

## UC Systemwide Academic Senate Meeting Guidelines for 2022-23

*Given changes in operations and workplace conventions resulting from the pandemic, the systemwide Academic Senate office seeks to adapt its meeting practices moving forward. Specifically, we recognize the pre-pandemic convention of conducting all Academic Council and most committee meetings in person is neither practical nor desirable to support divisional faculty service at the system level. It is important then to outline meeting parameters that both reflect shifts occurring Universitywide and provide for a limited number of in-person gatherings when/where those are deemed valuable to Senate deliberations for effective shared governance.*

- **System-level Senate committees may opt to meet in person for up to a specified number of meetings over the course of the year:**
  - The Academic Council may elect to hold up to 4 meetings in person.
  - Committees scheduled to meet on 8 or more occasions may elect to hold up to 2 meetings in person.
    - (BOARS, CCGA, UCEP, UCFW, UCPB, UCORP)
  - Committees scheduled to meet on 7 or fewer occasions may elect to hold 1 meeting in person.
    - (UCACC, ACSCOLI, ACSCOTI, UCAF, UCAP, UCAADE, UCOC, UCIE, UCOLASC, UCOPE, UCPT)
  - Based on availability of travel and meeting expense funds, the Senate Chair, Vice Chair, and Executive Director will determine the maximum number of in-person meetings special work groups and task forces may elect to hold.
  
- **The first meeting for every committee will be held remotely.** A committee chair may opt to hold all subsequent meetings remotely as well. Otherwise, in consultation with the Senate committee analyst, the chair, vice chair, and members will determine which, if any, meetings are held in person. The following will guide such determinations:
  - At least 75% of members must agree in advance to meet in person in order to proceed with plans for such gatherings.
  - Members who must travel more than 50 miles to attend in-person systemwide Senate meetings may elect to arrive the day prior and arrange for hotel accommodations. One night of lodging expenses will be reimbursed in accordance with [UC policy](#), in addition to air and/or ground travel. **Pre-approval for an overnight stay is required.**
  - In-person meetings should have at a minimum 5 full hours of business to conduct.
  - Meeting plans, including air travel and hotel arrangements, should be made at least one month prior to the meeting date. Two weeks prior, the analyst staffing the committee should confirm in-person meeting plans, including attendance and business thresholds.
  - No member of any committee will be compelled to travel for systemwide committee meetings.