of new degrees, and any substantial change in existing programs, including but not restricted to, addition or deletion of programs within an existing degree program, joint programs across departments or schools or campuses and discontinuation of a program. The Council will also act as a consultant for new programs for existing professional degrees and provide feedback to the Faculty Council of the relevant school. [Am 1 Sep 03]

3. To recommend policy and regulations for the Executive Council on Graduate Affairs. [Am 15 April 91, 10 Apr 19]

4. To advise the Chancellor and Graduate Dean concerning graduate academic and postdoctoral matters [Am 15 April 91]

5. To conduct regularly scheduled reviews of existing graduate programs. Such review committees shall include qualified members from comparable institutions of higher learning. [Am 15 April 91]

6. To regulate in other ways the graduate academic programs within the San Francisco Division with a view to the promotion of research and learning.

7. In fulfilling its executive function on behalf of the San Francisco Division, the Council has oversight authority that includes, but is not limited to the following:

a. University Fellowships and Graduate Scholarships; [Am 1 Sep 03]

b. Rules governing study lists of graduate academic students;

c. Membership of committees in charge of a candidate's studies; fulfillment of the requirements pertaining to the graduate academic degree sought; [Am 15 April 91, 1 Sep 03]

d. Conduct of examinations for graduate academic degrees;

e. Admission of qualified academic students to candidacy for degrees;

f. Rules governing formal presentation and subsequent deposition of dissertations and theses; [Am 15 April 91]

g. Awarding of graduate academic degrees and coordination of all academic procedures related thereto including an annual convocation. [Am 15 April 91]

h. Standards for the appointment of postdoctoral scholars.\*\* [Am 15 April 91]

C. The Chair shall appoint committees of the Council as necessary. The committees shall be appointed each year at the first meeting of the Council for the fall quarter, or at least one month prior to activity required by the committee, and will serve until the first meeting of the Graduate Council the following year. [Am 15 April 91, 1 Sep 03]

\*The term "professional degree," by definition, shall include only DDS, MD, and PharmD. The graduate "academic" degree, by definition, shall include all other higher degrees recommended by the San Francisco Division.

\*\* Academic Senate Bylaw 330 defines a postdoctoral scholar as an individual who: has earned a doctoral degree; has been awarded a fellowship or traineeship or equivalent support for studies at the postdoctoral level; and is pursuing a program of research and training approved by a department or Organized Research Unit and by the Dean of the Graduate Division. Appointment as a postdoctoral scholar is normally for a period of one to three years, and is limited to a period not to exceed five years.

### **130. Executive Council**

A. Membership: This Committee shall consist of the Chair, Vice Chair, the Divisional Parliamentarian, and Secretary of the San Francisco Division, who shall act as the Chair, Vice Chair, Parliamentarian, and Secretary respectively, of the Committee; the Chair of each of the other standing committees of the San Francisco Division; the Chair of each Faculty Council; the Chair of the Graduate Council of the San Francisco Division; the Graduate Dean, and each Dean who by Academic Senate Bylaw 50 (C) is an ex officio member of the Faculty Council of a School of the San Francisco Division; the Divisional Representatives to the Assembly and the alternate; the previous Chair ex officio; and the Vice Provost for Academic Affairs, ex officio. Quorum for the Committee is set at thirteen members. [Am 9 Dec 71, 23 Mar 72, 1 Sep 03, 23 March 16, 02 Jun 16, 29 Jul 16]

B. Duties:

1. To study the policies, actions, and reports of the standing committees of the San Francisco Division and communicate to these bodies such information as may, in its judgment, serve to coordinate them and to promote harmony and efficiency in the conduct of their work.
2. To maintain liaison with students in parallel areas of interest via the official student body organizations recognized by the Division. It shall invite representatives or agencies of those organizations to the Executive Council as is appropriate. [En 12 Mar 70, Am 23 March 2016, 02 Jun 16, 29 Jul 16]
3. To study the need for legislation by the San Francisco Division and from time to time recommend, through the Committee on Rules and Jurisdiction, such legislation as it may deem necessary or desirable.
4. To perform such other duties not assigned by the Bylaws of the Division to other committees.

### **135. Research Committee**

A. Membership: This Committee shall consist of 15 members, in addition to the Chair and Vice Chair. The composition of the Committee should include Basic, Clinical, and Social/Behavioral scientists. The Chair is an ex officio member of the University Committee on Research Policy. If unable to serve on the University Committee on Research Policy, the Chair will recommend a designee to the Committee on Committees. [Am 9 Dec 81, 20 June 86, 1 Sep 03, 18 April 11, 25 June 15]

B. Duties:

1. To advise the Chancellor and inform the Division of budgetary need for support of research and research travel in the Division. It shall have the

responsibility of making recommendations to the Chancellor regarding policy governing allocation of research funds, and other matters pertaining to research in the Division. It shall consider such applications for research funds as may be made by members of the Division and such applications for research travel grants for the purpose of attending meetings of learned societies as may be made by qualified applicants. It shall transmit to the Chancellor its recommendations concerning such applications.

2. To select a UCSF faculty member who has made a distinguished record in basic research, to deliver a lecture upon such topic as he or she sees fit. The member is to be designated the "Faculty Research Lecture-Basic Science" of the San Francisco Division. [Am 1 Sep 03, 18 Nov 04, 18 April 11]

3. To select a UCSF faculty member who has made a distinguished record in clinical research, to deliver a lecture upon such topic as he or she sees fit. The member is to be designated the "Faculty Research Lecture-Clinical Science." [Am 1 Sep 03, 18 Nov 04, 18 April 11]

4. To select a UCSF faculty member who has made a distinguished record in translational research, to deliver a lecture upon such topic as he or she sees fit. The member is to be designated the "Faculty Research Lecture-Translational Science." [Am 18 April 11]

#### **140. Committee on Academic Freedom**

A. Membership: This Committee shall consist of five or six members, with a representative from each of the Schools of the Division and one representative from the Clinical X, Health Sciences Clinical, Clinical Professor, or Adjunct Professor series. If the Division Representative to the University Committee on Academic Freedom is not one of these five members, the Committee shall consist of six members, with the Division Representative serving as a voting ex officio member. [Am 1 Sep 03, Am 28 Jan 16]

B. Duties:

1. To serve as a resource for individual faculty and students who feel that their academic freedom has been compromised. [Am 1 Sep 03, 2 Jun 16]

2. To study any condition within or without the University, which in the judgment of the Committee, may affect the academic freedom of the University, its faculty and students, and to report thereon to the Division.

3. At least every 5 years, to assess, and to report to the Division on the culture of the San Francisco campus in terms of academic freedom and how this culture affects: [Am 1 Sep 03]

a. Acceptance of positions and resignation from positions in the University.

b. The reputation of the University and the individual members of the Faculty.

#### **141. Committee on Privilege and Tenure**

A. Membership: This Committee shall consist of nine members. A quorum shall always include either the Chair or Vice Chair. The Chair shall serve for a term of two years. The Vice Chair shall have a one-year term. [Am 10 Feb 98, 11 May 17]

B. Duties: To take cognizance of all matters affecting privilege or tenure of all

members of the Academic Senate or officers of instruction in the San Francisco Division, and shall conduct hearings in individual cases. In all instances it must accord the person whose case is being considered an opportunity to be heard in his or her own behalf before a decision is rendered. The principles and detailed procedures governing the conduct of the Committee are set forth in Academic Senate Bylaw 334-337. [Am 10 Feb 98]

C. In accordance with Academic Senate Bylaw 335(B)(1), the San Francisco Division shall appoint an individual or panel (preferably former members of the Privilege and Tenure Committee, but not current members) who shall be available to each grievant to discuss the claim of violation of rights and privileges and to provide advice on the appropriate procedure to be followed. Such individuals or panel members shall not serve as representatives of any grievant, and they shall maintain full confidentiality to the extent allowable by law. An aggrieved Senate member may consult with the individuals appointed under this provision or under Academic Senate Bylaw 335(B)(1) with the understanding that the grievance will not be disclosed and that the consultation shall not constitute notice of the grievance to the campus or University administration.

#### **145. Committee on Courses of Instruction**

- A. Membership: This Committee shall consist of ten members. [Am 1 Sep 03]
1. The membership shall include one representative from each of the Schools, five ex officio members (one from each of the four Schools and one from the Graduate Division) and the Registrar, who shall act as the Executive Secretary of the Committee. [Am 1 Sep 03]
  2. One ex officio member from each of the four Schools and one from the Graduate Division shall serve on the Committee. The School's ex officio member shall be a faculty member who serves on, or is designated by the School's educational policy committee, and able to represent their School with respect to new courses, revised courses, deleted courses, and course descriptions. All ex officio members from each School and from the Graduate Division shall be recommended to the Division Committee on Committees no later than May 1 of each year for confirmation of appointment. [Am 1 Sep 03]
- B. Duties:
1. The Committee shall be concerned primarily with the formal and final approval of new courses of instruction, modifications in existing courses, the approval of special prerequisites of major subjects, the withdrawal or retention of courses, the credit valuation of courses, the classification of courses, and any other matters germane to courses of instruction.

#### **160. Committee on Faculty Welfare (renamed 2 June 92)**

- A. Membership: This Committee shall consist of seven members, including one emeritus member. Its Vice Chair shall be a member of the University Committee on Faculty Welfare. [Am 2 June 87, 2 Jun 16]
- B. Duties:
1. It shall report to the Division from time to time on any matters of University welfare not assigned to other standing committees of the Division.

2. To consider matters which concern the Division as regards housing, parking, health, childcare, benefits, and general welfare of the faculty and professional academic research staff of the San Francisco Campus. [Am 1 Sep 03]

### **165. Committee on Library and Scholarly Communication**

A. Membership: This Committee shall consist of ten members, including the University Librarian of the San Francisco Division, a representative of the Librarians Association of the University of California - San Francisco Division (LAUC-SF), and one representative from either the UCSF Graduate Student Association or Associated Students of the University of California, San Francisco as ex officio members. The student representative groups shall in alternate years provide representatives (in odd years – GSA, in even years – ASUCSF), with each group serving to coordinate and communicate matters of importance relative to the Library on behalf of both groups. In the event that the Student Associations are unable to alternate representation, they shall determine amongst themselves which organization will send representation. [Am 1 Sep 03]

B. Duties:

1. To advise the President and the Chancellor regarding the administration of the library at San Francisco, in accordance with the Standing Orders of The Regents, and perform such duties relative to the Libraries at San Francisco as may be assigned to the Division by proper authority.
2. To provide liaison between Faculty and Library Administration on all matters of library policy.
3. To participate with the University Librarian on matters relating to library budget formulation policy and the allocation of space and apportionment of funds.
4. To prepare and submit to the San Francisco Division an annual report on financial problems, allocation of space, facilities for Library research and any other matters within its jurisdiction.
5. To cooperate with the University Librarian and advise the Faculty and the Chancellor in matters of scholarly communication on behalf of the Division. [Am 27 Oct 16]

### **175. Committee on Clinical Affairs**

A. Membership:

1. General: This Committee shall consist of at least eight faculty members and five ex officio members. The faculty members will be chosen from the following faculty series: In-Residence, Ladder-rank, Clinical X, Health Sciences Clinical, and Adjunct. Of these faculty members, there will be at least one member from each of the four Schools. These faculty members should be engaged in clinical activity, and represent the various clinical entities operated by or affiliated with UCSF. [Am 1 Sep 03, Am 29 Jul 16]
2. Ex Officio: The Chief Executive Officers or their designees from UCSF Health, the Veterans' Affairs Medical Center, San Francisco General Hospital, UCSF Benioff Children's Hospital Oakland and Canopy Health will

be ex officio members. The systemwide Academic Senate representative to the UC Regents Committee on Health Services will be a permanent, non-voting guest. A quorum shall consist of five members. [Am 1 Sep 03, Am 29 Jul 16]

B. Duties:

1. To confer with and advise the Chancellor and Administrative Officers on policy and matters regarding clinical activities affecting the academic mission of the University.
2. To report to the Academic Senate on clinical activities at UCSF affecting the mission of the University.
3. To conduct regularly scheduled reviews and report on the conditions of the various clinical entities operated by or affiliated with UCSF.
4. To maintain liaison with other Committees of the Division and other agencies of the Campus and University on matters relating to clinical activities. [En 17 June 99]

**180. Sustainability Committee (ABOLISHED 2016)**

**185. Committee on Space**

A. Membership: This committee shall consist of at least 9 members (including ex-officio members), with representation from each of the Schools on the San Francisco campus. Membership shall include:

1. One Senate representative from each of the following UCSF administrative standing committees – the UCSF Campus Space Committee, the UCSF Campus Space Management Subcommittee, and the UCSF New Space Development Subcommittee; one Senate representative from each of the ad-hoc building programming subcommittees; and one at-large member appointed by the Committee on Committees. The membership should reasonably reflect UCSF's broad spectrum of geographical locations and of teaching, clinical, and research activities.
2. Ex-officio members: The Vice Chair of the Academic Senate, the Chair of the Committee on Academic Planning and Budget (or designee), the Senior Vice Chancellor for Administration and Finance, and the Associate Vice Chancellor for Campus Planning shall serve as ex-officio members.
3. Members will serve a three-year term. The terms of members on this committee will be determined by their pre-existing membership terms on the referring campus-space related Committee.
4. The Chair shall serve a renewable two-year term and be a member of the UCSF Campus Space Committee.

B. Duties

1. Set general principles and goals to guide UCSF space stewardship, including maintenance of existing infrastructure, making recommendations regarding occupancy of new and renovated buildings, monitoring space usage and occupant satisfaction.
2. To maintain liaison with other committees of the Division, Chancellor-appointed committees, and Faculty Council of the Schools on matters related to space.
3. Coordinate Senate efforts and input into UCSF space planning committees and subcommittees, including COLASC, which per Bylaw



165.B. has authority over library space. Senate input and comments over space planning may include, but is not limited to, the occupancy of new buildings, and modifications to existing buildings and structures.

4. Report quarterly to the Executive Council and annually to the Division on UCSF space planning, as well as related policies and initiatives.

5. To consider and report upon such matters as may be referred to it by the President of the University, the Chancellor, the Division, any Faculty Council, or other committee of the Division. [En Jun 17]