

**Academic Senate Bylaw 16. Executive Director of the Academic Senate and the
Policies and Procedures applicable to Senate Bylaw 16.**
(As approved by the Assembly at its May 9, 2007 Meeting)

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 and is responsible only for the terms and conditions of employment. With respect to duties, 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.

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 Assembly of the Academic Senate endorsed the following policies and procedures referenced in proposed Bylaw 16¹:

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

- A. Appointment Process. 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 The Policies and Procedures of proposed new Senate Bylaw 16, if approved by the Assembly, will be part of the Code of the Academic Senate – Appendix V. See [Senate Bylaw 80.A](#) (Code of the Academic Senate).

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.