Section III. Standing Committees of the San Francisco Division

GENERAL PROVISION

101. Composition

A. Standing committees may be constituted of ex officio, elected or appointed members or a combination of these. A quorum is required for a committee to vote on actions, although Committee members can discuss business items with fewer members present than a quorum. A quorum will be one member over half of the membership of a Committee, unless otherwise stipulated in these Bylaws. [Am 1 Sep 03]

B. Parallel Committees to the Academic Senate: Such committees comprise the Committees on: Academic Freedom, Academic Personnel, Academic Planning and Budget, Committees, Educational Policy, Equal Opportunity, Faculty Welfare Library, Privilege and Tenure, Research, Rules and Jurisdiction, and the Graduate Council. These committees deal with local problems and report on such to the San Francisco Division. However, since there is much similarity in their procedures and duties with those at the Academic Senate level, these committees have overlapping (i.e., parallel) membership with equivalent committees in the Academic Senate.

C. Local Committees: These committees deal primarily with local administrative problems and normally report to the Division only. Such Committees are: Coordinating, Clinical Affairs, and Courses of Instruction.

D. Ad hoc committees shall be appointed in the manner designated by this Division, at the time of the creation of such committees. [Divisional Bylaws 80, 85, and 90 (B)] These are created to consider a problem or situation that is often urgent. They shall be of limited duration. They should not perform the duties of a standing committee.

E. Attendance of Non-members of Committees at Committee Meetings

1. A student member or student representative (or the alternate in either case) duly appointed to a committee under these Bylaws may participate in all meetings of the committee in accordance with the conditions of his or her appointment.

2. Other registered students and other academic personnel of the San Francisco campus may attend meetings of Divisional committees and subcommittees subject to the extent of the available seating of ordinary committee meeting places and to (3) below. The Chair may recognize such non-members of the committee only for participation in the discussion.

3. The Chair of each committee or subcommittee is charged with designating each meeting or part of a meeting of the committee as open or closed to the non-members specified in (2) above and to post the date, time, and agenda of each open meeting at or near the Academic Senate Division office at the same time notices are sent to the committee members. After a meeting has started, the designation of a meeting as open or closed may be changed by a two-thirds majority of the committee present.
4. Committee meetings ordinarily are closed to non-members of the committee except as specified above, but may be opened to others by the mechanisms of (3) above. [En 12 Mar 70]

102. Committee on Committees

A. This Committee shall consist of nine members; one from each School and the remaining to be elected At Large. Thus, for election purposes only, there shall be two designations of membership: 1) School, and 2) At Large.

B. Term of Office: The members are to have three-year staggered terms so that a total of three members are elected each year.

C. Nominations: The Secretary of the Division shall inform the membership each year according to Division Bylaw 65 of both the particular School and the At Large vacancies on the Committee arising from expired terms and invite written or electronic nominations as provided in Bylaw 65. If, as a result of this invitation, at least one candidate for each vacancy has not been nominated, the Secretary of the Division shall not permit balloting until the requirement is met by submission of written or electronic nominations.

D. Ballots: The Secretary shall send ballots to all voting members of the Division at least fifteen days before the election. The nominees shall be listed as described in (E) below. A list of the current constitution of the Committee shall accompany the ballot. [Divisional Bylaw 65]

E. Instructions for Voting

1. Each year the ballot shall designate:
   a. The nominees of the appropriate School or Schools separately.
   b. The list of nominees At Large and the number to be elected.
   c. The name, title, department and School of each nominee.
   d. The name, department and School of each nominator for each nominee.

2. No ballot shall be valid on which more than one name is marked for each School.

3. No ballot shall be valid on which more than three names are marked.

F. Results of Elections:

1. For election of School representatives, the candidates receiving the most votes shall be declared elected.
2. For election of At Large representatives, the candidates receiving the most votes, regardless of School affiliation, shall be declared elected.

3. The election shall be so organized that the results can be presented to the Division at its last meeting of the academic year. [Am 24 Nov 70, 1 Sep 03]

105. Organization of Committee on Committees

A. The Committee each year shall elect its own Chair and Vice Chair and shall establish its own rules consistent with these Bylaws. The Committee, elected by Members of the San Francisco Division shall have the authority to appoint or remove committee members in accordance with Divisional Bylaw requirements and rules established and contained in Sturgis related to the authority granted to appointing committees. The Chair, who normally shall serve in that capacity not more than two successive years, shall be the Divisional member of the University Committee on Committees. The Committee shall elect a Vice Chair from its membership. [Am 18 Nov 04]

B. Vacancies: The Committee may appoint or nominate for election [Divisional Bylaw 65 (B)(2)] a candidate or candidates to occupy any unfilled term. The Division shall be notified when the Committee appoints or nominates for election a candidate to occupy any unfilled term. The list of Committee members containing any new appointments shall be included on the Consent Calendar at the next meeting of the Division. [Am 18 Nov 04]

C. Duties:

1. To appoint or remove the Divisional Representatives and the Alternate to the Assembly. [Am 18 Nov 04]

2. To appoint or remove all members, not ex officio, of each standing committee and Graduate Council of the San Francisco Division, designate its Chair and Vice Chair, and when necessary Secretary. [Am 23 Mar 72, 18 Nov 04]

3. To appoint or remove with Divisional confirmation, the Chair, Vice Chair, Secretary and Parliamentarian of the Division. [Am 18 Nov 04]

4. Confirmation: The Division shall be notified when the Committee appoints or nominates for election a candidate to occupy any unfilled term. The list of Committee members containing any new appointments shall be included on the Consent Calendar at the next meeting of the Division. When confirmed, the appointments to expired terms shall begin September first. If at least two thirds of a quorum of the Division opposes a candidate recommended by the Committee on Committees, it must notify the Secretary of the Division who will inform the Committee on Committees that it must submit another candidate until an acceptable one is proposed. The Committee shall submit recommendations for regular annual committee appointments for confirmation to the Division at its last meeting of the academic year. [Am 1 Sep 03, 18 Nov 04]
5. Filling Committee Vacancies: The Committee shall have power to receive, to declare and to act upon resignations and vacancies, and to make appointments, with notification to the Division [105.C.4] to fill such in the list of the standing committees of the Division. Partial Term: A candidate appointed to fill a vacancy shall take office at once and shall serve for the full remaining term of the candidate that he or she replaced. [Am 24 Nov 70, 18 Nov 04]

6. Members of the Committee on Committees shall be eligible to serve as officers or members of any and all committees, or as representatives of the San Francisco Division to the Graduate Council or to the Assembly.

7. To advise the Chancellor on appointments to administrative committees. [En 24 Nov 70]

8. Administrative Advisor: The Committee on Committees itself, or at its discretion, a subcommittee appointed by it, shall serve as a properly constituted conference body of the San Francisco Division, to advise the Chancellor or President of the University concerning the appointment of Deans and Directors. (See Standing orders of The Regents in regard to Deans and Directors).

110. Committee on Academic Personnel

A. Membership: This Committee shall consist of nine members of professor rank including Tenure Track, Clinical –X and In-Residence series, serving staggered terms of three years. It shall contain members from each of the Division’s Schools and should be representative of the broad missions of UCSF, including members who are involved in the Basic, Clinical, and Social/Behavioral Sciences. [Am 1 Sep 03, 18 Nov 04]

B. Duties:

1. To make recommendations to the President and/or the Chancellor concerning appointments, promotions, salaries, policy and related matters. This Committee is to represent the Division in all matters relating to appointments and promotions. [Am March 01]

2. Annual Distinction in Teaching Award

   a. To receive nominations annually for recipients of awards of distinguished teaching from departmental chairs or from individual members of the faculty, and from currently enrolled students. Nominations must be made to the Committee on or before March first each year. It shall set up methods for inviting nominations.

   b. To convey to the Division annually its recommendations and establish procedures for wide publicity of the award. [Am 4 May 72, 16 May 78]

112. Committee on Academic Planning and Budget

A. Membership
1. This Committee shall consist of at least eleven and not more than nineteen members of associate rank or higher, excluding ex officio members. At least one Senate member from each School will be on the Committee. Up to four members can be from the Clinical or Adjunct Series. The membership should reasonably reflect UCSF’s broad spectrum of geographical locations and of teaching, clinical, and research activities. [Am 1 Sep 03, 18 Nov 2004]

2. The Vice Chair of the Division and the Vice Chancellors for Administration and Finance, University Advancement and Planning, and Academic Affairs shall serve as ex officio members. [Am 2 June 92, 1 Sep 03]

3. All members shall be voting members except when proscribed by Academic Senate Bylaws and Regulations. [Am 1 Sep 03]

4. No standing Dean, Associate Dean, or Department Chair shall serve as a member of the Committee. However, individuals previously holding these positions may be Committee members. [Am 1 Sep 03]

5. The Chair of the Committee shall serve a two year term as Chair. [Am 18 Nov 2004]

B. Duties:

1. To confer with and advise the Chancellor and Administrative officers on policy and matters regarding budgets, resource allocation, academic planning, physical planning, and general assignment of teaching space.

2. To initiate studies with regard to budget and planning on proposed activities that would significantly impact the academic and research mission of the campus as a whole or any two of the Schools. [Am 1 Sep 03]

3. To maintain liaison with other committees of the Division, Chancellor-appointed committees and Faculty Council of the Schools on matters related to budget, resource allocation, academic planning, and physical planning. [Am 1 Sep 03]

4. To make recommendations to the Chancellor and Academic Senate agencies concerning allocation of educational resources, academic priorities, and the planning and budgetary process. [Am 1 Sep 03]

115. Committee on Educational Policy

A. Membership: This Committee shall consist of eight members with representation from each of the Schools on the San Francisco campus. The Chair or the Vice Chair shall be a member of the Committee on Educational Policy of the Academic Senate.

B. Duties:
1. To consider and report upon such matters as may be referred to it by the President of the University, the Chancellor, the Division or by any Faculty, Council, or other committee of the Division.

2. To initiate such studies and make such reports to the Chancellor, the Division, or both, upon local matters involving questions of educational policy. This may include such items as it deems appropriate as establishment or disestablishment of curricula, colleges, schools, institutes, departments, bureaus, and the like, and upon legislative or administrative policies of a fundamental character involving questions of educational policy. It may present its findings to the President, regarding the initiation, abolition, or consolidation of curricula, or of academic and administrative organizations, and regarding basic legislation or administrative policies involving educational policy.

C. The Chair of the Committee shall immediately inform the Chair of the Committee on Educational Policy of the Academic Senate on all matters referred to it and studies initiated by it. It shall, whenever requested by said Academic Senate Committee, refer to the latter for review any proposed report before such report is submitted.

120. Committee on Rules and Jurisdiction

A. Membership: This Committee shall consist of nine members including the Registrar and Admissions Officer, ex officio. The Parliamentarian shall be a non-voting ex officio member. [Am 9 Dec 71, 1 Sep 03, 18 Nov 04]

B. Duties:

1. To exercise formal supervision over all modifications in Divisional legislation proposed by other committees, or by members of the Division, for consideration by the Division. Formal supervision requires review and certification by the Committee that the proposed legislation is consonant with the Code of the Academic Senate prior to submission to the Division. This does not involve approval or disapproval by the Committee of the substantive content of the proposed legislation. [Am 25 May 71]

2. Under the guidance of the University Committee on Rules and Jurisdiction, to publish and edit the Manual of the San Francisco Division of the Academic Senate when necessary. [Academic Senate Bylaw (B)(C)]

3. To review legislation adopted by the San Francisco Division to determine whether such legislation is of such general concern as to require action by the Assembly, or whether it is in conflict with any Bylaws or Regulations of the Academic Senate. It shall inform the Chair of the Division of its decision. [Division Bylaw 10(B)(4)] [Am 25 May 71]

4. To make editorial and conforming non-substantive changes in Divisional legislation.
5. To advise the Division, its officers, committees, and Faculties in all matters of organization and jurisdiction, review all changes in Bylaws, Regulations, and Procedures of the San Francisco Division and its Faculties, and submit to all Faculties of this Division such amendments to their Bylaws as may seem advisable. [Am 22 April 92]

6. To respond to informal requests from members, officers, or committees of the San Francisco Division for information regarding the Code of the Academic Senate or the legislation of the San Francisco Division, summarizing all such correspondence in an annual report.

7. To issue a Legislative Ruling interpreting the Manual of the San Francisco Division at the request of a member of the Coordinating Committee. Prior to issuing a Ruling, the position of the Committee shall be submitted to the Coordinating Committee for consideration and comment. After considering such comment, it shall issue its Ruling and report it to the Division in the Call to the next Division meeting, along with commentary from the Coordinating Committee. The Legislative Ruling will become final and acquire the status of legislation unless the Division does not adopt it at that meeting. [Am 20 Nov 95]

8. To hear, upon written petition of no fewer than 10 members of the Division, challenges to any action of a Divisional committee alleged to be contrary to the Code of the Academic Senate or to the Manual of the San Francisco Division. Such challenges must be made within 30 days after the publication of the minutes of the Division or Divisional committee reporting the action. It shall hear both sides, orally or in writing or both, before reaching a decision. It shall report its finding to a meeting of the Division and to the University Committee on Rules and Jurisdiction. Either the petitioners or the committee may then ask the University Committee on Rules and Jurisdiction to consider the issue. A decision of that Committee, if rendered, shall be final. If that Committee decides not to hear the issue, the decision of the San Francisco Division’s Committee on Rules and Jurisdiction shall stand. No challenges can be made to findings or recommendations on the merits of a particular case rendered by the Committee on Academic Personnel or the Committee on Privilege and Tenure. [Am 20 Nov 95]

122. Committee on Equal Opportunity

A. Membership: This Committee shall consist of at least ten members.

1. The membership shall include at least one representative from each of the Schools and the Graduate Division. [Am 5 June 91, 1 Sep 03]

2. A member of the Committee on Privilege and Tenure and a member of the Committee on Academic Freedom shall serve as ex officio members. [Am 1 Sep 03]

3. The Director of the Office of Affirmative Action/Equal Opportunity/Diversity or his/her designee shall serve as a non-voting ex officio member. [Am 1 Sep 03]

4. The membership shall include at least one appointee from the Clinical and one from the Adjunct series. [Am 1 Sep 03]
5. All members shall be voting members except when proscribed by Academic Senate bylaws and regulations. [Am 1 Sep 03]

6. A quorum shall consist of five voting members. [Am 1 Sep 03]

B. Duties:

1. To review the status of underrepresented groups in those areas in which the Senate has jurisdiction. [Am 1 Sep 03]

2. To report annually on the policies and the progress of the Division toward achieving equal opportunity for underrepresented groups. [En 12 May 77] [Am 1 Sep 03]

3. To serve as the review Committee for the Faculty Development (formerly Pre-Tenure) Awards, originating out of the Chancellor’s office. [Am 1 Sep 03]

4. To review regularly and revise as necessary the Faculty Handbook for Advancement and Promotion at UCSF. The Committee should consult with other Divisional committees, campus committees, and administrative bodies regarding this handbook as appropriate. [Am 1 Sep 03]

125. Graduate Council

A. Membership: This Committee shall consist of thirteen voting members appointed for staggered three-year terms. At least two members shall have Medical Degrees. The selection of membership shall reflect appropriately the departments, Schools, and graduate curricula of the Division, which offer work toward higher degrees; and the Dean of the Graduate Division, ex officio member, who shall not serve as Chair or Vice Chair. The Vice Chair or other designated member shall serve as a member of the University Coordinating Committee on Graduate Affairs (CCGA). At the invitation of the Graduate Council, representatives of the Graduate Student Association and of the Postdoctoral Scholar’s Association, the Associate Dean of the Graduate Division, and the Assistant Dean of Postdoctoral Affairs may serve as ex officio non-voting members. The Assistant Dean for Graduate Academic Affairs of the San Francisco Graduate Division shall act as the secretary of the Council. The secretary is a non-voting non-member and is authorized to refer any or all questions, including petitions of students and postdoctoral scholars, to the appropriate Council committees or to the Council. [Am 15 April 91, 1 Sep 03, 02 Feb 06]

B. Duties: (In accordance with Senate Bylaw 330)

1. To set policies and procedures on behalf of the San Francisco Division on matters pertaining to graduate academic programs, conferring of graduate degrees, and on postdoctoral education. [Am 15 April 91]
2. To review and approve new programs for existing graduate academic degrees*, the establishment of new degrees, and any substantial change in existing programs, including but not restricted to, addition or deletion of programs within an existing degree program, joint programs across departments or schools or campuses and discontinuation of a program. The Council will also act as a consultant for new programs for existing professional degrees and provide feedback to the Faculty Council of the relevant school. [Am 1 Sep 03]

3. To recommend policy and regulations for the Coordinating Committee on Graduate Affairs. [Am 15 April 91]

4. To advise the Chancellor concerning graduate academic and postdoctoral matters [Am 15 April 91]

5. To conduct regularly scheduled reviews of existing programs. Such review committees shall include qualified members from comparable institutions of higher learning. [Am 15 April 91]

6. To regulate in other ways the graduate academic programs within the San Francisco Division with a view to the promotion of research and learning.

7. In fulfilling its executive function on behalf of the San Francisco Division, the Council has oversight authority that includes, but is not limited to the following:
   a. University Fellowships and Graduate Scholarships; [Am 1 Sep 03]
   b. Rules governing study lists of graduate academic students;
   c. Membership of committees in charge of a candidate’s studies; fulfillment of the requirements pertaining to the graduate academic degree sought; [Am 15 April 91, 1 Sep 03]
   d. Conduct of examinations for graduate academic degrees;
   e. Admission of qualified academic students to candidacy for degrees;
   f. Rules governing formal presentation and subsequent deposition of dissertations and theses; [Am 15 April 91]
   g. Awarding of graduate academic degrees, and coordination of all academic procedures related thereto including an annual convocation. [Am 15 April 91]
   h. Standards for the appointment of postdoctoral scholars.** [Am 15 April 91]
*The term "professional degree," by definition, shall include only DDS, MD, and PharmD. The graduate "academic" degree, by definition, shall include all other higher degrees recommended by the San Francisco Division.

** Bylaw 330 of the Academic Senate defines a postdoctoral scholar as an individual who: has earned a doctoral degree (e.g. PhD, MD, DDS, PharmD, DVM, DPH, DNS, DPTSc, or foreign equivalent); has been awarded a fellowship or traineeship or equivalent support for studies at the postdoctoral level; and is pursuing a program of research and training approved by a department or Organized Research Unit and by the Dean of the Graduate Division. Appointment as a postdoctoral scholar is normally for a period of one to three years, and is limited to a period not to exceed five years.

C. Graduate Council Committees

1. The Chair shall appoint committees of the Council as necessary. The committees shall be appointed each year at the first meeting of the Council for the fall quarter, or at least one month prior to activity required by the committee, and will serve until the first meeting of the Graduate Council of the following year. [Am 15 April 91, 1 Sep 03]

2. List of Council Committees: Powers and Duties:
   a. Administrative Committee of the Graduate Council of the San Francisco Division: Consists of the Dean of the Graduate Division at San Francisco as Chair, and four other members and shall: 1) if necessary or as requested, review for acceptability programs of study presented by applicants for advancement to candidacy for higher degrees or by candidates for higher degrees, subject to the rules of the Academic Senate and the Graduate Council, San Francisco Division; 2) consider other substantial issues pertaining to the welfare of students and postdoctoral scholars. [Am 15 April 91]
   b. Agenda Committee: Consists of the Chair, Vice Chair, and Secretary of the Council and the Dean of the Graduate Division and shall decide on what matters shall be referred to the Council committees, to the meetings of the Council, or to the Dean of the Graduate Division.
   c. Committee on Fellowships and Graduate Scholarships: To recommend the award of fellowships and graduate scholarships. [Am 15 April 91]
   d. Committee on Forms of Theses and Dissertations: To prescribe, subject to the approval of the Council, the forms of theses and dissertations submitted in partial satisfaction of the requirement for higher degrees.

130. Coordinating Committee

A. Membership: This Committee shall consist of the Chair, Vice Chair, and Secretary of the San Francisco Division, who shall act as the Chair, Vice Chair, and Secretary respectively, of the
Committee; the Chair of each of the other standing committees of the San Francisco Division; the Chair of each Faculty Council; the Chair of the Graduate Council of the San Francisco Division; and each Dean who by Academic Senate Bylaw 50 (C) is an ex officio member of the Faculty Council of a School of the San Francisco Division; the Divisional Representatives to the Assembly and the alternate; the Divisional Parliamentarian; the previous Chair ex officio; and the Vice Chancellor for Academic Affairs, ex officio. [Am 9 Dec 71, 23 Mar 72, 1 Sep 03]

B. Duties:

1. To study the policies, actions, and reports of the standing committees of the San Francisco Division and communicate to these bodies such information as may, in its judgment, serve to coordinate them and to promote harmony and efficiency in the conduct of their work.

2. To maintain liaison with students in parallel areas of interest via the official student body organizations recognized by the Division. It shall invite representatives or agencies of those organizations to a joint meeting of the Coordinating Committee or a subcommittee as appropriate. [En 12 Mar 70]

3. To study the need for legislation by the San Francisco Division and from time to time recommend, through the Committee on Rules and Jurisdiction, such legislation as it may deem necessary or desirable.

4. To perform such other duties not assigned by the Bylaws of the Division to other committees.

135. Research Committee

A. Membership: This Committee shall consist of 23 members, in addition to the Chair and Vice Chair. The composition of the Committee should include Basic, Clinical, and Social/Behavioral scientists. The Chair is an ex officio member of the University Committee on Research Policy. [Am 9 Dec 81, 20 June 86, 1 Sep 03]

B. Duties:

1. To advise the Chancellor and inform the Division of budgetary need for support of research and research travel in the Division. It shall have the responsibility of making recommendations to the Chancellor regarding policy governing allocation of research funds, and other matters pertaining to research in the Division. It shall consider such applications for research funds as may be made by members of the Division and such applications for research travel grants for the purpose of attending meetings of learned societies as may be made by qualified applicants. It shall transmit to the Chancellor its recommendations concerning such applications.
2. If the Committee membership does not include faculty with sufficient expertise to review research grant applications in any year, the Committee may establish ad hoc review subcommittees. [Am 1 Sep 03]

3. To select a UCSF faculty member who has made a distinguished record in basic research, to deliver a lecture upon such topic as he or she sees fit. The member is to be designated the “Faculty Research Lecturer” of the San Francisco Division. [Am 1 Sep 03, 18 Nov 04]

4. To select a UCSF faculty member who has made a distinguished record in clinical research, to deliver a lecture upon such topic as he or she sees fit. The member is to be designated the “Distinguished Clinical Research Lecturer.” [Am 1 Sep 03, 18 Nov 04]

140. Committee on Academic Freedom

A. Membership: This Committee shall consist of five or six members, with a representative from each of the Schools of the Division and one representative from the Clinical Professor or Adjunct Professor series. If the Division Representative to the University Committee on Academic Freedom is not one of these five members, the Committee shall consist of six members, with the Division Representative serving as a voting ex officio member. [Am 1 Sep 03]

B. Duties:

1. To serve as a resource for individual faculty and students who feel that their academic freedom has been compromised. [Am 1 Sep 03]

2. To study any condition within or without the University, which in the judgment of the Committee, may affect the academic freedom of the University, its faculty and students, and to report thereon to the Division.

3. At least every 5 years, to assess, and to report to the Division on the culture of the San Francisco campus in terms of academic freedom and how this culture affects: [Am 1 Sep 03]
   
a. Acceptance of positions and resignation from positions in the University.
   
b. The reputation of the University and the individual members of the Faculty.

141. Committee on Privilege and Tenure

A. Membership: This Committee shall consist of nine members. A quorum shall always include either the Chair or Vice Chair. [Am 10 Feb 98]

B. Duties: To take cognizance of all matters affecting privilege or tenure of all members of the Academic Senate or officers of instruction in the San Francisco Division, and shall conduct
hearings in individual cases. In all instances it must accord the person whose case is being considered an opportunity to be heard in his or her own behalf before a decision is rendered. The principles and detailed procedures governing the conduct of the Committee are set forth in Academic Senate Bylaw 334-337. [Am 10 Feb 98]

C. In accordance with Academic Senate Bylaw 335(B)(1), the San Francisco Division shall appoint an individual or panel (preferably former members of the Privilege and Tenure Committee, but not current members) who shall be available to each grievant to discuss the claim of violation of rights and privileges and to provide advice on the appropriate procedure to be followed. Such individuals or panel members shall not serve as representatives of any grievant, and they shall maintain full confidentiality to the extent allowable by law. An aggrieved Senate member may consult with the individuals appointed under this provision or under Academic Senate Bylaw 335(B)(1) with the understanding that the grievance will not be disclosed and that the consultation shall not constitute notice of the grievance to the campus or University administration.

145. Committee on Courses of Instruction

A. Membership: This Committee shall consist of ten members. [Am 1 Sep 03]

1. The membership shall include one representative from each of the Schools, five ex officio members (one from each of the four Schools and one from the Graduate Division) and the Registrar, who shall act as the Executive Secretary of the Committee. [Am 1 Sep 03]

2. One ex officio member from each of the four Schools and one from the Graduate Division shall serve on the Committee. The School's ex officio member shall be a faculty member who serves on, or is designated by the School’s educational policy committee, and able to represent their School with respect to new courses, revised courses, deleted courses, and course descriptions. All ex officio members from each School and from the Graduate Division shall be recommended to the Division Committee on Committees no later than May 1 of each year for confirmation of appointment. [Am 1 Sep 03]

B. Duties:

1. It shall be concerned primarily with the coordination and review of individual courses of instruction. It shall make full use of appraisals and recommendations of appropriate committees of the Schools of the Division and advise them at its discretion on the following matters: The formal and final approval of new courses of instruction, desirable modifications in courses already approved, the approval of special prerequisites of major subjects, the withdrawal or retention of courses, the credit valuation of courses, the classification of courses, and any other matters germane to courses of instruction.
2. The Committee, in conjunction with a representative from the Library, will review and make recommendations for awarding Instruction Improvement Grants during the academic year. [Am 1 Sep 03]

160. Committee on Faculty Welfare (renamed 2 June 92)

A. Membership: This Committee shall consist of seven members, including one emeritus member. Its Chair shall be an ex officio member of the University Committee on Faculty Welfare. [Am 2 June 87]

B. Duties:

1. It shall report to the Division from time to time on any matters of University welfare not assigned to other standing committees of the Division.

2. To consider matters which concern the Division as regards housing, parking, health, childcare, retirement benefits, and general welfare of the faculty, professional research staff, and students of the San Francisco Campus. [Am 1 Sep 03]

3. To provide oversight to the Academic Senate Executive Office, whose duty it shall be:
   [Am 1 Sep 03]
   a. To review memorial resolutions for deceased members of the San Francisco Division.
   b. To receive and edit such resolutions so prepared and to be generally responsible on behalf of the Division for the preparation and publication of commemorative statements concerning the lives and service to the University of members of the Division.

165. Library Committee

A. Membership: This Committee shall consist of ten members, including the University Librarian of the San Francisco Division, a representative of the Librarians Association of the University of California - San Francisco Division (LAUC-SF), and one representative from either the UCSF Graduate Student Association or Associated Students of the University of California, San Francisco as ex officio members. The student representative groups shall in alternate years provide representatives (in odd years – GSA, in even years – ASUCSF), with each group serving to coordinate and communicate matters of importance relative to the Library on behalf of both groups. In the event that the Student Associations are unable to alternate representation, they shall determine amongst themselves which organization will send representation. [Am 1 Sep 03]

B. Duties:
1. To advise the President and the Chancellor regarding the administration of the library at San Francisco, in accordance with the Standing Orders of The Regents, and perform such duties relative to the Libraries at San Francisco as may be assigned to the Division by proper authority.

2. To provide liaison between Faculty and Library Administration on all matters of library policy.

3. To participate with the University Librarian on matters relating to library budget formulation policy and the allocation of space and apportionment of funds.

4. To prepare and submit to the San Francisco Division an annual report on financial problems, allocation of space, facilities for Library research and any other matters within its jurisdiction.

175. Committee on Clinical Affairs

A. Membership:

1. General: This Committee shall consist of at least eight voting members and five non-voting ex officio members. Of the voting members, at least four members will be Academic Senate Faculty, and at least four will be Clinical Professor Series and/or Adjunct Series faculty. Of these Academic Senate and Clinical and/or Adjunct members, there will be at least one member from each of the four Schools. These Academic Senate and Clinical and/or Adjunct members should represent the various clinical entities operated by or affiliated with UCSF. Unless otherwise restricted in these Bylaws, the Academic Senate and Clinical and/or Adjunct members will be voting members. [Am 1 Sep 03]

2. Ex Officio: The Chief Executive Officers of the UCSF Medical Center, the Veterans’ Affairs Medical Center, and San Francisco General Hospital will be non-voting ex officio members. The Chair or Vice Chair of the Graduate Council and the Vice Chancellor for Medical Affairs will also be non-voting ex officio members. [Am 1 Sep 03]

3. A quorum shall consist of five voting members. [Am 1 Sep 03]

B. Duties:

1. To confer with and advise the Chancellor and Administrative Officers on policy and matters regarding clinical activities that relate to and affect the academic mission of the University.

2. To report to the Academic Senate on clinical activities at UCSF that relate to and affect the mission of the University.
3. To conduct regularly scheduled reviews and report on the conditions of the various clinical entities operated by or affiliated with UCSF.

4. To maintain liaison with other Committees of the Division and other agencies of the Campus and University on matters relating to clinical activities. [En 17 June 99]

Bylaws of the San Francisco Division
Revised July, 2006