

**AMENDMENTS TO THE ACADEMIC SENATE BYLAWS
SUBMITTED BY THE ACADEMIC COUNCIL BYLAW AD HOC COMMITTEE
APPROVED BY THE ASSEMBLY OF THE ACADEMIC SENATE
MAY 28, 2003**

BACKGROUND

The Academic Council, with the concurrence of the University Committee on Rules and Jurisdiction, is recommending that the Academic Assembly approve a number of amendments to our bylaws. These proposed amendments divide naturally into two groups: bylaws which affect the operations of the Academic Assembly and bylaws which determine the membership and charges of systemwide committees. The Assembly will be asked to act separately upon each of those groups of bylaws.

The current efforts to revise the systemwide bylaws began in September of 2000. At that time, Academic Council Chair Michael Cowan asked each Assembly committee to review its own enabling bylaw. He particularly encouraged the committees to examine both the membership requirements and the charge of each committee. By the end of the 2000-2001 academic year, roughly half of the systemwide committees had made recommendations regarding their own charges.

The next year, Senate Chair Viswanathan appointed a subcommittee of the Academic Council to examine the committee submissions and to recommend bylaw changes to the Council and to the Assembly. By the end of the year, only one recommendation of this subcommittee, to add the UCORP chair to the Academic Council, ever reached the Council for action.

This year, Council Chair Binion appointed a new ad hoc task force on bylaws, consisting of two new members (Santa Cruz Division Chair George Blumenthal, UC Rules and Jurisdiction Chair Jean Olson), and two continuing members (Assembly Parliamentarian and UC Merced Task Force Chair Peter Berck, and Gayle Binion), and this task force benefited greatly from the input of Executive Director Maria Bertero-Barcelo. This group decided to propose several bylaw changes to facilitate the operations of the Academic Assembly. The group also examined all of the changes suggested by systemwide committees over the past three academic years. The ad hoc task force shared a preliminary draft of the proposed revisions with the Assembly on March 12, and on March 26, the Academic Council agreed to circulate the proposed bylaws to divisions and to systemwide committees for comment.

BYLAWS AFFECTING THE OPERATIONS OF THE ACADEMIC ASSEMBLY

JUSTIFICATION

The bylaw amendments proposed are herein intended to simplify the bylaws, bring the bylaws into compliance with practice and/or improve the efficiency and lower the cost of Assembly operations. We include below a brief justification for each of the proposed

changes, organized by the bylaw number. **We propose that changes to bylaws 35 through 125 take effect immediately upon passage by the Assembly:**

35. Membership of Committees. It has not been the usual practice for the Senate to appoint committee members to staggered terms. While this is clearly a desirable practice, the task force felt we should avoid major differences between our usual practice and the governing bylaws. We have therefore proposed that the requirement of “staggered” terms be reduced to an aspiration based upon feasibility of such appointments.

40. Authority of Committees. One proposed change would require every systemwide committee to report at least annually, in writing, to the Academic Assembly. Such written reports are essential if the Assembly is to be well informed regarding the whole range of issues before the Senate. The second change requires that Committees providing advice to the President do so through the Academic Council. This will ensure that there are not several independent paths of formal advice to the President and that the Council, which serves as the executive committee of the Assembly, is fully informed. The usual committee practice of consulting with the administration during meetings would not be affected by this modification. Informal consultation is very different from formal advice. Both of the changes proposed for this bylaw are already commonplace “practice”.

95. Mail Ballots. It has been a number of years since the systemwide senate has had to conduct a mail ballot of all Senate members. Such ballots can prove to be quite expensive and time consuming to conduct. To take advantage of the even greater savings possible within the UC system, the task force proposes that the systemwide bylaws be modified to allow systemwide voting either by mail or through electronic means.

105. Assembly of the Academic Senate. Instead of listing the ex officio members of the Academic Assembly, the revised bylaw simply provides that all members of the Academic Council serve ex officio as members of the Assembly. The effect of this would be to add the UCORP chair (assuming the revision to bylaw 125 passes) and to remove the Vice Chair of UCEP from the Assembly membership. At present the University Committee on Educational Policy Vice Chair is the only vice chair to serve ex officio in the Assembly, and there seems to be no strong reason for singling out that particular committee.

110. Officers and Consultants of the Assembly. One change would permit the election of Assembly Vice Chair at any meeting of the Assembly rather than at its last meeting. Since the Academic Council typically chooses a nominee for the position in February, it seems needless to wait until the last meeting at the end of May, especially because it is beneficial for the incoming Vice Chair to begin such things as negotiating appropriate teaching release time, the inclusion in decision making areas, as well as the process of obtaining security clearance approval as early as possible. The second change would make both the Chair and Vice Chair of the Assembly *ex officio* non-voting members of all Assembly committees (except for UCRJ) and voting members of UCOC. Currently, only the Chair is a voting ex officio member of UCOC, but the Vice Chair,

who will work with the committees chosen by UCOC, has a strong stake in their decisions as well. Both the Assembly Chair and Vice Chair also bring both a systemwide perspective and systemwide experience to the Committee. The practice regarding other committees is more varied, but often it is useful for the Assembly Chair or Vice Chair to attend committee meetings. UC Rules and Jurisdiction is an exception because of its quasi-judicial function.

120. Meetings of the Assembly. Three changes are proposed here:

- (1) The time when the call to an Assembly meeting must be sent is reduced from 15 to 10 calendar days. This change will make the lead time for getting material into the Assembly agenda slightly less onerous, while still maintaining the notice time already used on many campuses.
- (2) Currently, the Senate produces 1,000 copies of the blue book for each Assembly meeting. This is prohibitively expensive for the Senate office. We propose to allow purely electronic copies of the Assembly agenda to be sent out, although we anticipate that the 60 Assembly members will still receive a copy of the blue book. Decreasing the number of printed copies by a factor of ten will lead to substantial cost savings.
- (3) We propose that the mandatory agenda items for Assembly meetings remain unchanged but that the Academic Council set the order of the agenda for Assembly meetings. This is purely intended to make Assembly meetings run more efficiently and to ensure that there is sufficient time to complete the most urgent business.

125. Academic Council. We propose that the Chair of UCORP be added to the Academic Council. The Chair of this Committee has attended Council meetings as a guest for the past several years, and this bylaw change would confer full membership. Given the Senate's desire to emphasize our research mission in addition to our teaching mission, this would seem to be an essential change.

BYLAWS AFFECTING STANDING COMMITTEES OF THE ASSEMBLY

JUSTIFICATION:

Currently, the enabling bylaws of the various standing committees of the Assembly describe their membership with often wildly different approaches. Committee memberships now ostensibly have different terms of office, different requirements, and different rules regarding the chair and vice chair (assuming that the bylaws even call for a chair to be appointed). Consequently, the bylaws proposed here describe the membership of all standing committees using a single bylaw and then describe exceptions to this one-size-fits-all approach within the bylaws of particular committees. In essence, the bylaw task force feels that there is little justification for the wide variety of types and terms of membership now in effect, and therefore wishes to bring some standardization to the systemwide committees. Please note that none of the changes proposed here would apply

to the University Committee on Rules and Jurisdiction, whose enabling bylaw may only be changed by mail ballot.

One issue of paramount importance for Senate committees is the need to maintain continuity and institutional memory on committees from year to year. This issue is of great concern to the bylaw task force and to the Academic Council. In studying the membership (excluding chairs) of the 2002-2003 systemwide committees, we found that 70% of all members were new, 20% were in their second year of continuous membership, 5% were in their third year, and another 5% were in their fourth year or greater. Clearly, we need to have greater continuity than this on our committees, so that at least half of all members are continuing from the previous year. On the one hand, we could mandate multi-year appointments through the bylaws and strictly enforce those mandates. On the other hand, the divisions generally prefer to maintain their flexibility to change their systemwide representatives. In the end, with some exceptions, the proposed bylaws establish a “standard” two-year term for committee members in the hope that a two-year term might be adhered to more closely than a three-year term, which is usually ignored at present. The proposed bylaw changes also will permit committee members to serve a second consecutive two-year term. Should continuity of membership remain a problem for systemwide senate committees, it may prove necessary to more strictly adhere to our nominal terms.

As mentioned earlier, many of the changes proposed for individual committees include suggestions received in one or more of the past three academic years. One difficulty encountered by the ad hoc bylaw task force has been that the recommendations of committees have in some cases changed from year to year. Some committees have directly contradicted the recommendations from the same committee within the previous two years.

In order to avoid any difficulties associated with a transition to new rules governing committee membership, **we propose that the following changes to Bylaws 128 through 215 take effect on September 1, 2003, except that all changes in membership and leadership of Committees take effect on September 1, 2004:**

128. Membership of Standing Committees of the Assembly. This is a new bylaw which is intended to provide the basic rules regarding committee membership. For most committees it should be possible to refer to Bylaw 128 to describe the membership, with perhaps a short addition to describe exceptions applicable to that particular committee. Here is a brief description of each subsection of proposed bylaw 128:

128.A -- This repeats the proposed modification in bylaw 110.A that the Assembly Chair and Vice Chair serve as non-voting ex officio members of all Assembly committees except for UCOC, where they would be voting members, and UCRJ, where they would have no membership.

128.B -- This proposed section establishes a standard two-year term for most systemwide Senate committees (the Editorial Committee and UCRJ are two

exceptions). For some committees (e.g. BOARS, UCPB, and UCFW) this is a change from a nominal three-year term. This change was proposed in the hope that it would be easier to find faculty willing to commit to two years of service rather than three and that divisions would be more likely to enforce the two year appointment than they would an appointment for three years. Furthermore, there is no impediment to a faculty member being re-appointed to a second two-year term upon the conclusion of a first term. In addition, this section proposes that systemwide committee members be either a member, chair, or non-voting ex officio member of the corresponding divisional committee. Because several Divisions have changed the form of their committee structures, the charge to one Divisional committee may correspond to that of several systemwide committees. This could make it burdensome for a division to find representatives to systemwide committees, and for that reason, the proposed bylaw allows a divisional representative to a systemwide committee to essentially serve only as a liaison with the appropriate Divisional committee, a practice we would allow but not necessarily encourage.

128.C -- This section establishes a chair for each committee, requires the chair to be a former but not current member of the corresponding Divisional committee, and defines the nominal term for a chair as one year. Currently, not every committee even has a chair established in the bylaws, and this proposed section rectifies that. At the present time, many committees (including all committees represented on the Academic Council) have at-large chairs, while other committees have chairs who are also their Divisional representative to the committee. In order to avoid any possible conflict for systemwide chairs, we are proposing that all systemwide chairs not be members of the corresponding Divisional committee and not be the Division's representative.

128.D -- Vice Chairs. This section establishes a Vice Chair for all Senate committees (which is not now the case) and requires the Vice Chair to be from a different Division than the Chair. It also establishes the presumption, subject to the approval of UCOC, that the Vice Chair will succeed the Chair. Except for UCOC, this section requires that the Vice Chairs of committees represented on the Academic Council shall be an at-large member (though it does not prohibit membership on the corresponding Divisional committee). For other committees, the Vice Chair is chosen from among the Divisional representatives.

128.E -- This section makes clear that students who sit with Senate committees are nonvoting representatives, and that their appointments are officially made by UCOC after nomination by the appropriate student organization. The issue of whether student representatives actually do sit with a committee is set forth in each committee's establishing bylaw.

128.F -- To avoid allowing committee members to serve on a single committee for excessive periods of time, this section provides a maximum contiguous term of

committee service of four years. This term limit is extended to 6 years for those serving as Chair or Vice Chair.

128.G -- The quorum for the conduct of committee business is explicitly set at 50%.

128.H -- This new section explicitly excludes those Senate members holding administrative positions higher than department chair from serving on any systemwide Senate committee. Such administrators would include deans, associate deans, vice chancellors, and associate vice chancellors. There may be administrative titles (e.g. college provost) where the applicability of this section may vary among the Divisions. This section would also preclude department chairs from serving on UCAP, UCAF, and UCP&T. The role of a faculty serving on Senate committees is to provide a faculty voice, and not that of the administration.

The following describes certain additional changes for individual committees:

130. Academic Freedom. Provision is included for two student representatives, and the charge to the committee has been generalized to reflect the importance of academic freedom for all members of the academic community.

135. Academic Personnel. The changes to the charge of this committee are mainly editorial.

140. Affirmative Action and Diversity. The changes to the charge of this committee are mainly editorial. Provision is also included for two student representatives to the committee.

145. Board of Admissions and Relations with Schools. Because of the intense work and experience required of the leadership of this committee, the terms for the Chair and Vice Chair are set at two years each, consistent with the current bylaw. The term of members is reduced from three to two years, and provision is included for two student representatives to the committee. Explicitly added to the BOARS charge is an obligation to recommend to the Assembly the admissions criteria for undergraduates.

150. Committees. Consistent with the recommendations from this committee, the maximum term of members (other than the Chair and Vice Chair) is set at two years. In addition, this proposed bylaw would require UCOC to consult with the incoming chair (in addition to the outgoing chair) of every committee regarding appointments to the committee. Finally, to better inform appointees and to help ensure adherence to the two-year term, the Committee is directed to send a letter to every appointee specifying the term of service. Hopefully, this will improve the continuity of membership on systemwide committees.

155. Information Technology and Telecommunications Policy. Provision is made for two student representatives to the Committee.

160. Editorial. Instead of two co-chairs, this bylaw would establish a chair and a vice chair from among the committee's members. This might prove to be a more efficient and effective way to conduct business, particularly with regard to policy interactions with other agencies of the Senate or administration. Another important change is the specific inclusion of a mandate to consult regarding policies governing the UC Press. The term of service of 5 years has not been changed.

165. Education Abroad Program. (Proposed renumbering from 182) Because of the scope and complexity of the committee's oversight role, the term of the Chair has been set at two years. The committee proposes to change the name of this committee to International Education, which will require that the bylaw be renumbered to 182 to preserve the alphabetization of the Senate committees. The proposed name change is in response to the fact that international education has become, and seems likely to continue to be, a larger component of the committee's activity than just supervision of the Education Abroad Program. The wording of the Committee's responsibilities has been changed to clarify and codify the existing oversight and advisory duties the Committee performs. Provision is made for two student representatives to the Committee. Removed from the committee's roster of nonvoting members are the chairs of the Divisional committees dealing with course and credit review. Inclusion of these ex officio members is neither practiced nor practicable.

170. Educational Policy. Provision is made for one undergraduate and one graduate student representative to the Committee.

175. Faculty Welfare. There are several proposed changes to the membership of this committee. The chair of UCAP is removed as an ex officio member because issues of coordination between the two committees can be dealt with at the Academic Council since both chairs are members of that body. The term of office of the members of the committee is reduced from three to two years. For this committee, the continuity of membership is extremely important. On the one hand, a shorter term might seem to be inconsistent with continuity on the committee. However, there is no reason why a member cannot be appointed to consecutive two-year terms. In addition, it may be easier to find faculty willing to both make a two-year commitment and adhere to that commitment. The two additional (and optional) at-large members of the committee are retained because such members may bring much needed experience and expertise to the committee. The proposed bylaw retains the member from the Advisory Board of the UC Retirement System. However, only the chair (and not the vice chair) of the Council of UC Emeriti Associations (CUCEA) is retained as an *ex officio* member. One such representative provides adequate communication and coordination.

180. Graduate Affairs, Coordinating Committee on. Provision is made for two graduate student representatives to the Committee.

182. International Education. (Proposed renumbering to 165) See 165 above.

185. Library. Provision is made for two student representatives to the Committee. Reference to the Library Council is eliminated because that organization no longer exists. Finally, instead of having the University Librarian serve ex officio, the proposal suggests that "a University Librarian" serve on the committee ex officio.

190. Planning and Budget. Provision is made for two student representatives to the Committee. In addition, the normal term is reduced from three to two years, although members may be appointed for a second contiguous two-year term. The Chair of UCORP is removed as an ex officio member since (assuming that the modification to bylaw 125 is approved) both the UCORP and UCPB chairs will be members of the Academic Council. The charge to the committee has been simplified without any loss of functionality.

192. Preparatory Education (Proposed renumbering from 215). At the request of UCOPE, a minor addition to the committee's charge is also included. In June of 1991 the Assembly approved the renaming of this committee, then known as the Undergraduate Preparatory and Remedial Education, but did not consider the renumbering issue. In order to preserve the alphabetization of the Senate committees, the renumbering is proposed.

195. Privilege and Tenure. The term for committee service has been three years, and the proposed bylaw would make it two years.

200. Research Policy. Provision is made for two student representatives to the Committee. The proposed bylaw removes the reference to the now-defunct Intellectual Property Advisory Council.

205. Rules and Jurisdiction. No change is proposed for this protected bylaw.

210. Student Affirmative Action. This committee has not been staffed for a number of years, and its functions have been assumed by the University Committee on Affirmative Action and Diversity (UCAAD), BOARS, and UCEP. Before officially eliminating this committee from the bylaws, we recommend that the bylaws governing UCAAD, BOARS, and CEP be modified to explicitly include all of the functions of this committee. So, at the present time, we recommend no change to this bylaw, but do recommend that a committee consisting of representatives from UCAAD, BOARS and UCEP recommend additional changes to their own charges to ensure that all aspects of the Student Affirmative Action Committee's charge are retained.

215. Preparatory Education (Proposed renumbering to 192) See 192 above.

PROPOSED BYLAW REVISIONS
(Suggestions from the 02-03 Academic Council Bylaw Ad Hoc Committee.)

35. Membership of Committees

- A. **Types of Membership.** Committees may be composed of appointed, elected, or ex officio members, or any combination thereof.
- B. **Terms of Service.** Unless otherwise specified, members of Standing Committees shall serve two-year terms, where feasible staggered, beginning on September first following their appointment. **(Am 28 May 2003)**
- C. **Voting and Other Rights**
 - 1. The Vice Chair, if any, shall perform the duties of the Chair in case of temporary absence or disability of the Chair, and such other duties as the committee concerned may determine. (Am 15 Jun 70)
 - 2. 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 be given the right to vote on other questions, such as those that involve only recommendations to other Senate agencies, but only by explicit Bylaw provisions. [See Legislative Ruling 12.75]
 - 3. Except for the provision of Article C.2 of this Bylaw, ex officio members have the same powers as other members unless otherwise specified.
- D. **Method of Appointment**
 - 1. Unless otherwise specified, the appropriate Committee on Committees shall select the appointed members of each committee.
 - 2. Except as provided elsewhere in these Bylaws, the appropriate Committee on Committees shall appoint the Chair and Vice Chair, if any, of each committee.
 - 3. The Chair and Vice Chair, if any, of any Standing or Special Committee must be members of the Academic Senate.
 - 4. At the discretion of the appointing agency, a member of a committee temporarily not on duty may be replaced until that regular member returns.

- E. **Tenure of Special Committees.** A special committee shall serve only until the first meeting of the establishing agency in the ensuing fall term unless:
1. A definite term is specified;
 2. Its authorization occurs after the first day of instruction of the spring term, in which case it shall continue for one year beyond the normal expiration date;
 3. It is continued by action of the establishing agency. (Am 15 Jun 71)

40. Authority of Committees [See Legislative Ruling 8.95-B]

A. Any agency or committee listed in Bylaw 20 or 25 may report to any agency or committee therein listed, and may be asked by the Assembly, a Division, or a Faculty to describe its procedures and policies.

B. Any committee may submit reports and recommendations to the Assembly on appropriate matters. Divisional committees, including Faculties, are responsible to and normally shall report to their respective Divisions. Universitywide committees of the Senate shall report in writing to the Assembly, and not less than annually. **(Am 28 May 2003)**

C. Each committee is responsible to the agency establishing it and must report its actions to that agency. When a committee makes recommendations or renders advice to the President or to a Chancellor, it shall report its recommendations to the establishing agency when this action is consistent with its charge and does not violate confidence. When a Special or Standing Committee of the Assembly formally advises the President it shall convey its advice through the Academic Council. **(Am 28 May 2003)**

95. Mail and/or Electronic Ballots (Am 28 May 2003)

A. At least ten days of instruction before the deadline for the completion of voting, the appropriate Secretary shall provide to each voter, either through the mail or electronically, either a ballot or instructions for voting electronically, accompanied by all relevant texts, such background information prepared by the Secretary as the Assembly or Division may direct, a brief summary of arguments pro and con, and a deadline for the return of ballots or for electronic voting. **(Am 28 May 2003)**

1. In the case of mail ballots, each voter shall receive a plain envelope in which to enclose a marked ballot, and a second envelope addressed to the appropriate Secretary to be used for the return of the sealed ballot. The envelope addressed to the Secretary shall have a space for the signature of the voter. Ballots lacking this validating signature shall be deemed void. (Am 5 May 88; Am 28 May 2003)
2. For electronic voting, the appropriate Secretary shall utilize a system which verifies each voter's identity and which maintains security. **(Am 28 May 2003)**

- B. The appropriate Secretary shall deliver the ballots or the electronically received votes to the agency authorized to count the ballots and to certify the results to the appropriate legislative agency. **(Am 28 May 2003)**
- C. The appropriate Secretary, in certifying the results, shall give the tally of votes, including invalid ballots.

105. Assembly of the Academic Senate

- A. Membership. The Assembly shall consist of the following members:
 - 1. The President of the University;
 - 2. The Chair and Vice Chair of the Assembly, who shall serve *ex officio* as Chair and Vice Chair, respectively, of the Academic Council [see Bylaw 110.A];
 - 3. All members of the Academic Council shall serve as *ex officio* members of the Assembly. In the absence or disability of the Chair of a Division or Standing Committee the Vice Chair of that Division or Standing Committee shall serve on the Assembly with full privileges. In the absence or disability of both the Chair and Vice Chair of a Division or Standing Committee, the appropriate Committee on Committees shall appoint a replacement, who shall have full privileges, for the specified meeting(s) of the Assembly. **(Am 28 May 2003)**
 - 4. Forty Divisional Representatives chosen from other than chancellors, vice chancellors, deans, chief administrative officers of colleges and schools, and members of the University Committee on Rules and Jurisdiction [see Bylaw 205.A]. The Academic Council shall annually prorate these among the Divisions in proportion to their membership, but each Division shall have at least one Divisional Representative in the Assembly. Changes in allocation shall become effective on the first day of September following Academic Council action. Each Division shall determine its own method of choosing its Representatives. A Representative may not serve more than two consecutive terms, but is again eligible two years after the conclusion of a second consecutive term. (Am 24 May 68, 29 May 69, 7 May 87; EC 18 Nov 68, 3 Nov 69) [See Legislative Ruling 4.71]

110. Officers and Consultants of the Assembly

- A. **Chair and Vice Chair**

1. **Election.** The Assembly elects a Vice Chair who is a Senate member from a Division other than that of the incoming Chair, to assume office the following September. The Academic Council submits a nomination. Further nominations may be made by the Assembly members from the floor, and on written petition by twenty-five Senate members. The Vice Chair also serves as Vice Chair of the Academic Council. The following year the Vice Chair becomes Chair of the Assembly and the Academic Council. Neither the Chair nor the Vice Chair may serve simultaneously as ex officio member and a Divisional Representative. (Am 3 Dec 80; **Am 28 May 2003**).

3. Duties

- g. The Chair and Vice Chair shall serve, respectively, ex officio as Chair and Vice Chair of the Academic Council [see Bylaw 125.A], Both the Chair and the Vice Chair shall serve as ex officio members of the University Committee on Committees and as non-voting ex officio members of all committees of the Assembly except for the Committee on Rules and Jurisdiction. (**Am 28 May 2003**)

120. Meetings of the Assembly

B. Notice of Meetings

1. The call to regular meetings of the Assembly shall be sent to the Academic Senate Office of each Division such that distribution to offices of all academic units shall occur at least ten calendar days before the Assembly is convened. [See Bylaw 110.A.3.b] The call for an emergency meeting of the Assembly shall be sent to the Academic Senate office of each Division such that distribution to offices of all academic units shall occur at least five calendar days before that meeting is convened. (Am 4 Jun 91) The call to both regular and emergency meetings of the Assembly shall be sent either electronically or through the mail. (**Am 28 May 2003**)

C. Order of Business

1. Regular Meetings. The Academic Council shall set the order of business for the Assembly meeting. This order of business may be suspended by a two-thirds vote of the voting members present, business shall include the following (**Am 28 May 2003**)

Roll Call

Minutes

Announcement by the President

Other Announcements

Special Orders

Reports of Special Committees

Reports of Standing Committees

Petitions of Students

Unfinished Business

125. Academic Council

A. **Membership.** The Academic Council shall consist of the following members:

1. The Chair of the Assembly, who is the Chair of the Academic Council;
2. The Vice Chair of the Assembly, who is the Vice Chair of the Academic Council;
3. The Chairs of the Divisions; (Am 4 May 89)
4. The Chairs of the following University Standing Committees:
Academic Personnel
Board of Admissions and Relations with Schools
Educational Policy
Faculty Welfare
Graduate Affairs
Planning and Budget
Research Policy (**Am 28 May 2003**)

In the absence or disability of the Chair of a Division or Standing Committee the Vice Chair of that Division or Standing Committee shall serve on the Council with full privileges. In the absence or disability of both the Chair and Vice Chair of a Division or Standing Committee, the appropriate Committee on Committees shall appoint a replacement, who shall have full privileges, for the specified meeting(s) of the Council. (Am 2 Dec 81; Am 4 May 89)

128. Membership of Standing Committees of the Assembly. (**En 28 May 2003**)

Unless otherwise specified in the establishing bylaws for a committee, the following shall govern the membership of all Assembly committees except the Academic Council.

- A. The Chair and Vice Chair of the Assembly shall serve as ex officio members of the University Committee on Committees and as non-voting ex officio members of all committees except for the Committee on Rules and Jurisdiction.
- B. Each Division of the Academic Senate shall nominate to UCOC one Division member to be appointed to the following committees to serve a two-year term. (See Bylaw 150). This member shall normally be the chair or a member of the corresponding Divisional committee; otherwise, the Assembly committee member shall serve as an ex officio non-voting member of the corresponding Divisional committee.

Academic Freedom
Academic Personnel

Affirmative Action and Diversity
Board of Admissions and Relations with Schools
Committees
Information Technology and Telecommunications Policy
International Education
Educational Policy
Faculty Welfare
Graduate Affairs, Coordinating Committee on
Library
Planning and Budget
Privilege and Tenure
Research Policy
Preparatory Education

- C. The Chair of each of the above committees shall be an at-large member, who is a former, but not a present, member of the corresponding Divisional committee. The Chair shall normally serve a one-year term.

D. Vice Chairs

1. For the University Committee on Committees and for committees represented on the Academic Council, the Vice Chair shall be an at-large member who has experience as a member of the corresponding Divisional committee. The Vice Chair shall normally succeed the Chair subject to the approval of UCOC. (See Table 1.)
 2. For committees not represented on the Academic Council, with the exception of the University Committee on Committees, the Vice Chair shall be appointed from among the Divisional appointees. The Vice Chair shall normally succeed the Chair subject to the approval of UCOC. (See Table 2.)
 3. The Vice Chair must be a Senate member from a Division other than that of the Chair.
- E. Students who sit with standing committees, as provided in these bylaws, are non-voting representatives and shall be nominated by the student organization recognized by the Academic Council for that purpose and appointed by the University Committee on Committees.
- F. Term: In no case shall members serve for more than four consecutive years with the exception of the Chair and Vice Chair who may serve no more than six years. A member is again eligible one year after leaving the committee. A partial term is counted as a full term.

G. Quorum. Fifty percent of the voting members of the Committee shall constitute a quorum.

H. Members holding an administrative position higher than department chair may not serve as members of Assembly committees. However, 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.

130. Academic Freedom

A. Membership shall be determined in accordance with Bylaw 128. One undergraduate and one graduate student shall sit with the Committee. (See Bylaw 128.E). The Vice Chair shall be chosen in accordance with Bylaw 128 D 2 & 3). **(Am 28 May 2003)**

B. Duties. Consistent with Bylaw 40, the Committee shall:
Study and report to the Assembly upon any condition within or outside the University that, in the committee's judgment, may affect the academic freedom of the University and its academic community (Am 15 Jun 71; Am 23 May 1996; **Am 28 May 2003)**

135. Academic Personnel

A. Membership shall be determined in accordance with Bylaw 128. The Vice Chair shall be chosen in accordance with Bylaw 128 D 1 & 3). **(Am 28 May 2003)**

B. Duties. Consistent with Bylaw 40, the Committee is authorized to: **(Am 28 May 2003)**

1. Confer with the President on general policy on academic personnel, including salary scales, appointments and promotions, and related matters
2. Review standards and policies applied by Divisional Committees on Academic Personnel, advise the President, and inform the Division CAPs thereon. (Am 29 Oct 98)

140. Affirmative Action and Diversity (Am 13 May 97; Am 28 May 2003))

A. Membership shall be determined in accordance with Bylaw 128. One undergraduate and one graduate student shall sit with the Committee. (See Bylaw 128.E). The Vice Chair shall be chosen in accordance with Bylaw 128 D2 & 3

B. Duties. Consistent with Bylaw 40, the committee shall:

1. Confer with the President on general policies bearing on affirmative action and diversity_for academic personnel and academic programs. **(Am 28 May 2003)**
2. Establish basic policy and procedures for coordinating the work of the Divisional Committees concerned with affirmative action **and diversity**. **(Am 28 May 2003)**
3. Report annually to the Assembly the state of affirmative action and diversity in the University. This report shall include a review_of the annual reports of the Divisional Committees on Affirmative Action and Diversity (or equivalent committees). **(Am 28 May 2003)**
4. Review the information on affirmative action and diversity provided by the campus and University administrations and report said findings to the Academic Council. The information shall consist of data and analyses of working conditions, salaries, advancement, and separation for women and ethnic minorities. **(Am 28 May 2003)**
5. Undertake studies of policies and practices affecting affirmative action and diversity and make recommendations to appropriate University bodies. **(Am 28 May 2003)**

145. Board of Admissions and Relations with Schools (Am 28 May 2003)

- A. Membership shall be determined in accordance with Bylaw 128 except that the Chair and Vice Chair, shall normally serve two-year concurrent terms. The Vice Chair shall be chosen in accordance with Bylaw 128 D 1 & 3. One undergraduate and one graduate student shall sit with the Committee. (See Bylaw 128.E) **(Am 28 May 2003)**
- B. Duties. Consistent with Bylaw 40 the committee shall: **(Am 28 May 2003)**
 1. Advise the President and appropriate agencies of the Senate on matters relating to admission of undergraduate students.
 2. Recommend to the Assembly the admissions criteria for undergraduate status.
 3. Regulate the examination and classification of all applicants for admission to undergraduate status, and report thereon to the Assembly, including the authority, in exceptional cases, to admit applicants with minor deficiencies. (Am 26 May 82; **Am 28 May 2003**))

4. Maintain the standard of preparation required of students who enter the University directly from California secondary schools in the course of passing on applications for advanced standing from other colleges and universities. Advanced standing credit is granted for work of quality comparable to that required of students in this University.
5. Require secondary schools in California whose graduates are to be admitted on a transcript to submit for approval a list of those courses certified by the school as fulfilling the subject requirements for admission. The committee shall review these courses annually. If the studies outlined in 145.B.6 below indicate that such action is advisable, it may require that applicants from certain schools take examinations established by the Board as a condition for admission.
(Am 26 May 82)
6. Require secondary schools in California whose graduates are to be admitted on a transcript to submit for approval a list of those courses certified by the school as honors level courses in history, English, advanced mathematics, laboratory science, and foreign language. The committee shall review these courses annually. (En 26 May 82)
7. Compile information on curricula and scholarship standards in California secondary schools. On authorization by the President, the committee shall confer with representatives of schools and colleges on appropriate scholastic matters. It shall annually report to the Assembly statistical information about applicants admitted to advanced standing, and about the scholastic achievements of students admitted as freshmen; and at appropriate intervals it shall report on its policies and practices regarding admissions, specifying exceptions to Senate Regulations that have been permitted. (Am 15 Jun 71, 28 May 80, 26 May 82)

150. Committees

A. Membership (Am 28 May 2003)

1. Membership shall be determined in accordance with Bylaw 128 and include two members-at-large. The members at large are to be named by the Assembly for two-year staggered terms. Each at large member will serve as Vice Chair in the first year and shall normally succeed as Chair in the second year. In addition, there shall be one member appointed by each Divisional Committee on Committees from its current membership to serve on the University Committee on Committees for a maximum two-year term, with the exception of the Chair and Vice Chair who may serve a maximum of four years. (Am 2 Dec 71; Am 12 May 94; **Am 28 May 2003**)

2. Vacancies In the absence or disability of both the Chair and Vice Chair, the Academic Council shall ~~fill it~~ appoint a Chair_by *pro tempore* appointment from among the committee membership until the next meeting of the Assembly, at which time the Assembly shall elect a chair. If a vacancy occurs in an at-large membership, the Academic Council shall nominate to the Assembly at its next meeting a candidate to fill the unexpired term, at which time the Assembly shall hold an election. (Am 4 Mar 76; **Am 28 May 2003**)
- B. Duties. Consistent with Bylaw 40 the committee shall:
1. Appoint the Chairs and, where specified in the Bylaws, the Vice Chairs (AM 7 Dec 76; **Am 28 May 2003**)
 2. Appoint all other members of all Senate committees that report to the Assembly, while ensuring conformity with the Senate Bylaws[see Bylaw 35] and in consultation with the outgoing and incoming_chairs of Senate committees. The Committee shall send a letter of appointment to every appointee specifying the term of the appointment, the charge, and the duties of the appointee's committee. (Am 7 Dec 76; **Am 28 May 2003**)
 3. Upon the President's request, confer, or nominate a committee to confer, with the President concerning the appointment of a chief campus officer or a University administrative officer. (Am 2 Dec 71; **Am 28 May 2003**)

155. Information Technology and Telecommunications Policy [formerly Computer Policy]

- A. Membership shall be determined in accordance with Bylaw 128 and shall include the Chair of the Library Committee who shall serve as ex officio member. One undergraduate student and one graduate student shall sit with the Committee. (See Bylaw 128.E) The Vice Chair shall be chosen in accordance with Bylaw 128 D 2 & 3. (Am 7 May 87; **Am 28 May 2003**)
- B. Duties: The committee shall represent the Senate in all matters of instruction and research policy involving the use of information technology and telecommunications and shall advise the President, consistent with Bylaw 40, concerning the acquisition and use of information and telecommunications technology at the University either at its own initiative or at the President's request. (Am 7 May 87; **Am 28 May 2003**)

160. Editorial

- A. Membership shall consist of: twenty members, with at least one, but not more than four, from each Division, Divisional representation not otherwise being a criterion for appointment. A Chair and Vice Chair, normally one from a northern Division and

one from a southern Division, shall be appointed to serve one year terms. The Vice Chair shall normally succeed the Chair subject to the approval of University Committee on Committees. The Committee on Committees shall annually consult with the current Chair, Vice Chair, and the Director of the University of California Press in regard to appointment of members of the Editorial Committee. The term of service of members of this committee normally shall be from July 1 to June 30 of the following year, five years of continuous service being the maximum. The Director of the University of California Press shall be ex officio Secretary without a vote. (Am 20 Nov 90; **Am 28 May 2003**)

B. Duties: The committee shall

1. Review manuscripts as well as associated documents bearing on the quality and significance of material proposed for publication.
2. Be consulted on policies governing the UC Press consistent with Bylaw 40. (**En 28 May 2003**)
3. Have the sole authority to allow use of the University imprints, "University of California Press, Berkeley, Los Angeles, and London." (Am 16 Mar 70, 4 Mar 86; **Am 28 May 2003**)

165. Education Abroad Program (*renumbered and renamed – 182 International Education*) **Am 28 May 2003**

170. Educational Policy

A. Membership shall be determined in accordance with Bylaw 128. One undergraduate and one graduate student shall sit with the Committee. (See Bylaw 128.E). The Vice Chair shall be chosen according with Bylaw 128.D 1 & 3. (Am 29 Nov 72, 7 Dec 76; Am 28 May 2003)

B. Duties. Consistent with Bylaw 40, the committee shall:

1. Consider and report on matters referred to it by the President of the University, the Assembly, a Division, or any Senate committee.
2. Initiate appropriate studies and make reports thereon to the President, the Assembly, or any Division, on the establishment or disestablishment of curricula, colleges, schools, departments, institutes, bureaus, and the like, and on legislation or administrative policies of a fundamental character involving questions of educational policy. (Am 15 Jun 71)

175. Faculty Welfare

Membership (**Am 28 May 2003**):

1. Except as noted below, membership shall be determined in accordance with Bylaw 128. The Vice Chair shall be chosen in accordance with Bylaw 128 D 1 & 3)
 2. One Academic Senate member of the Advisory Board of the UC Retirement System, who may be a member already included on the committee and who will normally serve a two-year term.
 3. The Chair of the Council of UC Emeriti Associations (CUCEA), shall serve ex officio.
 4. Up to two at large members, appointed for one-year renewable terms, and in consultation with the Chair of the Committee, to supplement the expertise of divisional members in areas of special relevance to the current business of the committees.
- B. Duties. Consistent with Bylaw 40, the committee shall:
Report to the Academic Council and other agencies of the Senate and confer with and advise the President and agencies of the University Administration on matters concerning the economic welfare of the faculty, such as salaries, benefits, insurance, retirement, housing, and conditions of employment. Procedures for treating issues with a major welfare component that are also the concern of other committees shall be developed by the chairs of the committees involved, in consultation with the Chair of the Academic Council.
(Am 2 Dec 81; **Am 28 May 2003**)

180. Graduate Affairs, Coordinating Committee on

- A. Membership shall be determined in accordance with Bylaw 128. Two graduate students shall sit with the Committee. (See Bylaw 128 E.) The Vice Chair shall be chosen in accordance with Bylaw 128 D 1 & 3. (Am 6 Jun 79; **Am 28 May 2003**)
- B. Duties. Consistent with Bylaw 40, the committee shall (**Am 28 May 2003**):
1. Advise the President of the University and all agencies of the Senate regarding the promotion of research and learning related to graduate affairs.
 2. Establish basic policies and procedures for coordinating the work of the various Graduate Councils and Divisions.
 3. Recommend to the Assembly minimum standards of admission for graduate students [see Bylaw 311.C.1].
 4. Act for the Academic Senate in the approval of new programs for established graduate degrees, including the joint doctoral degrees with campuses of the California State University.
 5. Review proposals from Graduate Councils for the establishment of new graduate degrees that require approval of the President, to whom The Regents have

delegated authority of approval, and submit recommendations thereon to the Assembly [see SOR 110.1 and Bylaw 116.C]. (Am 24 May 00)

6. Review standards and policies applied by Graduate Councils, and policies concerning relations with educational and research agencies.

182 International Education *(Previously 165 Education Abroad Program)* (Am 28 May 2003)

- A. Membership shall be determined in accordance with Bylaw 128, except that the Chair shall normally serve a two year term. One undergraduate student and one graduate student shall sit with the Committee. (See Bylaw 128.E.) The Vice Chair shall be chosen in accordance with Bylaw 128 D 2 & 3. On a campus that has no equivalent committee, the member shall be an at large Senate member. **(Am 28 May 2003)**

- B. Duties. Consistent with Bylaw 40, the committee shall **(Am 28 May 2003):**

1. Consider and report on matters of international education referred to the Committee by the President of the University, the Academic Council, the Assembly, a Division, or any Senate Committee.
2. Provide continuing oversight of the Education Abroad Program and its policies.
3. Consult with the University Office of Education Abroad Program on future program development, including modification of the programs of existing Study Centers, establishment of new Study Centers, and disestablishment of EAP Programs.
4. Represent the Senate in the selection of Study Center Directors
5. Maintain liaison with the Council of Campus Directors
6. Advise the University Office of Education Abroad Program Director on all matters of international education.
7. Have the responsibility for the final academic review of new Study Centers and Programs after the first three years, and for conducting regular reviews of all centers and programs every ten years or as conditions may require. (En 4 May 89; Am 4 Jun 91)
8. Authorize and supervise all courses and curricula in the Education Abroad Program (Am 2 Dec 71; Am 4 May 89; **(Am 28 May 2003)**)

185. **Library**

- A. Membership shall be determined in accordance with Bylaw 128. One undergraduate student and one graduate student shall sit with the Committee. (See Bylaw 128.E.) The Vice Chair shall be chosen in accordance with Bylaw 128 D 2 & 3. A University librarian and the Chair of the Committee on Information

Technology and Telecommunications Policy shall serve ex officio. (Am 7 May 87; **Am 28 May 2003**)

B. Duties. Consistent with Bylaw 40, the committee shall:

1. Advise the President concerning the administration of the libraries of the University in accordance with the Standing Orders of The Regents.
2. Perform such other appropriate duties as may be committed to the Academic Senate by proper authority.

190. Planning and Budget (Am 28 May 2003)

A. Membership shall be determined in accordance with Bylaw 128. One undergraduate student and one graduate student shall sit with the Committee. (See Bylaw 128.E.) The Vice Chair shall be chosen in accordance with Bylaw 128 D 1 & 3. (**Am 28 May 2003**)

B. Duties. Consistent with Bylaw 40, the Committee shall:

1. Confer with and advise the President and agencies of the University Administration on policy regarding planning and budget matters and resource allocations.
2. Initiate studies in planning and budget matters. (**Am 28 May 2003**)

192 Preparatory Education (Am 4 Jun 91; Am 28 May 2003) (Previously numbered 215)

A. Membership shall be determined in accordance with Bylaw 128 and include one member appointed from the Board of Admissions and Relations with Schools (BOARS). One undergraduate student and one graduate student shall sit with the Committee. (See Bylaw 128.E.) The Vice Chair shall be chosen in accordance with Bylaw 128 D2 & 3. (**Am 28 May 2003**)

B. Duties. Consistent with Bylaw 40 the committee shall:

1. Advise the President and appropriate agencies of the Senate on matters relating to preparatory and remedial education, including the language needs of students from diverse linguistic backgrounds. (**Am 28 May 2003**)
2. Monitor and conduct periodic reviews and evaluations of preparatory and remedial education.
3. Supervise the Subject A requirement with special emphasis on establishing appropriate and uniform Universitywide standards for the Subject A examination.

4. Monitor the development and use of placement examinations in mathematics.
5. Work with BOARS to communicate these standards to all high schools and colleges in the State of California.
6. Monitor campuses' implementation of Senate Regulation 761.
7. Facilitate the establishment of Divisional committees with comparable responsibilities, and promote communication between them.
8. Report on preparatory and remedial education to the Academic Council, the Assembly, and other appropriate Senate agencies. (Am 30 Nov 83)

195. Privilege and Tenure

- A. Membership shall be determined in accordance with Bylaw 128. The Vice Chair shall be chosen in accordance with Bylaw 128 D 2 & 3. **(Am 28 May 2003)**
- B. Duties. Consistent with Bylaw 40 the committee shall: (Am 23 May 01; **Am 28 May 2003**)
 1. Advise the President, the Academic Senate and its Divisions, and the Divisional Privilege and Tenure Committees on general policies involving academic privileges and tenure [see Bylaw 334]. (Am 25 May 76; **Am 28 May 2003**)
 2. Constitute special Hearing Committees as provided for in Bylaw 336.A. **(Am 28 May 2003)**
 3. Maintain statistical records of the grievance, disciplinary, and early termination cases taking place on each of the campuses, as specified in Bylaw 334.B. **(Am 28 May 2003)**

200. Research Policy

- A. Membership shall be determined in accordance with Bylaw 128.-One undergraduate student and one graduate student shall sit with the Committee. (See Bylaw 128 E.) The Vice Chair shall be chosen in accordance with Bylaw 128 D 1 & 3. **(Am 28 May 2003)**
- B. Duties. Consistent with Bylaw 40, the committee shall consider matters pertaining to:
 1. Fostering research;
 2. Formulating, coordinating, and revising general research policies and procedures;
 3. Advising the President on research. Questions of policy and their implementation may be initiated by this committee, referred to it by the President, or brought to its attention by Divisions. (Am 15 Jun 72, 25 May 82)

215.) Preparatory Education (Am 4 Jun 91; **Am 28 May 2003**) (*Renumbered to 192*)

- A. Membership shall be determined in accordance with Bylaw 128 and include one member appointed from the Board of Admissions and Relations with Schools (BOARS). One undergraduate student and one graduate student shall sit with the Committee. (See Bylaw 128.E.). The Vice Chair shall be chosen in accordance with Bylaw 128 D2 & 3. **(Am 28 May 2003)**
- B. Duties. Consistent with Bylaw 40, the committee shall:
 - 1. Advise the President and appropriate agencies of the Senate on matters relating to preparatory and remedial education, including the language needs of students from diverse linguistic backgrounds. **(Am 28 May 2003)**
 - 2. Monitor and conduct periodic reviews and evaluations of preparatory and remedial education.
 - 3. Supervise the Subject A requirement with special emphasis on establishing appropriate and uniform Universitywide standards for the Subject A examination.
 - 4. Monitor the development and use of placement examinations in mathematics.
 - 5. Work with BOARS to communicate these standards to all high schools and colleges in the State of California.
 - 6. Monitor campuses' implementation of Senate Regulation 761.
 - 7. Facilitate the establishment of Divisional committees with comparable responsibilities, and promote communication between them.
 - 8. Report on preparatory and remedial education to the Academic Council, the Assembly, and other appropriate Senate agencies. (Am 30 Nov 83)

TABLE 1

BYLAW 128. D 1. VICE CHAIRS
THE VICE CHAIR OF THE FOLLOWING COMMITTEES SHALL
BE AN AT-LARGE MEMBER, WHO HAS EXPERIENCE AS A
MEMBER OF THE CORRESPONDING DIVISIONAL
COMMITTEE.

Academic Personnel
Board of Admissions and Relations with Schools
Committees
Educational Policy
Faculty Welfare
Graduate Affairs, Coordinating Committee on
Planning and Budget
Research Policy

TABLE 2

BYLAW 128. D 2. VICE CHAIRS
THE VICE CHAIR OF THE FOLLOWING COMMITTEES SHALL
BE APPOINTED FROM AMONG THE DIVISIONAL APPOINTEES

Academic Freedom
Affirmative Action and Diversity
Information Technology and Telecommunications Policy
International Education (*formerly Education Abroad Committee*)
Library
Privilege and Tenure
Preparatory Education