AGENDA

1. Approval of the Minutes of the December 8, 2010 Meeting ('Attachment 1')

2. Chair’s Report

3. Review of Proposed Bylaw Modification: Request from the School of Nursing to Incorporate a Policy for the Granting of Posthumous Degrees, September 21, 2010 (Attachment 2)

4. Review of Proposed Bylaw Modification: Request from the School of Pharmacy to Incorporate a Policy for the Granting of Posthumous Degrees, March 2, 2011 (Attachment 3)

5. Review of Proposed Bylaw Modification: Request from the School of Nursing to Modify Membership in the Standing Committee Masters Entry Program In Nursing, May 26, 2011 (Attachment 4)

6. Review of Proposed Bylaw Modification: Request from the Committee on Library and Scholarly Communication to Update Duties to Include Scholarly Communication as Charged, February 3, 2011 (Attachment 5)

7. Review of Proposed Bylaw Modification: Request from the School of Medicine to Create Bylaws for the Standing Committees of the Faculty Council, April 24, 2011. (Attachment 6)

8. Old Business

9. New Business
Committee on Rules and Jurisdiction
Catherine Waters, RN, PhD, Chair

MINUTES
Wednesday, December 8, 2010

PRESENT: C. Waters (Chair), D. Carlson, T. Daniels, P. Finley, H. Kirsch, A. Slavotinek, F. Szoka

ABSENT: M. Wallhagen (Vice Chair)

The Committee on Rules and Jurisdiction (R&J) was called to order by Chair Waters on December 8, 2010 at 10:00 a.m. in room 405AB. A quorum was present.

Chair’s Report
No report.

Consideration of the School of Nursing Bylaw Changes
The Committee on Rules and Jurisdiction reviewed a request from the School of Nursing Faculty Council to review proposed changes to the School of Nursing Bylaws. Changes reflecting a complete review and update of the school bylaws, with many administrative changes and substantial changes regarding membership and charge of three of the School’s standing committees were approved in August 2010. After these changes were made, a student in another school suffered an untimely death a few credits shy of completing his graduate work, highlighting the need for every school to adopt a formal policy for the awarding of posthumous degrees.

Subsequently, at the October 29, 2011 meeting of the SON full faculty, the School of Nursing Faculty Council inserted a new Part X, Section 30 to the Bylaws of the School of Nursing using predominately the same language as used by the School of Medicine and as previously corrected and approved by the Academic Senate Committee on Rules and Jurisdiction and the Registrar. The previously approved posthumous degree language was modified to apply to the structure and processes of the School of Nursing.

The Committee had several questions regarding the original bylaw changes and after discussion, decided to table a formal ruling pending further clarification from the School of Nursing and the Wilson Hardcastle, previous R&J analyst.

Old Business
None.

New Business
None.

Chair Waters adjourned the meeting at 10:30 a.m.

Senate Staff:
Shilpa Patel, Senior Analyst
shilpa.patel@ucsf.edu; 415/514-2696
School of Nursing Faculty Council
Margaret Wallhagen, RN, PhD, FAAN, Chair

September 21, 2010

Anne Slavotinek, MD, Chair
Committee on Rules and Jurisdiction
UCSF Academic Senate
500 Parnassus Avenue, Box 0764

Re: Proposed Amendment to the Bylaws of the UCSF School of Nursing: New Section Governing Posthumous Degrees

Dear Chair Slavotinek,

To address an immediate need, in 2005 the School of Medicine drafted and submitted a proposed bylaw amendment to govern the awarding of posthumous medical degrees. In response to last year’s tragic death of a School of Pharmacy student, faculty within the School of Nursing believe it would be advantageous to adopt policies and procedures for the awarding of posthumous degrees should, unfortunately, the need arise.

On November 14, 2005, the Academic Senate Committee on Rules and Jurisdiction reviewed the proposed bylaw section regarding posthumous degrees for the School of Medicine and suggested corrections which were adopted and approved. The School of Nursing Faculty Council has taken this language, as ultimately modified and approved by the Committee on Rules and Jurisdiction, to form it’s own new Section X of its bylaws to govern the recommendation for the award of posthumous degrees from the School of Nursing by the Graduate Division (it should be noted degrees from the School of Nursing are actually awarded from the Graduate Division of the University of California San Francisco).

Attached is the proposed amendment to the bylaws of the School of Nursing to govern the recommendation to award posthumous degrees. This language is identical to that as approved for the School of Medicine with the following exceptions:

1. Throughout the bylaw section, School of “Medicine” and been changed to School of “Nursing.”
2. Part 30.A: Medical Doctor” degree has been changed to “Master of Science or PhD” degree.
3. Part 30.A(1): “The student completed the clinical core;” has been changed to “The student completed the appropriate core coursework.” (There are different courses comprising different “cores” for degree completion.)
4. Part 30.B.(3): “communicating its approval to the Registrar and the Chair of the Division” has been changed to “communicating its approval to the Registrar, the Chair of the Division and the Dean of the Graduate Division” to include the Graduate Division in this process, which will ultimately award any such degrees.
The School of Nursing Faculty Council would like to include this amendment in its presentation of the complete review of the Bylaws of the School of Nursing Bylaw scheduled for the next meeting of the full faculty on October 29, 2010. Members of the Faculty Council are available to address the Committee on Rules and Jurisdiction should you have any questions or concerns regarding the proposed bylaw amendment. You may contact the School of Nursing Faculty Council via the Wilson Hardcastle in the Office of the Academic Senate, wilson.hardcastle@ucsf.edu, or you may contact me directly at meg.wallhagen@nursing.ucsf.edu.

Respectfully submitted,

[Signature]

Margaret Wallhagen, RN, PhD, FAAN
Chair, School of Nursing Faculty Council
X. Posthumous Award Of Degrees

30. The University of California, San Francisco School of Nursing seeks to extend sympathy and compassion to families of deceased students near completion of their degrees and to recognize the academic achievement of these students who would have fulfilled the requirements of the degree. These actions must also be balanced with attention to academic and institutional integrity.

A. To be eligible for the posthumous award of a Master of Science or PhD degree from the UCSF School of Nursing, the student generally must have met the following criteria:

(1) The student completed the appropriate core coursework;
(2) The student was in his/her final quarter of coursework or enrolled in courses, which upon successful completion would have culminated in the awarding of the degree; and
(3) The student was in good academic standing and was successfully progressing toward completion of requirements for the degree to be conferred.

Cases that do not meet the above specified criteria may be considered when extraordinary circumstances prevail. In such cases, request for award of the degree must be reviewed by the appropriate faculty, department chair, and dean(s) and approved by the School of Nursing Faculty Council.

B. The process for identifying and considering candidates for the award of degrees posthumously shall be as follows:

(1) A formal request may be initiated by any of the following: a family member, a faculty member, a dean, or a fellow student. If the request is not made by a family member, the family should be contacted and found to be receptive of the possible award. The request should be made directly to the Dean of the School of Nursing or the Dean’s designate.
(2) The Dean’s Office is responsible for reviewing the student’s academic record, confirming with the Registrar whether the specified criteria exist, and forwarding the request to the School of Nursing Faculty Council.
(3) Pursuant to San Francisco Division Bylaw 95D, the School of Nursing Faculty Council shall have final responsibility for approving the award of a posthumous degree and communicating its approval to the Registrar, the Chair of the Division, and the Dean of the Graduate Division. This duty may be delegated to a committee of the faculty or an administrative officer who is a member of the Academic Senate.
(4) Customarily, degrees awarded posthumously will be noted on the commencement program and a member of the deceased student’s family will be permitted to participate. The student’s diploma will be released or mailed to the person legally authorized to manage the deceased student’s affairs. The posthumous nature of the award will be indicated on the diploma and in the student’s official transcript.
Communication from the School of Pharmacy Faculty Council

Norman Oppenheimer, PhD, Chair

March 2, 2011

Catherine Waters, RN, PhD
Chair, Committee on Rules and Jurisdiction
UCSF Academic Senate
500 Parnassus Avenue, Box 0764

Re: Proposed revisions to the Regulations of the UCSF School of Pharmacy

Dear Chair Waters,

Members of the School of Pharmacy Faculty Council have recently revised the Bylaws and Regulations of the Faculty of the School of Pharmacy, UCSF. They altered the bylaws governing the School’s Educational Policy Committee (EPC) standing committee. Secondly, recent events had them recognize the absence of a Posthumous Degree Policy for the School of Pharmacy. As such, they have created one.

While most of the proposed modifications to the EPC bylaws are clerical, the standing committee members focused their modifications on clarifying duties and responsibilities to the School of Pharmacy.

The School of Pharmacy Faculty Council submits these modifications to the Academic Senate committee on Rules and Jurisdiction for review and approval before submission to a vote of the full faculty.

Justifications

Part X. Committees, Section 28 Educational Policy Committee (page 6)
This section has been modified to clarify and streamline the committee’s responsibilities and duties with both the School of Pharmacy Faculty Council and at Full Faculty Meetings.

Part VIII. Posthumous Degree Policy (page 15)
The School of Pharmacy did not have a Posthumous Degree Policy. Recent events led the Faculty Council to initiate creating one similar to the School of Medicine which was recently approved by the R&J Committee.

It is the request of the School of Pharmacy Faculty Council that the Academic Senate’s Rules and Jurisdiction Committee approve these revisions. If you have any questions, do not hesitate to contact me at norman.openheimer@ucsf.edu or 415.476.3038.

Sincerely,

Norman Oppenheimer, PhD
Chair, School of Pharmacy Faculty Council
PART I. FUNCTIONS

1. The Faculty of the School of Pharmacy shall govern and supervise the School in accordance with San Francisco Divisional Bylaw 95 (Powers of the Faculties).

PART II. MEMBERSHIP AND VOTING ELIGIBILITY

2. The Faculty shall consist of (S.F. Divisional Bylaw 100):

   a. The President of the University.
   b. The Chancellor at San Francisco.
   c. The Dean of the School of Pharmacy.
   d. All members of the Academic Senate who are members of the departments of the School of Pharmacy.
   e. One representative, a member of the Academic Senate, from each of the departments in other schools which offer courses necessary to satisfy requirements in the curricula of the School of Pharmacy. These members, recommended by their departments, shall be appointed by the Dean with the approval of the Faculty Council. They shall serve for one year and may be reappointed.

3. Instructors of less than two years service and non-Senate members of the Faculty responsible for instruction shall have the privilege of the floor and may vote on any actions other than final actions on any matter for the Academic Senate, or final actions that give advice to University officers or other non-Senate agencies in the name of the Senate. (Systemwide Senate Bylaw 35C2)

PART III. OFFICERS

4. Chair. The Chair of the Faculty Council (Bylaw 15) shall serve as Chair of the Faculty.

5. Vice Chair. The Vice Chair of the Faculty Council shall serve as Vice Chair of the Faculty (Bylaw 16).

PART IV. EXECUTIVE OFFICE OF THE SAN FRANCISCO DIVISION

6.
a. The Chair shall preside at all meetings of the Faculty and of the Faculty Council. The duties of the Chair, when presiding, shall be restricted to the role of Presiding Officer, as described in the official parliamentary manuals of Sturgis and of Roberts. (See Appendix to these Bylaws.)

b. The Chair shall consult with the Dean in arranging the agenda of meetings of the Faculty Council and of the Faculty.

7. The Vice Chair shall preside at meetings of the Faculty in the absence of the Chair.

PART V. DUTIES OF EXECUTIVE COMMITTEE

8. The Executive Office of the San Francisco Division provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance (Division Bylaw 25). Its duties shall include:

   a. Maintaining proper records.
   b. Sending advance notice (call) for meetings and presentation to the Faculty, in advance of any meetings, of adequate information regarding matters to be considered.
   c. Minutes of each Faculty Meeting.
   d. Conducting all elections.
   e. Keeping a valid roster of voting members of the Faculty.

PART VI. MEETINGS

9. Frequency. Meetings of the Faculty shall be held at least once each half-year (based on the start of the Fall term) and at such other times as the Faculty may determine, or upon written request of five members of the Faculty, or upon the call of any of its officers. (Also see Bylaw 11.)

PART VII. QUORUM

10. Quorum. Ten members of the Faculty shall constitute a quorum.

PART VIII. ORDER OF BUSINESS

11. All meetings of the Faculty shall be guided by the provisions of the San Francisco Divisional Bylaws 45, 50 and 55.

PART IX. FACULTY COUNCIL

12. Membership. The Faculty Council shall consist of seven elected and six ex-officio members. [Am. 5/6/2004]
a. Elected: There must be at least two members each from the Department of Pharmaceutical Chemistry, the Department of Biopharmaceutical Sciences, and the Department of Clinical Pharmacy.

b. Ex Officio: The ex officio members shall be: The Dean, the Assistant/Associate Dean for Academic Affairs, the Assistant/Associate Dean for External Affairs, the Assistant/Associate Dean of Student and Curricular Affairs, the Chair of the Admissions Committee, and the Chair of the Educational Policy Committee. [Amended 9/99]

13. Representatives

a. One representative to the Faculty Council shall be elected from among the faculty who are not members of the Academic Senate. This member shall be entitled to participate in the deliberations of the Council and may vote on any actions other than final actions on any matter for the Academic Senate, or final actions that give advice to University officers or other non-Senate agencies in the name of the Senate. Such elected representatives must hold at least a half-time academic appointment in the School of Pharmacy. (Systemwide Senate Bylaw 35.C.2)

b. The Student Body President of the School shall be invited to the Faculty Council Meetings.

14. Terms of Office

a. Each elected member and representative shall serve a term of two years.

b. There are four elected member seats to be filled in even numbered years and three in odd numbered years with normal terms of two years. Additional members shall be elected to serve terms of one year when-ever needed to bring the total of elected members to seven. Since terms are staggered, one representative shall be elected each year (Bylaw 18).

c. Terms of office shall start with the first day of September.

15. Chair. The Chair shall be one of the elected members and shall be appointed by the Faculty Council. He/she shall be chosen and assume office at the earliest convenient meeting on or before the first day of instruction in the Fall term.

16. Vice Chair. The Vice Chair shall be appointed by the Faculty Council in the same manner as described in Bylaw 15.

17. Nominations and Elections.

a. Nominations. Thirty days prior to the last Faculty meeting of the Spring term the Executive Office shall inform, in writing, each member of the Faculty that nominations to the Faculty Council must be submitted within ten days. Each nomination shall be in writing. The nominators’ statements shall certify that the nominee or nominees will serve if elected. There must be at least two candidates
nominated from each Department. The Faculty Council shall complete the slate of candidates if this requirement is not met.

b. Elections. The Executive Office shall submit a ballot to each member of the Faculty not less than ten days before the last meeting of the Spring term. The outcome of the election shall be determined subject to the constraints of Bylaw 12A and shall either be announced at the last meeting of the Spring term or transmitted to the Faculty in writing. [AM. 5/6/2004]

c. Representatives. Nominations for the election of a representative (Bylaw 13A) shall be conducted in the same manner as above except that the nominators and the electors shall be restricted to members of the faculty who are not members of the Academic Senate and who hold at least half-time academic appointments in the School of Pharmacy.

18. Vacancies.

a. If a vacancy occurs among the elected faculty members or representatives, for any reason (for example, long-term illness, becoming an ex officio member, sabbatical leave), it shall be filled by the candidate who received the next largest number of votes in the most recent election, subject to the constraints of Bylaw 12A. It is the option of the originally elected member to resume the vacated seat when able to do so. [Am. 5/6/2004]

b. Should no candidate be available from the most recent election to replace the vacancy (of an elected member or a representative), the Faculty Council shall appoint a replacement, who shall be confirmed at the next Faculty meeting. [AM. 5/6/2004]

c. If an appointment is not confirmed by the Faculty, the Executive Office or the Chair shall conduct a special election. The election shall conform, in principle, to the procedures prescribed in Bylaws 17A and 17B and retain the ten-day nomination period. The total nomination and election processes shall be completed and the Faculty informed of the results in writing within three weeks from the date of the meeting at which the negative vote for confirmation occurred. [AM. 5/6/2004]

19. Meetings. The Faculty Council should meet as necessary and must meet at least once each regular term at the call of the Chair, the Dean, or any three members of the Council.

20. Quorum. A quorum shall consist of six members provided that among the six at least three are elected members and that the Dean or Associate Dean is present.

21. Order of Business. The order of business at meetings of the Faculty Council is as follows:

a. Minutes. (The minutes may be omitted by consent or majority vote of those present.)

b. Announcements and Report by the Dean.

c. Announcements and Report by the Chair.
d. Other reports.
e. Other business.

22. Duties and Powers. In accordance with Divisional Bylaw 95, the government and supervision of each school is vested in the faculty concerned. The Faculty Council shall have the authority to act for the Faculty in the following matters:

a. Approving petitions of students to graduate under suspension of regulations.
b. Approving the award of degrees, certificates and honors at graduation.
c. Exercising jurisdiction over scholastically disqualified students.
d. Dismissing students for causes other than scholastic disqualification.

The Faculty Council shall aid the Dean at his/her request and shall make recommendations to the Faculty pertaining to matters concerning the government, the policies and curricula of the School. It shall report to the Faculty all germane actions and policy decisions, and give an account of its stewardship at appropriate times each year.

23. Mail Ballots. A mail ballot may be conducted via traditional mail or electronically. Proposals for mail ballots on curricular, policy, bylaws, or procedural matters that require approval of the Faculty of the School of Pharmacy before the next scheduled meeting and that originate from any of the standing committees, the Dean, or the officers of the Faculty, must be submitted to the Faculty Council. The Faculty Council may amend the proposed ballot, in consultation with the proposer, and must assure that, if appropriate, pro and con arguments are provided. If it is impossible to convene a quorum of the Faculty Council within the time required, the Chair of the Faculty (or the Vice Chair in his/her absence), after weighing the consequences of a delay, may act for the Faculty Council in implementing the proposed mail ballot. These options, which preclude the full discussion and the debate of a regularly constituted meeting of the Faculty, are justified only for emergency conditions or non-controversial matters. [Amended 7/99]

PART X. COMMITTEES (General Provisions)

24. The Chair of the Faculty Council, with concurrence of the Faculty Council, shall appoint the Standing Committees of the Faculty established by these Bylaws and shall also appoint to the Committees such Senate representatives as may be deemed necessary.

25. Special or ad hoc committees of the Faculty may be authorized by majority vote of the Faculty or the Faculty Council (see Bylaw 28). The Chair and the members of the ad hoc committee shall be appointed by the Chair of the Faculty subject to concurrence by the Faculty Council.

26. Tenure of Appointed Committees. Members of Committees shall be appointed to serve one year, starting with the first day of instruction in the Fall
term. The tenure of an ad hoc extends only until the first day of instruction of the ensuing fall term unless a definite term is stated in the authorizing motion (S.F. Bylaws 90B and 101D).

27. Elected members of the Faculty Council are eligible for appointment to standing committees including the chair. Each Standing Committee may appoint such sub-committees as it deems necessary to conduct its business. The membership of sub-committees is not restricted to Senate members.

28. Educational Policy Committee. (Not less than five members including a Chair and Vice Chair.) This committee is charged with a continuing study of the long-range plans of the School as they relate to the needs of the community and the profession of pharmacy and the educational program leading to the Doctor of Pharmacy (PharmD) degree. The committee shall maintain liaison with other long-range educational planning bodies within the University.

This committee shall review and make recommendations regarding the PharmD curriculum and subsidiary questions including the initiation, alteration, or discontinuance of courses of instruction. It shall make recommendations to the faculty regarding any details of the curriculum and subsidiary questions including the initiation, alteration, or discontinuance of courses of instruction. All proposed significant substantive changes to the PharmD curriculum must be submitted to the Committee for approval.

All substantive actions of the Committee require approval by the Faculty and must be submitted to the membership of the Faculty in writing at least five days prior to faculty action.

The Committee shall also consider any matters in the jurisdiction of the Faculty submitted to it by the Faculty, any officer or committee of the Faculty, the Dean, or any Department. At least once each year, the committee shall meet with representatives of the student body. The Committee shall report its findings and recommendations to the Faculty at each regular meeting, and shall report its findings and recommendations to the Faculty. It is required to report to the Faculty at each regular meeting. All substantive actions of the Committee require approval by the Faculty and must be submitted to the membership of the Faculty in writing at least five days prior to Faculty action.

At least once each year, the Educational Policy Committee shall meet with the appropriate representatives of the student body.

—29. Other Standing Committees. (General Provisions). There shall be the following standing committees (not less than three members each) and they shall formulate standards and policies designed to secure prompt, continuous, and uniform fulfillment of their duties. Standards and policies so formulated shall be subject to review and approval by the Faculty.

a. Admissions.
b. Infrastructure/Informatics.

The functions of the Infrastructure/Informatics Committee are to:
c.

1. Periodically review and assess the status of the School's infrastructure; when appropriate, make recommendations for improvement.

2. Monitor technological advances in informatics that are relevant to the School, its departments and divisions and their missions.

3. Advise the Dean on informatics-related issues identified to be important and relevant.

4. Act on behalf of the Faculty in making appropriate recommendations for information resources to the UCSF Library.

   d. Student Status and Honors. [Amended 7/99]

      This Committee shall be responsible for monitoring the academic progress of PharmD students and shall make appropriate recommendations to the Dean. The Committee shall also be responsible for the awarding of scholarships and prizes to the PharmD students.

   e. Laboratory Safety.

30. The regulations of the Faculty governed by Divisional Bylaw 95 may be suspended by vote of the Faculty, provided not more than three voting members present object to such suspension. The Chair shall always state the question as follows: "Those who object to a suspension of the Regulations will raise their right hand."

PART X. AMENDMENT OF BYLAWS

31. Subject to Bylaw 32, these Bylaws may be amended at any regular or special meeting of the Faculty or by a mail or electronic ballot. A two-thirds vote of the votes cast is required for any amendment. Written notice of the amendment accompanied by statements of the purpose and effect of the proposal shall be sent to each member of the Faculty at least five days prior to the vote (Senate Bylaws 85, 120 and 315).

32. A proposal for a major revision of these Bylaws can be voted on only at a meeting subsequent to its presentation as described in Bylaw 31.

PART XI MODIFICATION OF REGULATIONS

33. The Regulations of the School may be modified at any meeting of the Faculty provided the proposed modification has been distributed to the Faculty at least five days before the meeting. Approval requires a majority of the voting members present.

APPENDIX

Intent of Bylaws - Duties of Officers - Chair (Bylaw 7a):

"The President or head of an organization, whatever his title, usually has three roles - leader, administrator, and presiding officer." (Sturgis, p. 160)
A guiding principle was endorsed by the Faculty accompanying approval of these Bylaws, namely, to organize the government of the School of Pharmacy in such a manner as to have it exercise the powers and discharge the duties of academic administrative and faculty government jointly and in a unitary form of governance.

It is understood that the Faculty Council is de facto and de jure, a joint academic administrative advisory committee to the Dean and a faculty governance committee. The role of the Chair at meetings of the Faculty Council and the Faculty shall be defined as the role of "presiding officer." Serving in this capacity he/she shall be restricted by the description of that role given in the current edition of Sturgis' The Standard Code of Parliamentary Procedure.

Other roles of the Faculty Chair are described in Bylaws 4, 6A, 18, 19, 23, 24, and 25.

Revised 7/13/88, 7/18/91, 6/28/96, 7/28/99, 9/7/99, 6/14/07

Regulations of the Faculty of the School of Pharmacy, UCSF
(University of California, San Francisco)

I. Admission to the Professional Program

To be admitted to the School of Pharmacy an applicant must:

1. be eligible for admission to the University (SR*418-460).
2. complete the college subject requirements, meet the minimum grade point average, and complete the total required units as approved by the Faculty and published annually in the Announcements of the School of Pharmacy, and
3. be evaluated and accepted by the Committee on Admissions.

II. Registration

Students must register and meet the requirements for registration as defined in the SR 540.

III. Requirements and Curricula for the Degree of Doctor of Pharmacy

1. The candidate shall have completed at least 190 units as prescribed in the curriculum of the School of Pharmacy with a grade point average of 2.0 or better.
2. All required courses or their equivalents must be completed with a passing grade. The last 45 of the 190 units must be earned in the School of Pharmacy at
San Francisco and the student must satisfy the University residence requirement of three terms (SR 612).

3. Courses taken before admission to the School of Pharmacy and which are deemed by the appropriate instructor concerned to be equivalent to required courses in the curriculum may be credited toward the Pharm.D. degree. Units in such courses may also be credited toward the degree to the extent that they are in excess of the 90 units required for admission. The maximum unit credit allowed for any individual course shall not exceed that assigned for the equivalent course in the curriculum. The provision specifically excludes credit for elective courses taken before admission to the School of Pharmacy.

4. Elective courses to fulfill the unit requirement for the Pharm.D. degree must be taken after admission to the School of Pharmacy from courses in any of the schools at UCSF or from courses under the jurisdiction of the School of Pharmacy. Additional electives beyond the minimum units required for the degree may be taken after admission to the School of Pharmacy at other divisions of the University, or at other collegiate institutions in the San Francisco Consortium and will be included in the student's record.

5. The candidate shall possess satisfactory professional qualifications (see VI. B. and SFR 905) and be recommended for the degree by the Faculty of the School of Pharmacy (SFB 95D).

IV. Courses

Courses in the School of Pharmacy are available to all registered students in the San Francisco Division who have met the prerequisites and have the consent of the instructor.

A. Graduate Professional. The courses in the curriculum leading to the degree, Doctor of Pharmacy, are classified either as required or as elective courses and are designated by numbers continuing three digits; the hundreds digit, the tens digit, and the units digit. In addition, when necessary for purposes of identification, a course may be numbered with decimals from 0.00 to 0.99. All such courses contain a one (or zero) in the hundreds digit. The units digit designates courses as follows: 0-4, lecture, and 5-9, combinations of lecture, laboratory and conference. Prerequisites for courses must be satisfied by completion with a passing grade or may be waived by permission of the instructor.

1. Required Graduate Professional Courses.
   a. Required courses are numbered 1-4 in the tens digit. The number refers to the year in the curriculum. Courses numbered 8 in the tens digit may be elective or required.
b. In case a student's absence of a year or more interrupts the sequence of clinical coursework, the student shall be required to pass a comprehensive examination on the necessary didactic materiel before being admitted to a subsequent required clinical course.

2. Elective Graduate Professional Courses. Elective courses are classified as either regular electives or special study courses, and are designated by the numbers 5-9 in the tens digit.

   a. Regular Elective Courses. These courses are differentiated from special study courses by the use of the numbers 5 and 6 in the tens digit.

   b. Clinical Experience Courses and Clerkship Courses. These courses are numbered from 175 to 179.

   c. Special Study Courses. These courses are intended to allow a student or a group of students to earn credit for supervised study of topics which extend the professional and academic education. A student may not register for more than one special study course having the same name and number from the same instructor in a given term. Except as approved by the Dean, the total number of special study units to be credited toward the Doctor of Pharmacy degree shall not exceed 15% of the total unit requirement for the degree.

1. Independent Study Courses. These courses are offered only on an individual student basis. (This does not precluded two or more students from studying different aspects of the same topic.)

   A student may take independent study courses of the same name and number from different instructors but is limited to a total of eight units in any given term.

   a. The course number 199 is reserved for Independent Laboratory Study courses. Enrollment is limited to outstanding students with prior consent of the instructor who is to supervise the study and with the approval of the Associate Dean for Student Affairs. The student may earn up to 5 units of credit in any single 199 course. The topic may be selected by the student or may arise out of mutual interest with the instructor.

   b. The course number 198 designates independent study courses of 1-5 units, without formal laboratory. The student, after consultation with the instructor with whom the student wishes to enroll, will present to the adviser and to the instructor a written statement that contains the substance of the course with unit value to be assigned for its completion. This statement will be filed in the student's folder at the beginning of the term. A final examination is not required.

2. Group Student Courses. The course number 170 designates a special study course which is offered to a group of students. Each Group Study Course is to be identified by a specific title. This course may be offered by an instructor upon his or joint student initiative. An outline of the general course contents, the instructional procedure which is to be followed, and the units of credit to be offered (1-4) must be presented to the chairman of the department in which the course is to be given and the Educational Policy Committee for review and approval. A group Study course of specific title and content may not be offered for more than two successive year. Each student must obtain the
approval of the adviser. A final examination is not required and the course is graded on a passed or not passed basis.

3. Clinical Study Courses. The course numbers from 185 to 189 designate a clinical study course which is offered to a group of students. Each clinical study course is to be identified by a specific title. This course may be initiated by an instructor or jointly with the students. An outline of the general course contents, the instructional procedure which is to be followed, and the units of credit to be offered (1-8) must be presented to the chairman of the department in which the course is to be given and to the Educational Policy Committee for review and approval. A clinical study course of specific title and content may not be offered for more than two successive years.

B. Postgraduate Professional. The courses in the Residency program leading to a certificate in Hospital and Clinical Pharmacy are numbered with a 4 in the hundreds digit.

V. Grades and Credit

Except for the following, the regulations of the School of Pharmacy governing grades shall be as authorized by SFR 775.

A. Grades Y and I

1. A student receiving a grade of Y in any course must raise it to grade D by the end of the next term in which the student is registered and in which the course is regularly given. Grade Y is automatically changed to grade F if the above-stated requirements are not met, unless a petition for extension of time has been approved by the Dean and filed with the Registrar before the end of the above-stated term.

2. A student receiving a grade I (Incomplete) should normally complete the work of the course by the end of the next term in which the student is registered.
   a. Required Course - If the grade I in a required course is not removed by the end of the next term in which the student is registered, the student may be required to repeat it as a "specifically named course" (SFR 775 E) the next time it is possible for the student to register in the course unless a petition prior to that time had been approved for a further delimiting period by the Dean and filed with the Registrar. If the grade I is not then removed, the student is subject to disqualification. (See VI. A. 3., these Regulations.)
   b. Other - If a student does not remove an I grade in a course and the course is not needed by the student to satisfy the graduation requirements, the grade I will remain permanently on the record without prejudice.

B. Grades P and NP

1. The grade NP is a nonpassing grade, without prejudice, which may be raised to grade P, a passing grade, if the student satisfactorily completes the work of a course in a way authorized by the instructor responsible for the course. Grade points are not assigned for the grades P and NP.

   The grade NP in a course required for graduation must be removed by examination (see SFR 775H) or by successful repetition of the course, by the
end of the next term in which the student is registered and in which the course is
regularly given, unless a petition has been approved by the Dean and the
Registrar. This petition must be filed prior to the beginning of the term in which
the course is next regularly given. If the NP grade is not then removed, the
student is subject to disqualification. (See VI. A. 3., these Regulations.)

2. The faculty may designated courses to be graded on a passed-not
passed (P/NP) basis when such grading is deemed more appropriate to the
course objectives, subject to the limitations of 4 below. A student may not petition
for a letter grade in a course designated to be grades P/NP.

3. A student in good standing (SR 902D) may petition to undertake any
elective course on a passed-not passed basis. The petition must be approved by
the student's instructor, adviser, and Dean and must be filed with the Registrar
on or before the last day to add or drop courses.

4. The maximum total number of units of elective and required course
grades P/NP that may be credited toward the Doctor of Pharmacy degree is 40%
of the unit requirement for the degree.

C. In Progress Grade

1. For a course extending more than one term, where evaluation of the
student's performance is deferred, a provisional grade of In Progress shall be
assigned for the intervening terms for courses so authorized. Provisional grades
shall be replaced by the final grade, when the student completes the full
sequence.

2. If the student does not complete the full course sequence for cause
(refer to section VII. on Withdrawal), the In Progress grade may be changed to
the final grade by the student's completion of the sequence in the next term (or
sequential terms) in which he is registered and in which the In Progress course
sequence is regularly given.

3. If a student does not remove an In Progress grade, as in 2 above, the
student may petition for a grade for the terms of the sequences which have been
completed, providing the instructor can assign a grade, including P or NP.

D. Repetition of Courses

1. A student may repeat only those courses in which he/she has received a
grade of D,F,I, or NP.

2. Except as authorized by the Dean, a student may not repeat more than
once a course in which he has received a grade of D,F, or NP.

3. When a course is repeated, the units shall be credited toward a degree
only once, but a student's grade point average shall be computed in terms of the
total number of units attempted, except as provided in SFR 775H.

E. Dropping of Courses.

1. With the exception of the provisions listed in V-E-2 (below), a student
may drop a first-through-third year course from his or her study list without
penalty up to and including the seventh week of instruction.

2. With the exception of courses graded on a P/NP basis, and "F" grade
shall automatically be assigned when a student:
a. Drops a first-through-third year course from his or her study list a second time and the student's performance in the course in both instances is at a "D" or "F" level, or,
b. Is performing a "D" or "F" level in a first-through-third year course that has been previously dropped while performing at a D or F level and fails to complete all course requirements (including the taking of the final examination) by the time the quarter ends.

3. A student with less than satisfactory (failing) performance evaluation may drop any given required clerkship only once (i.e. a maximum of one drop is allowed for CP 148A, or 148B and CP 149 or for equivalent courses at other sites.)

4. A student may not drop a required clerkship after the third week of CP 148A or 148B or after week nine of CP 149.

5. A student with a satisfactory (passing) performance evaluation may request to drop a required clerkship for nonacademic reasons. This request must be reviewed and approved by a committee consisting of the required clerkship coordinators for CP 148 and CP 149 and the Vice Chair for Education in the Division of Clinical Pharmacy.

VI. Disqualification

A. Academic

1. Probation. A student shall be placed on probation if, at the close of any term, his/her grade point average is less than 2.0 (1 "C" average) computed on the total of all final letter grades, except P and NP, received in courses taken in the School of Pharmacy. If final grades are delayed in transmission to the Faculty, disqualification may be postponed for one term. A student placed on probation is subject to supervision by the Faculty of the School of Pharmacy and his study list may be reduced in units.

2. Dismissal. A student shall be subject to dismissal if he/she a) fails to maintain a 2.0 average during three out of four consecutive quarters, b) fails to receive a grade of C or higher in at least six units of courses during any term, c) receives a total of six or more units of grade F in courses regarded as a test of professional competence, d) has not completed all requirements for the Doctor of Pharmacy degree within five years of the date he/she entered as a first year student, or e) is pursuing a program of study that, upon projection, cannot be completed within five years of the date he/she entered as a first year student.

At the discretion of the Faculty, a student subject to dismissal may be (1) permitted to remain in attendance, (2) dismissed with stated provisions for returning, or (3) dismissed.

3. Other. If the grade NP or I in a course required for graduation, is not removed within the time limitations described in V. above, the student is thereby subject to academic probation or dismissal.

4. Academic Misconduct. Substantive evidence of academic misconduct (e.g. cheating) during the administration of an examination or in any other of the means by which a grade is earned in a test or a course, may subject a student to
suspension or dismissal through procedures involving a hearing guaranteeing at least procedural minima of due process. (Procedural minima of due process may be taken as containing the elements spelled out in the UCSF Campus Supplement to the University of California Policies Applying to Campus Activities, Organizations, and Students and Policies Regarding Professional Disqualification, School of Pharmacy.).

B. Professional Disqualification

In order for a Faculty to act under Variance 3A, SR 900 (A), provisions governing the use of professional disqualification of students in the School of Dentistry, Medicine, Nursing and Pharmacy must be prescribed in the regulations of these respective schools (SFR 905). Also each faculty must make imposition of any final action under this provision of SR 900 contingent upon a fair hearing guaranteeing at least procedural minima of due process. (Procedural minima of due process may be taken as containing the elements spelled out in UCSF Campus Supplement to the "University of California Policies Applying to Campus Activities, Organizations, and Students" and "Policies Regarding Professional Disqualification, School of Pharmacy").

In accordance with the provisions of SR 900, Variance 3A and SFR 905 (approved June 4, 1970), a student shall be subject to professional disqualification in the School of Pharmacy if after a hearing by the Executive Committee [School of Pharmacy Bylaw 24(d)] of alleged charges, it is found that the student:

1. has manifested or threatened violence against a patient, a fellow professional, staff personnel or others in carrying out his professional assignments, and/or
2. has abused professional privileges by taking advantage of professional relationships with patients or others, or has abused other privileges or the profession, such as access to drugs or equipment, and/or
3. has failed to meet professional responsibilities by reason of being mentally incompetent, and/or by being under the influence of alcohol and/or controlled substances, and/or
4. has been negligent in carrying out professional duties such that harm could result to a patient.

VII. Withdrawal

A. Subject to the approval of the Dean of the school, a student wishing to withdraw from classes may petition to do so by requesting a leave of absence or an honorable withdrawal.

1. Brief Leave of Absence. Permission to be absent for a brief period may be granted to a student in case of illness or other emergency. Such leaves may not exceed six weeks in any one academic year. An excuse for absence will not exempt a student from satisfactorily completing all work in progress for each course.
2. Indefinite Leave of Absence. Permission to be absent for an indefinite period from the University may be granted to a student in good standing who does not wish to retain class status. A student in good standing is entitled to a certificate of honorable withdrawal (SR 910).

B. Discontinuance Without Notice. A student who (1) withdraws from the School without notice, (2) fails to report after a brief leave of absence, or (3) fails to register for any term within one month after its beginning date, is considered to have terminated connection with the School.

VIII. Posthumous Degree Policy

1. Purpose
The University of California, San Francisco School of Pharmacy seeks to extend sympathy and compassion to families of deceased students near completion of their degrees and to recognize the academic achievement of these students who would have fulfilled the requirements of the degree. These actions must also be balanced with attention to academic and institutional integrity.

The School of Pharmacy will recommend the awarding of a posthumous degree based on the following criteria and procedures.

2. Criteria
To be eligible for the award of a PharmD degree from the School of Pharmacy from the University of California, San Francisco posthumously, the student generally must have met the following criteria:

a. The student has completed all core didactic curricular requirements (i.e., any student who is eligible to start taking a core APPE Spring quarter of the P3 year);

b. The student was in his/her fourth year of coursework or enrolled in courses, which upon successful completion would have culminated in the awarding of the degree; and

c. The student was in good academic standing and was successfully progressing toward completion of requirements for the degree to be conferred.

Cases that do not meet the above-specified criteria may be considered when extraordinary circumstances prevail. In such cases, request for award of the degree must be reviewed by the appropriate faculty, department chair, and dean(s) and approved by the School of Pharmacy Faculty Council.

3. Procedure
The process for identifying and considering candidates for the award of degrees posthumously shall be as follows:
a. A formal request may be initiated by any of the following: a family member, a faculty member, a dean, or a fellow student. If the request is not made by a family member, the family should be contacted and found to be receptive of the possible award. The request should be made directly to the Dean of the School of Pharmacy or the Dean’s designate.

b. The Dean’s Office is responsible for reviewing the student’s academic record, confirming with the Registrar whether the specified criteria exist, and forwarding the request to the School of Pharmacy Faculty Council.

c. Pursuant to San Francisco Division Bylaw 95D, the School of Pharmacy Faculty Council shall have final responsibility for approving the award of a posthumous degree and communicating its approval to the Registrar and the Chair of the Division. This duty may be delegated to a committee of the faculty.

d. Customarily, degrees awarded posthumously will be noted on the commencement program and a member of the deceased student’s family will be permitted to participate. The student’s diploma will be released or mailed to the person legally authorized to manage the deceased student’s affairs. The posthumous nature of the award will be indicated on the diploma and in the student’s official transcript. [January 2011]

* Abbreviations

SR - Academic Senate Regulations (Statewide)
SFR - San Francisco Division Regulations
SFB - San Francisco Bylaw

Submitted to the Faculty February 1971

Approved June 1971
Communication from the School of Nursing Faculty Council
Margaret Wallhagen, RN, PhD, FAAN, Chair

May 26, 2011

Catherine Waters, RN, PhD
Chair, Committee on Rules and Jurisdiction
UCSF Academic Senate, Box 0764

Re: Proposed Modifications to the Bylaws of the UCSF School of Nursing: Part IX: Standing Committees, Section 27. A. 2. Regarding Membership of the MEPN Council.

Dear Chair Waters,

In their meeting of May 20, 2011, the School of Nursing Faculty Council reviewed and approved a request from the standing committee MEPN (Masters Entry Program in Nursing) Program Council to further define their membership criteria in the School of Nursing bylaws as follows:

27. Standing Committees...
   a. Membership...
      2. At least one member, and a maximum of two members, of the MEPN Program Council shall be a Faculty of Record for a MEPN course.

Justification:
The current MEPN Program Council agreed that the mission of the Program Council would best be served by a balanced mixture of MEPN and non-MEPN faculty. The Program Council emphasized the fact that MEPN is part one of a three-year program which includes the School of Nursing’s Master’s Program, and that therefore faculty from the Master’s Program have an important participatory role to play in this committee. In the 2010-11 academic year the MEPN Program Council consisted of three MEPN faculty members and one non-MEPN faculty member. Although effective in their processes this year, the MEPN Program Council felt that they had a limited perspective and would have benefitted from a better balance of voices from within and outside the MEPN faculty group.

The School of Nursing Faculty Council has reviewed and approved this request, and hereby submits the proposed bylaw modification for review and approval by the Academic Committee on Rules and Jurisdiction. You may contact the School of Nursing Faculty Council via the Wilson Hardcastle in the Office of the Academic Senate, wilson.hardcastle@ucsf.edu, or you may contact me directly at meg.wallhagen@nursing.ucsf.edu.

Respectfully submitted,

Margaret Wallhagen, RN, PhD
Chair, School of Nursing Faculty Council
Communication from the Committee on Library and Scholarly Communication  
Lee Ann Baxter-Lowe, PhD, Chair  
February 13, 2011  

Catherine Waters, RN, PhD, Chair  
Committee on Rules and Jurisdiction  
UCSF Academic Senate, Box 0764  

Re: Proposed Revision to Senate Bylaw 165. Committee on Library and Scholarly Communication  

Dear Chair Waters,  

Several years ago, as the system-wide and divisional Committees on Library were increasingly charged with reviewing and taking up matters pertaining to scholarly communication, the system-wide and divisional committees changed their names to the Committee on Library and Scholarly Communication. The UCSF Division formally changed the name of its Committee on Library to the Committee on Library and Scholarly Communication in by a vote of the Division June 12, 2008. However, the duties relating to scholarly communication were not incorporated into the duties of the committee as set forth n Bylaw 165.B.  

The following language is proposed to incorporate this charge into the divisional bylaws for the Committee on Library and Scholarly Communication:  

**165. Committee on Library and Scholarly Communication**  

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.
5. To cooperate with the University Librarian and advise the Faculty and the Chancellor in matters of scholarly communication on behalf of the Division.

The Committee on Library and Scholarly Communication requests review and approval of this language by the Committee on Rules and Jurisdiction before ultimate submission to the Division for approval.

Please contact Senate Analyst Wilson Hardcastle at 476-4245 or wilson.hardcastle@ucsf.edu if you have any questions.

Sincerely,

Lee Ann Baxter-Lowe, PhD, Chair
The Committee on Library and Scholarly Communication
Communication from the School of Medicine Faculty Council
Heather Fullerton, MD, Chair

April 25, 2011

Catherine Waters, RN, PhD
Chair, Committee on Rules and Jurisdiction
UCSF Academic Senate
500 Parnassus Avenue, Box 0764

Re: Proposed revisions to the Regulations of the UCSF School of Medicine

Dear Chair Waters,

Members of the School of Medicine Faculty Council have recently revised the Bylaws and Regulations of the Faculty of the School of Medicine, UCSF. They have created bylaws for the Council’s Standing Committees, as requested by the Liaison Committee on Medical Education (LCME) following their recent visit to UCSF.

Separately they have revised bylaw language regarding:

1. Ex Officio members of the Faculty Council
2. Elected Representatives’ right to vote on the Faculty Council;
3. Officers serving on the Faculty Council;
4. Duties and Powers of the Faculty Council, in particular the number of times the Faculty Council will communicate to the full faculty;
5. Admission to the School of Medicine under Regular Status.

The School of Medicine Faculty Council submits these modifications to the Academic Senate committee on Rules and Jurisdiction for review and approval before submission to a vote of the full faculty.

Justifications

Bylaws of the Faculty of the School of Medicine

Section II.1.A.2. Ex Officio (page 2)
This section has been modified to correct the titles of Ex Officio members. As previously stated, it listed the Associate Dean of Student and Curricular Affairs, a position that no longer exists within the School of Medicine. Council members replaced that title with that of the Vice Dean of Education, SOM.

Section II.1.A.2. Representatives (page 2)
This section has been revised to grant elected representatives—detailed as health sciences clinical and adjunct faculty members of the School of Medicine—on the Council the right to vote.

Section II.1.D. Officers (page 3)
Council members clarified language around the voting body for selection and approval of Council Officers (Chair and Vice Chair). As previously written, it was unclear if “faculty” referred to those serving on the Council or to the full faculty. Prior to this bylaw revision, it was, and remains, the practice of the Council to
notify the full SOM faculty of the selection of the new Chair and Vice Chair of the Faculty Council within one week of the Council’s internal vote.

**Section II.1.D. Officers** (page 3)
Council members added the phrase “and representatives” to allow members to nominate and select (through internal vote) a non-Senate member of the School of Medicine to serve as Chair or Vice Chair of the Faculty Council. Non-Senate members intended for inclusion by this revision are adjunct and health sciences clinical faculty who had previously been nominated and elected to their position on the Council.

**Section II.1.H.2. Duties and Powers** (page 3)
This section was revised to correct bias pronouns regarding the gender of the School’s Dean. It is unknown by Council members what gender future School of Medicine Deans will be. As such, Council members opted to include both genders.

**Section II.1.H.5. Duties and Powers** (page 4)
Council members reduced the number of times they were required to communicate to the full faculty from once each academic term, to once annually. In speaking to justification for this reduction, SOM Faculty Council members addressed the voluminous amount of communication already addressed to faculty from various committees and task forces. Members propose maintaining the Council’s Annual Report as the summary communication to School of Medicine Faculty.

**Section II.2.B.1-2 Committee on Academic Standards, Section II.2.C.1-3 Committee on Admissions, and Section II.2.E.1-2 Screening and Promotions Committees for Years One, Two, Three and Four (page 4-7)**
These sections were newly created to address the request by the LCME accrediting body that the School of Medicine develop bylaws for its Standing Committees.

**Section II.2.D. Committee on Curriculum and Educational Policy** (page 5-6)
This section was modified to make it current with membership, subcommittee, and departmental titles, as well as to clarify the standing committee’s duties.

**Regulations of the Faculty of the School of Medicine, UCSF**

**Section I.A.1.d. Admissions: Graduate Professional** (page 8)
This section was revised to make it current with revised practices within the School of Medicine regarding Admission to Regular Status for students.

Council members recognize that there exist Regulations I through VII (Admissions through Withdrawal). However, as it has only proposed a revision to Section I.A.1.d. Admissions: Graduate Professional, it has opted not to list the remaining Regulations in the attached document so as to save Rules & Jurisdiction committee members both paper and review time.

It is the request of the School of Medicine Faculty Council that the Academic Senate’s Rules and Jurisdiction Committee approve these revisions. If you have any questions, do not hesitate to contact me at fullertonh@neuropeds.ucsf.edu or 415.353.3681.

Sincerely,

**Heather Fullerton, MD**
Chair, School of Medicine Faculty Council
Section I. General Provisions.

1. Functions
   A. The Faculty (1) of the School of Medicine shall govern and supervise the School in accordance with San Francisco Division Bylaw 95.
   B. The officers and committees of the Faculty shall take appropriate steps to inform the entire teaching staff (2) about the affairs of the School. They shall encourage expression by the entire teaching staff of their views on matters of policy affecting the School.

2. Membership and Voting Privileges
   A. When the Faculty is functioning as a Committee of the Division of the Academic Senate, the membership of the Faculty is as specified in Division Bylaw 100, namely:
      1. The President of the University,
      2. The Chief Campus Officer at San Francisco,
      3. The Dean of the School,
      4. All members of the Senate who are members of departments assigned to the School of Medicine.
      Only members of the Faculty who are voting members of the Academic (Am. 6/93) Senate are eligible to vote.
   B. All members of the teaching staff of the School, including those holding titles in the Adjunct (Am. 6/93), Clinical, Lecturer, and Research series, may attend meetings of the Faculty, may make and second motions, and may have the privilege of the floor for discussion.

3. Officers
   A. The Chair and Vice Chair of the Council of the Faculty are Chair and Vice Chair of the Faculty.
   B. The Vice Chair shall act as Secretary of the Council of the Faculty and of the Faculty.
      1. Members of the Academic Senate.
      2. Senate members plus persons with titles in the Clinical, Lecturer and Research Series.
   C. Duties of Officers
      1. The Chair shall preside at all meetings of the Faculty and of the Council of the Faculty. The Chair shall serve as liaison officer of the Faculty to the Dean.
      2. The Vice Chair shall preside in the absence of the Chair at meetings of the Faculty and of the Council of the Faculty. The Vice Chair shall act as Secretary of the Faculty and of the Council of the Faculty; shall prepare the Call and the Minutes for each Faculty meeting; shall
conduct all elections which require mail ballots; shall keep a permanent record of all the proceedings of all Faculty meetings, and shall distribute a copy to each member of the Faculty and all other authorized recipients within fifteen days of the meeting. The Vice Chair shall maintain a valid roster of names of the voting members of the Faculty.

4. Meetings
   A. Frequency - The Faculty shall meet at least once during each Fall, Winter, and Spring academic term and at the call of either of its officers, the Dean, the Faculty Council, or upon written request of ten members of the Faculty. 
   B. Quorum - Twenty members of the Faculty constitute a quorum. 
   C. Order of Business - The order and conduct of business of Faculty meetings shall be guided by the provisions of the Bylaws of the San Francisco division, Chapter IV, Sections I, II, and III. 
   D. General Conferences - The Dean or the Chair of the Faculty may call conferences of the entire teaching staff to discuss matters of general concern. Legislation shall not be adopted at such conferences.

Section II. Committees

1. Council of the Faculty
   A. Members. There shall be seven elected members of the Academic Senate, three ex officio members, two elected representatives from the clinical Faculty, and one elected representative from the adjunct Faculty. (Am. 9/91, 4/92 & 6/93)
      1. Academic Senate Members - At the time of election, at least one member must be at the rank of Assistant Professor, one must be a Full Professor, and at least one must be a member of the Basic Science faculty. No more than two members from one department and its divisions may serve simultaneously. (Am. 9/91 & 4/92)
      2. Ex Officio - The ex officio members shall be: The Dean, the Vice Dean for Education, the Associate Dean of Student and Curricular Affairs, and the Chair of the Committee on Curriculum and Educational Policy.
   B. Terms of Office
      1. The elected members of the Academic Senate are each to have a three-year term, staggered such that two members shall be elected every year.
2. The representatives shall serve three-year terms (Am. 6/93).
3. No elected Senate member or representative may serve more than two consecutive elected terms. (Am. 9/91 & 4/92)

C. Nominations and Elections

1. Procedures for nominating and electing the Council of the Faculty shall be guided by those described in the Division Manual, Ch. V, Bylaw 65, and shall be conducted by the Vice Chair of the Faculty, except that the first election shall be held immediately after the adoption of these Bylaws under the supervision of the Secretary of the San Francisco Division and those elected shall take office forthwith.

2. Representatives - The procedures for nominating and electing the representatives (Section II, 1. A. 3.) shall be the same as above except that the procedure shall be restricted to faculty members in the clinical and the adjunct series who are not members of the Academic Senate and who hold at least a half-time appointment in the School of Medicine. (En. 9/91, Am. 4/92 & 6/93)

D. Officers - The Council of the Faculty shall select from its elected members a Chair and a Vice Chair. Within one week of this internal vote, the Academic Senate will notify the School of Medicine Faculty-at-large of the new Chair and Vice Chair appointments on the Council.

E. Replacements - If an elected Senate member or a representative is unable to serve for four months or longer, the Council of the Faculty shall appoint a replacement member from the appropriate constituency to serve during that period subject to confirmation by the Faculty. (Am. 9/91 & 4/92)

F. Meetings - The Council of the Faculty shall meet at least once in each academic term. Meetings may be called by the Chair, the Dean, or any three members of the Council of the Faculty.

G. Quorum - A quorum shall consist of any five elected members provided that one of the officers or the Dean is present.

H. Duties and Powers

1. In accordance with Division Bylaw 95, the Council of the Faculty shall have authority to act for the Faculty, or to delegate to the Dean authority to act, in the following matters:
   a. in approving petitions of students to graduate under suspension of the Regulations;
   b. in approving the awarding of degrees, certificates and honors at graduation;
   c. in exercising its jurisdiction over scholastically disqualified students;
   d. in dismissing students for causes other than scholastic disqualification.
   All actions carried out under these provisions shall be reported to the Faculty at least once annually.

2. The Council of the Faculty may act for the Faculty with respect to any subject delegated to it by the Faculty and may advise the Dean upon his/her request.
3. The Council of the Faculty shall appoint the Standing Committees of the Faculty established by these Bylaws. New Standing Committees of the Faculty shall be authorized by vote of the Faculty. Special committees of the faculty may be authorized by the Council of the Faculty or by the Faculty. Such special committees shall be appointed by the Council of the Faculty.
4. The Council of the Faculty may establish and maintain liaison with the Faculties of the other Schools of the Division and of other Divisions of the Senate.
5. The Council of the Faculty shall report to the Faculty at least once annually.

2. Standing Committees
   A. General Provisions
      1. The Chair and the members of the Standing Committees established herein shall be appointed by the Council of the Faculty, subject to confirmation by the Faculty at the Fall meeting of the Faculty.
         a. Elected Academic Senate members of the Council of the Faculty are eligible to Chair Standing Committees. (Am. 9/91)
      2. Standing Committees serve terms of one year beginning with the first day of instruction of the Fall academic Term.
      3. Each Standing Committee may appoint such subcommittees as it deems necessary to conduct its business.
      4. All members of the teaching staff of the School who hold titles in the Adjunct (Am. 6/93), Clinical, Lecturer, or Research series may be Advisors or Consultants to any Standing or Special Committees. Such appointees shall be eligible to vote on matters being considered by the Committee except when the Committee chair rules that the subject at issue requires restriction of voting privileges in order to comply with the Standing Orders of The Regents or the Regulations of the Senate.
      5. Each Standing Committee shall formulate standards and policies designed to secure prompt, continuous, uniform fulfillment of its duties. Standards and policies so formulated shall be subject to review by the Faculty.
      6. Each Committee is responsible to and is obligated to report its actions to the Faculty of the School at least yearly except when a Committee makes recommendations and gives advice to the Dean or to other Administrative officers. In this instance, the Committee shall report its recommendations to the Faculty if this action is consistent with the original charge to the Committee and serves the best interests of the University and the School. Committees may also communicate with other Committees of the School or the Division. If a Committee desires advice or approval of an action, it may consult the agency which established it.

B. Committee on Academic Standards
   1. Functions
a. Membership and Voting Privileges

3. Duties

C. Committee on Admissions

1. Functions
   a. The Admissions Committee shall review and evaluate all applications from individuals seeking admission to the entering class of the School of Medicine.
   b. The Admissions Committee is responsible for, and has final authority for selecting the applicants who will matriculate to the School of Medicine.

2. Membership and Voting Privileges
   a. Membership - The Admissions Committee shall be composed of a representative cross section of faculty members and students from the School of Medicine, with faculty predominating in a ratio of at least 2:1. The committee members should reflect the diversity at UCSF with respect to the range of academic disciplines as well as personal characteristics including, but not limited to: age, gender, race, ethnicity, sexual orientation.
   b. Voting Privileges - All members of the Admissions Committee shall have equal voting privileges in selecting members of the entering class.
   c. Term of Office – Members are appointed for three year terms and may be reappointed by the Council of the Faculty. It is the responsibility of the Associate Dean to terminate the service of members who are not able to meet a high standard of performance.

3. Leadership and Duties
   a. The Associate Dean for Admissions shall serve as Chair of the Admissions Committee.
   b. The Associate Dean for Admissions shall select the members of the Admissions Committee and take responsibility for developing and overseeing the procedures that the committee will follow in fulfilling its responsibilities.
   c. The Associate Dean for Admissions is responsible for insuring that the procedures employed in selecting students are consistent with all of the policies and procedures of the University of California, San Francisco.

D. Committee on Curriculum and Educational Policy

1. Membership
   a. This Committee shall consist of the following ex officio members: the Chair of the Faculty; the Dean of the School; the Vice Dean for Education; the Associate Deans of Curricular
Affairs, and Student Affairs; Director of the MSTP; Clinical Education and Academic Affairs; the Assistant Dean of Student Research; a volunteer clinical faculty representative; a volunteer adjunct faculty representative (Am. 6/93); and the Chairs of the curriculum subcommittees.

b. Six other members will be chosen to provide, so far as possible, liaison with the Graduate Council, the basic science departments, the clinical departments, and the affiliated teachings hospitals. (Am. 9/91)

c. One student shall represent each class (total of four) in the MD curriculum and shall have full voting rights.

b. The Chair and Vice Chair shall be appointed by the Council of the Faculty.

c. The Chair is an ex-officio member of the Council of the Faculty and expected to attend all meetings of the Council of the Faculty.

2. Duties

a. The committee shall provide oversight of the MD curriculum, working in collaboration with the Associate Dean for Curriculum and the Vice Dean for Education.

b. The committee shall establish educational policy, review program evaluations, plan future directions for the curriculum, and promote educational innovations and scholarship.

E. Screening and Promotions Committees for Years One, Two, Three and Four

1. Membership

a. This Committee shall consist of the following ex officio non-voting members: the Associate Deans of Curricular Affairs and Student Affairs; the Advisory College mentors.

b. The Committee shall include the following voting members: Course Directors for blocks or courses in the first year of medical school. Course Directors from contiguous second year courses may attend and vote on issues dealing with students’ performance in the last Block or course of the first year’s curriculum.

c. The Chair of the Committee shall be the Associate Dean for Student Affairs.

2. Duties

a. The Committees shall assess the academic progress of all medical students at the end of each block or quarter. The Committee may recommend:

1. Promotion to the next course, quarter, year and/or graduation.
2. Promotion to the next course or quarter subject to certain conditions, or on a probationary status.
3. Repetition of one or more courses or quarters of work on a probationary status.
4. Dismissal from the School of Medicine. All Screening Committee recommendations for dismissal will be reviewed by the Academic Standards Committee.

b. The Committees shall recommend to the Council of the Faculty for approval and to the Dean of the School of Medicine for final action the students that have demonstrated proficiency in the competencies to advance to the next level and to graduate.

F. Committee on Student Welfare
1. This Committee shall consist of the Chairman of the Faculty, ex-officio, the Dean of the School, ex-officio, or the Associate Dean for Students, (n)* other members of the Faculty, and (n)* students in good standing.
2. It shall be the duty of this Committee to study and investigate any specific matter concerning the academic, social, and civil freedoms of a student or a group of students registered in any of the curricula of the School of Medicine, upon the request of the Dean, the Council of the Faculty, or upon petition by the student(s) concerned.
3. The Committee shall advise the Dean, the Faculty Council, and the student petitioner(s) regarding its findings and may make recommendations concerning them.

Section III. Modification of Bylaws
1. Except for Bylaw Section 1.2.A., these Bylaws may be modified at any meeting of the Faculty in accordance with the procedures prescribed in Division Bylaw 35.

Adopted by the Faculty of the School of Medicine, University of California, San Francisco Medical Center - January 19, 1967. Revised December 1981; September 1991 and April, 1992.
*(n) = appropriate number to be determined by the Council of the Faculty.
I. ADMISSIONS

A. GRADUATE PROFESSIONAL
   Curriculum leading to the degree of Doctor of Medicine.
   1. Admission to Regular Status. To be admitted to the School of medicine, an applicant must:
      a. Be eligible for admission to the University of California (SR*418-480).
         (Am. 4/90)
      b. Complete the college subject requirements; take the medical College Admission Test or whatever entrance examination is required by the School of Medicine Bulletin.
      c. Meet the minimum grade point average and complete the required number of units as approved by the Faculty of the School of Medicine and published annually in the School of Medicine Bulletin.
      d. Be evaluated and recommended for acceptance by the Committee on Admissions, and the Executive Board of the Committee on Admissions. (Am. 4/90)
   2. Admission to Advanced Standing. The School of Medicine does not accept students into advanced standing except for those students who are admitted to the DDS/MD program. An applicant must:
      a. Be eligible for admission to the University of California (SR* 418-480).
      b. Complete the college subject requirements; take the Medical College Admission Test or whatever entrance examination is required by the DDS/MD program.
      c. Be evaluated and recommended for acceptance by the Associate Dean of Admissions or his/her designate and the Associate Dean of Student and Curricular Affairs. Students who are accepted to the DDS/MD program will be admitted into advanced standing. Their previous education in the basic sciences will be reviewed and they will be placed in the appropriate year of medical school. (En. 4/90)

B. POSTGRADUATE PROFESSIONAL
   1. Internship and Residency. To be admitted to the programs leading to a Certificate of Completion of Postgraduate Professional Education, an applicant must be evaluated and recommended for acceptance by the appropriate internship or residency committee.