Committee on Rules and Jurisdiction
Patrick Finley, PharmD, Chair

Tuesday, March 19, 2013
10am-12pm
Room U 506

AGENDA

1. Chair’s Report

2. Review of Proposed Bylaw Modification: Request from the School of Medicine Faculty Council to modify bylaws such that the Committee on Curriculum and Educational Policy be more inclusive of the whole of Medical Education curricula at UCSF, February 22, 2013 (Attachment 1)

3. Review of Proposed Bylaw Modification: Request from the School of Medicine Faculty Council updating the bylaws to expand the representation of faculty from the Health Science Clinical and Adjunct series, February 22, 2013 (Attachment 2)

4. Review of Proposed Bylaw Modification: Request from the Bylaw Review Task Force to modify bylaws to ensure administrative consistency, March 12, 2013 (Attachment 3)

5. Review of Proposed Bylaw Modification: Request from the School of Dentistry Faculty Council updating the bylaws and expanding Senate voting rights and privileges to faculty in the Health Science Clinical and Adjunct series. (Attachment 4)

6. Old Business

7. New Business
Communication from the School of Medicine Faculty Council
Joseph Sullivan, MD, Chair

February 22, 2013

Patrick Finley, PharmD
Chair, Committee on Rules and Jurisdiction
UCSF Academic Senate
500 Parnassus Avenue, Box 0764

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

Dear Chair Finley,

The members of the School of Medicine Faculty Council have recently revised the Bylaws of the Faculty of the School of Medicine. The proposed changes below to the current bylaws for the Committee on Curriculum and Educational Policy (Section II.D of Appendix IV, Bylaws, Regulations, and Procedures of the School of Medicine; Bylaws of the Faculty of the School of Medicine) are meant to be more inclusive of the whole of Medical Education curricula at UCSF. The current bylaws restrict input and dominion of CCEP to the Undergraduate MD curriculum only. Now that Graduate Medical Education (GME) has its own curriculum development and oversight process with an Associate Dean for GME, a Director of Curricular Affairs in GME, and a Curriculum Committee, the Residency and Fellowship Programs deserve representation and input into how curricula and policies are shaped in the School of Medicine. The other major change has to do with lengthening the terms of the members so that more voices can be included.

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

Pros/Cons
The inclusion of Graduate Medical Education perspectives will make it possible to develop and guide the initiatives that will cross the UME/GME continuum and to consider how developments in one area impact and affect those in the other. Including the GME focus of the committee will also allow for enhanced faculty input of resident and fellow education.

Any ill effects that the Senate might consider would be the administrative effort in changing the legislation and a more diffuse focus on the specifics of the curriculum and policies of the MD program. We hope to mitigate the former problem with the tracked changes draft below. Regarding the latter issue of diffuse focus on the MD program, CCEP has anticipated that problem by creating a subcommittee called the Integrated Curriculum Steering Committee. This committee oversees the work of the Essential Core Course Committee (ECCC) and the Clinical Core Operations Committee (CCOC). It receives reviews of every course throughout the MD curriculum and also gives these committees guidance in how best to translate and maintain the policies and guidelines established at CCEP. With ICSC in place, CCEP can expand its focus to attend to Graduate Medical Education’s curricular needs as well as Undergraduate Medical Education’s. It can also serve a higher-level role across the Medical Education continuum.
The increased length of term of members to 4 years for faculty and 2 years for students and residents will reinvigorate the membership of the committee. 1-year terms can result in repeated re-appointments of members that ultimately result in extremely long terms. That can lead to waning levels of commitment. By increasing the initial length of term and limiting the number of times each appointment can be renewed, more perspectives will be heard while preserving the important element of institutional memory. In addition, we recommend that we eliminate the seats reserved automatically for volunteer clinical faculty and adjunct faculty. Instead, we have increased the number of at large seats and request that the Faculty council decide on how to distribute the seats.

*Effect of Proposed Changes on Current Legislation*

Other than the changes reflected below to that section of the Academic Senate Bylaws, we do not anticipate other effects to current legislation.

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 Joseph.Sullivan@ucsf.edu.

Sincerely,

Joseph Sullivan, MD
Chair, School of Medicine Faculty Council
Changes to Section II. D. (in tracked changes)

Committee on Curriculum and Educational Policy

1. Functions

a) The committee shall provide oversight and overall accountability for the continuum of medical education at the UCSF school of medicine. This includes direct oversight and accountability for undergraduate medical education, graduate medical education (GME) and continuing medical education (CME) shall participate in the CCEP as described below and report to CCEP for informational purposes. GME and CME will continue to report to the Vice Dean for Education for oversight. MD curriculum.

b) The committee shall establish educational policy, plan future directions for the curriculum, educational programs and environments, evaluate educational programs, and promote educational innovations and scholarship.

c) The chair of the committee shall work closely with the Associate Dean for Curriculum and the Vice Dean for Medical Education to direct the academic programs for the MD program, continuum of medical education.

2. Membership and Voting Privileges

a) The Council of the Faculty with input from the Associate Dean, Vice Dean for Education for Curriculum, shall appoint six eight at large members who will be chosen to provide, so as far as possible, liaison with the basic science departments, the clinical departments, and the affiliated teachings hospitals. (Am. 9/91)

b) Each class in the MD curriculum shall be represented on the committee by one member. Two student representatives from the MD curriculum shall be recommended by the Associate Dean for students and will be appointed by the Faculty Council.

c) Two graduate medical education trainees will be recommended by the Associate Dean for GME and will be appointed by the Faculty Council. One shall be participating in a first board program (i.e. a Resident) and the second from an advanced gme training program (i.e. a Fellow).

d) The following shall serve as voting ex officio members: the Chair of the Faculty; the Dean of the School; the Vice Dean for Education; the Associate Dean for Curriculum; the Associate Dean for Students; the Directors of the MSTP, PRIME, the UCSF/UCB Joint Medical Program, Pathways to Discovery; the Associate Dean for Admissions, Associate Dean for CME and GME, and the Chairs of the UME curriculum subcommittees and the GME Directors of Curricular Affairs and Resident and Fellow Affairs.

e) The Dean of the School of Medicine is a permanent guest.

f) CCEP members eligible for the position of Chair of CCEP include any non Dean’s staff members of CCEP who have completed one term on CCEP. They will be recommended jointly the Vice Dean for Education and the Chair of the Faculty Council and will be appointed by the Faculty council. They will serve two years as Chair and one as immediate past chair. The Chair shall be appointed by the Council of the Faculty with input from the Associate Dean for Curriculum.

2. Terms

a) At large (non ex officio) faculty members shall be appointed for a term of
fourthree years, renewable once and staggered such that no more than half of the At large members rotate off at once. Members may be removed if they have repeated absences from meetings or fail to carry out appointed responsibilities.

b) Student and Resident members shall be appointed for a two-year, non-renewable terms.

3. Reporting Relationship

d) The CCEP reports jointly to the Vice Dean of Education for the School of Medicine for strategic visioning and to the Faculty Council for curricular oversight and educational policy changes.

b) The CCEP Chair is an ex-officio member of the Council of the Faculty and expected to attend all meetings of the Council of the Faculty.
Communication from the School of Medicine Faculty Council
Joseph Sullivan, MD, Chair

February 22, 2013

Patrick Finley, PharmD
Chair, Committee on Rules and Jurisdiction
UCSF Academic Senate
500 Parnassus Avenue, Box 0764

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

Dear Chair Finley,

The members of the School of Medicine Faculty Council have recently revised the Bylaws of the Faculty of the School of Medicine. The Council has made revisions to update the bylaws and to expand the representation of faculty from the Health Science Clinical and Adjunct series.

Separately they have revised bylaw language regarding:

Bylaw Updates
1. Detailing the role and responsibility of the Executive Office
2. Broadening the Council’s membership requirements
3. Ensuring continuity of institutional knowledge by controlling the number of members that rotate off each period

Senate Membership
1. Granting voting privileges to all SOM faculty who hold at least a half-time appointment
2. Removing references to Academic Senate and Non-Senate members
3. Increasing the number of Health Science Clinical and Adjunct faculty representatives allowed to be members

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 I.2.2 Membership and Voting Privileges (page 1)
The Council has updated this section by changing “Chief Campus Officer” to “Chancellor.” This change was made to be consistent with the bylaws of the Division and other Faculty Councils.

Section I.2.4 Membership and Voting Privileges (page 1)
This section has been revised to extend voting privileges to all faculty members of the School of Medicine who hold an appointment of at least half-time. The Faculty Council does acknowledge that in the future, the Council of the School of Medicine could be called upon to comment on policies pertaining to the systemwide Academic Senate. In these rare cases, the Council will conduct a vote, but the Executive Office of the Division will only count the votes of faculty in the senate series (Ladder Rank, In Residence and Clinical X). Additionally, in anticipation of this event, the Council will always maintain a majority of senate series faculty to ensure that the Council can always conduct a recognized vote.
Section I.3.A. Officers and Section I.4. Duties of the Executive Committee (pages 1 and 2)

Council members updated the bylaws by shifting the committee staffing responsibilities from the Vice Chair of the Council to the Academic Senate’s Executive Office. This change was made to accurately reflect the current role of the Executive Office. The responsibilities of the Executive Office are now detailed in the new Section I.4.

Section II.1.A. Council of the Faculty and Section II.1.A.1 Elected (page 2)

Council members have made several revisions to the membership of the Faculty Council. These changes were made to increase the number of non-senate faculty members on the Council and to update the language to broaden the membership requirements. To increase representation of non-senate faculty, the Council has revised the number of elected non-senate members to go from three to four. This change was made because the Council feels that faculty members from Health Science Clinical and Adjunct series make up the majority of the academic population at the School of Medicine and that representation should be granted accordingly. The bylaw changes are also consistent with a Divisional effort to expand Senate membership.

In addition, Council members have updated the membership language to reflect the multiple roles of faculty in the School of Medicine. For example, instead of stipulating requirements for a particular group, such as Basic Scientist, the SOM faculty will now have the flexibility to elect members that may have overlapping responsibilities and represent multiple interests.

Section II.1.A.2. Ex Officio (page 3)

Council members added two Ex Officio members to the Council. These now include the Vice Dean for Academic Affairs and the Associate Dean for Graduate Medical Education. The members were added to now include representation of important parts of the School.

Section II.1.A.3. Representatives (page 3)

Council members removed this section and moved all references to Health Science Clinical and Adjunct to Section II.1.A.1 Elected. The Council made this change to expand representation and remove all bylaws that limit voting rights to just faculty from the Ladder Rank, In Residence and Clinical X series.

Section II.1.B.1. Terms of Office (page 3)

Council members removed “Academic Senate” to be consistent with the changes to Section II.1.A. Council of the Faculty and Section II.1.A.1 Elected. Council members also wanted to ensure continuity in the Council’s membership, so they revised the bylaws to confirm that no more than one-third of the Council would rotate off the Council in a given year.

Section II.1.B.2. Terms of Office (page 3)

Council members removed “The Representatives shall serve three year terms” to be consistent with the changes to Section II.1.A. Council of the Faculty and Section II.1.A.1 Elected.

Section II.1.B.3. Terms of Office (page 3)

Council members removed the references to “Senate” and “Representatives” to be consistent with the changes to Section II.1.A. Council of the Faculty and Section II.1.A.1 Elected.

Section II.1.C.1 Nominations and Elections (page 3)

Council members updated this section by removing the nomination and election responsibilities from the Vice Chair. The responsibility to conduct elections is now referenced in Section I.4. Duties of the Executive Committee.

Section II.1.E. Replacements (page 3)

Council members removed “Senate” to be consistent with the changes to Section II.1.A. Council of the Faculty and Section II.1.A.1 Elected.

Section II.1.H.3. Duties and Powers (page 4)
Council members want to revise the bylaws to read that the standing committee members are approved, rather than appointed, by the Council. This change was made to reflect current practice.

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 Joseph.Sullivan@ucsf.edu.

Sincerely,

Joseph Sullivan, 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 Chancellor,
      3. The Dean of the School,
      4. All members of the Faculty who are members of departments assigned to the School of Medicine that have an appointment of at least half-time. 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.
      1. 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.
   B. 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. Duties of the Executive Office
   A. 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:
      1. Maintaining proper records;
      2. Sending advance notice (call) for meetings and presentation to the faculty, in advance of any meetings, of adequate information regarding matters to be considered;
      3. Maintaining Minutes of each Faculty Meeting;
      4. Conducting all elections;
      5. Keeping a valid roster of voting members of the Faculty;

4-5. Meetings
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.

A. Quorum - Twenty members of the Faculty constitute a quorum.

B. 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.

C. 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. The Council of the Faculty shall have seventeen elected members of the Academic Senate and five 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 & 1/13)

   1. Elected: Representing the broad interests and activities of the School of Medicine, Academic Senate Members - At the time of election, the Faculty shall elect the Council of the Faculty must include six members from the Ladder Rank, In Residence and Clinical X series, and four members from the Health Science Clinical and Adjunct series. At least one member must be at each faculty the rank of Assistant Professor, one must be a Full Professor, and must represent the faculty XX? within the School. 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. In addition, two representatives shall be elected by faculty in the Health Sciences Clinical series and one representative shall be elected by Faculty in the Adjunct series. These elected representatives must hold at least half-time appointments in the Health Sciences Clinical or Adjunct series in the School of Medicine. (Am. 9/91, 4/92, & 1/13)

   2. Ex Officio - The ex officio members shall be: The Dean, the Vice Dean for Education, Vice Dean for Academic Affairs, Associate Dean for Graduate Medical Education, and the Chair of the Committee on Curriculum and Educational Policy.

   3. Representatives - Two representatives shall be elected by faculty in the clinical series (who are not members of the Academic Senate) and one representative shall be elected by Faculty in the adjunct series (who are not members of the Academic Senate); and these representatives shall be entitled to participate in the deliberations of the Council, but without the right to vote. (A.S. Bylaws 50-A. and 45 and Legislative Ruling 4.67). These elected representatives must hold at least half-time appointments in the clinical or adjunct series in the School of Medicine (also see Section II. 1. C. 2). (Am. 9/91, 4/92, & 6/93)

B. Terms of Office

   1. The elected members of the Academic Senate are each to have a three-year term, staggered such that one member one-third of the Council 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, subject to confirmation by the Faculty. These positions may be held for one or two years, depending on the vote of the council at the beginning of the term.

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 approve all appointments of 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 each Fall, Winter, and Spring academic term.

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, with input from the School of Medicine deans, subject to confirmation by the Faculty at the Fall meeting of the Faculty.

   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 Council of the Faculty.

6. Each Committee is responsible to and is obligated to report its actions to the Council of 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 Council of 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.

A. Committee on Academic Standards
   1. Functions
      a. The Academic Standards Committee shall evaluate the performance and progress of students who have experienced significant difficulty in their academic performance.
         a. The committee shall review recommendations to dismiss students from the School of Medicine, which are made by the Screening and Promotions Committees.
         b. The committee makes recommendations to the Vice Dean for Education concerning the academic progress or dismissal of medical students.
   2. Membership and Voting Privileges
      a. The Council of the Faculty with input from the vice dean for education appoints seven members of the faculty and the chair. None of the members may sit on Screening and Promotions Committees. All members have full voting privileges.
         a. The Associate Dean for Curriculum and the Associate Dean for Students serve as ex officio, non-voting members who assist the voting members as needed.

B. Committee on Admissions
   1. Functions
      a. The Admissions Committee shall review and evaluate all applicants to the School of Medicine MD program.
         a. The Admissions Committee is responsible for, and has sole authority to select the applicants who will matriculate to the School of Medicine.
   2. Membership and Voting Privileges
      a. The Council of the Faculty with input from the associate dean for admissions shall appoint the Admissions committee which 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 of the UCSF community.
         a. The Associate Dean for Admissions shall serve as Chair of the committee and take responsibility for developing and overseeing the procedures that the committee will follow in fulfilling its responsibilities, and 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.
         b. The Associate Dean for Students shall serve on the Admissions Committee as an ex officio non-voting member.
c. All members of the Admissions Committee shall have equal vote in selecting members of the entering class.

C. Committee on Curriculum and Educational Policy

1. Functions
   The committee shall provide oversight and overall accountability for the MD curriculum.
   a. The committee shall establish educational policy, plan future directions for the curriculum, evaluate educational programs and promote educational innovations and scholarship.
   b. The chair of the committee shall work closely with the Associate Dean for Curriculum and the Vice Dean for Education to direct the academic programs for the MD program.

2. Membership and Voting Privileges
   The Council of the Faculty with input from the Associate Dean for Curriculum shall appoint six members who will be chosen to provide, so far as possible, liaison with the basic science departments, the clinical departments, and the affiliated teaching hospitals. (Am. 9/91)
   a. Each class in the MD curriculum shall be represented on the committee by one member.
   b. The following shall serve as *ex officio* members: the Chair of the Faculty; the Dean of the School; the Vice Dean for Education; the Associate Dean for Curriculum; the Associate Dean for Students; the Directors of the MSTP, PRIME, the UCSF/UCB Joint Medical Program; a volunteer clinical faculty representative; an adjunct faculty representative (Am. 6/93); and the Chairs of the curriculum subcommittees.
   c. The Chair shall be appointed by the Council of the Faculty with input from the Associate Dean for Curriculum.
   d. 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.

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

1. Functions
   The Committees shall assess the academic progress of all medical students at the end of each block, quarter or academic year. 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. Referral to the Academic Standards Committee when a student's academic performance requires a comprehensive performance review for failure to make satisfactory academic progress and/or meets criteria for dismissal. (see Regulations of the Faculty of the School of Medicine, VI. DISQUALIFICATION, C. STUDENT DISMISSAL)

   a. 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 who have achieved the competencies and fulfilled the requirements for the MD degree and who should graduate.

2. Membership
   The Committee shall include the following voting members: The relevant course or clerkship directors or their designees.
   a. This Committee shall also consist of the following *ex officio* non-voting members: the Associate Dean for Curriculum and the Associate Dean for Students; and the Advisory College mentors.
   b. The Chair of the Committee shall be the Associate Dean for Students.
E. Committee on Student Welfare

1. Functions
   a. The Committee shall study and investigate any specific matter concerning the
      academic 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.
      b. The Committee shall advise the Dean, the Faculty Council, and the
         student petitioner(s) regarding its findings and may make
         recommendations as requested.

2. Membership
   a. The committee shall be appointed by the Council of the Faculty with input from
      the Associate Dean for Students and shall consist of four faculty members who
      are familiar with the MD program and two students in good standing.

Section III. Modification of Bylaws

6. 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

*(n) = appropriate number to be determined by the Council of the Faculty.
Communication from the Bylaw Review Task Force
Anne Slavotinek, MD, Chair

March 14, 2013

Patrick Finley, PharmD
Chair, Committee on Rules & Jurisdiction
UCSF Academic Senate
finleyp@pharmacy.ucsf.edu

Re: Proposed Administrative Revisions to the San Francisco Division Bylaws

Dear Chair Finley,

As part of its comprehensive review of the San Francisco Division Bylaws, the Bylaw Review Task Force proposes the following administrative changes.

**Background**
The UCSF Academic Senate Membership Task Force has sought to remedy disparities among the faculty series at UCSF (Ladder Rank, In Residence, Clinical X, Adjunct and Health Sciences Clinical) via a number of recommendations for policy, practice and bylaw revisions. The Bylaw Review Task Force was convened to review the San Francisco Division Bylaws to identify opportunities for revision to remedy disparities among the faculty series while remaining in compliance with existing University of California rules including the Standing Orders of the Regents, UC Systemwide Academic Senate bylaws, the Academic Personnel Manual, etc. Upon reviewing the Division Bylaws for possible content changes, the Task Force identified an opportunity for a comprehensive administrative review and revision.

**Proposed Modification**
The attached tracked-changes document includes the proposed administrative revisions to the San Francisco Division Bylaws. Guiding principles for these revisions included:

- establishing that “Division” means “San Francisco Division” at the start of the document;
- changing “will” to “shall”, as needed, to conform with the Merriam-Webster definition 2b for “shall”: used in laws, regulations, or directives to express what is mandatory (http://www.merriam-webster.com/dictionary/shall);
- replacing “will” or “shall” with a different verb where appropriate (i.e. “The committee shall consist of…” replaced by “The committee consists of…”);
- revise future tense language drafted prior to the establishment of the bylaws to present tense to reflect current practices;
- adding “Health Sciences Clinical” for faculty titles for bylaws drafted before the title existed;
- uniform application of capitalization rules;
- application of UCSF editorial style standards (http://www.ucsf.edu/sites/default/files/documents/ucsf_edit_guidelines_oct07_1.pdf);
- deletion of references to outdated practices, such as paper ballots for elections;
- and other changes to improve the clarity of the bylaw language.

The Bylaw Review Task Force requests that Committee on Rules & Jurisdiction review and approve the proposed administrative changes to the San Francisco Division Bylaws.
Sincerely,

The Bylaw Review Task Force
Anne Slavotinek, MD (Chair)
Barbara Burgel
Doug Carlson
Patrick Finley
Stefan Habelitz
Bylaws and Regulations of the San Francisco Division of the Academic Senate

PART I
BYLAWS OF THE SAN FRANCISCO DIVISION
Chapter I AUTHORITY
A. The membership, duties, powers, and privileges of the Academic Senate are defined by the Standing Orders of The Regents of the University of California. The relevant sections of these Standing Orders are contained in Appendix I of the manual, which is declared an integral part of these Bylaws.
B. The San Francisco Division (hereafter referred to as "Division") is a Committee of the Academic Senate of the University of California and is subject to provisions of the Bylaws of the Academic Senate. It shall has authority to organize, select its own officers and committees, and adopt rules and regulations for the conduct of its business, as provided below.

Chapter II MEMBERSHIP, POWERS, AND DUTIES
1. Membership
A. Transferring of Voting Privileges, Membership of Statewide Officers: A member of the Academic Senate temporarily assigned to the San Francisco campus may transfer his or her voting privilege from his or her home campus to the San Francisco Division during his or her assignment by certifying in writing the desired transfer to the Division Secretary. Academic Senate members holding statewide appointments only and not enrolled in another Division may enroll in the San Francisco Division upon request to the Divisional Secretary. [Academic Senate Bylaw 305 (A)(4)]
B. Voting Privileges of Instructors and Visitors: Instructors with less than two (2) years of service may not vote (Standing Orders of The Regents, Chapter IX, see Appendix I) in meetings of the Division, its Faculties, or in mail or electronic ballots. Members of other Divisions may attend meetings of this Division, with the privilege of the floor, and may make motions, but may not second motions or vote.

5. Powers and Duties
A. General Provisions: This Division has authority to organize, select its own officers and committees, and adopt rules and regulations for the conduct of its business in accordance with the Bylaws of the Academic Senate. The current edition of Sturgis’ *The Standard Code of Parliamentary Procedure* serves as the guide to the Division for all parliamentary situations that are not provided for in the law or in the Standing Orders of the Regents, the Bylaws of the Academic Senate, or these Divisional Bylaws. [Am 18 Nov 04]

1. The Division is empowered to receive and consider reports and recommendations from the Faculties of Colleges and Schools located wholly or partly in San Francisco, local administrative officers, the Office of the President, The Regents, Committees of the Senate, and other Divisions.

2. It may originate and take final action on legislation substantially affecting only the San Francisco Division [Academic Senate Bylaw 310 (A)(3)]; establish Faculties in any schools affiliated with the Division; transmit resolutions directly to the President on any matter of University concern; initiate Memorials to The Regents on any matter of University concern, subject to the provisions of Academic Senate Bylaw 311 (B); and submit reports and recommendations to the Academic Senate, or to the Assembly, regarding changes in Academic Senate legislation and any other matters of general concern.

3. The Division exercises all powers of the Academic Senate not specifically delegated to the Assembly or to the Standing Committees of the Academic Senate.

B. Electronic Voting

In addition to other forms of voting as described in these Bylaws, the Division may, at the discretion of the Secretary, use appropriately secure forms of electronic communication where notification, mail ballot or other Division business is described in these Bylaws. [Am 17 June 99]

7. Areas of Responsibility

A. The following shall be considered as among the matters requiring action only by the San Francisco Division of the Academic Senate. [Academic Senate Bylaws 310, 312]

1. Matters other than those mentioned under Section 7.B (below) which concern Faculties situated within the jurisdiction of only this Division provided that parallel Colleges or Schools do not exist within the jurisdiction of other Divisions.

2. In the case of parallel Colleges or Schools situated within the jurisdiction of more than one Division of the Academic Senate, matters pertaining to each College or School shall require action only by the Division immediately concerned, except in such matters as are mentioned under Section 7.B (below).

3. Matters concerning curricula offered within the jurisdiction of only the San Francisco Division of the Academic Senate.
B. The following shall are considered matters of such general concern as to come within the jurisdiction of the Academic Senate through the Assembly: [Academic Senate Bylaws 310, 311]

1. Requirements for admission to undergraduate status and minimum requirements for admission to graduate status.

2. General regulations such as those concerning registration, residence, and minimum unit requirements for degrees and certificates; general requirements for the Bachelor's Degree (including military training and Subject A); general regulations concerning the grade point system, credit for courses, and examinations; University Extension policy; and general regulations concerning disqualification and reinstatement of delinquent students.

3. Matters other than 1 and 2 above, involving inter-relationships of parallel Schools or Colleges in two or more Divisions.


C. Authorization of Courses, Curricula, and Higher Degrees: The San Francisco Division authorizes and supervises all courses of instruction and curricula in the Schools and in the Graduate Division at San Francisco. A proposal by the Divisional Graduate Council for a new program for an existing degree may be transmitted directly to the Coordinating Committee on Graduate Affairs. A proposal by the Divisional Graduate Council for a new graduate degree may be transmitted to the Coordinating Committee on Graduate Affairs only after approval by the Division.

D. Curricular Changes: No change in the curriculum of a School at San Francisco may be made by the Division until the matter has been formally considered by the E-faculty concerned. [Academic Senate Bylaw 51]

E. Recommendation of Candidates: The San Francisco Division will recommend to the President of the University all candidates who have completed the requirements for degrees in a School, College, or Graduate Division, which are subject to its jurisdiction. [Divisional Bylaw 95 (D)] This duty may be delegated to a committee of the Division or one of its officers.

Chapter III ORGANIZATION

A. Executive Officer: The President of the University is ex officio President of the Academic Senate and a member of the Assembly of the Division and its Faculty. The President of the University is ex officio President of the Academic Senate, Assembly, and a member of the San Francisco Division and of its Faculties.

B. Officers: The elected officers of the San Francisco Division shall consist of the members of the Committee on Committees. Their election is prescribed in these Bylaws (102). The appointed officers (with Divisional confirmation) shall consist of the Divisional Chair, Vice Chair, Secretary, and Parliamentarian.

C. Terms: All officers shall hold office for the term specified in these Bylaws or until their successors are elected or appointed.

10. Chair

A. Term: Two years.

B. Duties: To coordinate the work of all Divisional Committees. The Chair may participate in a non-voting capacity in any committee unless the matter under
consideration is not to be reported directly to the Division. The Chair may refer matters to the Committees of the Division.

1. To preside over all the meetings of the San Francisco Division.
2. To submit an annual budget request to support the work of the Division and its office. To control all expenditures for any budget granted for that purpose.
3. To present an annual report to the Division on the work of the Executive Office and on any other matter of common concern.
4. To determine initially whether proposed legislation is solely of Divisional concern. This decision may be appealed to the Division. [Academic Senate Bylaw 311 (D)(3)]
5. To serve ex officio as a member of the Assembly and of the Academic Council of the Assembly. [Academic Senate Bylaws 104 (A)(3) and 125 (A)(3)]
6. To appoint special ad hoc committees with the majority approval of the Coordinating Committee. [Divisional Bylaw 85 (A)]
7. To forward to the President, on behalf of the San Francisco Division, the list of candidates approved for degrees or certificates. [Divisional Bylaw 7 (E) and 95 (D)] To report such action, including the number and extent of waivers of requirements for degrees, at the next regular meeting of the Division.

C. Vacancy of Chair: In the event a Chair is unable to complete a full term of office, the Vice Chair shall serve as Acting Chair and the Secretary of the Division shall notify the Committee on Committees, which shall appoint, with Divisional approval as provided in these Bylaws, a new Chair to fill the unexpired term, (if said unexpired term is longer than three months).

13. Vice Chair
A. Term: Two years.
B. Duties:
   1. In the absence of the Chair, to assume all of the Chair's duties.
   2. To assist the Chair.

15. Secretary
A. Term: Two years.
B. Duties:
   1. In the absence of the Chair and Vice Chair, to call meetings to order and assume the duties of the Chair.
   2. To prepare the Call and Minutes for Division meetings.
   3. To oversee and be responsible for decisions regarding elections, voting procedures, and processes that determine the membership of the Division and its Faculties. [Am 1 Sep 03]
   4. To maintain the roll of members of the San Francisco Division and its Faculties.
   5. To transmit actions by the Division and its Committees to members of the Divisional Committees concerned, officers and agents of the Senate, and administrative officers.
6. To refer petitions of students or other materials received by the Secretary to appropriate committees. Upon direction from the Chair, to present petitions and findings to the Division. [Am 1 Sep 03]

7. To retain permanent records of the proceedings of Division meetings and make information available to each member of the Division and other authorized recipients within the time stated in the Bylaws.

8. To supervise the Division Senate Executive Office and its Administrative Director. Supervision includes annual performance review of the Director and oversight of office staff. To act as liaison with the Director of Faculty Relations and Administrative Services regarding office operations and staff. [Am 1 Sep 03]

17. **Parliamentarian**
   A. Term: Two years. [Am 1 Sep 03]
   B. Appointment and Membership: The Parliamentarian is appointed by the Committee on Committees in consultation with the Divisional Chair-elect.
   C. Duties:
      1. The Parliamentarian shall advise and assist other Divisional committees, members, and staff members as requested. [Am 1 Sep 03, 18 Nov 04]
      2. At Divisional meetings, the Parliamentarian shall advise the presiding officer with regard to rulings or procedures. [Am 1 Sep 03, 18 Nov 04]

18. **Representative Assembly (abolished 2003)**

20. **Divisional Representatives to the Assembly**
   A. Term: Two years. Divisional representatives may not serve more than two consecutive terms, but may become eligible after the lapse of two or more years following the conclusion of their second consecutive term. The terms of the representatives shall be staggered. [Senate Bylaw 104]
   B. Selection: Appointed by the Committee on Committees. [Divisional Bylaw 105 (C)(1)] An ex officio member of the Assembly is not eligible to be also Divisional Representative or Alternate. The number of Divisional Representatives of the San Francisco Division is established by the Bylaws of the Academic Senate. [Senate Bylaw 104]
   C. Alternate: The selection of the Alternate Divisional Representative shall be in conformity with Divisional Bylaws 20 (A) and 105 (C)(1). The Alternate shall serve in the Assembly only in the absence or disability of a principal (LR 4.71). [Am 23 Mar 72]

25. **Executive Office**
   A. Organization: The Executive Office of the San Francisco Division provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance in matters concerning members of the Division and associated UCSE faculty. The office is under the supervision of the Secretary of the Division and is managed by the Administrative Director. [Am 1 Sep 03]
   B. Duties:
      1. To maintain a depository of all records of the Division.
      2. To provide professional support in the way of analytical, research, and policy review and administrative services as required by the Officers and committees of the Division. [Am 1 Sep 03]
3. To maintain complete files (electronic or paper) of minutes, reports, and agendas of all Divisional committees, and of other Academic Senate agencies.

4. To maintain on file the current membership of the Division, the current Academic Senate committee service of each member of the Division, and the current roster of all committees of the Academic Senate.

5. To coordinate, administer, and manage all grant funds distributed through the Division and its committees. [Am 1 Sep 03]

6. To coordinate and administer the preparation of In Memoriam resolutions in consultation with the Committee on Faculty Welfare. [Am 1 Sep 03]

7. To provide assistance and guidance and to facilitate communication among Division Officers, committees of the Division, and Academic Senate committees and staff. [Am 1 Sep 03]

8. To coordinate and administer all Divisional electronic nomination, calls for service, voting, and polling activities. [Am 1 Sep 03]

Chapter IV MEETINGS
Section I. General Provision: Uniformity of Procedures
All agencies and committees of the Division shall adhere to the procedures specified in this chapter whenever these procedures are applicable as determined by the Divisional Committee on Rules and Jurisdiction.

Definitions: The following definitions apply to all matters within jurisdiction of the Division:
A. Legislation: The term "legislation" denotes Bylaws and Regulations of an Academic Senate Agency.

1. Bylaws are legislative acts which are in effect a constitution defining the membership and organization of the San Francisco Division of the Academic Senate. They also inherently reflect the philosophy and objectives of academic self-government primarily derived from the powers and duties delegated to the Academic Senate by the Standing Orders of The Regents. (Appendix 1)

2. Regulations are legislative acts concerned primarily with the execution of the powers and duties of the San Francisco Division as they apply to the day by day rules of procedure and functioning of the educational, research, and service activities of the University and its various units, which are the responsibility of the Academic Senate. Regulations shall not modify or be in conflict with any Bylaws of the Academic Senate.

B. Modification of Legislation: The term "modification of legislation" denotes new legislation and amendments or repeal of existing legislation.

C. Day: The term "day" denotes a day of instruction (including Saturday) unless specified otherwise.

Section II. Specific Provisions
30. Quorum: Forty voting members of the Division shall constitute a quorum for the transaction of business at a Division meeting or for the purpose of a Divisional vote. [Am 22 Jan 70]

31. Attendance of Non-members of the Division
A. The Presidents of the official student body organizations recognized by the Division, or their student representatives, may attend all meetings of the Division as official spokespersons of the students and shall have the privilege of the floor only for participating in the discussion.

B. To facilitate conduct of the meeting including the counting of votes, a section of the meeting room shall may be reserved by the Chair for voting members of the Division, and the official spokesperson of the students. Other registered students and other academic personnel of the San Francisco campus may attend meetings of the Division, subject to the extent of the unreserved seating and the meeting being open (see C below). The Chair may recognize such non-members of the Division for participation in the discussion only.

C. Meetings of the Division shall are open to the official spokespersons of the students. They shall are open to other registered students and other academic personnel of the San Francisco campus in accordance with (A) and (B) above, but they shall ordinarily be are closed to all other persons (see D below). In the call to the meeting the Chair, subject to the approval of the Coordinating Committee, may designate the meeting (or part of the meeting) as closed to registered students (other than the official spokesperson of the students) and other academic personnel of the San Francisco campus. For open meetings, the call to the meeting shall will be posted at or near the Division Executive Office. After a meeting has started, the designation of the meeting as open or closed may be changed by a majority vote of the members present.

D. The only non-members of the Division to whom the meetings are ordinarily open are the registered students or other academic personnel of the San Francisco campus. A meeting may be opened to other specific interested persons or groups of persons from the San Francisco campus community at the discretion of the Chair. Members who wish similarly to invite non-members may request the Chair to exercise his or her discretion in the manner above. The Chair shall will declare the presence of all such persons or groups of persons present before proceeding with the meeting. At any time during the course of a meeting, it may be opened or closed to specific non-members or groups by a majority vote of the members present. [En 12 Mar 70] [Am 1 Sep 03]

35. Modification of Legislation

No Bylaw, Regulation, or Procedure of the Division or its Faculties (for exception see 35 (F) below) may be added to, amended, or repealed, in whole or in part, except as specified in Appendix VIII and paragraphs A-F below: [En 22 April 92, 18 Nov 04].

A. Due Notice and Review: Subject to the provisions of the Bylaws of the Academic Senate, legislation may be modified at any meeting of the Division, provided that the proposed modification has been distributed to the membership, in writing, at least five days before the meeting. [Academic Senate Bylaw 312 (C)]

B. Requisite Majorities: Adoption, repeal, or amendment of a Divisional Bylaw requires a two-thirds affirmative vote of all members voting and present at a meeting or participating in electronic voting, as long as there is a quorum. Regulations may be modified with the approval of a majority of the members voting. [Am 1 Sep 03]
C. Formal Presentations: All proposed legislation presented to the Division shall be accompanied by a statement of the purpose and effect of the proposal (including claimed undesirable effects, when the Coordinating Committee deems them applicable), as well as a text of any legislation to be modified or adopted. [Am 4 May 72]

D. Effective Date: Legislation becomes effective on September first following its approval by the Division, unless otherwise stated in such legislation. [En 22 Jan 70]

E. Suspension of Regulations: On recommendation of a committee of the Division, any Divisional regulation concerning students may be suspended in individual instances by three-fourths affirmative vote of the voting members present at any meeting of the Division.

F. Faculty Council Legislation: Adoption, repeal, or amendment of Bylaws, Regulations, or Procedures of a faculty that do not affect other faculties need to be approved only by that faculty. [En 22 April 92] Faculty Council Legislation: Adoption, repeal, or amendment of Bylaws, Regulations, or Procedures of a faculty, which do not affect other faculties, need be approved by only that faculty. [En 22 April 92]

40. Divisional Meetings

A. Annual Meeting: There shall be at least one annual meeting of the Division. The annual reports of the standing committees will be presented at the annual Divisional meeting or by electronic communication. The Chair and Secretary shall complete the meeting schedule of meetings(s) in September. [Am 5 June 73, 1 Sep 03]

B. Special Meetings: The President of the Academic Senate or the Chair of the San Francisco Division may call a special meeting at any time during the academic year. At the written request of ten voting members of the Division, a special meeting shall be called by the Chair or the Secretary in the Chair's absence. The meeting can consider any items indicated in the request. [Academic Senate Bylaws 90 (B) and 315 (A)(1)]

C. Emergency Meetings: The President of the Academic Senate or the Chair of the San Francisco Division may call an emergency meeting of the Division. An emergency meeting shall also be called at the written request of 10 voting members, and shall be organized by the Chair of the Division. The call for such a meeting shall be sent to every member of the Division and to the Chair of each academic department for transmittal to the members of his or her department at least 48 hours before the meeting. The order of business is that specified for special meetings. Legislation may not be modified at an emergency meeting. The call shall contain a statement of the purpose of the meeting. [Divisional Bylaw 45 (B)] [Am 1 Sep 03]

41. Representative Assembly Meetings (abolished 2003)

45. Agenda and Minutes of Meetings

A. Call for a Meeting: At least six days before each meeting of the Division, the Secretary shall send at least one copy of the call to meeting, together with all pertinent documents, to every member of the San Francisco Division; to the President, Vice President, and Secretary of the Academic Senate; to divisional offices; and to members of the University Committee on Rules and Jurisdiction. The call shall include
the text of any legislation to be modified and a statement of the purpose, pro and con (when applicable) of the proposal, and its effect on existing legislation. [Am 4 May 72]

B. Action on Items Not on the Call: Such items can be taken up only after unanimous consent. Approval of three-fourths of the voting members present at a meeting of the Division is required for final action to be taken on any non-legislative item of business not included in the Call for the Meeting. [Divisional Bylaw 35]

C. Minutes: Within fifteen days after each meeting of the Division, the Secretary shall send at least one copy of the minutes to every member of the Division, to the President and Vice President of the Academic Senate, to Divisional offices, to the Secretary of the Senate, and to the members of the University Committee on Rules and Jurisdiction. [Academic Senate Bylaw 315 (F)]

Section III. Rules of Order:
General Provision: All meetings of the Division are governed by the procedures specified in this Bylaw. Annual reports of the Standing committees of the Division shall constitute a special order for a regular meeting of the Division.

50. Order of Business at Regular Meetings
A. The order of business at regular meetings is as follows:
   1. Minutes
   2. Announcements by the President and Chancellor
   3. Announcements of the Chair and others
   4. Special Orders
   5. Reports of Special Committees
   6. Reports of Standing Committees, Faculties, and the Assembly Delegation
   7. Petitions of Students
   8. Unfinished Business
   9. University and Faculty Welfare
   10. New Business
B. Consent Calendar: Agenda items deemed non-controversial by the Chair of the Division in consultation with the Coordinating Committee may be placed on a Consent Calendar under Special Orders in the call. Approval of all business on the Consent Calendar requires a single unanimous vote. Any member of the Division may request that any Consent Calendar item be removed. Said matter must be transferred to the regular order of business to be conducted. [En 22 Jan 70] At any regular meeting of the Division, this order of business may be suspended by a vote of two-thirds of the voting members present.

51. Roll Call Vote (abolished 2003)

55. Order of Business at Special Meetings
A. The order of business at special meetings is as follows:
   1. Minutes: The reading of the minutes may be omitted with the approval of two-thirds of the voting members present.
   2. The special business of the occasion.
   3. Any other business authorized by unanimous consent of the voting members present.
B. Authority in Questions of Order: Questions of order not covered by these Bylaws are to be governed by the most recent edition of Sturgis' *Standard Code of Parliamentary Procedure*. If not covered there, Roberts' *Rules of Order* govern. [Am 22 Jan 70]

**Section IV. Resolutions and Memorials**

60. Resolutions to the President

A. The term "resolution" shall designate a declaration or petition addressed to the President, but not intended for transmission to The Regents.

B. On any matter of University concern, the Division may submit resolutions directly to the President with copies to the Assembly. [Academic Senate Bylaw 311 (B)]

63. Memorials to The Regents

A. The term "memorial" shall designate a declaration or petition addressed to the President for transmission to The Regents.

B. The San Francisco Division may initiate memorials on matters of statewide concern to be submitted to The Regents through the President as prescribed by Academic Senate Bylaw 311 (B). Any memorial approved by the San Francisco Division shall be transmitted to the Chair of the Assembly and the Chairs of the other Divisions within 30 calendar days. Such a memorial shall also be transmitted promptly to each of the other Divisions for immediate discussion. Any recommendations made by the other Divisions concerning the proposed memorial shall be forwarded to the Assembly, which shall act as a conference committee to reconcile divergences. Procedures relating to memorials shall be followed as in Academic Senate Bylaw 90.

64. Ballot: Proposed resolutions to the President or memorials to The Regents may be forwarded to the Assembly and other Divisions only after adoption in a mail ballot, electronic ballot or combination of the two (as described in Divisional Bylaw 70) by a majority of the voting members of the Division.

**Chapter V ELECTIONS**

General Provisions: Subject to the further provisions of these Bylaws, all Divisional elections are to be by mail or electronic ballot or a combination of the two and are to be conducted by the Secretary.

65. Election and Nomination Procedures. Any election of the Division shall be conducted as follows:

A. Notice of Election and Invitation for Nominations: At least 30 days before any election, its date shall be announced, its intent indicated, and nominations invited by means of appropriate mail or electronic notice from the Secretary to each voter. In such notice, the date for closing the nominations shall be indicated. [Senate Bylaws 340 and 95]

B. Nominations for the Committee on Committees

1. On or around March 1 of each year, the Secretary shall release a Call to the Faculty for nominations for the Committee on Committees. The Call shall be released electronically and subsequently placed on the Home Page of the San Francisco Divisional Academic Senate Website. Said Home Page will contain a nomination form as well as instructions for electronic nominations. All nominations shall be made to the Secretary by either submitting a paper nomination form or by
electronic communication to the Secretary, via the Executive Office. All nominations must identify the position for which the Division member is being nominated; the name, title, and department of the nominee; and the names, departments, and signatures of the nominator and at least four additional members of the Division who support the nomination; and they must contain an indication of acceptance by the nominee. [Am 1 Sep 03]

2. Nominations for filling unexpired terms must be filed with the Secretary within 14 days, following the sending of the notice of a vacancy. A meeting of the Division is not necessary, and must be so stated in the call for the election. Each written or electronic nomination must be signed by five voting members of the Division and must contain an indication of acceptance by the nominee.

C. Nominations for Faculty Councils
See Appendices 3, 4, 5, 6. [Am 1 Sep 03]

D. Ballots: The Secretary shall mail or transmit a ballot to each voter at least 15 days before the election. All persons nominated shall be listed in alphabetical order. The ballot for Committee on Committees members shall indicate each nominee’s name, title, and department, along with the faculty member supporting each nominee. The voter shall be instructed to return his or her vote to the Secretary by the date of election. Each voter shall receive either an electronic communication linking to a secured ballot, or a plain envelope for enclosing the marked ballot and a further envelope addressed to the Secretary to be used for the return of the sealed ballot. If a paper ballot is used, the envelope addressed to the Secretary must have a space for the signature of the voter. Ballots lacking this validating signature are void. Within the case of electronic ballots, each voter shall be assigned a unique identifying number and shall be provided with the web-site address for placing his or her vote. Appropriate security measures shall be taken to ensure that voters can enter only a single vote. [Am 1 Sep 03]

E. Counting the Ballots: The Secretary shall supervise the counting of both mail and electronic ballots and certify the results to the Division.

F. Number of Votes Required for Election: In the Division, a majority of the votes cast is required for election as long as a quorum is participating.

G. Tie Votes: In the case of a tie vote for a single position, the selection shall be by lot, conducted by the Secretary.

H. Omission of the Ballot: If the number of persons nominated as described above is not in excess of the number of places to be filled, the election shall not be held and the Secretary of the Division shall cast a unanimous ballot for the candidate(s).

66. The Representative Assembly (abolished 2003)

70. Ballots on Actions or Measures
A. General Provisions: Only those actions or measures that have been considered at a meeting of the Division may be submitted by electronic ballot of the voting membership of the Division. General Provisions: Only those actions or measures which have been considered at a meeting of the Division may be submitted by mail or electronic ballot of the voting membership of the Division.
B. Conduct of the Balloting: The Secretary shall specify the date for the return of completed ballots at least 14 days after sending ballots. Ballots shall be returned to the Secretary. If mail ballots are used, each voter will receive two envelopes with the ballot, and these are used as described in Divisional Bylaw 65 (C). In the case of electronic ballots, each voter will be assigned a unique identifying number and will be provided with the web-site address for placing his or her vote. Appropriate security measures shall be taken to ensure that voters may enter only a single vote. Appropriate security measures shall be taken to ensure that voters can enter only a single vote. All ballots received by the stipulated return date are counted, under the supervision of the Secretary, and at the next meeting of the Division, the Secretary announces the full vote, including the number of negative votes and the number of invalid ballots cast. [Am 1 Sep 03]

75. Referendum and Reconsideration
A. At a meeting of the Division, any matter considered and not referred to a committee must be submitted to an mail or electronic ballot of the Division upon the request of a majority of those present and voting.
B. Reconsideration: At the written request of fifteen voting members of the Division received by the Secretary within ten days after the distribution of the minutes of a Divisional meeting, any specific legislation or action considered at that meeting and stated in the written request may be reconsidered at the following meetings with all the privileges applied to a motion for reconsideration (as defined by Sturgis) as if it had been made at the time of said meeting. [Am 5 June 73]

Chapter VI. FACULTIES AND COMMITTEES
Section I. General Provisions
80. Committee Responsibilities and Authority
A. Committees of the Division: The following are designated committees of the Division: Standing and ad hoc committees of the Division, the Graduate Council, each Faculty, and the Delegation of Divisional Representatives to the Assembly.
B. Responsibility to the Division: Each committee is responsible to and obligated to report its actions to the Division. When a committee makes recommendations and gives advice to the President, the Chancellor, or other administrative officer, it shall report its recommendation to the Division.
C. Authority to Report: The committees of the Division normally report to the Division, but they may report concurrently to the Assembly. [Academic Senate Bylaw 40 (B)] A Divisional committee may report to any other Divisional or Academic Senate committee.
D. Voting Eligibility: Only members of the Academic Senate may vote in Senate agencies and their committees when those agencies or committees are taking final action on any matter for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may vote on other questions, such as those that involve only recommendations to other Senate agencies. [Am 1 Sep 03]

85. Selection and Composition
A. Selection of Committees: Unless otherwise specified, the Divisional Committee on Committees shall appoint the chair, the vice chair, the secretary when necessary.
and members of all standing committees, subject to confirmation at a meeting (or next meeting for interim appointments) of the Division. Selection of Committees: Unless otherwise specified, the Divisional Committee on Committees shall appoint the Chair, and Vice Chair, and when necessary, Secretary and members of all standing committees, subject to confirmation at a meeting (or next meeting if for interim appointments) of the Division. Membership of the ad hoc committees shall be appointed by the Chair of the Division, and shall be communicated to the Coordinating Committee. [Am 1 Sep 03]

B. Composition of Committees: Committees may be constituted of a combination of ex officio, elected, or appointed members. Ex officio members, Chairs, and Vice Chairs may vote and exercise the same powers as other members, unless limitations are imposed when the committee is established. Some committees may be restricted to faculty without administrative appointments (which are defined as Dean, Vice Dean, Associate/Assistant Dean, Assistant/Associate Dean, or Acting Dean). [Am 1 Sep 03]

90. Terms and Tenure of Membership
A. Term of Members of Standing Committees: Unless otherwise specified, each member shall serve from September first for a term of three years or from the date of appointment as a replacement to completion of that three-year term. In general, the terms should be staggered so that each year one-third of the membership is refreshed. Exceptions may be made when a committee is engaging in business that requires continuity. The Committee on Committees should make a concerted effort, when possible, to rotate new members of the Division onto Committees of the Divisional Senate and to give priority to those members who have not been previously appointed. [Am 22 Jan 70, 1 Sep 03]

B. Tenure of Ad Hoc Committees: The tenure of a special committee extends only until September first ensuing after its establishment unless a definite term is stated in the authorizing motion. [Am 22 Jan 70]

Section II. Faculties
95. Powers of Faculties
A. The government and supervision of each school at San Francisco is vested in the Faculty concerned, provided that all graduate study and higher degrees under the Graduate Council shall be administered in accordance with the rules and coordinating powers of the Graduate Council.

B. A Faculty may delegate portions of its authority to its committee or executive officers. [Academic Senate Bylaw 50 (B)]

C. In individual cases of minor curricular adjustments, a Faculty may approve the petitions of students to graduate under suspension of the regulations.

D. Final responsibility for approving the award of degrees, certificates, and Honors at Graduation on behalf of the San Francisco Division, rests with the Faculty concerned, or with the Graduate Council in the case of higher degrees under the Graduate Council. This duty may be delegated to a committee of the Faculty or administrative officer who is a member of the Academic Senate. The list of candidates approved for degrees or certificates is to be transmitted in turn to the Registrar and to the Chair of the Division. [Divisional Bylaw 10 (B)(7)]
E. In the exercise of its jurisdiction over scholastically disqualified undergraduate students, a Faculty may suspend the regulations regarding dismissal, or specify conditions for such suspension, and may permit the students dismissed under these regulations to return to the University. (See also Academic Senate Regulation 900)

F. A Faculty may dismiss a student for causes other than scholastic disqualification following due process. [Am 1 Sep 03]

G. Agencies and administrative officers empowered by a Faculty to exercise its authority to suspend regulations regarding graduation and scholastic disqualification shall report periodically to the Faculty concerning the discharge of their responsibility.

H. The Faculty of the Division shall be considered a committee of the Division, to which it shall be directly responsible. (An exception is the School of Public Health, Berkeley-San Francisco, which is directly responsible to the Assembly.) [Academic Senate Bylaw 50 (A)]

100. Membership of Faculties
A. When functioning as a committee of the Division, the membership of each Faculty is determined by the Bylaws of the Division and includes the following persons only [Academic Senate Bylaw 45]:
   1. The President of the University
   2. The Chancellor at San Francisco
   3. The Dean of the School
   4. All members of the Academic Senate who are members of departments assigned to that School
   5. Such other members of the Academic Senate as are specified by the Bylaws of the Division or the Assembly

B. Voting Eligibility: Only voting members of the Academic Senate are eligible to vote in the Faculty or Faculties of which they are members. Instructors with less than two years of service shall not be entitled to vote. [Standing Order of The Regents 105.1(a) and Academic Senate Bylaw 45]

C. Organization of Faculties
   1. Subject to the supervisory and coordinating powers of the Divisional Committee on Rules and Jurisdiction, and to the provisions of Divisional and Academic Senate legislation, each Faculty may organize, select its own officers and committees, and adopt procedural legislation. The Dean of the School shall be an ex officio member of the Faculty Council, but he or she shall not be eligible to serve as Chair of the Faculty or of the Faculty Council. The Chair of the Faculty and members of the Faculty Council shall be selected by the Faculty. [Academic Senate Bylaw 50 (C)]
      (For Bylaws, Regulations, and Procedures of Faculties, see Appendices III-VI.)
   2. When a Faculty organizes, it shall endeavor to arrange its committees in such a way as to reasonably coordinate its functions with the committees at the Divisional level and to adopt other means by which there can be ease of communication and coordination between the various Faculty committees of the Division. Each Faculty shall deposit with the
recommendations and proposed modifications of legislation of the Division. The Division
or the Assembly may from time to time impose specific duties on a Faculty. [Academic
Senate Bylaw 50]

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
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
and Budget, Committees, Educational Policy, Equal Opportunity, Faculty
Welfare, Library and Scholarly Communication, 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. Clinical Affairs and
Courses of Instruction deal primarily with local administrative problems and
issues and normally report to the Division only.

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 Divisional 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:

Each year the ballot shall designate:

1. The School nominees of the appropriate School or Schools separately.
2. The list of At Large nominees At Large and the number to be elected.
3. The name, title, department, and School of each nominee.
4. The name, title, department, and School of each nominator for each nominee.

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 normally shall serve in that capacity not more than two successive years. The chair or other designated member shall serve as 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, including 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 Alternates 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.

Comment [HA2]: From D. Carlson: I don’t understand the last sentence (“The list of committee members containing any new appointments” – “The” implies that the list exists, but “any” suggests that the list would exist only if new appointments existed, unless I am unclear which list this sentence refers to); H. Alden: what about changing “containing” to “including”? 

17
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 Ladder Rank, Tenure Track, Clinical X–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 represents the Division in all matters relating to appointments and promotions. [Am March 01]

2. Annual Distinction in Teaching Awards
   a. Distinction in Teaching: 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. Annual Distinction in Mentoring Award: A committee member will chair the Distinction in Mentoring Award selection committee with one member from each School at the Associate rank and one member from each School at the full Professor rank as appointed by the Committee on Committees.
   c. To convey to the Division annually its recommendations and establish procedures for wide publicity of the award. [Am 4 May 72, 16 May 78]

3. Annual Distinction in Mentoring Award: A committee member will chair the Distinction in Mentoring Award selection committee with one member from each School at the Associate rank and one member from each School at the full Professor rank as appointed by the Committee on Committees.

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 Health Sciences 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 Councils 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 School 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 concerning 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 Divisional 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. [Divisional 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 Divisional 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 Divisional 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 render 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 (13) voting members appointed for staggered three-year terms. The selection of membership shall reflect appropriately the departments, Schools, and graduate curricula of the Division, which offer work toward higher degrees. The Dean of the Graduate Division shall serve as an ex officio member, who shall not serve as Chair or Vice Chair. The 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 Scholars’ 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 and as an ex-officio non-voting member who 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 Jun 06, Feb 10]

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 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 changes 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.

** Academic Senate 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, including: Powers and Duties:
   a. Administrative Committee of the Graduate Council of the San Francisco Division: Consists of the Dean of the Graduate Division, the 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 Divisional 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. If unable to serve on the University Committee on Research Policy, the Chair will recommend a designee to the Committee on Committees. [Am 9 Dec 81, 20 June 86, 1 Sep 03, 18 April 11]
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 Academic Senate research funds, and to advise on other matters pertaining to research in the Division. It shall consider such applications for Academic Senate research funds as may be made by members of the Division and such applications for Academic Senate 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 three UCSF faculty members who have made a distinguished record in basic science, translational science, and clinical science, to deliver three lectures upon such topics as they see fit. The member awardees are to be designated to give the "Faculty Research Lecture in Basic Science," the "Faculty Research Lecture in Translational Science," or the "Faculty Research Lecture in Clinical Science" respectively to the San Francisco Division. [Am 1 Sep 03, 18 Nov 04, 18 April 11]

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 "Faculty Research Lecture-Clinical Science." [Am 1 Sep 03, 18 Nov 04, 18 April 11]

5. To select a UCSF faculty member who has made a distinguished record in translational research, to deliver a lecture upon such topic as he or she sees fit. The member is to be designated the "Faculty Research Lecture-Translational Science." [Am 18 April 11]

140. Committee on Academic Freedom
A. Membership: This Committee shall consist of five or six members, with including a representative from each of the Schools of the Division and one representative from the Health Sciences 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] The chair or other designated member will serve as a member of the University Committee on Academic Freedom.

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 five 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 at the Associate or Professor rank. No quorum shall always exist without include either the chair or vice chair present. [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 on 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 Committee on 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 member 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: The committee 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.
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 regarding 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. Committee on Library and Scholarly Communication
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 Health Sciences Clinical Professor Series and/or Adjunct Series faculty. Of these Academic Senate and Health Sciences Clinical and/or Adjunct members, there will be at least one member from each of the four Schools. These Academic Senate and Health Sciences 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, 2007_  
_Revised July, 2006_
Communication from the School of Dentistry Faculty Council
Torsten Wittmann, PhD, Chair

March 18, 2013

Patrick Finley, PharmD
Chair, Committee on Rules and Jurisdiction
UCSF Academic Senate
500 Parnassus Avenue, Box 0764

Re: Proposed revisions to the Bylaws of the UCSF School of Dentistry

Dear Chair Finley,

The members of the School of Dentistry Faculty Council have recently revised the Bylaws of the Faculty of the School of Dentistry. The revisions were made to update the bylaws and to expand Senate voting rights and privileges to faculty in the Health Science Clinical and Adjunct series.

Separately they have revised bylaw language regarding:

Bylaw Updates
1. Detailing the role and responsibility of the Executive Office
2. Removing five Ex Officio members from the Council’s membership
3. Removing unnecessary language
4. Increasing a member term limits from two years to three years
5. Updating the standing committee bylaws

Senate Membership
1. Granting voting privileges to all SOD faculty with at least a half-time appointment
2. Removing references to Academic Senate and Non-Academic Senate members
3. Allowing non-senate members to serve as departmental representatives and officers of the Council.

The School of Dentistry 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 Dentistry

Section 2.1 Membership (page 5)
The Council has updated the faculty titles to be accurate to those listed in the University of California’s Academic Personnel Manual.

Section 2.2 and 2.2.1 Voting Privileges (page 5)
The Council removed all language limiting membership and voting rights to Academic Senate faculty. The text now extends voting privileges to all faculty members of the School of Dentistry who hold an appointment of at least half-time. The Faculty Council does acknowledge that in the future, the Council of the School of Dentistry could be called upon to comment on policies pertaining to the system-wide Academic Senate. In these rare cases, the Council will conduct a vote, but the Executive Office of the
Division will only count the votes of faculty in the senate series (Ladder Rank, In Residence and Clinical X). Additionally, in anticipation of this event, the Council will always maintain a majority of senate series faculty just in case of this scenario (See Section 6.1.1.d Elected Members).

Section 3.1.1 Duties (page 5)
This section was revised by the Council to update the bylaws to present-day practices. Currently, while the dean maybe consulted on occasion, the development of the agenda is generally done independently by the Chair of the Council.

Section 3.3 Secretary and Section 4 Executive Office (page 6)
Council members updated the bylaws by shifting the committee staffing responsibilities from the Secretary of the Council to the Academic Senate’s Executive Office. This change was made to accurately reflect the current role of the Executive Office in staffing the Senate Councils and Committees. The responsibilities of the Executive Office are now detailed in Section 4.

Section 5.3 Quorum (page 6)
Council members removed the reference to senate membership to expand the voting rights of non-senate members.

Section 6.1.1.a Elected Members (page 6)
The Council removed the requirement that departmental representatives must be Academic Senate members. Several departments currently have a limited number of Academic Senate faculty members and thus have had continuous problems electing senate representatives to the Council. Allowing non-senate members to sit on the council will allow for greater flexibility and allow for better departmental representation.

Section 6.1.1.d Elected Members (page 6)
To ensure that the Council will still have the authority to comment and vote on systemwide Academic Senate issues, the Council members added a statement which requires that a majority of the elected members to the Council should be faculty from Senate series.

Section 6.1.2 Ex Officio (page 7)
To update the bylaws, the Council removed the listing of five Ex Officio members that do not regularly attend the Faculty Council meetings.

Section 6.1.4 Other Representatives (page 6)
This section was removed to clean up unnecessary information from the bylaws.

Section 6.2 Voting Privileges (page 6)
The Council removed the reference to Academic Senate membership to expand the rights and privileges to the Non-Senate faculty. In addition, the Council added that votes could be conducted electronically – a current practice of the Executive Office and Council.

Section 6.3.1 Departmental and At-Large Representatives (page 7)
The Council updated the bylaws to grant the administrative responsibilities to the Executive Office. In addition, the guidelines for the nomination and election of departmental representatives was added to this section.

Section 6.3.2 Departmental Representatives (page 7)
Since departmental representatives could be senate and/or senate members, this section was deleted and the relevant references to the nomination and election of departmental representatives were moved to Section 6.3.1 Departmental and At-Large Representatives.

Section 6.3.3 Terms in Office (page 7)
The Council decided to extend the term of members from two years to three years. This change would allow for greater continuity on the Council and bring the term limits in line with other Academic Senate committees.

Section 6.3.4 Attendance (page 7)
This section was added to the bylaws to ensure that Council members understand the expectations to attend the meeting. This bylaw also lists the consequences for not attending the meetings.

Section 6.4.1 Eligibility (page 7)
The Council removed the reference to Academic Senate membership to expand the rights and privileges to Non-Senate faculty.

Section 6.5.1 Quorum (page 8)
The Council removed the reference to Academic Senate membership to expand the rights and privileges to Non-Senate faculty.

Section 6.6.1 Authority (page 8)
The Council updated this section by adding changing the reference of Academic Senate Bylaw 38 to Bylaw 50. This change was made because Bylaw 38 no longer exists in the Systemwide Academic Senate Bylaws.

Section 6.6.1 Reporting (page 8)
The Council revised this section to increase the amount of times the Council reports to the faculty from one time a year to two times a year. This revision was made to increase faculty awareness of the work of the Faculty Council.

Section 7.2.1.1 Membership (page 8)
The Council removed the reference to Academic Senate membership to expand the rights and privileges to Non-senate faculty.

Section 7.2.1.4 Reports (page 8)
The Council simplified this section by changing written reports to oral reports and clarified where these reports would take place - Faculty Council and the Full Faculty meetings.

Section 7.2.2.1 Admissions Committee Membership (page 9)
To meet the specific needs of the Admissions Committee, the Council added more detail on the terms of the committee members.

Section 7.2.4 Research Committee (page 9)
The Council removed the Research standing committee because it no longer exists.

Section 7.2.5.1 Committee on Academic Planning and Budget Membership (page 10)
According to the general standing committee membership bylaws, the Chair of the Faculty Council appoints the Chair and Vice Chair of each committee. To ensure that the Academic Planning and Budget committee bylaws would be consistent with the general membership bylaws, the Council removed the statement that read that the Chair of the Academic Planning and Budget committee would be elected by the Faculty Council. The Council also removed all references to Academic Senate membership to expand the rights and privileges to Non-senate faculty.

Section 8 Amendment of Bylaws (page 10)
To allow for more flexibility for faculty in voting procedures, the Council added electronic means as a way to vote for bylaw amendments.

It is the request of the School of Dentistry 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 Torsten.Wittmann@ucsf.edu.
Sincerely,

Torsten Wittmann, PhD  
Chair, School of Dentistry Faculty Council

BYLAWS OF THE FACULTY OF THE SCHOOL OF DENTISTRY  
(University of California, San Francisco)

1. FUNCTIONS

1.1 The Faculty of the School of Dentistry will govern and supervise the School in accordance with San Francisco Divisional Bylaw 95, Powers of the Faculties.
1.2 Delegation. The Faculty may delegate portions of its authority to its committees or its executive officers (Senate Bylaw 38).

1.3 Responsibility to Inform. The officers and committees of the Faculty will be responsible for keeping the entire Faculty of the school informed about the affairs of the School, and will encourage expression of views of the Faculty on matters of policy affecting the School.

2. MEMBERSHIP AND VOTING PRIVILEGES

2.1 Membership. The Faculty of the School of Dentistry consists of academic appointees who hold titles in the series of Ladder Rank, In Residence, Clinical X, Health Science Clinical, and Adjunct.

2.1.1 Should any additional titles be established in the Professor or Lecturer series, appointees holding the new title(s) will be members of the Faculty of the School of Dentistry.

2.2 Voting Privileges. The Faculty of the School of Dentistry, functioning as a committee of the Academic Senate (SF Bylaw 100), consists of the following persons:

a. The President of the University;

b. The Chancellor at University of California, San Francisco;

c. The Dean of the School of Dentistry;

d. All members of the Faculty of the School of Dentistry who hold an appointment of at least half-time.

2.2.1 All Faculty have full voting privileges.

3. OFFICERS AND THEIR DUTIES

3.1 Chair. The Chair of the Faculty Council will serve as Chair of the Faculty.

3.1.1 Duties. The Chair will preside at all meetings of the Faculty and of the Faculty Council, and his/her role will be restricted to that of the Presiding Officer as described in the current edition of Sturgis' The Standard Code of Parliamentary Procedure. Questions of order not covered there will be governed by Robert's Rules of Order.

3.2 Vice Chair. The Vice Chair of the Faculty Council will serve as the Vice Chair of the Faculty.

3.2.1 Duties. The Vice Chair will preside in the absence of the Chair at meetings of the Faculty and of the Faculty Council.

4. EXECUTIVE OFFICE

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

Comment [T1]: Removed language restricting membership to Academic Senate (otherwise it does not make sense with below… how could someone not be a member, but allowed to vote: who are also members of the Academic Senate;

Comment [T2]: deleted: e. One Academic Senate representative from each of the departments in other schools that offer courses necessary to satisfy requirements in the School of Dentistry curricula. These members, recommended by their departments, will be appointed by the Dean of the School of Dentistry with the approval of the Faculty Council. These representatives will serve for one year, and may be reappointed.

Comment [T3]: Removed language restricting voting privileges to Academic Senate members:

When the faculty of the School of Dentistry functions as a committee of the Academic Senate; only eligible faculty members (School of Dentistry Bylaw 2.2, a-e) may vote (SF Bylaw 100); all other members of the faculty have the privilege of the floor for discussion. In all other matters, all faculty have full privileges.

Comment [T4]: Simplified for clarity.
a. Maintaining proper records;
b. Sending advance notice (call) for meetings and presentations to the Faculty, including adequate information regarding matters to be considered;
c. Maintaining minutes of Faculty and Faculty Council meeting;
d. Conducting all elections;
e. Keeping a valid roster of voting members of the Faculty.

5. MEETINGS

5.1 Frequency. Meetings of the Faculty will be held at least once each half-year, based on the start of the Fall term. Other meetings may be held as necessary at the request of the Dean, or upon the written request of six members of the Faculty, or when called by any of its Officers.

5.2 Attendance. Attendance at Faculty meetings will be governed in accordance with San Francisco Divisional Bylaw 31.

5.3 Quorum. Fifteen members of the School of Dentistry Faculty constitute a quorum.

5.4 Order of Business. Meetings of the Faculty will be guided by the provisions of the current edition of Sturgis’ The Standard Code of Parliamentary Procedure. Questions of order not covered there will be governed by Robert's Rules of Order.

6. FACULTY COUNCIL

6.1 Membership. The Faculty Council of the School of Dentistry consists of the following members:

6.1.1 Elected Members
a. One Faculty member from each department of the School of Dentistry;
b. Three Members At-Large from the series of Ladder Rank, In Residence, Clinical X, with no more than two members from the same department;
c. Two Members At-Large who hold appointments of 50% or more and who are from the series of Health Science Clinical and Adjunct;
d. At least five of the nine elected Faculty Council members should be members of the Academic Senate.

6.1.2 Ex-Officio Members
a. The Dean of the School of Dentistry or a representative designated by the Dean in the Dean's absence.

6.1.3 Student Representative. The President of the Associated Dental Students may attend all meetings of the Faculty Council as official representative of the students.

6.1.4 Other Representatives. Recognized organizations within the School may present their credentials to the Council, and send a representative who would be permitted to attend Council
meetings and have the right of the floor for discussion of matters before the Council. Representatives of recognized organizations cannot vote. Such organizations should have a defined function or mission, a constitution, defined categories of members and voting rights and a regular schedule of meetings with recorded official minutes.

6.2 Voting Privileges. All Faculty members have full privileges to vote. Votes may be conducted electronically.

6.3 Nominations and Elections

6.3.1 Departmental and At-Large Representatives. Candidates for election as representatives to the Faculty Council must be nominated and seconded by their respective constituents. All nominees must sign the nomination form, indicating their willingness to serve their full term if elected. The Academic Senate Executive Office will call for and verify the nominations, and will prepare, mail, collect, verify, and count the ballots. Departmental and At-Large members will be chosen at annual elections to replace members whose term is expiring. Members can be re-elected to ensure continuity of Faculty Council membership. Results of annual elections will be reported promptly to the Faculty.

6.3.2 Terms of Office. All elected members of the Faculty Council will serve three-year terms that take effect as of September 1. Elected officers may serve no more than two consecutive three-year terms.

6.3.3 Vacancies. Vacancies in elected terms will be filled by vote of the Faculty Council if the unexpired term is less than one year. If the unexpired term is more than one year, the place will be filled by a special election.

6.3.4 Attendance. All elected members of Faculty Council are expected to attend meetings. Four or more unexcused absences in one three-year term may result in replacement by a majority vote of Faculty Council with the vacancy filled as in Section 6.3.3.

6.4 Officers

6.4.1 Eligibility. All Faculty members of the Faculty Council are eligible to serve as officers of the Faculty Council.

6.4.2 Election of Officers. The Faculty Council will annually elect a Chair and a Vice Chair no later than July 31 each year. These Officers will serve one-year terms, and may be re-elected to a consecutive term.

6.5 Meetings. The Faculty Council must meet at least once each regular academic term. Additional meetings may be called as necessary by the Dean, the Chair, or any three members of the Council. Attendance at meetings will be governed by the provisions of SF Divisional Bylaw 31.

6.5.1 Quorum. Six members of the Faculty Council constitute a quorum.
6.6 Duties and Powers

6.6.1 Authority. In accordance with Academic Senate Bylaw 50 and SF Bylaw 95, the Faculty of the School of Dentistry delegates to the Faculty Council its authority and responsibility for educational matters within the School, including but not restricted to educational policy, conditions of admission, academic status of students, and recommendation of candidates for degrees (Senate Bylaw 312). Ultimate authority rests with the Faculty Council, but the full Faculty can appeal with a written petition from at least 15 full time Faculty members.

6.6.2 Reporting. The Faculty Council will report to the Faculty all germane actions and policy decisions at least twice each academic year.

7. COMMITTEES

7.1 Ad Hoc Committees. Ad Hoc Committees of the Faculty may be authorized by the Faculty Council and their members will be appointed by the Chair, subject to concurrence by the Faculty Council.

7.2 Standing Committees

7.2.1 General Provisions

7.2.1.1 Membership. The Chair of the Faculty Council will consult with the Dean and, with the concurrence of the Faculty Council, appoint the Standing Committees of the Faculty as established by these Bylaws. Members of the Faculty, including elected members of the Faculty Council, are eligible for appointment to Standing Committees. Chairs and Vice Chairs of Standing Committees are appointed by the Chair of Faculty Council.

7.2.1.2 Terms of Office. Members of Standing Committees will serve one-year terms taking effect September 1, and may be reappointed for up to three consecutive one-year terms unless otherwise specified.

7.2.1.3 Subcommittees. Each Standing Committee may appoint, with concurrence of the Faculty Council, such subcommittees as it deems necessary to conduct its business.

7.2.1.4 Reports. Each Standing Committee will present regular oral reports of its activities at Faculty Council and full Faculty meetings.

7.2.1.5 New Committees. New Standing Committees of the Faculty may be authorized by amendment of these Bylaws.

7.2.2 Admissions Committee

7.2.2.1 Membership. The Admissions Committee will consist of 15 members, including a Chair and a Vice Chair. At least three members from each department shall serve on the committee.
Members of the committee must have at least a 50% appointment. Members of the Admissions Committee will serve a period of three years and can be re-elected for two consecutive terms. The Dean or his/her designate will serve as an ex-officio member.

7.2.2.2 Functions
a. Evaluate the records of all applicants to the school;
b. Recommend to the Faculty Council the selection of students for the Dentistry, Dental Hygiene and International Dentist Program curricula;
c. Maintain a continuous record of admissions policies and procedures, and recommend changes to the Faculty Council.

7.2.3 Educational Policy Committee

7.2.3.1 Membership. The Educational Policy Committee will consist of at least six members, including a Chair and a Vice Chair. At least one member shall serve from each department. The Dean or his/her designate will serve as an ex-officio member.

7.2.3.2 Functions
a. Maintain continuous record of the curricula for Doctor of Dental Surgery, Bachelor of Science in Dental Sciences, and Bachelor of Science in Dental Hygiene.

7.2.4 Scholarship Committee

7.2.4.1 Membership. The Scholarship Committee will consist of at least five members, including a Chair. At least one member shall serve from each department. At least one member should also serve on the Admissions Committee to integrate the work of the Scholarship Committee and recruitment of new students for DDS and DDS/PhD programs. The Dean or his/her designate will serve as an ex-officio member.

7.2.4.2 Functions
a. Award undergraduate scholarships and honors, including competitive awards, according to the terms of the individual programs with the objective to recruit the best students, support students with hardship backgrounds, encourage the continuing students based on their contributions, financial needs, performance reports and recommendations from mentor faculties.

7.2.5 Committee on Academic Planning and Budget

7.2.5.1 Membership. The committee on Academic Planning and Budget shall consist of at least six members with at least one member from each department in the school. All members will have voting privileges and will be at the rank of Associate level or higher. Members of the committee must have at least a 50% appointment. The Vice Chair of the School's Faculty Council and the Dean or his/her designate will serve as ex-officio members. If possible, the School of Dentistry representative to the Academic Senate Divisional Committee on Academic Planning and Budget shall be a member of this committee. This committee shall meet at least quarterly or more frequently as required.
7.2.5.2 Functions
As directed by the Faculty Council, the committee on Academic Planning and Budget shall:
a. Confer with and advise the Dean and administrative officers on academic planning, budgets, resource allocations, physical planning, and teaching environments affecting the School.
b. Pursue budget and planning matters as directed by the Faculty Council and advise the Faculty Council of matters which require study and/or action.
c. Maintain liaison with the Academic Senate Divisional Committee on Academic Planning and Budget.
d. Maintain liaison with the School of Dentistry Educational Policy Committee.

8. AMENDMENT OF BYLAWS

These Bylaws may be amended at any meeting of the Faculty by a two-thirds vote of the Faculty present or voted on electronically, provided that written notice of amendment be sent to each member of the Faculty at least five days before the meeting at which the vote is held.

Approved by the Faculty on March 5, 1986. Revised on April 28, 1986; January 23, 1996; XXXXX.