Primary Focus Points for the Year:

• Review of Proposed Bylaw Modification: Request from the Committee on Courses of Instruction to resolve a discrepancy between SOM’s Regulation on Grades and Credits, Appendix V(B), and San Francisco Academic Senate Regulation (SFR) 785, September 26, 2013 (Appendix 1, 2)

• Review of Proposed Regulation Modification: Request from the Graduate Council to Review Proposed Modifications to Regulation V, Council Bylaws & Regulations (Committees for Higher Degrees) (Appendix 3)

• Review of Proposed Regulation Modification: Request from the Graduate Council to Review Proposed Bylaw Changes (Appendix 4)

• Review of Proposed Bylaws Revision: Request from the School of Dentistry Faculty Council Proposed Revisions including Defining Quorum for School Business and Changes to Terms and Re-appointment of Admissions Committee Members (Appendix 5)

• Review of Proposed Bylaw Revisions: Request from the Committee on Academic Personnel on revisions to Division Bylaw 110 defining Committee Membership and Duties (Appendix 6)

• Review of Proposed Appendix Revision: Request from the Committee on Educational Policy to completely revise Appendix VII as pertains to Academic Dismissals, December 27, 2013 (Appendix 7)

• Review of Proposed Bylaw Modification: Request from the Faculty Welfare Committee updating the bylaws to correct outdated practices, to assign responsibility for revision of The Faculty Handbook and to permit a designee other than committee Chair to represent UCSF at UCFW Systemwide Meetings, January 4, 2014 (Appendix 8)

2013-2014 Members

Patrick Finley, Chair
Jae Woo Lee, Vice Chair
Gary Armitage
Marek Brzezinski
Troy Daniels
Preston Maxim
Catherine Waters

Ex-Officio Members
Doug Carlson, Registrar
Anne Slavotinek, Parliamentarian
Number of Meetings: 1; electronic discussion as needed
Senate Analyst: Alison Cleaver
http://senate.ucsf.edu/0-committee/m-rules.html

Task Forces and Other Committee Service

This year, Patrick Finley and Anne Slavotinek, members of the Academic Senate Committee on Rules and Jurisdiction, continued service on the Academic Senate Bylaw Revision Task Force.

Going Forward

Pending issues for the Academic Senate Committee on Rules and Jurisdiction to carry forward into 2014-2015:

• Continued review of proposed bylaw revisions
• Determination of a more efficient mechanism for bylaw change approval and tracking
• Continued interaction with the Academic Senate Bylaw Revision Task Force

Senate Staff:
Alison Cleaver, Senior Analyst
alison.cleaver@ucsf.edu; 415/476-3808
Communication from the Committee on Courses of Instruction
Susan Promes, Chair

Patrick Finley, PharmD
Chair, Committee on Rules and Jurisdiction
Office of the Academic Senate, Box 0764

Re: Proposed Modification to the Bylaws of the Academic Senate

Dear Chair Finley,

Following a communication to the Committee on Courses of Instruction (COCOI) from Susan Masters, Associate Dean for Curriculum, Undergraduate Medical Education, UCSF School of Medicine, the COCOI is seeking to resolve a discrepancy between the School of Medicine’s regulation on Grades and Credits, Appendix V(B), and San Francisco Academic Senate Regulation 785 which appears to have resulted from the SOM bylaws being updated in 1995 to omit honors grades in the second year while the Academic Senate Bylaws were not. The SOM regulation represents the current practice.

The current School of Medicine’s regulation states, “The honors grade will not be assigned in any first or second-year course, but may be assigned in all required courses of more than two units in the third and fourth years.”

The San Francisco Division Academic Senate Regulation 785 states, “The honors grade will not be assigned in any first year course, but may be assigned in all required and elective courses of more than two units in the second, third and fourth years.” which equates to a grading scheme for the second, third, and fourth years, when, in practice, students in the second year will not receive honors grades.

Proposed Changes:
SFR 785: To assure that an accurate grading policy is reflected in the senate regulations, the Committee on Courses of Instruction is requesting review and approval of a change the Academic Senate Regulation 785 that would read, “The honors grade will not be assigned in any first- or second-year course, but may be assigned in all required and elective courses of more than two units in the second, third and fourth years.”

Justification:
To resolve a discrepancy between the School of Medicine’s regulation on Grades and Credits, Appendix V(B), and San Francisco Academic Senate Regulation 785 September 16, 2013

It is the request of the Committee on Courses of Instruction, that the Academic Senate’s Rules and Jurisdiction Committee approve the revision. If you have any questions, please contact Senate Analyst, Kathleen Dargan, kate.dargan@ucsf.edu.

Sincerely,

Susan Promes, MD
Chair, Committee on Courses of Instruction.
Communication from the Committee on Courses of Instruction
Susan Promes, Chair

Patrick Finley, PharmD
Chair, Committee on Rules and Jurisdiction
Office of the Academic Senate, Box 0764

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Justification:

To resolve a discrepancy between the School of Medicine’s regulation on Grades and Credits, Appendix V(B), and San Francisco Academic Senate Regulation 785 September 16, 2013

It is the request of the Committee on Courses of Instruction, that the Academic Senate’s Rules and Jurisdiction Committee approve the revision. If you have any questions, please contact Senate Analyst, Kathleen Dargan, kate.dargan@ucsf.edu.

Sincerely,

Susan Promes, MD
Chair, Committee on Courses of Instruction.
Communication from the Graduate Council
Youngho Seo, Chair

Patrick Finley, PharmD
Chair, Committee on Rules and Jurisdiction
Office of the Academic Senate, Box 0764

Re: Proposed Modifications to the Regulations Part V of the Graduate Division

Dear Chair Finley:

The UCSF Graduate Council is requesting the review of proposed changes to San Francisco Division Regulation Part V which regulates those eligible to serve as chair on committees for higher degrees.

The current language follows:

V. Committees for Higher Degrees

A. Committees appointed to supervise the research and writing of the thesis or dissertation, or to conduct the doctoral qualifying examination or comprehensive examination for the master's degree, are composed of members of the San Francisco Division of the Academic Senate.

1. Appointment of persons who are not members of the San Francisco Academic Senate requires administrative approval of the Dean of the Graduate Division.

2. In no case may a non-Senate person be appointed as the chair of the committee for a graduate degree. A non-Senate person may serve as co-chair provided that the other co-chair is a member of the Senate.

Proposed changes:

V. Committees for Higher Degrees

A. Committees appointed to supervise the research and writing of the thesis or dissertation, or to conduct the doctoral qualifying examination or comprehensive examination for the master's degree, are composed of members of the San Francisco Division of the Academic Senate and non-members of the San Francisco Academic Senate with approval of the respective Program Directors and concurrence of the Dean of the Graduate Division.

1. Appointment of persons who are not members of the San Francisco Academic Senate requires administrative approval of the Program and concurrence of the Dean of the Graduate Division.
2. In no case may a non-Senate person be appointed as the chair of the committee for a graduate degree. A non-Senate person may serve as co-chair provided that the other co-chair is a member of the Senate.

Justification:

To align with the September 2013 UCSF Academic Senate Standing Rule that includes Adjunct and Health Sciences Clinical faculty in shared governance at UCSF, the Graduate Council discussed changes to Regulation Part V – Committees for Higher Degrees which regulates who is eligible to serve as chair on dissertation and qualifying exam committees. The Council opted to add the approved language to Section A, allowing for the deletion of V.1. The council further agreed to delete V.2., eliminating the rule prohibiting Adjunct and Health Science Clinical faculty members from serving as chairs of student committees.

The Graduate Council requests that the UCSF Committee on Rules and Jurisdiction approve the revision. If you have any questions, please contact Senate Analyst, Kathleen Dargan, kate.dargan@ucsf.edu.

Sincerely,

Youngho Seo, PhD
Chair, UCSF Graduate Council
Communication from the Committee on Rules and Jurisdiction
Patrick Finley, PharmD, Chair

April 1, 2014

Youngho Seo, PhD
Chair, Graduate Council
Office of the Academic Senate, Box 0764

Re: Proposed Modifications to the Bylaws of the Graduate Council

Dear Chair Seo:

Pursuant to Divisional Bylaw 120(B)(5), the Committee on Rules and Jurisdiction reviewed the request to modify San Francisco Division Bylaw 125. Graduate Council to allow administrative revisions originally approved by Rules & Jurisdiction in April 2013, such as consistency in capitalization, grammatical agreements.

Graduate Council re-reviewed the changes in fall 2013 and re-approved them, newly submitting to R&J in March 2014 for a second approval.

The Committee on Rules and Jurisdiction approves these modifications as proposed.

The proposed amendments now must be approved by a vote of the Division, and subsequently approved by the University Committee on Rules and Jurisdiction before they may go into effect.

Sincerely,

The Committee on Rules and Jurisdiction
Patrick Finley, PharmD, Chair
Jae Woo Lee, MD, Vice Chair
Gary Armitage, DDS, MS
Marek Brzezinski, MD, PhD
Douglas Carlson, JD
Troy Daniels, DDS
Preston Maxim, MD
Anne Slavotinek, MD, PhD
Catherine Waters, RN, PhD, FAAN
March 5, 2014

Patrick Finley, PharmD
Chair, Committee on Rules & Jurisdiction
Via email: patrick.finley@ucsf.edu

Re: Review of Proposed Changes to San Francisco Division Bylaw 125. Graduate Council

Dear Chair Finley:

As specified in San Francisco Division Bylaws (Appendix VIII), the Graduate Council requests that the Committee on Rules and Jurisdiction review, approval and transmittal to the Division Chair of the attached proposed amendments to San Francisco Division Bylaw 125 regarding Graduate Council. The proposed amendments were approved by the Graduate Council at our last meeting on February 13, 2014.

Per Appendix VII, please find below a statement of purpose for the proposed amendments, pros and cons and the effect of the proposed amendments on existing legislation, if any.

**Statement of Purpose**
Per the attached document, Graduate Council proposes the following amendments to Bylaw 125.

Graduate Council:

1. Revised Bylaw 125. A.: Dividing this section into subsections is intended to improve clarity and make this section consistent with the Membership sections of other Division committee bylaws.
2. Revised Bylaw 125. A. 1.: Removal of the word "departments" from the membership requirements better reflects that graduate curricula at UCSF is organized by graduate programs that span individual academic departments.
3. Revised Bylaw 125. A. 2.: Shifting language from its previous position is consistent with the structure of other Division committee bylaws.
4. Revised Bylaw 125. A. 3: This language has been shifted from its previous position to be consistent with the structure of other Division committee bylaws. The revised language specifies that the Dean and/or Assistant/Associate Dean shall serve as non-voting ex officio members, clarifying that both or one may serve, and providing flexibility for the type of title held by an assistant or associate dean. The proposed amendment also removes the current right of the Graduate Dean to vote as a member of Graduate Council.
5. Revised Bylaw 125. A. 4.: The proposed amendment reflects the recent consolidation of UCSF’s student organizations (i.e. the Graduate and Professional Student Association).
6. Revised Bylaw 125. B.: the addition of the reference to UC Systemwide Academic Senate Bylaw 330 is intended to provide easy reference to related legislation.
7. Revised Bylaw 125. B. 4.: In practice, Graduate Council advises both the Chancellor and the Graduate Dean. The revised language includes mention of the Graduate Dean for that purpose.
8. Revised Bylaw 125. B. 5.: Adding the word “graduate” specifies that Graduate Council reviews graduate programs.
9. Revised Bylaw 125. B. 8.: Existing Bylaw 125. C. was removed and revised language was added as Bylaw 125. B. 8. to reflect the current practices within Graduate Council for appointing committees, as needed.
10. Revised Bylaw 125. B. 7. h.** footnote: On the understanding that “doctoral degree” was descriptive enough for the purpose of the footnote and given that types of degrees evolve over time, Graduate Council members removed specific examples of degrees from this footnote.

**Pros and Cons**

**Pros:** The proposed revisions to the Graduate Council bylaw will better represent current Graduate Council practices and better align the bylaw structure with existing Division committee bylaws.

**Cons:** Graduate Council members did not express any arguments against the proposed amendments.

**Effect of the Proposed Amendments on Existing Legislation**

The proposed amendments to Division Bylaw 125. Graduate Council do not appear to have any effect on existing legislation.

Should you have questions, please do not hesitate to contact me. We look forward to working with you to revise this legislation.

Sincerely,

Youngho Seo, PhD
Chair, Graduate Council

Attachment: Graduate Council Proposed Bylaw Revisions as approved on 2014.02.13
Graduate Council  
Youngho Seo, PhD, Chair  

Proposed bylaw revisions as approved by the Graduate Council on February 13, 2014  
This revised draft includes administrative revisions approved by the UCSF Committee on Rules & Jurisdiction in April 2013, such as consistency in capitalization, grammatical agreements, etc.

San Francisco Division Bylaw 125. Graduate Council  

A. Membership:  

1. This committee consists of 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 that offer work toward higher degrees.  

2. The chair or other designated member shall serve as a member of the University Coordinating Committee on Graduate Affairs (CCGA).  

3. The Dean and/or an Assistant/Associate Dean of the Graduate Division shall serve as an ex officio non-voting member(s) but shall not serve as chair or vice chair of Graduate Council.  

4. 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.  

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

1. To set policies and procedures on behalf of the 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 and Graduate Dean concerning graduate academic and postdoctoral matters [Am 15 April 91]  

5. To conduct regularly scheduled reviews of existing graduate 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 Division with a view to the promotion of research and learning.
In fulfilling its executive function on behalf of the 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 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]

*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 Division.

** Academic Senate Bylaw 330 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.

B. 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 Division: Consists of the Dean of the Graduate Division and Graduate Council Chair as co-chairs, and four other Graduate Council 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; 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.
Communication from the School of Dentistry Faculty Council
Mehran Hossaini, DMD, Chair

October 31, 2013

Patrick Finley, PharmD
Chair, Committee on Rules and Jurisdiction

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

Dear Chair Finley,

The members of the School of Dentistry Faculty Council seek to make improvements to bylaw revisions approved during the 2012-2013 academic term. These improvements include defining quorum for school business and changes to the terms and re-appointment of admissions committee members. The School of Dentistry Faculty Council submits these modifications to the Academic Senate committee on Rules and Jurisdiction for review and approval.

Justifications for Revisions

Section 5.3 Full Faculty Quorum (page 3) and Section 6.5.1 Faculty Council Quorum (page 4)
These sections have been revised to delineate the difference between the quorum necessary for school business and for Academic Senate business. The current bylaws only describe the quorum necessary for Academic Senate business. Since the majority of business conducted by the Full Faculty and Faculty Council regards school business (all business that is not under the purview of the Academic Senate and does not involve other schools), the Council would like to make the additional description of quorum.

Section 7.2.2.1 (page 5)
After the most recent bylaw revisions were passed, faculty on the admissions committee voiced concerns with the new three-year term obligation. After discussion, Council members decided to remove the requirement and make additional terms optional. With the standing committee term limits already defined in Section 7.2.2.1, the admissions committee has the flexibility to retain members for additional terms. The Council also removed language requiring that members hold a 50% appointment. This is to allow all faculty populations, such as without-salary and emeritus faculty to serve on the committee.

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 mehran.hossaini@ucsf.edu or Senate Analyst Artemio Cardenas at artemio.cardenas@ucsf.edu.

Sincerely,

Mehran Hossaini, DMD
Chair, School of Dentistry Faculty Council
BYLAWS OF THE FACULTY OF THE SCHOOL OF DENTISTRY

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 50).

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 are also members of the Academic Senate;

2.2.1 When the faculty of the School of Dentistry functions as a committee of the Academic Senate; or eligible faculty members (School of Dentistry Bylaw 2.2 a-d) may vote (SF Bylaw 100); all other member of the faculty have the privilege of the floor for discussion. In all other matters, 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:
   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 meetings;
   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. When functioning as a committee of the Academic Senate, fifteen members of the Ladder Rank, In Residence and Clinical X series constitute a quorum. When the Faculty addresses all other business, fifteen members, from any series, 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, and 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 from the series of Ladder Rank, In Residence and Clinical X.

6.1.2 Ex-Officio Members
Ex Officio members include 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. When the Faculty Council functions as a committee of the Academic Senate, only members of the Academic Senate may vote; all other members and representatives of the Faculty Council may have the privilege of the floor for all discussions. However, the vote of the entire Council will be recorded alongside the Academic Senate vote. In all other matters, 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 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. When acting on Academic Senate business, five Faculty Council members from the Ladder Rank, In Residence and Clinical X series constitute a quorum. When the Faculty Council addresses all other business, five elected members, from any series, 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. Membership shall be proportional to the distribution of faculty in the School of Dentistry’s departments. The term of committee membership shall be two years. Committee members can be reappointed by the Faculty Chair for additional service beyond the required term of service. 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; and May 15, 2013.
Communication from the Committee on Rules and Jurisdiction
Patrick Finley, PharmD, Chair

April 1, 2014 DRAFT

Howard Pollick, BDS, MPH
Chair, Committee on Educational Policy
Office of the Academic Senate, Box 0764

Re: Proposed Revision of Division Appendix VII

Dear Chair Pollick:

Pursuant to Divisional Bylaw 120(B)(5), the Committee on Rules and Jurisdiction reviewed the proposed revision of Appendix VII. Divisional Procedure for Student Grievance in Academic Affairs to (1) provide clarity to both administrators and students, and (2) to separate procedures for grievances related to academic dismissals from those related to allegations of unlawful discrimination.

Upon review in January 2014, the Committee on Rules & Jurisdiction raised two concerns:

- readiness of the Schools to handle the new procedures;
- interim support to those administrators and students in situations involving grievances due to allegations of unlawful discrimination.

The Committee on Rules and Jurisdiction has worked with the schools and the Office of Diversity & Outreach since February 2014 to resolve these two concerns.

At this stage, the Committee on Rules & Jurisdiction approves this rewrite with minor editorial changes and inclusion of language on campus websites providing interim guidance and direction to administrators and students in situations involving grievances due to allegations of unlawful discrimination. Inclusion of the new language has been approved by Vice Chancellor Navarro and the Office of Diversity & Outreach.

The proposed amendments now must be approved by a vote of the Division, and subsequently approved by the University Committee on Rules and Jurisdiction before they may go into effect.

Sincerely,

The Committee on Rules and Jurisdiction

Patrick Finley, PharmD, Chair
Jae Woo Lee, MD, Vice Chair
Gary Armitage, DDS, MS
Marek Brzezinski, MD, PhD
Douglas Carlson, JD

Troy Daniels, DDS
Preston Maxim, MD
Anne Slavotinek, MD, PhD
Catherine Waters, RN, PhD, FAAN

Cc: Vice Chancellor Renee Navarro
    David Irby, PhD, Co-chair, Task Force to Revise Appendix VII
NEW
Bylaws, Regulations and Appendices of the University of California,
San Francisco Division of the Academic Senate
Appendix VII
Divisional Procedure for Student Academic Dismissal

1. PURPOSE
   A. The purpose of this procedure is to provide for the fair and timely determination and resolution of student academic dismissals.

2. REVIEW OF STUDENT ACADEMIC PERFORMANCE
   A. The review of student academic performance is the responsibility of the faculty of each school and may be administered through faculty committee(s). With respect to potential academic dismissals, these committee(s) perform two functions:
      Step 1. Initial screening of eligibility for dismissal, and
      Step 2. In-depth review and dismissal decision.

3. STEP 1: INITIAL SCREENING OF ELIGIBILITY FOR DISMISSAL
   a. Each School shall establish:
      i. Criteria for satisfactory academic progress, including promotion and graduation. The elements of academic performance are defined by the School or Graduate Program and include professional behavior in addition to knowledge, attitudes, and skills.
      ii. A faculty driven process by which the student’s performance is compared with standards and decisions about how retention, promotion, graduation, remediation, or dismissal are made.
      iii. A process by which students who are failing to meet criteria for satisfactory progress are notified of their performance deficiencies, the consequences of failing to resolve those deficiencies, and opportunities and a timeline for remediation.
      iv. The grounds for academic review and dismissal.
b. A student eligible for dismissal will receive formal notice that his/her performance does not meet School standards and s/he therefore is referred to a committee charged with an in-depth review of academic performance and consideration of dismissal. This information will be transmitted in writing and conveyed electronically or in person. This notice will inform the student of his/her right to submit information for the committee's consideration. The notice will include the specific reasons for the referral, the rules and procedures governing the committee's deliberations, the student's right to review and request a copy of his/her educational record, and the written information that will be provided by the school to the in-depth review committee.

4. STEP 2: IN-DEPTH REVIEW AND DISMISSAL DECISION

A. The chief academic officer (Vice Dean, Associate Dean or Graduate Program Director) shall appoint an in-depth review committee. This committee shall consist of faculty members within the school who are knowledgeable about the academic program and student performance standards, and may include academic officers of the school as long as they number in the minority of those committee members present at the review hearing. A quorum must be present to conduct the academic review.

B. The chief academic officer will establish and communicate to the student the meeting date for the in-depth review, to occur no sooner than 15 working days after the student is notified of the action. The term “working days” is based on UCSF’s academic and administrative calendar.

C. The student will receive a copy of his/her record of academic performance within five working days following notification of eligibility for dismissal.

D. The in-depth review committee shall undertake a comprehensive review of the entire academic performance of the student.

E. The student may submit additional written information, including information from other individuals, and may address any aspect of his or her academic performance in writing to the review committee. The student will submit any such additional information at least five working days before the committee meeting.
F. The School or Graduate Program will provide the student and the review committee with any additional information provided by the student and the school five working days before the committee meeting.

G. If further relevant material, such as course, clinical or clerkship evaluations, becomes available within five working days of the meeting, it shall be provided by the school to both the review committee and the student.

H. The student will be invited to attend a portion of the committee meeting in order to make a statement and answer questions from the committee. The student may bring another person to the meeting for personal support but this person may not be an attorney and may not speak unless requested to do so by the committee.

I. The committee will carefully deliberate and review the student's entire academic record and professional performance. Based on their review, the in-depth review committee shall make one of the following determinations:
   1. Allow the student to continue in the program with specific conditions and a timeline for remediation, and established dates for review of compliance with those conditions and timeline.
   2. Offer or mandate a leave of absence with specific conditions and a timeline for return, and established dates to review compliance with the conditions and timeline.
   3. Confirm dismissal.

J. All decisions require a majority vote of the members present.

K. The committee will prepare a letter that includes an explanation of its findings and decision to the chief academic officer.

L. The chief academic officer will notify the student of the decision and its basis in writing, electronically or in person. A dismissal becomes effective as of the date of notification and a dismissed student is immediately dis-enrolled, even if pursuing an appeal.

5. APPEAL

A. There is no appeal of an in-depth review committee decision to continue the student in the program or mandate a leave of absence, or any conditions or timelines associated with those decisions.
B. There are only two grounds for a student to appeal a dismissal decision:
   1. Factual errors in the record that were not identified at the in-depth review committee meeting, if such failure would have changed the committee’s decision.
   2. Failure of the committee to follow the procedure set forth in this section, if such failure would have changed the committee’s decision.
C. An appeal must be made in writing to the Dean within 10 working days of the student being notified of dismissal. The appeal must specify which of the above two grounds for appeal applies and must set forth specific facts to explain why, with any supporting materials.
D. The Dean will determine if there are grounds to reconsider the in-depth review committee dismissal decision. If there are grounds for reconsideration, the Dean may modify the in-depth review committee’s decision; and will provide the in-depth review committee members with a report of his/her actions.
E. The Dean will notify the student in writing of his/her decision. The Dean’s decision will be final and will conclude the grievance and appeal procedure.
Re: Proposed Changes to Division Bylaw 160. Committee on Faculty Welfare

Dear Chair Finley,

The Committee on Faculty Welfare (CFW) recently received and reviewed proposed bylaw revisions to Division Bylaw 160, from the UCSF Academic Senate Bylaw Review Task Force. Upon discussion at the December 5, 2013 CFW meetings, the Committee is proposing the below amended bylaw revisions to Division Bylaw 160.

Current Bylaw

160. Committee on Faculty Welfare
A. Membership: This Committee shall consist of seven members, including one emeritus member. Its Chair shall be an ex officio member of the University Committee on Faculty Welfare. [Am 2 June 87]
B. Duties:
1. It shall report to the Division from time to time on any matters of University welfare not assigned to other standing committees of the Division.
2. To consider matters which concern the Division as regards housing, parking, health, childcare, retirement benefits, and general welfare of the faculty, professional research staff, and students of the San Francisco Campus. [Am 1 Sep 03]
3. To provide oversight to the Academic Senate Executive Office, whose duty it shall be: [Am 1 Sep 03]
   a. To review memorial resolutions for deceased members of the San Francisco Division.
   b. To receive and edit such resolutions so prepared and to be generally responsible on behalf of the Division for the preparation and publication of commemorative statements concerning the lives and service to the University of members of the Division.

Proposed amendments

160. Committee on Faculty Welfare
A. Membership: This Committee shall consist of seven members, including one emeritus member. The Chair or other designated member shall serve on the University Committee on Faculty Welfare. [Am 2 June 87]
B. Duties:
1. It shall report to the Division from time to time on any matters of University welfare not assigned to other standing committees of the Division.
2. To consider matters which concern the Division as regards housing, parking, health, childcare, benefits, and general welfare of the faculty and professional academic research staff of the San Francisco Campus. [Am 1 Sep 03]
To review regularly and comment on as needed 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]

Statement of Purpose and Justification for Proposed Amendments

In 2012, then-Division Chair Robert Newcomer convened the UCSF Academic Senate Bylaw Review Task Force to review the existing bylaws governing the San Francisco Division of the Academic Senate to propose administrative and substantive updates. The administrative review process corrected outdated references, grammar and other non-substantive issues. It was completed and approved by the Committee on Rules and Jurisdiction in March 2013.

The above proposed bylaw revisions are made after discussion with the Bylaws Review Task Force.

The amendments proposed above include:

1. Language that a designee other than the committee chair may represent UCSF at the University Committee on Faculty Welfare meetings, consistent with the practice of other UCSF Academic Senate committees.
2. Delete language referencing non-faculty groups on campus.
3. Delete language referencing the In Memoriam process, which has not been acted upon for a number of years due to no reliable source of information regarding deceased faculty members.
4. Introduce language assigning responsibility for the Faculty Handbook to the committee.

The Committee on Faculty Welfare thanks you for your review of these proposed changes.

Sincerely,

UCSF Academic Senate Faculty Welfare Committee
Paul Green, PhD, Chair
Leah Karliner, MD, Vice Chair
Elissa Epel, PhD
Melvin Grumbach, MD, Emeritus Member
Thomas Lowe, MD
Molly Newton, DDS, MA
Octavia Plesh, DDS, MS
Roberta Rehm, RN, PhD, FAAN
Shuvo Roy, PhD

Alison Cleaver 1/21/14 4:38 PM
Deleted: <ref>üss> To provide oversight to the Academic Senate Executive Office, whose duty it shall be: [Am 1 Sep 03].</ref>

Alison Cleaver 1/21/14 4:38 PM
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