University of California
San Francisco

Academic Senate
senate.ucsf.edu

Academic Senate
Leadership Binder
2012-2013
2012 Academic Senate Leadership Retreat

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*Electronic versions of these materials and more may be found on the Senate Information and Resources page on our website: senate.ucsf.edu*
2012-2013 Appointments to the Standing Committees of the Academic Senate

Robert Newcomer, Chair
Farid Chehab, Vice Chair
Anne Slavotinek, Parliamentarian

Academic Freedom
Mohana Amirtharajah*, Chair
Thuan Le, Vice Chair
Michelle Arkin
Catherine Chesla
Mark Hawk
Roberta Keller

Academic Personnel
Patrick Fox, Chair
Thomas Kearney, Vice Chair
Ann Bolger
David Glidden
Peter Loomer
Jean Olson
Octavia Plesh
Lynn Pulliam*
Judy Yee

Academic Planning & Budget
David Teitel, Chair
Sharmila Majumdar, Vice Chair
Chad Christine
Barbara Drew
Jacque Duncan
Mary Gray*
Ol Saeng Hong
Helene Lipton
Phillip Moore
Sneha Oberoi
Frederick Schaufele
Sandra Weiss
Farid Chehab^
Shari Dworkin^
Ruth Greenblatt^
Joseph Sullivan^*
Torsten Wittmann^*
Elazar Harel^*
John Plotts^*
Sally Marshall^*
Lori Yamauchi^*

Clinical Affairs
Philip Rosenthal, Chair
Hope Rugo, Vice Chair
Zahid Ahmed
Christopher Barton
Barbara Burgel
Geraldine Collins-Bride
Teresa De Marco
Betty Dong
John Fain
Andrew Gross
Jose Hernandez Pampaloni
Jeffrey Meadows
Maxwell Meng
Steven Polevoi
Nam Tran
David Morgan^*

Committee on Committees
Janice Humphreys, Chair
David Saloner, Vice Chair
Daniel Bikle
Elyse Foster
Paul Garcia*
Stanton Glantz
Ruth Greenblatt
Christine Kennedy
Arthur Miller

Courses of Instruction
Susan Promes, Chair
Conan MacDougall, Vice Chair
Patricia Babblitt
Frances Cohen
Mary Lynch
Mary Lynch
Tracy McKnight
Howard Pollick
Dana Rohde
Caroline Shiboski
Douglas Carlson^*
Peter Taylor^*

Educational Policy
Elisabeth Wilson, Chair
Don Curtis, Vice Chair
Abbey Alkon
Tamara Alliston*
Harry Hollander
Susan Hyde
David Irby
John Maa
Lynda Mackin
Nancy Nkansah
Tina Brock^*

Equal Opportunity
Gordon Fung, Chair
Janet Shim^*, Vice Chair
Patrick Finley
Manisha Israni
Marguerita Lightfoot
Pamela Ling
Audrey Lyndon
Eliseo Perez-Stable
Anil Sapru
Enrique Terrazas
Janice Tsuh

Faculty Welfare
Paul Green, Chair
Leah Karliner^*, Vice Chair
Christine Cheng
Mary Dall'Era
Elissa Epel
Kirsten Greene
Grayson Marshall
Octavia Plesh
Roberta Rehm
Shuvo Roy
Lisa Thompson

Graduate Council
Tejal Desai, Chair
TBD*, Vice Chair
Sergio Baranzini
Mark Courey
Karen Duderstadt
Pamela England
Tony Hunt
Susan Miller
Edward Murphy
Joanne Saxe
Mark Seligstad
Youngho Seo
Richard Souza
Christian Vaisse
Margaret Walsh
Christine Des Jarlais^*
Peter Taylor^*
Elizabeth Watkins^*

Library & Scholarly Communication
Richard Schneider, Chair
Russell Cucina^, Vice Chair
Paul Blanc
Seth Bokser
Elia Botvinick
Jeffrey Bush
Sunita Ho
Patricia McDaniel
Laurence Peiperl
Rageshree Ramachandran
Saunak Sen
Karen Butter^*

Privilege & Tenure
Jeffry Lamsman^*, Chair
Elizabeth Murphy, Vice Chair
Claire Brett
Deborah Greenspan
Wendy Max
Francis Szoka
Elaine Tseng
Daniel Weiss
TBD

Representatives to Other UC Systemwide Committees
Jyu-Lin Chen (UCIE)
George Rutherford (UC EDIT)
Henry Sanchez (BOARS)
Bonnie Halpern-Felsher (UCOPE)
Xiaojuan Li^ (UCOPE)

Research
Srikant Nagarajan, Chair
Janet Myers, Vice Chair
Jainie Cataldo
Glenna Dowling
Laura Dunn
Pamela Flood
Diana Foster
Daniel Fried
Stuart Gansky
Judith Hahn
Robert Hendren
Sunita Ho
Donna Hudson
Laura Julian
Celia Kaplan
Susan Kools
Kirby Lee
Janel Long-Boyle
Judith Moskowitz^*
Jodi Prochaska
Vineeta Singh
Matthew Springer
Duan Xu

Rules & Jurisdiction
Patrick Finley, Chair
Jae Woo Lee, Vice Chair
Gary Armitage
Marek Brzezinski
Troy Daniels
Preston Maxim
Catherine Waters
Douglas Carlson^*
Anne Slavotinek^*

Delegates to the Assembly
Farid Chehab
Molly Cooke
David Gardner
Janice Lee
Heather Fullerton^†
Errol Lobo^†
Stephen Morin^†
Robert Nissenson^†

* Representative to the Corresponding UC Systemwide Committee
^ Ex Officio
^† Alternate

Last updated August 23, 2012
Academic Senate Overview

Mandate
The UCSF Academic Senate is a division of the UC Systemwide Academic Senate, which was established in 1920 by Standing Order of the Regents 105. The duties, powers, and privileges conferred upon the Academic Senate by Standing Order of the Regents 105.2 provide that the Academic Senate may determine the conditions for admission, recommend candidates for degrees, authorize and supervise courses and curricula, and determine the membership of the faculties at the University of California. This authority is delegated to individual campus divisions of the Academic Senate, including the San Francisco (UCSF) Division of the Academic Senate. In these delegated responsibilities and other matters of concern for faculty, the Academic Senate at each campus is advisory to the Chancellor, resulting in a robust system of faculty-administration shared governance without equal in the United States.

Shared Governance
As UCSF seeks to make changes across the campus, faculty engagement in shared governance processes brings the added value of diverse perspectives and participation. Active faculty participation enhances outcomes and serves as an important mechanism of communication among faculty regarding administrative changes.

- The Academic Senate’s priority is to provide a robust, efficient, transparent framework for faculty to engage with the Administration at the campus and UC Systemwide levels.
- The Academic Senate Office supports the UCSF faculty in their roles on committees as they work to help faculty streamline their experience at UCSF so they can focus on teaching, clinical care and research in a meaningful way that is not hindered by opaque policy or overly-complex administrative structures.

Application of the Mandate
In practical terms, this means that the San Francisco Division of the Academic Senate engages in shared governance including but not limited to the following:

- Determining the membership of the faculty, including monitoring professional quality and faculty well-being.
  - The Committee on Academic Personnel advises the Chancellor on faculty appointment, advancement, and promotion packets, as well as stewardship reviews.
  - The Committee on Privilege and Tenure hears faculty grievances and may review student grievances for adherence to procedure.
  - The Committee on Faculty Welfare initiates reviews and responds to queries about matters of importance for faculty and their welfare as members of the UCSF community. This is an important function for faculty recruitment and retention.
  - The Committee on Academic Freedom monitors issues related to faculty academic freedom in research and teaching.
- Participating in oversight of the curriculum, program review, and degree granting processes.
  - The Committee on Courses of Instruction reviews all new courses, substantial changes to existing courses, and course deletions.
  - In conjunction with the Graduate Division, the Graduate Council conducts periodic reviews of all programs in the Graduate Division and reports to the Chancellor on graduate education and postdoctoral matters.
  - The School Faculty Councils are advisory to the process of developing and maintaining the curriculum in each school. These Faculty Councils are standing committees of the Academic Senate.
The Committee on Academic Planning & Budget and the School Faculty Councils advise the Chancellor and Deans on policy matters relating to budgets, resource allocation, academic planning, physical planning, allocation of educational resources, academic priorities, the planning and budgetary process, campus libraries, research matters, and clinical issues.

Distributing grants for faculty research at UCSF. The Committee on Research is responsible for allocating approximately $1 million in endowment funds available for faculty research grants at UCSF.

- **Note**: Academic Senate endowment funds are used for faculty research grants only. They may not be used to fund Academic Senate Office infrastructure or grant administration.

The Committee on Library & Scholarly Communication advises the Chancellor and University Librarian on library and scholarly communication issues.

One member of most of the UCSF divisional committees is also a member of the corresponding UC Systemwide committee. There are also two UC Systemwide Academic Senate bodies that include representatives from each campus. These are the Academic Assembly and its executive committee, the Academic Council. The Assembly meets three times each year and the Council meets monthly. At UCSF, the Division Chair of the Senate participates in meetings of the Chancellor, Vice Chancellors, and Deans. General meetings of the Academic Senate at any campus are held several times a year, and most of the Senate's work is done at the committee level.

**Membership and Committee Participation**
Currently, Standing Order of the Regents 105.1a includes Ladder Rank, In Residence, and Clinical X faculty, as well as several other series as members of the Academic Senate. At UCSF, Adjunct and Health Sciences Clinical faculty members regularly participate in Academic Senate activities, such as service on a standing committee, faculty council, or ad hoc committee.

The appointment of new members and chairs for all the standing committees and some ad hoc committees, and selection of the officers of the Senate, is the responsibility of the Committee on Committees, which is elected by the faculty. Members of the Faculty Councils are elected by their respective faculties. Standing committee appointments are usually for a three-year term.

**Academic Senate Administrative Structure**

- **Governance Structure**: The head of the Academic Senate is the Chair, a faculty member appointed for a two-year term. The Secretary of the Academic Senate, also a faculty member appointed for a two-year term, has direct oversight responsibilities for the Academic Senate Office. Daily operation of the Academic Senate Office is the responsibility of the Executive Director, a full-time career employee. Please refer to the attached organizational chart for a graphical representation.

- **Staff**: The budget for the Academic Senate currently includes salary and benefits for five full-time staff (an executive director and four senior policy analysts), who provide professional analytical support for the faculty committees that participate in the shared governance activities described above.

- **Reporting Relationships**: Although the Academic Senate is advisory to the Chancellor, it has a budget-only reporting relationship to the Executive Vice Chancellor and Provost.
Shared governance with the Academic Senate is one of the distinctive features of the University of California. The system of shared governance gives University faculty, operating through the Academic Senate, a voice in the operation of the University. In addition, it imposes on faculty a measure of responsibility for the manner in which the University operates. Faculty participation in governance of the University through the agency of the Academic Senate is a guiding force that unifies the ten campuses of the University into a single system under a uniform standard of excellence.

**DELEGATIONS OF AUTHORITY TO THE ACADEMIC SENATE**

The Academic Senate of the University of California operates under the authority of standing orders of the Board of Regents.

Standing order 105.2 delegates to the Academic Senate, subject to the approval of the Board, the authority to --

- Determine the conditions for admission; and
- Determine the conditions for certificates and degrees, other than honorary degrees.

The Senate also is charged to recommend to the President candidates for degrees in all courses and is to be consulted, through committees as determined by the President, on the award of all honorary degrees.

Further, the Senate is delegated the authority to --

- Authorize and supervise all courses and curricula (excepting Hastings College of the Law, the San Francisco Art Institute, the courses offered by professional schools with graduate work only, and non-degree courses of University Extension); and
- Determine the membership of faculties (excepting Hastings College of the Law and the San Francisco Art Institute).

* Professor of Law, University of California, Davis. Chair of the Assembly and Academic Council 1994-95, Vice-Chair of the Assembly and Academic Council 2009-2010.
In addition, the Senate is authorized to --

- Select committees to advise the Chancellors on the campus budgets, and the President on the University budget;
- Advise the President and the Chancellors on matters concerning the administration of the libraries;
- Select a committee to approve publication of manuscripts by the University of California Press; and
- Lay before the Board, but only through the President, any matter pertaining to the conduct and welfare of the University.

Regents standing order 103.9 guarantees to any faculty member a hearing before an appropriate committee of the Academic Senate in the case of a termination for good cause prior to the end of the faculty member’s contract with the University.

Recently approved amendments to Regents standing order 100.4, adding subdivision (qq) granting authority to the President to declare an extreme financial emergency, recognizes the role of consultation with the Academic Senate by requiring notification of such a declaration to the chair of the Academic Senate, among others, and by requiring consultation with the Academic Senate, among others, regarding the content of a declaration of extreme financial emergency.

The express delegations of authority to the Academic Senate impose on the faculty significant responsibility for the maintenance of the quality of the instructional and research effort of the University of California.

- The authority to determine the conditions for admission charges the Senate with defining the quality of the students entering the University at both graduate and undergraduate levels. This authority is exercised by the creation of minimum standards of eligibility for admissions that are uniform throughout the system.
- The authority to establish conditions for degrees and to supervise courses and curricula charges the faculty with the responsibility to monitor the quality of the educational programs that students must complete to earn their degrees and to maintain the quality of the components of those programs.
- The authority to determine the membership of the faculty has two elements. The Senate has a responsibility to monitor the quality of the faculty who teach courses, who develop the educational program and who conduct research at the University of California. Faculty throughout the University are evaluated under a uniform set of criteria that are intended to maintain a level of excellence on each campus. Second, in order to ensure the quality of the faculty, the Senate monitors faculty welfare issues that affect recruitment and retention of high quality faculty.
The authority to advise on the budget of the campuses and the University empowers the Senate to advocate budget allocations that channel resources into activities which enhance the academic programs of the University.

The authority to advise on the administration of the libraries gives the faculty a voice in the maintenance of the basic intellectual infrastructure of the University.

The authority to select a committee to approve publication of manuscripts of the University of California Press provides the faculty with supervisory control over the quality of the Press.

The authority to conduct hearings in disciplinary cases charges the faculty with responsibility for enforcing standards of faculty conduct that are embodied in the Faculty Code of Conduct and other policies of the University.

ORGANIZATION OF THE ACADEMIC SENATE

The basic structure of the Academic Senate, and the identity of its principal standing committees, evolves from the authorities and responsibilities delegated to the Senate by the Board of Regents. Note that while this paper principally addresses the organization of the system wide Academic Senate, organizational structures of the divisional senates on each of the ten campuses generally parallel the organization of the system wide Senate.

The ultimate policy authority of the Senate resides in the Assembly of the Academic Senate. The Assembly consists of elected representatives from each of the campuses plus the chairs of each of the divisional senates and the system wide officers. The President of the University is also the president of the Assembly, but the faculty Chair of the Assembly presides over its meetings. Although the Assembly is regularly scheduled to meet three times per year, it only is required to meet annually.

The Academic Council serves as the executive committee of the Assembly. The Academic Council is charged with advising the President on behalf of the Assembly. The Academic Council includes the chairs of the most significant Senate committees, principally those committees directly charged with executing the responsibilities delegated to the Senate by the Board of Regents. Thus, in addition to its chair and vice-chair, who are also the chair and vice-chair of the Assembly, the Academic Council includes the chairs of the Board of Admissions and Relations with Schools, the University Committee on Educational Policy, the Coordinating Committee on Graduate Affairs, the University Committee on Academic Personnel, and the University Committee on Planning and Budget. In addition, the chairs of each of the divisional senates are members of the Academic Council. In recent years the Academic Council has been expanded to include the Committees on Research Policy and Affirmative Action and Diversity. The Academic Council meets eleven times a year on a monthly basis, with special meetings as the need arises. The President and senior officers of the University regularly attend the meetings of the Academic Council to discuss issues of system wide interest.
Each of the standing committees represented by its chair on the Academic Council includes representatives from corresponding committees at each campus. Thus, as issues percolate up to the Academic Council, the Council has the benefit of the review of literally hundreds of University of California faculty participating through the various levels of the Senate governance structure. Faculty participate in these activities, almost universally without additional compensation, as a part of their responsibility to the University motivated by their dedication to the well-being of the institution.

The functions of the principal standing committees of the Senate are tied to the authority delegated to the Senate by the Board of Regents.

- With respect to undergraduate admissions, conditions for admission and admissions policies are reviewed and established by the Board of Admissions and Relations with Schools (BOARS). The divisional senates generally maintain parallel admissions committees. Graduate admissions are monitored by the Coordinating Committee on Graduate Affairs (CCGA). The divisional senates generally refer to the parallel divisional committee as the Graduate Council.

- Conditions for undergraduate degrees and regulations relating to the undergraduate education program are established and reviewed by the University Committee on Educational Policy (UCEP) and its counterparts on each campus. While there is no corresponding system wide committee, individual course approvals are the responsibility of divisional courses committees. The Coordinating Committee on Graduate Affairs is responsible for the approval and periodic review of all graduate programs, including professional programs.*

- Policies and procedures for determining the membership of faculties, and more importantly, policies for the advancement of faculty members, are under the jurisdiction of the University Committee on Academic Personnel (UCAP). The divisional committees on academic personnel at the campuses review merit and promotion recommendations for individual faculty members. The University Committee on Faculty Welfare (UCFW) advises the Senate and the administration on benefit programs and other welfare issues affecting faculty. Under the bylaws of the Academic Senate, membership in individual departments is subject to approval by the faculty in the individual departments.

- Consultation with the President on the budget is the responsibility of the University Committee on Planning and Budget (UCPB). Corresponding planning and budget committees advise the Chancellors on each campus. In addition, because budget allocations directly affect research support, the chair of the University Committee on Research Policy (UCORP), is an ex-officio member of UCPB.

* The procedures for system wide approval of program or degree establishment, disestablishment or consolidation are contained in a compendium for program review prepared by the Academic Planning Council and the Academic Senate. The compendium is available on-line through the University of California home page at http://www.universityofcalifornia.edu/senate/resources/Compendium.pdf.
Library matters are considered by the University Committee on Libraries and Scholarly Communications.

Manuscripts for the U.C. Press are approved by the Editorial Committee.

Hearings in disciplinary cases are conducted by the divisional Committees on Privilege and Tenure. There is also a University Committee on Privilege and Tenure which meets to consider system wide issues concerning disciplinary process. The privilege and tenure committees also consider grievance matters raised by individual faculty members who believe that they have been denied faculty privileges as specified in University policies. Grievance cases include claims by faculty that they have been judged in a merit or promotion case according to inappropriate criteria.

The reports and recommendations of all of the Senate committees are reviewed by the Academic Council which reconciles conflicting points of view and reflects the positions of the divisional senates. The Academic Council thus becomes a focal point for system wide faculty input into policy issues before the University. Through the broad participation of faculty from every campus on the principal standing committees, the Academic Council has developed a system wide perspective on most University issues that is not reflected in any other body within the University structure. Regular consultation at the Council meetings with the senior officers of the University provides an opportunity for both parties to formulate policy positions that reflect the perceived interests of both groups. Indeed, as the next section demonstrates, the leadership of the Academic Senate is regularly engaged with the Administration in almost all aspects of the University.

ACADEMIC SENATE/ADMINISTRATION INTERFACE

The chair and vice-chair of the Assembly and Academic Council, along with almost all of the chairs of the standing committees that are represented on the Academic Council, are in regular consultation with members of the system wide administration through a variety of system wide committees and task forces. Some of these relationships are through formal standing committees of the University, others are through ad hoc committees and task forces appointed to resolve a particular issue. A partial listing of these relationships includes the following --

Board of Regents: The chair and vice-chair of the Assembly and Academic Council sit on the Board of Regents as non-voting faculty representatives.

President and Provost: The chair and vice-chair of the Academic Council meet regularly with the President, the Provost, and other senior administrators to discuss issues of immediate concern and develop a common agenda.

Executive Budget Committee: In the past, the chair and vice-chair of the Academic Council were members of an Executive Budget Committee which advised the President on the development and allocation of the University Budget. The Executive Budget Committee was chaired by the Provost and included the vice presidents with budget responsibilities and two Chancellors. This body no longer functions.
Shared Governance in the University of California
Daniel L. Simmons

- **Academic Planning Council (APC):** The chair and vice-chair of the Academic Council, and the chairs of UCEP, UCPB, and CCGA are members of this system wide academic planning body. The APC is chaired by the Provost. The chair of the Academic Council is the vice-chair of the APC. This group includes the vice-presidents for Agriculture and Health, the Vice Provost for Research, a chancellor, an executive vice-chancellor, a vice-chancellor for student affairs, and two at-large faculty members, among others. Although this planning council has been dormant for a number of years, it has recently been revived by the Provost.

- **National Laboratories:** Prior to the revision of contracts with the Department of Energy, the chair and vice-chair of the Academic Council, and at least one other representative of the Academic Senate, were members of the President’s Council on the National Laboratories which advised the President on the management of the National Laboratories and had review responsibility of the Labs under the terms of the former management contract with the Department of Energy. Senate representatives also served on the sub-panels of the Presidents Council including the National Security Panel, the Science and Technology Panel, and the Environmental Safety and Health Panel. Under the current contract the Academic Council Special Committee on Laboratory Issues (ACSCOLI) regularly meets with Laboratory managers within the Office of the President and from the Laboratories to monitor UC’s role as a member of the laboratory limited liability companies. Senate members of ACSCOLI participate as members of the science and technology subcommittee of the limited liability company boards of directors. On a rotating basis, either the chair or vice-chair of the Academic Council serve *ex-officio* as a member of the Lawrence Berkeley National Laboratory Advisory Board.

- **Search Committees:** Either the chair or vice-chair of the Academic Council, or both, serve on almost all search committees for senior system wide university officers and chancellors. Standing committee chairs often are also included on search committees. Under existing Regents procedures, the chair of the Academic Council serves on the faculty advisory committee to the Regents’ Search Committee in the selection of the President. Traditionally, either the chair or the vice-chair of the Academic Council serves as the chair of this Faculty Advisory Committee.

- **Task Forces and Special Projects:** Chairs of Senate standing committees are regularly called upon to participate in the work of special committees.

**AN ASSESSMENT OF SHARED GOVERNANCE**

Critics of shared governance in the University of California generally raise two concerns: the faculty has too much power, and the process of faculty evaluation of proposals only contributes delay and inefficiency to the implementation of needed change.

The faculty of the University of California does indeed exercise great influence on the affairs of the University. Without the faculty there would be no prestigious research accomplishments. Without the faculty there will be no educational program. No central
governing authority can direct an individual faculty member to the next great research breakthrough. Nor can a central governing authority direct individual faculty to inspire a classroom of undergraduates with the joy of the discovery of new knowledge. The governors and administrators of a university system must work to provide a supportive atmosphere that encourages creative people to perform at their highest level in a collective research and education enterprise. The faculty, through the Academic Senate, seek to advise the Board of Regents and the administration on the development of policies and procedures that will enhance the research and education enterprise while maintaining appropriate standards of conduct with necessary and reasonable oversight.

Shared governance provides the faculty with a mechanism to participate in the development of policy to guide the University in its continuing quest for excellence in all of its missions. The faculty’s sense of participation in the collective endeavor creates a collective responsibility of ownership among the faculty for the University’s academic programs. With that responsibility comes a culture that seeks to nourish the values of excellence and academic freedom which are the hallmarks of a successful institution of higher education. Removing the faculty from meaningful participation in governance would deprive the University of one of the principal forces driving its constant progress towards higher quality results in its teaching, research and service.

The relationship between the Academic Senate and the administration, both system wide and on the campuses, has evolved over the history of the University into a partnership that works to bring the faculty into decision making processes at the formulation stage. The faculty becomes a partner with the administration in working out common ground from which to face the challenges of the times. Standing on that common ground, it becomes difficult for one side or the other to pull the rug out from under a policy direction. Without mutual participation in decision making the faculty and the administration would stand apart on opposite sides of a table with each unproductively complaining about the recalcitrant position of the other as is the case in some universities with a unionized faculty.

Clearly the consultation inherent in shared governance is a difficult and time consuming process for all participants. The time devoted to consultation undoubtedly delays implementation of what proponents always believe is a good idea. However, the University of California is too complex an institution to be managed by a central authority. The filter of other minds, and the tests of experience broader than that of a few people more often than not adds value to the formulation of a proposal. In many cases, consultation has thwarted unwise ideas. Examples may also be found of bad decisions that may have been prevented with broader consultation with affected groups. Overall, we enhance our collective skills by reaching out to broad constituencies for participation in governance.

That is not to say that the processes of consultation and shared governance cannot be improved nor made to function more efficiently. Like any dynamic organization, the Academic Senate must be responsive to change through an ongoing evaluation of its organizational structure with an eye to streamlining its operations. That is a continuing challenge to Senate leadership.
The Academic Assembly is the highest authority in the UC Systemwide Academic Senate. UCSF currently has 3 delegates to the Academic Assembly based on ~1,250 Senate faculty (~1,150 UCSF non-Senate faculty are not counted in the census).

**Academic Assembly Membership:** President of the University, Chair & Vice Chair of the Senate, Chairs of each Division, Chairs of UC Systemwide Committees on Educational Policy, Academic Personnel, Faculty Welfare, Graduate Affairs, Planning & Budget, BOARS, University Committee on Research Planning (UCORP), and 40 Divisional Representatives (Delegates).

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**Academic Council**

Academic Council reports to the Academic Assembly.

Academic Council Membership: Chair & Vice Chair of Senate, Chairs of each Division and Chairs of the UC Systemwide Committees listed above.

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**Each Campus is a Senate Division**

- Berkeley
- Davis
- Irvine
- Los Angeles
- Merced
- Riverside
- San Diego
- San Francisco
- Santa Barbara
- Santa Cruz

*The Chair of each Division is a member of the Academic Council.*

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**UC Systemwide Standing Committees**

- Academic Freedom
- Academic Personnel
- Affirmative Action & Diversity
- Board of Admissions & Relations with Schools (BOARS)
- Committees
- Computing & Communications
- UC Press Editorial
- International Education
- Educational Policy
- Faculty Welfare
- Graduate Affairs
- Library & Scholarly Communications
- Academic Planning & Budget
- Privilege & Tenure
- Research Policy
- Rules & Jurisdiction
- Preparatory Education

*Due to historical precedent, some Chairs of Systemwide Committees are members of the Academic Council and some are not. Refer to Assembly of the Academic Senate for more information (above).*

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**San Francisco Division Officers**

Chair, Vice Chair, Secretary and Parliamentarian

- Chair - Oversees all activities of the Division.
- Vice Chair - Assists the Chair.
- Secretary - Oversees the Academic Senate Office.
- Parliamentarian - Maintains parliamentary procedure.

UCSF Academic Senate Officers are appointed for 2-year terms.

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**UCSF Delegates to the Assembly**

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Refer to Assembly of the Academic Senate for more information (above).

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**Coordinating Committee**

- Division Officers
- Standing Committee Chairs
- Delegates to Assembly
- Vice Chancellors
- Deans
- Faculty Council Chairs
- Prior Division Chair

*The Coordinating Committee coordinates the activities of the Standing Committees.*

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**San Francisco Division Standing Committees**

- Academic Freedom
- Academic Personnel
- Academic Planning & Budget
- Clinical Affairs*
- Committee on Committees
- Courses of Instruction*
- Educational Policy
- Equal Opportunity
- Faculty Welfare
- Graduate Council
- Library and Scholarly Communications
- Privilege and Tenure
- Research
- Rules and Jurisdiction
- School of Dentistry
- School of Medicine
- School of Pharmacy

UCSF appoints representatives from division Standing Committees to serve on UC Systemwide Standing Committees.

*Campus committee with no UC Systemwide counterpart

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**Committee on Committees**

The UCSF Committee on Committees nominates Division Officers, all members of UCSF Standing Committees and UCSF Representatives to UC Systemwide Committees. Their nominations are ratified by the Division, i.e. UCSF Faculty. Committee on Committees members are elected to serve 3-year terms.

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**Faculty Councils**

- School of Dentistry
- School of Medicine
- School of Pharmacy

Each School Faculty Council represents its faculty to their school Dean and to the Academic Senate. Each Faculty Council Chair serves on the Coordinating Committee.

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**The School Faculties**

All the individual faculty members of each school make up their school faculty.
Descriptions of Standing Committees and Faculty Councils

UCSF Standing Committees
Committee on Academic Freedom
Committee on Academic Personnel
Committee on Academic Planning & Budget
Clinical Affairs Committee
Committee on Committees
Coordinating Committee
Committee on Courses of Instruction
Committee on Educational Policy

Committee on Equal Opportunity
Committee on Faculty Welfare
Graduate Council
Committee on Library & Scholarly Communication
Committee on Privilege & Tenure
Committee on Research
Committee on Rules & Jurisdiction

UCSF School Faculty Councils
School of Dentistry Faculty Council
School of Medicine Faculty Council
School of Nursing Faculty Council
School of Pharmacy Faculty Council

Other Committees
Representatives to UC Systemwide Committees
Academic Assembly
Academic Council
Task Forces/Ad Hoc Committees
Executive Committee
Division Meetings

COMMITTEE ON ACADEMIC FREEDOM (CAF)
The Committee on Academic Freedom reviews policies and issues as they affect the academic freedom of UCSF faculty and students. The Committee consists of five or six members. All Academic Senate faculty are eligible to be appointed.

COMMITTEE ON ACADEMIC PERSONNEL (CAP)
This Committee makes recommendations to the Vice Provost, Academic Affairs regarding appointments, promotions, merit advancements (accelerated or decelerated more than one year, or merit advancements to Step 6 or Above Scale), changes in series, appraisals, appeals of personnel actions, and related matters. The Committee reviews academic personnel policy issues from the UCSF campus and the UC Systemwide Academic Senate. The Distinction in Teaching Award and the Distinction in Mentoring Award fall under the purview of CAP. The Committee consists of nine members. Only Academic Senate faculty at the full Professor rank may serve on CAP.

COMMITTEE ON ACADEMIC PLANNING AND BUDGET (APB)
This Committee focuses on the assessment of campus-wide planning and budgetary decisions that directly impact the future academic well-being of UCSF. This Committee provides oversight on long- and short-range academic planning issues, including campus budgets and resource allocations. The Committee reviews issues brought forward by the Division, Systemwide, and campus administration. The Committee consists of 19 members, plus ex-officio members from the administration and the Chairs of each school’s Faculty Council. Only faculty at the Associate or Full rank are eligible for service.

Revised August 23, 2012
CLINICAL AFFAIRS COMMITTEE (CAC)
This committee is charged with review of all policy and matters regarding the clinical enterprise that relate to or affect the academic mission of the University. It consists of eleven members. All UCSF faculty are eligible to serve on this committee.

COMMITTEE ON COMMITTEES (COC)
This committee is charged with appointing or removing committee members, representatives to Systemwide Senate committees, and members of ad hoc committees as requested for the San Francisco Division of the Academic Senate. It consists of nine members. Members are elected by the faculty of the Division and must be Academic Senate faculty at the Associate or Full rank.

COORDINATING COMMITTEES (COORD)
This committee reviews and coordinates policies, actions, and reports of the standing committees of the San Francisco Division. Membership includes the Officers of the Division, representatives to UC Systemwide Senate committees, chairs of Divisional standing committees and faculty councils, and school deans. Members participate in this committee by virtue of another role within the Academic Senate (committee chairs, faculty council chairs, and representatives to UC Systemwide) and/or in their role as campus administrators.

COMMITTEE ON COURSES OF INSTRUCTION (COCOI)
The Committee has responsibility for approving all courses offered at UCSF. Annually, it adjudicates approximately 250 applications for institution, modification, reinstatement, or deletion of courses in all schools. Prior to the five meetings per year, each of which is two hours in duration, members receive materials to review to ascertain whether proposed courses satisfy University standards. Additionally, the Committee meets once to rank applications for funding Instructional Grant Program applications. The Committee consists of four members appointed by the Committee on Committees and four members representing each schools’ curriculum committee. Academic Senate faculty at any rank are eligible to participate.

COMMITTEE ON EDUCATIONAL POLICY (CEP)
The Committee addresses campus-wide matters involving establishment and disestablishment of curricula, schools, institutes, and departments as well as legislative or administrative policies involving questions of educational policy. The Committee consists of eight members. UCSF faculty at any rank are eligible to serve.

COMMITTEE ON EQUAL OPPORTUNITY (EQOP)
The Committee on Equal Opportunity reviews and evaluates various diversity initiatives both at the division and UC Systemwide level. With the assistance of data from the Office of Affirmative Action, Equal Opportunity and Diversity, the Committee evaluates the progress of each department in terms of recruitment of underrepresented minorities and women faculty. The Committee consists of at least ten members. UCSF faculty at any rank are eligible to serve.

COMMITTEE ON FACULTY WELFARE (CFW)
This Committee reports on the general welfare, housing, parking, health and retirement benefits, and intra-group relationship of the members of the Academic Senate, clinical faculties, professional research, staff, and students. The Committee consists of seven members. UCSF faculty at any rank are eligible to serve.
GRADUATE COUNCIL (GRAD)
The Graduate Council makes recommendations to the UC Systemwide Coordinating Committee on Graduate Affairs concerning new UCSF programs for existing graduate degrees and the establishment of new degrees, reports to and makes recommendations to the Academic Senate on existing graduate academic programs and conferring of such degrees, and advises the Chancellor concerning graduate academic matters. The Graduate Council awards all University Fellowship and Graduate Scholarships to students enrolled in the Graduate Division and sets standards for the appointment of postdoctoral scholars. The Graduate Council consists of thirteen members. UCSF faculty at any rank are eligible to serve.

COMMITTEE ON LIBRARY AND SCHOLARLY COMMUNICATIONS (COLASC)
The Committee on Library and Scholarly Communication advises the campus and library administration regarding a wide spectrum of campus library issues and policies including acquisitions, circulation, facilities, and special projects. The Committee consists of ten members. UCSF faculty at any rank are eligible to serve.

COMMITTEE ON PRIVILEGE AND TENURE (P&T)
The Committee on Privilege and Tenure hears from Academic Senate members who believe their rights or privileges as members of the Academic Senate have been violated. The Committee hears cases involving grievances, disciplinary actions, and early termination of faculty appointments. The Committee as a whole meets for all prehearing activities. The Committee, as a whole or subset (minimum two members) with additional Academic Senate faculty, will constitute a formal hearing committee. Additionally, the Committee reviews policies brought forward by the Division or UC Systemwide. The Committee consists of nine members. Only Academic Senate faculty at the Associate or Full rank are eligible for service.

COMMITTEE ON RESEARCH (COR)
The Committee reviews and funds applications for individual investigator and shared equipment grants, selects the annual Faculty Research Lecturers in Basic, Clinical and Translational Sciences, and reviews and makes recommendations on division and UC Systemwide policies, proposals, and legislation pertaining to research. The Committee also funds applications for research travel grants. The Committee consists of 23 members. UCSF faculty at any rank are eligible to serve.

COMMITTEE ON RULES AND JURISDICTION (R&J)
This Committee on Rules and Jurisdiction exercises formal supervision over all modifications in divisional legislation proposed by the Faculty Councils of the four schools, and by the standing committees or members of the Division. The Committee reviews and certifies that the proposed legislation is consonant with the Bylaws and Regulations of the Academic Senate prior to submission to the Division for approval. The Committee also reviews and certifies all modifications to school-level legislation proposed by the Faculties of the Schools prior to approval by the Faculties. Additionally, the Committee reviews policies brought forward by the San Francisco division or UC Systemwide Academic Senate. The Committee consists of nine members and meets only when modifications to legislation are proposed or formal interpretations of legislation are requested. UCSF faculty at any rank are eligible to serve.
SCHOOL FACULTY COUNCILS
Each School Faculty Council acts on behalf of that School’s faculty in matters related to education and other issues of concern for the faculty, in which they are advisory to their School’s Dean. Faculty Council members are elected from within each school. For more information, see each School’s bylaws:

- Dentistry: [http://senate.ucsf.edu/0-bylaws/sodb.html](http://senate.ucsf.edu/0-bylaws/sodb.html)
- Nursing: [http://senate.ucsf.edu/0-bylaws/sonb.html](http://senate.ucsf.edu/0-bylaws/sonb.html)
- Medicine: [http://senate.ucsf.edu/0-bylaws/somb.html](http://senate.ucsf.edu/0-bylaws/somb.html)
- Pharmacy: [http://senate.ucsf.edu/0-bylaws/sopb.html](http://senate.ucsf.edu/0-bylaws/sopb.html)

REPRESENTATIVES TO UC SYSTEMWIDE COMMITTEES
Most UCSF Standing Committees have representatives to their counterpart UC Systemwide committees. Those representatives are appointed by the Committee on Committees from the existing membership of each UCSF committee. A few UC Systemwide committees do not have counterparts at UCSF, for example the UC Press Editorial Board or the University Committee on Preparatory Education. The Committee on Committees names individual faculty members to serve on UC Systemwide committees without local counterparts. Those representatives are responsible for reporting back to the Coordinating Committee, as needed.

ACADEMIC ASSEMBLY
The Assembly of the Academic Senate represents the faculty in the governance of the entire University of California as mandated by the Standing Orders of the Regents. The Assembly is authorized to consider any and all matters of concern to the Senate as a whole and has the power to take final action on all legislation substantially affecting more than one Division. The Assembly is ready at all times to advise the President. Each Division (campus) is allocated a number of seats on the Assembly based on a census of the Academic Senate faculty (current and emeriti) for each Division. The Committee on Committees appoints individual UCSF faculty to serve two-year terms. Academic Assembly Delegates are responsible to report to the Coordinating Committee, as needed.

ACADEMIC COUNCIL
The Academic Council is the administrative arm of the Assembly of the Academic Senate and acts in lieu of the Assembly on non-legislative matters. It advises the President on behalf of the Assembly and has the continuing responsibility to request committees of the Senate to investigate and report to the Council or to the Assembly on matters of UC Systemwide concern. The Chair of each Division (campus) is a member of the Academic Council.

TASK FORCES AND AD HOC COMMITTEES
From time to time, special task forces and ad hoc committees are assembled to study and report on matters of concern to the UCSF faculty. Examples of ad-hoc committees or task forces are: review of affiliation agreements, involvement on UC Systemwide committees (e.g., International Education), Chancellor’s committees (e.g., diversity, student health), research misconduct committees, or faculty misconduct committees. Task forces and ad hoc committees meet as determined by the work proposed and the members' schedules. UCSF faculty at any rank are eligible to serve. For bylaws governing task forces and ad hoc committees, please refer to 85-A, 90-B, and 101-D.

DIVISION MEETINGS
Each year the San Francisco Division of the Academic Senate holds 1-2 Division Meetings to review and vote on issues before the Division. All UCSF faculty are invited to participate.
# STRUCTURES OF THE STANDING COMMITTEES OF THE ACADEMIC SENATE

## COMMITTEE ON ACADEMIC FREEDOM (CAF)

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>Five (or six, see below*)</th>
</tr>
</thead>
</table>
| Appointed Membership | • Representatives from each School  
| | • One representative from the Health Science Clinical Professor series  
| | • One representative from the Adjunct Professor series |
| Ex Officio Member* | • Divisional representative of the University Committee on Academic Freedom, if not already a member |
| Quorum | Three (or four*) |

## COMMITTEE ON ACADEMIC PERSONNEL (CAP)

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>Nine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointed Membership</td>
<td>• Only Senate Series at the Professor Rank may be appointed to CAP. Membership should represent all four Schools and should be representative of the broad missions of UCSF, including faculty in the basic, clinical, and social/behavioral sciences.</td>
</tr>
<tr>
<td>Ex Officio Members</td>
<td>• None</td>
</tr>
<tr>
<td>Quorum</td>
<td>Five</td>
</tr>
</tbody>
</table>

## COMMITTEE ON ACADEMIC PLANNING AND BUDGET (APB)

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>No fewer than 11, nor more than 19</th>
</tr>
</thead>
</table>
| Appointed Membership | • Members of associate rank or higher  
| | • At least one faculty member from each School  
| | • Up to four members from Clinical or Adjunct Series  
| | • Membership should reflect UCSF campus locations and teaching, clinical and research activities  
| | • All members shall be voting members except when proscribed by Academic Senate bylaws and regulations  
| | • 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  
| | • Chair serves a two year term |
| Ex Officio Members | • Vice Chair of the San Francisco Division  
| | • Vice Chancellor for Administration and Finance  
| | • Vice Chancellor for University Advancement and Planning  
<p>| | • Associate Vice Chancellor for Academic Affairs |
| Permanent Guests | • Chairs of each school’s Faculty Council |</p>
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Number of Members</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLINICAL AFFAIRS COMMITTEE (CAC)</td>
<td>At least Eight voting members (and five non-voting ex officio members)</td>
<td>Four Senate faculty, Four Health Sciences Clinical Faculty at 50% or greater time, Membership should be representative of all four schools, representative of the various clinical enterprises operated by or affiliated with UCSF, and representative of each campus site operating clinical practices (Parnassus, VA, SFGH, Mt. Zion, etc.)</td>
</tr>
<tr>
<td>COMMITTEE ON COMMITTEES (COC)</td>
<td>Nine: Five At Large Members, and one representative from each school</td>
<td>This Committee is elected by the Senate Faculty for three-year terms. At Large Members are elected by all UCSF Senate Faculty. School Representatives are elected by faculty from their respective schools.</td>
</tr>
<tr>
<td>COORDINATING COMMITTEE (COORD)</td>
<td>34</td>
<td>Chair, Vice Chair, Parliamentarian and Secretary of Division, Chair of each Standing Committee of the Division, Chair of each Faculty Council, Chair of the Graduate Council, Dean who are ex officio members of their school's Faculty Council, Divisional Delegates to Assembly (and alternates), Immediate Past Chair of the Division</td>
</tr>
<tr>
<td>COMMITTEE ON COURSES OF INSTRUCTION (COCOI)</td>
<td>10</td>
<td>To include faculty from all four schools</td>
</tr>
</tbody>
</table>
### COMMITTEE ON EDUCATIONAL POLICY (CEP)

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>Eight</th>
</tr>
</thead>
</table>
| Appointed Membership | - Membership shall include representation from each school  
  - Chair or Vice Chair shall be the representative to the University Committee on Educational Policy |
| Ex Officio Members | - Director, Education and Public Service, UCSF Library  
  - Chair (or designee), School of Dentistry Committee on Educational Policy  
  - Chair (or designee), School of Medicine Committee on Educational Policy  
  - Associate Dean, Academic Programs, (or designee) School of Nursing  
  - Chair (or designee), School of Pharmacy Committee on Educational Policy |
| Quorum | Five |

### COMMITTEE ON EQUAL OPPORTUNITY (EQOP)

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>At least 10</th>
</tr>
</thead>
</table>
| Appointed Membership | - At least one representative from each School and Graduate Division  
  - At least one appointee from Clinical and one from Adjunct series  
  - All members shall be voting members except when proscribed by Academic Senate bylaws and regulations |
| Ex Officio Members | - Member of Committee on Privilege and Tenure  
  - Member of Committee on Academic Freedom |
| Permanent Guests | - Director of Office of Affirmative Action/Equal Opportunity/Diversity or designee |
| Quorum | Six |

### COMMITTEE ON FACULTY WELFARE (FW)

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>Seven</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointed Membership</td>
<td>- Membership shall include one Emeritus faculty member</td>
</tr>
<tr>
<td>Permanent Guest</td>
<td>- Principal Coordinator, UCSF Benefits</td>
</tr>
<tr>
<td>Quorum</td>
<td>Four</td>
</tr>
</tbody>
</table>

### GRADUATE COUNCIL (GRAD)

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointed Membership</td>
<td>- reflect appropriately the departments, Schools, and graduate curricula of the Division, which offer work toward higher degrees</td>
</tr>
</tbody>
</table>
| Ex Officio Members | - Graduate Division Dean, voting; shall not serve as Chair or Vice Chair  
  - Graduate Division Associate Dean, non-voting; Graduate Council Secretary  
  - Graduate Division Assistant Dean for Postdoctoral Affairs, non-voting |
### Permanent Guests
- Representative of the Graduate Student Association
- Representative of the Postdoctoral Scholars’ Association

### COMMITTEE ON LIBRARY AND SCHOLARLY COMMUNICATION (COLASC)

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>Ten</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointed Membership</td>
<td>Shall include faculty from all four schools</td>
</tr>
</tbody>
</table>
| Ex Officio Members | University Librarian  
- One representative of the Librarian’s Association of the University of California - San Francisco Division  
- One representative from either the UCSF Graduate Student Association or Associated Students of the University of California, San Francisco. The student representative groups shall in alternate years provide representatives (in odd years – GSA, in even years – ASUCSF). In the event that the Student Associations are unable to alternate representation, they shall determine amongst themselves which organization will send representation. |

### COMMITTEE ON PRIVILEGE AND TENURE (P&T)

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>Nine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointed Membership</td>
<td>Senate Faculty of Professor rank, inclusive of all four schools</td>
</tr>
<tr>
<td>Ex Officio Members</td>
<td>None</td>
</tr>
<tr>
<td>Quorum</td>
<td>Five, requiring the Chair or Vice-Chair to be present</td>
</tr>
</tbody>
</table>

### COMMITTEE ON RESEARCH (COR)

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointed Membership</td>
<td>Membership should represent all four Schools and should be representative of the broad missions of UCSF, including faculty in the basic, clinical, and social/behavioral sciences.</td>
</tr>
<tr>
<td>Ex Officio Members</td>
<td>None</td>
</tr>
<tr>
<td>Quorum</td>
<td>12</td>
</tr>
</tbody>
</table>

### COMMITTEE ON RULES AND JURISDICTION (R&J)

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>Nine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointed Membership</td>
<td>Membership shall include representation from each school.</td>
</tr>
</tbody>
</table>
| Ex Officio Members | Divisional Senate Parliamentarian  
- Registrar |
| Quorum | Five |
THE FACULTY COUNCILS OF UCSF

The School Faculty Councils serve dual roles. Each Faculty Council is a standing committee of the Division, and serves as the executive committee for its school.

THE SCHOOL OF DENTISTRY

Faculty Council

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>15: Ten elected members, five ex officio members</th>
</tr>
</thead>
</table>

Elected Members

- One Academic Senate member from each department
- Three Academic Senate members at large
- No more than two members from same department
- Two At Large non-Senate faculty representatives who hold appointments ≥ 50% time

Term length is two years.

Ex Officio Members

- Dean or Dean’s designated representative
- Chair of the Admissions Committee
- Chair of the Educational Policy Committee
- Chair of the Academic Planning and Budget Committee
- Assistant Dean for Curricular Affairs
- President of the Associated Dental Students

All ex officio members can vote. While the Administration has two ex-officio members, only one will be counted. Recognized organizations may send representatives to attend meetings but cannot vote.

Election Process

Department representatives are appointed by the Department Chair. Members are identified by a call for nominations and are appointed by election.

The Faculty Council elects their own Chair, Vice Chair, and Secretary each year. While the term is for a single year, the same members may be re-elected to additional terms.

School Committees

- Admissions
- Academic Planning and Budget
- Educational Policy
- Research
- Scholarship

Committee appointments are for one year.
## THE SCHOOL OF MEDICINE

### Faculty Council

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>13: Ten elected members, three ex officio members</th>
</tr>
</thead>
</table>
| Elected Members   | • Seven members of the Academic Senate (At least one Assistant Professor, one Full Professor, and one member of the Basic Science faculty. No more than two members from one department and its divisions simultaneously)  
• Two clinical representatives and one adjunct representative who are entitled to participate but without the right to vote; must hold at least 50% appointments  
Term length is three years and service is limited to no more than two consecutive terms. |
| Ex Officio Members| • Dean  
• Vice Dean of Medical Education  
• Associate Dean, Graduate Medical Education  
• Chair of the Committee on Curriculum and Educational Policy |
| Election Process  | Members are identified by a call for nominations and are appointed by election. |

The Faculty Council selects their own Chair, Vice Chair, and Secretary from elected members each year. There are no stated term limits.

### School Committees

- Curriculum and Educational Policy
- Committee on Student Welfare

Committee appointments are for one year.

## THE SCHOOL OF NURSING

### Faculty Council

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>10: Eight appointed members, one ex officio member, one student representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected Members</td>
<td>• Two representatives from each department (one of which must be a member of the Academic Senate)</td>
</tr>
</tbody>
</table>
| Ex Officio Members| • Dean or Dean’s designated representative  
• Representative from the Nursing Student Council |
| Election Process  | Each department determines its own process for nominations. Typically there is a call for service, and the Faculty Council and the departments identify the representatives who will serve. The nominations for each rising year must be approved by the closing Faculty Council. |

Term length is two years and service is limited to no more than two consecutive terms, except for the immediate past Chair who may serve an additional two years.
The Chair and Vice Chair are chosen from among the voting Academic Senate members of the Faculty Council to serve for a term of one year and re-elected to no more than three consecutive years.

School Committees
Standing Committees of the School of Nursing
- Doctoral Program Council
- Faculty Practice
- MEPN Council
- MS Program Council
- Recruitment & Retention
- Research
- International and Global Health

Additional Committees
- Student Awards
- Doctoral Screening
- MEPN Screening
- Faculty Practice Executive Committee
- Diversity in Action (DIVA)

THE SCHOOL OF PHARMACY

Faculty Council

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>14: Seven elected members, one elected representative, six ex officio members.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected Members</td>
<td>- At least two members from each department</td>
</tr>
<tr>
<td></td>
<td>- One representative from the teaching staff who is not a member of the Academic Senate. This member participates in deliberations but is a non-voting members.</td>
</tr>
<tr>
<td></td>
<td>Term length is two years.</td>
</tr>
<tr>
<td>Ex Officio Members</td>
<td>- Dean</td>
</tr>
<tr>
<td></td>
<td>- Assistant/Associate Dean for Academic Affairs</td>
</tr>
<tr>
<td></td>
<td>- Assistant/Associate Dean of Student and Curricular Affairs</td>
</tr>
<tr>
<td></td>
<td>- Assistant/Associate Dean for External Affairs</td>
</tr>
<tr>
<td></td>
<td>- Chair of the Educational Policy Committee</td>
</tr>
<tr>
<td></td>
<td>- Chair of the Admissions Committee</td>
</tr>
<tr>
<td>Permanent Guest</td>
<td>- Student Body President</td>
</tr>
</tbody>
</table>

Election Process
- Members are identified by a call for nominations and are appointed by election. Faculty Council completes the slate if not all positions are filled by the election.

The Chair and Vice Chair are appointed by the Faculty Council. Term limits are not specified.

School Committees
- Admissions
- Educational Policy
- Infrastructure/Informatics
- Student Status and Honors

Committee appointments are for two years.
### THE GRADUATE COUNCIL

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>19: Thirteen appointed members, six ex officio members</th>
</tr>
</thead>
</table>
| Elected Members   | • At least two members shall have medical degrees  
|                   | • Membership shall reflect the departments, schools and graduate curricula of the Graduate Division  
|                   | Term length is three years.                         |
| Ex Officio Members| • Dean (voting member)  
|                   | • Associate Dean  
|                   | • Assistant Dean for Graduate Academic Affairs (non-voting, Council Secretary)  
|                   | • Assistant Dean of Postdoctoral Affairs  
|                   | • Postdoctoral Scholar’s Association Representative  
|                   | • Graduate Student Association Representative     |
| Election Process  | Members are appointed by the Academic Senate Committee on Committees. |

The Chair and Vice Chair are selected by the Academic Senate Committee on Committees. Term limits are not specified.

**Committees of the Graduate Division**

- Administrative Committee
- Agenda Committee
- Fellowships and Graduate Scholarships
- Forms of Theses and Dissertations
SYSTEMWIDE ACADEMIC SENATE
COMMITTEE STRUCTURE AND MEMBERSHIP

Assembly of the Academic Senate

Appointed Membership

- The President of the University
- The Chair and Vice Chair of Academic Council, who are also Chair and Vice Chair of the Assembly
- 40 Divisional Representatives other than chancellors, vice chancellors, deans, chief administrative officers of colleges and schools, and members of the University Committee on Rules and Jurisdiction

Ex Officio Membership

- The Chair of each Division of the Academic Senate (or Vice Chair in case of absence)
- All Members of the Academic Council

Quorum: Two-thirds of the Members of the Assembly

Academic Council

Appointed Membership

- The Chair of the Assembly is the Chair of the Academic Council
- The Vice Chair of the Assembly is the Vice Chair of the Academic Council
- Chairs of all Divisions
- Chair of UC Academic Personnel
- Chair of Board of Admissions and Relations with Schools (BOARS)
- Chair of UC Educational Policy
- Chair of UC Faculty Welfare
- Chair of the Coordinating Committee on Graduate Affairs (CCGA)
- Chair of UC Planning and Budget
- Chair of UC Research Policy

Ex Officio Membership

- None

Quorum: 10

Academic Freedom

Appointed Membership

- A Chair, selected at large, who is a former, but not present member of the corresponding Divisional Committee
- A Vice Chair, selected from the Divisional appointees, from a different Division than that of the Chair
- One member from each Divisional Committee on Academic Freedom
- Two student representatives (one undergraduate and one graduate) both non-voting

Ex Officio Membership

- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)
**Academic Personnel**

**Appointed Membership**
- A Chair, selected at large, who is a former but not present member of the corresponding Divisional Committee
- A Vice Chair, selected at large, from a different Division than that of the Chair
- One representative from each Divisional Committee (or equivalent)

**Ex Officio Membership**
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)

**Affirmative Action and Diversity**

**Appointed Membership**
- A Chair, selected at large, who is a former but not present member of the corresponding Divisional Committee
- A Vice Chair, selected from the Divisional appointees, from a different Division than that of the Chair
- One member from each Divisional Committee (or equivalent)
- Two student representatives (one undergraduate and one graduate) both nonvoting

**Ex Officio Membership**
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)

**Boards of Admissions and Relations with Schools (BOARS)**

**Appointed Membership**
- A Chair, selected at large, who is a former but not present member of the corresponding Divisional Committee
- A Vice Chair, selected at large, from a different Division than that of the Chair
- The Chair and Vice Chair serve two year concurrent terms
- Includes one member from each Divisional Committee on Admissions and Enrollment (or equivalent committee)
- Two student representatives, one undergraduate and one graduate, both non-voting

**Ex Officio Membership**
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)

**Committee on Committees**

**Appointed Membership**
- One member appointed by each Divisional Committee on Committees from its current membership to serve on the University Committee on Committees
- Two members at large named by the Assembly for two-year staggered terms
- Each at large member will serve as Vice Chair in their first year and then normally succeed the Chair in the second year

**Ex Officio Membership**
- None

**Coordinating Committee on Graduate Affairs**

**Appointed Membership**
- A Chair, selected at large, who is a former but not present member of the corresponding Divisional Committee
- A Vice Chair, selected at large, from a different Division than that of the Chair
- One member from each Divisional Committee (or equivalent)
- Two graduate student representatives both nonvoting

**Ex Officio Membership**
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)
### Editorial

**Appointed Membership**
- A Chair and a Vice Chair, one from a Northern Division (campus) and one from a Southern Division (campus)
- At least one, but not more than four, member(s) from each Division

**Ex Officio Membership**
- Director of the UC Press (non-voting)
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)

### Educational Policy

**Appointed Membership**
- A Chair, selected at large, who is a former but not present member of the corresponding Divisional Committee
- A Vice Chair, selected at large, from a different Division than that of the Chair
- One member from each Divisional Committee on Educational Policy
- Two student representatives (one undergraduate and one graduate) both nonvoting

**Ex Officio Membership**
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)

### Faculty Welfare

**Appointed Membership**
- A Chair, selected at large, who is a former but not present member of the corresponding Divisional Committee
- A Vice Chair, selected at large, from a different Division than that of the Chair
- One member from each Divisional Committee (or equivalent)
- One Academic Senate member of the Advisory Board of the UC Retirement System who may be a member already included on the committee
- Up to two at large members, appointed for one-year renewable terms, and in consultation with the Chair of the Committee, to supplement the expertise of divisional members in areas of special relevance to the current business of the committees.

**Ex Officio Membership**
- Chair of the Council of UC Emeriti Associations
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)

### Information Technology and Telecommunications Policy

**Appointed Membership**
- A Chair, selected at large, who is a former but not present member of the corresponding Divisional Committee
- A Vice Chair, selected from the Divisional appointees, from a different Division than that of the Chair
- One representative of the committee of each Division that is most closely connected with information technology and telecommunications
- Two student representatives (one undergraduate and one graduate) both nonvoting

**Ex Officio Membership**
- Chair of UC Library Committee
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)
**International Education**

**Appointed Membership**
- A Chair, selected at large, who is a former but not present member of the corresponding Divisional Committee
- Chair normally serves a two year term
- A Vice Chair, selected from the Divisional appointees, from a different Division than that of the Chair
- One member from each related Divisional Committee (or from the Senate membership-at-large on a campus that has no related Divisional Committee)
- Two student representatives (one undergraduate and one graduate) both nonvoting

**Ex Officio Membership**
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)

**Committee on Library and Scholarly Communication**

**Appointed Membership**
- A Chair, selected at large, who is a former but not present member of the corresponding Divisional Committee
- A Vice Chair, selected from the Divisional appointees, from a different Division than that of the Chair
- One member from each Divisional Committee (or equivalent)
- Two student representatives (one undergraduate and one graduate) both nonvoting

**Ex Officio Membership**
- University Librarian
- Chair of Information Technology and Telecommunications Policy
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)

**Planning and Budget**

**Appointed Membership**
- A Chair, selected at large, who is a former but not present member of the corresponding Divisional Committee
- A Vice Chair, selected at large, from a different Division than that of the Chair
- One member from each Divisional Committee (or equivalent)
- Two student representatives (one undergraduate and one graduate) both nonvoting

**Ex Officio Membership**
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)

**Preparatory Education**

**Appointed Membership**
- A Chair, selected at large, who is a former but not present member of the corresponding Divisional Committee
- A Vice Chair, selected from the Divisional appointees, from a different Division than that of the Chair
- One member from each related Divisional Committee (or from the Senate membership-at-large on a campus that has no related Divisional Committee)
- One appointed member from Board of Admission and Relations with Schools (BOARS)
- Two student representatives (one undergraduate and one graduate) both nonvoting

**Ex Officio Membership**
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)
### Privilege and Tenure

**Appointed Membership**
- A Chair, selected at large, who is a former but not present member of the corresponding Divisional Committee
- One member from each Divisional Committee (or equivalent)
- A Vice Chair, selected from the Divisional appointees, from a different Division than that of the Chair

**Ex Officio Membership**
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)

### Research Policy

**Appointed Membership**
- A Chair, selected at large, who is a former but not present member of the corresponding Divisional Committee
- A Vice Chair, selected at large, from a different Division than that of the Chair
- One member from each Divisional Committee (or equivalent)
- Two student representatives (one undergraduate and one graduate) both nonvoting

**Ex Officio Membership**
- Chair of the Assembly (non-voting)
- Vice Chair of the Assembly (non-voting)

### Rules and Jurisdiction

**Appointed Membership**
- Two chosen from the Chairs of the Divisional Committees of Rules and Jurisdiction to serve a three year term or as long as they remain a Divisional R&J chair whichever is less
- Three members at large to serve a three year term
- The Chair shall be chosen from the members at large
- No member may serve concurrently as a member of the Assembly

**Ex Officio Membership**
- None
# UCSF Academic Senate Committees Involved in Campus Reviews for Academic Programs, Academic Units, and Research Units

<table>
<thead>
<tr>
<th>MATTER FOR REVIEW</th>
<th>ORIGINATING BODY</th>
<th>PRINCIPAL UCSF COMMITTEES TO REVIEW**</th>
</tr>
</thead>
</table>
| Five Year Perspective | Executive Vice Chancellor | Graduate Council - Lead  
• Committee on Educational Policy  
• Committee on Research  
• Academic Planning & Budget |
| Establishment Of New Graduate Degree and/or New Program | Individual departments propose and Graduate Dean initiates reviews | Graduate Council - Lead  
• Academic Planning & Budget (proposals which require new or a redistribution of campus resources)  
• Committee on Educational Policy (proposals which require changes in curriculum)  
• Committee on Research (as appropriate) |
| Name Changes Of Graduate Degree Programs | Individual departments propose and Graduate Dean initiates reviews | Graduate Council |
| Transfer, Consolidation, Or Discontinuation Of Graduate Degree Programs | Individual departments propose and Graduate Dean initiates reviews | Graduate Council - Lead  
• Academic Planning & Budget (issues relating to campus resources)  
• Committee on Educational Policy (issues relating to curriculum) |
| Undergraduate And Graduate Programs With Unique Titles | | Graduate Council |
| Creation Of New Schools And Colleges | Executive Vice Chancellor | Educational Policy - Lead  
• Academic Planning & Budget  
• Graduate Council |
| Name Changes Of Schools And Colleges | School's Executive Committee, Dean of the School, or the Executive Vice Chancellor | Educational Policy - Lead  
• Academic Planning & Budget  
• Graduate Council |
| Transfer, Consolidation Or Disestablishment Of Schools And Colleges | School's Executive Committee, Dean of the School, or the Executive Vice Chancellor | Educational Policy - Lead  
• Academic Planning & Budget  
• Graduate Council |
| Reconstitution Of Academic Programs And Academic Units | School's Executive Committee, Deans' Offices for Professional Academic Programs, the Graduate Council for Graduate Academic Programs, or the Executive Vice Chancellor | Educational Policy OR Graduate Council – Lead (as appropriate)  
• Academic Planning & Budget  
• Graduate Council or Educational Policy |
| Establishment, Disestablishment, Renaming And Five-Year Review Of ORUs And MRUs | Executive Vice Chancellor | Committee on Research - Lead  
• Graduate Council  
• Academic Planning & Budget |
| Establishment, Disestablishment, Renaming And Five-Year Review Of Non-ORUs | Executive Vice Chancellor | Committee on Research - Lead  
• Graduate Council  
• Academic Planning & Budget |

**UCSF Academic Senate Chair may request review by other Senate committee(s).
COMMUNICATION FROM THE COMMITTEE ON RULES & JURISDICTION
Joe Wiemels, PhD, Chair

TO: Academic Senate Leadership
FROM: Joe Wiemels, Chair of Rules & Jurisdiction
        Jean Olson, Parliamentarian
RE: Guidelines For Committee Meetings: Quorum, E-mail Voting, Conflict of Interest/Recusal, Listservs
DATE: September 18, 2004

The following is clarification of basic parliamentary procedure regularly used in Senate Committees to conduct business.

Quorum. A quorum is the number of members of a committee attending a meeting required to transact business. A quorum is defined as “one member over half of the membership of a Committee.” Members participating by telephone in a teleconference are counted in the quorum. By Senate rules, a quorum is “required for a committee to vote on actions, although Committee members can discuss business items with fewer members present than a quorum” (italics added, Bylaws Sect III.101). Matters for such discussion should be routine. Controversial matters or issues requiring action should only be discussed with a quorum present.

Electronic mail voting. E-mail voting is now allowed both for Divisional and System-wide votes. Committee votes may also be taken by e-mail. However, voting members must have access to any discussion of the matter in committee. Those Committees with responsibility for awarding Senate lectureships or Distinction in Teaching awards must do so at a meeting with a quorum present. Members may participate and vote by phone, but the decision cannot be made by e-mail.

Conflicts of Interest. Individual members should consider the possibility of conflict of interest in any matter that comes before their committees for discussion. When a conflict of interest exists or is in question, the individual should reveal the conflict to the other members and recuse themselves from any action or vote. Recusal means leaving the room and not participating in the discussion or decision on the matter in question.

Listservs. Listservs should only be used by Committee members or staff for official Committee business.

The Committee on Rules & Jurisdiction is happy to provide clarification of any other parliamentary procedure. Please provide such issues to the Chair.

Sturgis, A. The Standard Code of Parliamentary Procedure, 4th ed. This book is used as a reference authority when UCSF Bylaws are not explicit on particular procedures.
Committee Management Overview

Managing a Meeting
- Arrive at the meeting prior to the start time, if possible, to make sure everything is ready. Help the Senate Analyst, if needed.
- Sit next to the Senate Analyst so you can easily communicate during the meeting.
- Minutes from the prior meeting should be approved as soon as a quorum is available.
- The Senate Analyst acts as the committee’s parliamentarian to help the Chair run an orderly meeting (per Sturgis).
  - Monitor the attendance to determine when a quorum has been reached.
  - Run the meeting on time.
  - Available to provide background knowledge and information, as needed.

Committee Resources
- The Senate Analyst maintains a web page with each committee’s roster, meeting schedule, and relevant committee materials (files, links, etc.).
- Draft (i.e., not yet approved by the committee) minutes can be circulated to the committee via email. They will be posted after they have been approved by the committee, either via email or at the subsequent meeting. Minutes may be approved via email if they need to be posted sooner than the next meeting date.

Monthly Committee Meeting Cycle
- Committee meeting adjourns.
- Within one week after the meeting, the Chair and Senate Analyst follow up on any new issues. The Senate Analyst prepares draft minutes.
- Two weeks prior to the next meeting, the Chair and Senate Analyst discuss the draft agenda.
- One week prior to the next meeting, the Senate Analyst distributes the agenda and materials to the committee. If some or all of the materials are not ready by that time, the Senate Analyst will send a meeting reminder to the committee and let them know that the materials will be distributed as soon as possible.
- The Senate Analyst provides printed meeting agendas and arranges for audio-visual equipment.

Annual Committee Meeting Cycle
- **September 1** – Academic Senate begins its academic year
- **September** – First committee meeting
  - Work with Senate Analyst to prepare the agenda.
    - Review committee’s bylaw duties.
    - Review committee’s practices, processes, and responsibilities.
    - Review prior year’s annual report.
    - Orient new members to process committee information, as appropriate.
    - Discuss and document committee’s priorities for the academic year.
- **September** - All Chairs and Senate Analysts attend the Leadership Retreat. Vice Chairs may substitute if the Chair is not available. Committee Chairs and UC Systemwide Representatives are invited to attend Orientation Meetings if they will find the experience beneficial.
- **October-December** – Work with Senate Analyst to prepare, hold, and follow-up on committee meetings to conduct business as prioritized in the first meeting and to address any other issues that are brought before the committee.
- **January** – Check in with the Director and COC Liaison about committee members regarding current leadership, possible leaders for the subsequent year, high performing/underperforming committee members, and overall committee function.
- **January-May** – Work with the Senate Analyst to prepare, hold, and follow-up on committee meetings to conduct business as prioritized in the first meeting and to address any other issues that are brought before the committee.
- (February – annual COC Call for Committee Service)
- (March-April – COC works to nominate next year’s committee members)
- **May** – Next year’s committee appointees are confirmed by a vote of the Division.
- **June-July**
  - Hold final committee meetings.
  - Finalize annual report.
- **July-August** – Help incoming committee leadership prepare for the next year. This may be achieved by in-person meetings, phone calls, or email correspondence, as preferred by the current Chair, incoming Chair, and Senate Analyst.
### UCSF Academic Senate 2012-2013 Calendar

#### Course Action Deadlines, Quarters
- Course Actions, Deadlines, Quarters
- Research Grant, Research Lecturer, Special Events
- Distinction in Teaching, Distinction in Mentoring
- Academic Assembly, Academic Council, Leadership Meetings
- Division Meetings

#### Holidays
- New Year’s holiday: January 1, 2013
- Presidents’ Day holiday: February 18, 2013
- Martin Luther King, Jr. Day holiday: January 21, 2013
- Cesar Chavez, Sr. Day holiday: March 29, 2013
- Labor Day holiday: September 3, 2012
- Thanksgiving holiday: November 22, 2012
- Veterans Day holiday: November 11, 2012
- Winter Holiday: December 24, 25, 26, 27, 28, 29, 30
- Memorial Day holiday: May 27, 2013

#### Distinction in Teaching, Distinction in Mentoring
- Faculty Development Day: August 21, 2013
- Fall Quarter 2012 begins: September 12, 2012
- Winter Quarter 2013 begins: December 3, 2012
- Spring Quarter 2013 begins: March 3, 2013
- Summer Session 2013 begins: June 30, 2013
- Fall Quarter 2013 begins: September 12, 2013

#### Executive Committee
- Call for nominations for the Faculty Research Lectures for achievement in Basic Science Research, Clinical Research, or Translational Research: April 18, 2013
- Call for nominations for the Faculty Research Lectures: May 17, 2013

#### Academic Senate Leadership
- Executive Committee Retreat: August 5, 2013

#### Course Catalog Updates
- Course Catalog update for Fall 2012: August 10, 2012
- Course Catalog update for Winter 2013: August 24, 2012
- Course Catalog update for Summer 2013: August 25, 2012
- Course Catalog update for Spring 2013: April 4, 2013

#### Distinction in Teaching Awards
- Distinction in Teaching Awards nominations due: October 18, 2012
- Distinction in Mentoring Awards nominations due: November 19, 2012

#### Distinction in Mentoring
- Fall Faculty Research Lecture in Clinical Science – Bruce Miller, PhD
- Call for Distinction in Mentoring Awards nominations opens

#### Distinction in Teaching
- Spring Faculty Research Lecture in Basic Science Research, Clinical Science – John Rubenstein
- Fall Faculty Research Lecture in Basic Science Research, Clinical Science – John Rubenstein
- Presidents’ Day holiday: February 18, 2013

#### Retirement
- Spring Faculty Research Lecture in Translational Research – Steven Deeks & J. Michael McCune

#### Executive Committee
- Executive Committee: January 2, 2013
- Executive Committee: July 24, 2013

#### Executive Committee
- Executive Committee: January 2, 2013
- Executive Committee: July 24, 2013