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.

5. The Assistant Dean for Graduate Academic Affairs of the Graduate Division shall act as the Secretary of the Council and as an ex officio non-voting member who is authorized to refer any or all questions, including petitions of students and postdoctoral scholars, to the appropriate Council committees or to the Council. At the invitation of the Graduate Council, representatives of the Graduate and Professional 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.

A.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.
7. 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]

8. 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 three 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.