Senate Service Portal: CoC Instructions for Reviewing
Call to Service Submissions, Selection, & Voting

Every CoC member is assigned at least one standing committee as a liaison. As part of his or her responsibilities, the CoC member should contact the standing committee chair to discuss future leadership, and visit a committee meeting to get a sense of how it functions, and whether the current membership is serving the committee well. Every year, a varying number of standing committee members rotate off the committee. This Senate Service Portal (SSP) module has been developed to streamline the process by which CoC selects, vets, and ultimately votes on new members.

Review of Volunteer Submissions

To begin, go to the "Review Volunteer Submissions" page at:
https://senateserviceportal.ucsf.edu/v3/admin/volunteers. You will be asked to enter your UCSF MyAccess credentials. It is recommended that you bookmark this page on your browser. This page shows all faculty members who have submitted their interest in one or more standing committees. The system defaults to your liaison assignments, so you have the option of only seeing the volunteers for your liaison committees if you click on the "Only show my liaison committees" box.[1]

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[1] Especially in the spring, it sometimes necessary to look at submissions to other committees. To do so, unclick this box.

However, it is recommended that you select a particular committee via the "Show volunteers for:" pull-down menu, which will show faculty who have volunteered for that particular committee in the current academic year.

The module has built in a number of functionalities to examine faculty volunteers' background, expertise, and past Senate committee experience in more detail:

• UCSF Profile: Clicking on the name brings you to their UCSF Profile.
• Volunteer Details: When you want to examine a volunteer in more detail, click on the '+' next to his or her name; this will expand the selection to include the title, rank, department, contact information, Senate history, any comments, and former (and current) volunteer requests.
• Volunteer Comments: If the faculty member has submitted a written commentary, this is noted by the small caption icon to the right of the date submitted. You can read comments by clicking on the '+' next to the volunteer's name (see above).

- ***Searching Previous Years' Submissions***: You can search the previous two years' of submissions data by selecting the year in the upper-right drop-down box.

- ***Searching Volunteer Submissions by Faculty Member***: You can search all of the volunteer submissions by typing in faculty member's last name in the search field (top right, directly underneath the 'liaison' box).

- ***Searching the pool of faculty (including those who have NOT volunteered)***: Sometimes COC members need to find faculty with experience who may or may not have volunteered. For example, let's say you were told your committee needs expertise from a Social Scientist with some Academic Senate experience. Go to the REPORTS menu and choose "faculty". Note you can limit search by Department, School, Rank or status:
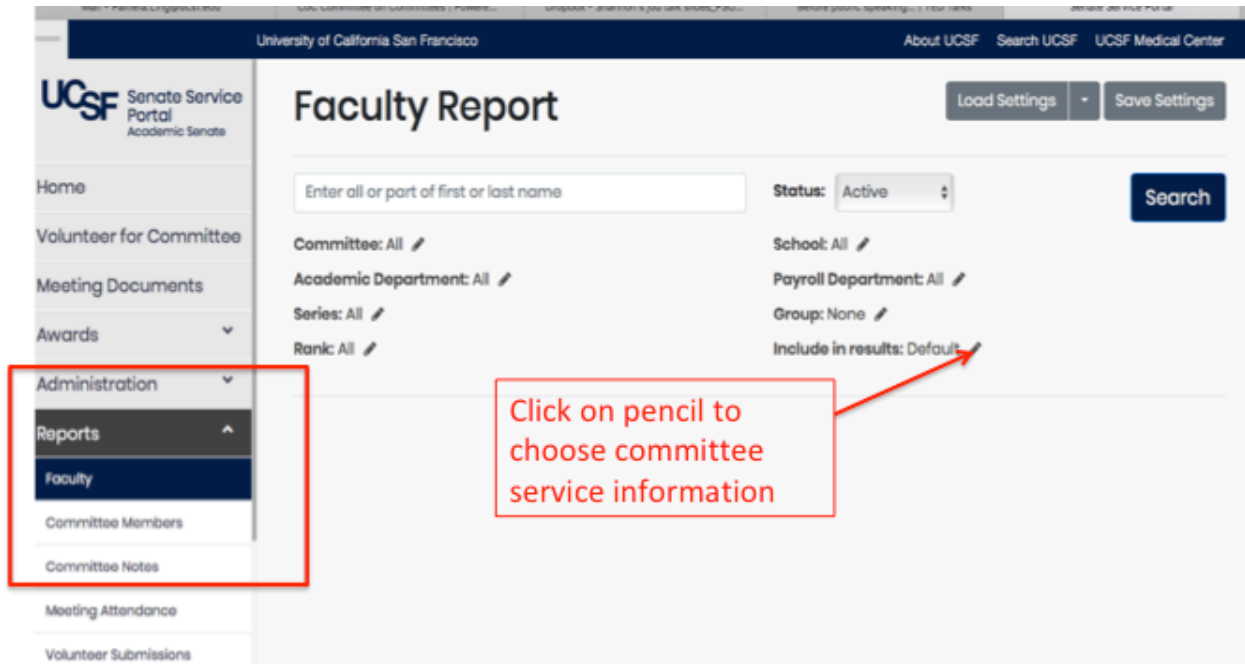
Click the PENCIL next to "Include in Results" to bring up the pop up menu. Here you can choose what data you want to see, such as "Committee History" or "Current Committee Service" or "Volunteered for Committee".
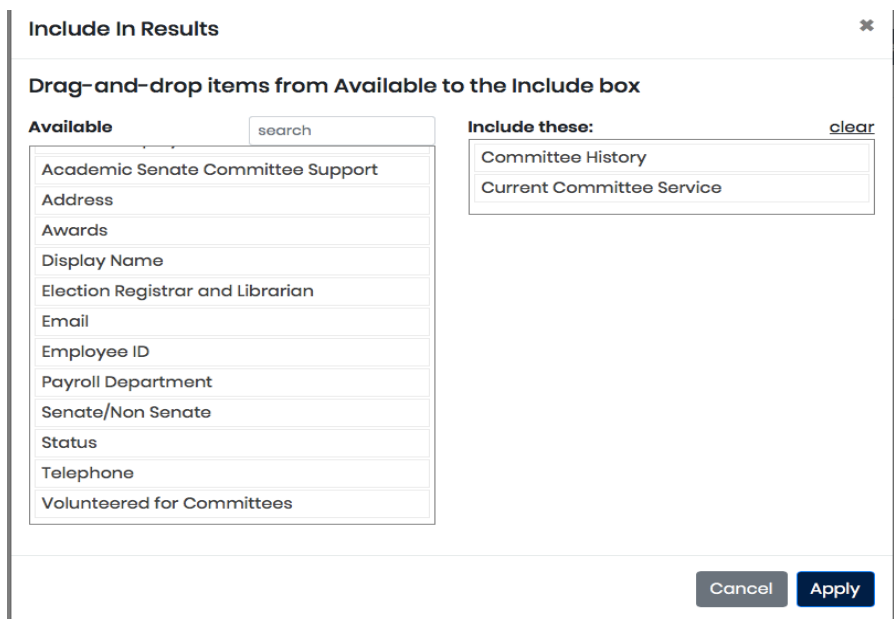
You can then enter a specific faculty member name or click search to get all faculty who meet the criteria. For example this is a search for all faculty in the Dept of Anthro, History, Social Medicine at the mid/senior career level. Can use Committee History to see who has experience.

Faculty Report

Load Settings ▾ | Save Settings

Enter all or part of first or last name   **Status:** Active ⬍   **Search**

Committee: All ✎   **School:** All ✎

Academic Department: Anthro, History, Social Med ✎   **Payroll Department:** All ✎

Series: All ✎   **Group:** None ✎

Rank: Associate, Full ✎   **Include in results:** Committee History, Current Committee Service ✎

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Show 10 ⬍ entries   Search: [   ]

Manual Add: If a CoC liaison wants to manually enter a faculty member who has already submitted their interest for a particular, this can be done via the "Add Volunteer" button at the top-right of the page. A dialogue box will pop up that allows the liaison to search for the faculty member, select a specific committee, add a commentary (if needed), as well as the level of interest.

Actions to Short-List Volunteers for Further CoC Consideration and/or Voting
The system allows CoC members to select volunteers either for further general consideration, to select them for a specific vote, and eliminate from consideration for a specific committee:

- Short-Listing: In order to short-list a volunteer (either for your own reference or for further discussion), please star the individual by clicking on the stars underneath the name.[2] These stars will remain on the Review Volunteer Submissions page; these names also go to the CoC vote.
- Voting Nominations: To nominate volunteers for a specific vote (e.g., for an open slot on a specific committee), click on the "Add to CoC Vote" button at the far right of the faculty member's name. You may need to scroll to the right depending on your screen size. This opens up dialogue box that allows you to enter specific reasons or add caveats for the vote. **NOTE: CoC has designated the CoC analysts as the ones authorized to formally add nominations for a vote.**
- Disqualifying Volunteers for a Committee: In some cases, CoC liaisons may want to eliminate a certain volunteer for consideration for a specific committee. For example, a faculty member may have been selected for another committee or he or she may not meet the basic requirements for the committee in question (e.g., the rank of "full" for Privilege & Tenure or the Committee on Academic Personnel). To do this, click on the "Decline" button at the far right, next to the volunteer's name. This opens a dialogue box allowing you to state the reason for the declination.

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[2] Only the COC member assigned as Liaison and the COC Committee manager can change the star ranking.

CoC Voting

Once a minimum number of nominations have been made for a specific slot on a committee, **and the CoC analyst has sent out an email informing you that a vote is active**, go to the CoC Voting page at https://senateserviceportal.ucsf.edu/v3/admin/coc_vote. You can also navigate to this page via the menu in the side-bar at the left. For each committee, volunteers that have been either starred or added to the CoC vote will appear under each committee subtitle (to be added by the CoC analysts – see above). Volunteer details can be viewed by clicking on the '+' symbol. Once again, clicking on the name will bring you to the faculty member's UCSF Profile. To view the current membership of the committee, click on the "Active Members" button to the immediate right of the committee name; the members who are rotating off will be highlighted in yellow.

To vote on a particular position:
• Select Committee: Scroll down to the correct committee or select the committee. [NOTE: George will be asked to insert a drop-down menu to navigate to the committee more quickly.]
• Voting: Scroll to the right and select "Yes" or "No" in the drop-down menu and click on the "Cast Vote" button.
• Viewing Past Voting Results: To view past voting results, click on the "View Voting Results" button at the top-right of the screen. After selecting the committee, this will show the voting results – the date that the volunteer was added to the vote, the percentage of votes cast for or against, and the number of votes cast (for, against, and total).
• Adding a New Member to a Committee: Once a member has been voted upon and certified, he or she will be formally added to a committee. To do this, click on the "View Voting Results" button at the top-right of the screen, and then click on the "Add to Committee" button (after selecting the committee) at the far right of the name. In the dialogue box, set the Committee Role, Membership Type and Term Start/End dates. In general, Senate staff will be responsible for this specific action, along with sending out the committee appointment letter.