



## UC Systemwide Academic Senate Guidelines for In-Person Meetings in 2024-25

*To promote community and engagement, the UC systemwide Academic Senate encourages committees to consider in-person meetings. The following guidelines outline the frequency and logistics for holding in-person meetings:*

### **Systemwide Academic Senate Committees**

- The Senate encourages committees to schedule at least one in-person meeting per academic year.
- The Academic Council will hold up to 4 meetings in person.
- Committees scheduled to meet on 8 or more occasions may hold up to 5 meetings in person: ACSCOTI, BOARS, CCGA, UCEP, UCFW, UCPB, UCORP
- Committees scheduled to meet on 7 or fewer occasions may hold up to 3 meetings in person: UCACC, ACSCOLI, UCAF, UCAP, UCAADE, UCOC, UCIE, UCOLASC, UCOPE, UCPT
- A committee's final meeting should not be held in person unless the committee has previously held an in-person meeting.
- Committee chairs should determine the committee's in-person meeting schedule by early September to ensure there is sufficient lead time for staff to reserve a room at UCOP and faculty committee members to secure flight reservations well in advance.
- In-person meeting agendas should include a minimum of 5 full hours of business.

### **Special Work Groups and Task Forces**

- The Senate chair and executive director may limit the number of in-person meetings these groups may hold based on available travel and meeting expense funds.

### **Traveling for Meetings**

- Members traveling more than 40 miles to attend in-person systemwide Senate meetings may arrange for hotel accommodations the night before the meeting. The Senate will reimburse faculty travelers for one night of lodging in accordance with [UC policy](#), in addition to air and/or ground travel.
- Meeting plans, including air travel and hotel arrangements, should be made at least one month prior to the in-person meeting. Two weeks prior, the committee analyst will confirm in-person meeting plans, including attendance and business thresholds.
- Complimentary parking will be available at the UCOP Franklin building; faculty who need parking should inform their committee analyst at least five days in advance so their name can be added to the list of approved parkers.
- No committee member will be obligated to travel for an in-person meeting. A Zoom option will always be available.