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Assembly of the Academic Senate
Academic Council
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August 30, 2006

**SYSTEM-WIDE SENATE COMMITTEE CHAIRS
DIVISIONAL SENATE CHAIRS**

RE: System-wide Review of the Proposed Senate Bylaw 16 – Executive Director

Dear System-wide Senate Committee and Divisional Senate Chairs:

On behalf of Chair Oakley, the above document is being forwarded for your review and comments. As background information, in February 2006 the Academic Council established the Academic Council Subcommittee on the Systemwide Senate Leadership and Office Structure. The Subcommittee's first recommendation was to propose a new Senate Bylaw that would make the Senate Executive Director a **non-Senate** officer of the Academic Senate. At its July 26, 2006 meeting, the Academic Council unanimously voted to send the Proposed Bylaw 16 out for system-wide Senate Review.

The Academic Council would like to finalize its position with respect to the proposed Bylaw in time to submit it to the 06-07 Assembly for its consideration. In order to do so, we would very much appreciate receiving responses by the date listed below:

For **System-wide Senate Committees** please submit responses by: **December 7, 2006**

For **Divisions** please submit responses by: **January 10, 2007**

As a reminder to System-wide Senate Committee Chairs, please note two points regarding the practice the Academic Council has established for general reviews:

1. **Request for comments are sent out to all System-wide Committees. Each committee may decide whether or not to opine.** Please notify the Senate Office either directly by emailing me or through your Committee Analyst, if your committee chooses not to participate in this review.
2. **The Committee response due date is typically set a month before that of Divisions.** This two-stage review allows the Academic Council to conduct both a preliminary and a final discussion of the matter at hand. It also gives the Divisions the benefit of the committees' considerations for their own deliberations.

Cordially,

A handwritten signature in cursive script, appearing to read "María Bertero-Barceló".

María Bertero-Barceló, Executive Director
Academic Senate

Encl: [1](#)
Copy: Academic Council Chair John Oakley
Divisional Senate Directors
Academic Senate Committee Analysts

INTENT OF PROPOSED ADDITION OF BYLAW 16

Justification. Currently, the systemwide Academic Senate and each divisional Senate have an Executive Director or Chief Administrative Officer in the Managers and Senior Professionals (“MSP”) series who has executive responsibility for the administration of the systemwide and divisional Senate offices. Over the past several years, significant changes have been made at both the Systemwide and Divisional levels to ensure that a high level of professional support is available for faculty who help fulfill the charge of the Academic Senate in shared governance. The inclusion of the Executive Director position in the section of the Bylaws dealing with officers of the Academic Senate is intended to ensure appropriate recognition by administrative bodies of the critical importance of the Executive Director, as a non-Senate officer of the Academic Senate, to the effective functioning of the Senate as it fulfills its shared-governance responsibilities. The Academic Council wishes to acknowledge the essential role of the Executive Director in the work of the systemwide Senate and the complexity of the Executive Director’s responsibilities.

Duties. Proposed Bylaw 16 expresses the responsibilities of the Executive Director as falling in two general areas: chief of staff and policy advisor. Those responsibilities expand to include policy analysis, maintaining historical knowledge of Academic Senate policies and their development, and managing Senate policy work. Other duties include facilitating and coordinating the agendas and activities of the Academic Assembly and its agencies, advocacy for the role of the Senate and for the resources necessary for it to excel in its shared-governance responsibilities granted under Standing Order 105 of The Regents of the University of California. The Executive Director is responsible for overseeing the budget of the Academic Senate, coordinating the activities of the Academic Senate, and providing analytical and other support for the Chair and the other officers of the Assembly. The Executive Director shall manage the office of the systemwide Academic Senate, which includes supervisory responsibility for the staff of the office. In addition, the Executive Director shall maintain the institutional history of the policies, practices, and official acts of the Academic Senate.

The Academic Council endorses the following policies and procedures referenced in proposed Bylaw 16:

Policy and Procedures: Appointment of the Academic Senate Executive Director and Other Personnel Actions

- A. The Executive Director, as a non-Senate officer of the Academic Senate, shall be appointed in accordance with applicable UC personnel policies, local Office of the President implementing procedures (“OP implementing procedures”), and the following appointment process:
 1. Should a vacancy occur, the Chair of the Assembly shall appoint an advisory search committee upon consultation with the Academic Council and OP Human Resources;

2. The advisory search committee shall recommend one or more candidates to the Chair of the Assembly;
 3. The Chair of the Assembly shall recommend one or more candidates to the Academic Council for consideration;
 4. The Academic Council shall, by majority vote, recommend a final candidate to the President of the Academic Senate for approval and appointment on terms commensurate with the personnel classification assigned to the Executive Director position.
- B. Personnel Actions. The Executive Director shall report to and shall receive general direction from the Chair of the Assembly, with guidance and input from the Academic Council as necessary. The President of the Academic Senate shall retain ultimate managerial authority over the terms and conditions of the Executive Director's University employment. Applicable UC personnel policies, guidelines and OP implementing procedures shall be followed regarding all terms and conditions of employment, including but not limited to: performance appraisals, promotions, salary increases, discipline and separation from employment. Consistent with these policies, guidelines and procedures, the Chair of the Assembly shall annually prepare a draft written performance appraisal of the Executive Director which shall be presented to the President of the Academic Senate for final approval and implementation of any recommended merit increases or performance based awards. In consultation with the Chair of the Assembly (and with the Academic Council as necessary), the President of the Academic Senate shall be responsible for the approval and implementation of all personnel actions. All personnel actions shall be treated in a confidential manner consistent with UC policy.
- C. Modifications. Changes to these policy and procedures must be in accord with UC personnel policies and guidelines as well as Academic Senate bylaws.

PROPOSED NEW BYLAW

PROPOSED ADDITION OF ACADEMIC SENATE BYLAW 16 TO TITLE II, OFFICERS

16. Executive Director

- A. Upon recommendation of the Academic Council and in accordance with policies and procedures, the President of the Academic Senate (see Bylaw 10) shall appoint an Executive Director of the Academic Senate. The Executive Director shall report to and shall receive general direction from the Chair of the Assembly, with guidance and input from the Academic Council as necessary.
- B. The Executive Director, as a non-Senate officer of the Academic Senate, among other duties, shall serve as chief of staff for the Academic Senate and as policy advisor to the officers of the Assembly.