Committee on Committees
Elyse Foster, MD, Chair

Friday, October 10, 2014
3:00-4:30 pm
Room U 506

AGENDA

1. Welcome and Introductions

2. Charge and Priorities for 2014-14
   a. Bylaws (Attachment 1)
   b. Process (Attachment 2)
   c. Reference Guide (Attachment 3)

3. Chair’s Announcements – E. Foster

4. Report from the University Committee on Committees (UCOC)

5. Analyst Announcements – S. Patel

6. Proposed Committee Assignments for 2014-15 (Attachment 4)

7. Committee Vacancies – ACTION ITEMS
   a. Academic Planning and Budget (APB)
   b. LGBT Faculty Member on Equal Opportunity (EQOP)
   c. President's Advisory Council on LGBT Students, Faculty & Staff

8. Old Business

9. New Business

10. Adjournment
Committee on Committees

BYLAWS

102. Committee on Committees

A. This Committee shall consist of nine members; one from each School and the remaining to be elected At Large. Thus, for election purposes only, there shall be two designations of membership: 1) School, and 2) At Large.

B. Term of Office: The members are to have three-year staggered terms so that a total of three members are elected each year.

C. Nominations: The Secretary of the Division shall inform the membership each year according to Division Bylaw 65 of both the particular School and the At Large vacancies on the Committee arising from expired terms and invite written or electronic nominations as provided in Bylaw 65. If, as a result of this invitation, at least one candidate for each vacancy has not been nominated, the Secretary of the Division shall not permit balloting until the requirement is met by submission of written or electronic nominations.

D. Ballots: The Secretary shall send ballots to all voting members of the Division at least fifteen days before the election. The nominees shall be listed as described in (E) below. A list of the current constitution of the Committee shall accompany the ballot. [Divisional Bylaw 65]

E. Instructions for Voting
   1. Each year the ballot shall designate:
      a. The nominees of the appropriate School or Schools separately.
      b. The list of nominees At Large and the number to be elected.
      c. The name, title, department and School of each nominee.
      d. The name, department and School of each nominator for each nominee.
   2. No ballot shall be valid on which more than one name is marked for each School.
   3. No ballot shall be valid on which more than three names are marked.

F. Results of Elections:
   1. For election of School representatives, the candidates receiving the most votes shall be declared elected.
   2. For election of At Large representatives, the candidates receiving the most votes, regardless of School affiliation, shall be declared elected.
   3. The election shall be so organized that the results can be presented to the Division at its last meeting of the academic year. [Am 24 Nov 70, 1 Sep 03]

105. Organization of Committee on Committees

A. The Committee each year shall elect its own Chair and Vice Chair and shall establish its own rules consistent with these Bylaws. The Chair, who normally shall serve in that capacity not more than two successive years, shall be the Divisional member of the University Committee on Committees.

B. Vacancies: The Committee may appoint or nominate for election [Divisional Bylaw 65 (B)(2)] a candidate or candidates to occupy any unfilled term. The appointment shall be confirmed by a
majority vote of the Division membership. Appointments shall be confirmed by a majority vote, so long as a quorum of 40 Division members participates in the vote.

C. Duties:
1. To appoint with Divisional confirmation the Divisional Representatives and the Alternate to the Assembly.
2. To appoint all members, not ex officio, of each standing committee and Graduate Council of the San Francisco Division, designate its Chair and Vice Chair, and when necessary Secretary. [Am 23 Mar 72]
3. To appoint with Divisional confirmation, the Chair, Vice Chair, Secretary and Parliamentarian of the Division.
4. Confirmation: All appointments for committee membership, whether at the expiration of a term or to fill a vacancy before the end of a term, must be confirmed by a vote of the Division membership. Appointments shall be confirmed by a majority vote, so long as a quorum of 40 Division members participate in the vote. When confirmed, the appointments to expired terms shall begin September first next. If the Division fails to confirm a candidate recommended by the Committee on Committees, the Committee must submit another candidate until an acceptable one is proposed. The Committee shall submit these recommendations for regular annual committee appointments for confirmation to the Division at its last meeting of the academic year. [Am 1 Sep 03]
5. Filling Committee Vacancies: The Committee shall have power to receive, to declare and to act upon resignations and vacancies, and to make appointments, with Division confirmation, to fill such in the list of the standing committees of the Division. Partial Term: A candidate appointed to fill a vacancy shall take office at once and shall serve for the full remaining term of the candidate that he or she replaced. [Am 24 Nov 70]
6. Members of the Committee on Committees shall be eligible to serve as officers or members of any and all committees, or as representatives of the San Francisco Division to the Graduate Council or to the Assembly.
7. To advise the Chancellor on appointments to administrative committees. [En 24 Nov 70]
8. Administrative Advisor: The Committee on Committees itself, or at its discretion, a subcommittee appointed by it, shall serve as a properly constituted conference body of the San Francisco Division, to advise the Chancellor or President of the University concerning the appointment of Deans and Directors. (See Standing orders of The Regents in regard to Deans and Directors).
Introduction to the Work of the Committee on Committees
2014-2015

Congratulations on your election to the Committee on Committees. This Committee consists of nine members – five elected At Large by Senate faculty from all Schools and four School Representatives who are elected by Senate faculty from the Schools they represent. You elect your own Chair and Vice Chair. The practice of the committee has been that the Vice Chair will become the next Chair. The Committee organizes itself by designating each member to serve as a “liaison” for one or more of the committees requiring appointments. Each year, usually in January, the Senate Office releases a Call for Senate Committee Service. Based upon the response to this call, lists are generated (by Committee) identifying faculty in the Senate, Clinical and Adjunct series who wish to serve on Senate Committees. These lists become one of the tools used by the Committee to identify faculty to serve on select committees of the Academic Senate. Additionally, the Senate Office provides the Committee with lists of faculty, by School, as another tool for identifying faculty for Senate committee service.

Committee Appointment Process
The primary charge of the Committee on Committees (COC) is to identify and make recommendations to the Division for appointment to Standing Committees of the San Francisco Division of the Academic Senate; each of the four Divisional Senate Officers – Chair, Vice Chair, Secretary and Parliamentarian; Four Academic Assembly Delegates and four Alternate Delegates, and UCSF faculty to serve on UC Systemwide Committees of the Academic Senate. COC must complete its recommendations for all UCSF and UC Systemwide committee appointments no later than two weeks prior to the May Division Meeting. The Senate Director will keep you informed of the annual deadline.

COC’s practice has been for each liaison to meet and/or communicate with each committee chair and analyst to better understand the committee’s needs when considering new appointments.

NOTE: In addition to making recommendations for appointments, on rare occasions, the Committee may also make recommendations for removal.

Committee Liaison Duties
As the COC “liaison” to a Divisional or UC Systemwide Committee, you have primary responsibility to contact and invite faculty to serve on the committees to which you are liaison from a list of names provided to you which has been approved by a quorum of COC. In your capacity as liaison it is critical that you read Committee bylaws and understand the charge and general responsibilities of the committees upon which you are seeking faculty to serve. A recommended practice is to try to attend at least one meeting of the committees to which you are liaison and to set up a meeting with the current chair to discuss the committee’s needs. Should a vacancy arise at any time after appointments have been finalized, the liaison will have primary responsibility to fill vacancies.

UCSF Committees
The UCSF Academic Senate Standing committees are as follows:
- Academic Freedom (CAF)
- Academic Personnel (CAP)
- Academic Planning and Budget (APB)
- Clinical Affairs (CAC)
- Courses of Instruction (COCO1)
- Educational Policy (CEP)
- Equal Opportunity (EQOP)
- Faculty Welfare (CFW)
- Graduate Council (GRAD)
- Library and Scholarly Communication (COLASC)
- Privilege and Tenure (P&T)
- Research (COR)
- Rules and Jurisdiction (R&J)
- Sustainability (SUSTAIN)
UC Systemwide Committees
The UC Systemwide Academic Senate Committees to which UCSF faculty members are appointed by their Divisional COC’s include:

- University Committee on Academic Freedom (UCAF)*
- University Committee on Academic Personnel (UCAP)*
- University Committee on Affirmative Action and Diversity (UCAAD)*
- Board of Admissions and Records (BOARS)
- University Committee on Committees (UCOC)*
- University Committee on Computing and Communications (UCCC)^
- UC Press Editorial Committee (EDIT)^
- University Committee on International Education (UCIE)^
- University Committee on Educational Policy (UCEP)*
- University Committee on Faculty Welfare (UCFW)*
- Coordinating Committee on Graduate Affairs (CCGA)*
- University Committee on Library and Scholarly Communications (UCOLASC)*
- University Committee on Planning and Budget (UCPB)*
- University Committee on Privilege and Tenure (UCPT)*
- University Committee on Research Policy (UCRP)*
- University Committee on Rules and Jurisdiction (UCRJ)*
- University Committee on Undergraduate Preparatory Education (UCOPE)^

*Representatives to these committees also serve on the UCSF counterpart committee, to whom they are expected to report.
^These committees do not have a UCSF counterpart committee. Representatives to these committees are expected to report to the Coordinating Committee.

Divisional Officers
Officers of the San Francisco Division of the Academic Senate are appointed for two year terms, with the Divisional Vice Chair moving to Chair upon completion of the two year term as Vice Chair.

Delegates to the Assembly of the Academic Senate
Each Division has a pre-set number of Delegates determined by the number of Senate faculty on each campus. The San Francisco Division currently has four (4) Delegates – each campus is required to identify an alternate Delegate as well. The Delegates, along with the Divisional Chair are voting members of the Assembly and represent the San Francisco Division of the Academic Senate in all matters before the Assembly. The meetings take place by teleconference or in person at the UC Office of the President in Oakland. When the Chair cannot attend a regularly scheduled meeting of the Academic Council or Assembly and neither the Vice Chair nor Secretary can attend (the Parliamentarian is ineligible based on UC Systemwide Senate Bylaws), then the COC must appoint a substitute Delegate/Council Member for the Divisional Chair.

Additional Duties of Chair/Members Committee on Committees

A. The Chair of COC is a member of the Coordinating Committee.
B. COC may also be asked to submit faculty names to the Chancellor or Vice Chancellor for administrative and/or special ad hoc committees (sometimes, but not always related to violations of the Faculty Code of Conduct or other misconduct or disciplinary actions).
C. Review and approve appointments to Chancellor or other University Committee requesting Senate faculty participation.
D. Reviews policies and/or participate in task forces or ad hoc committees of the Division at the request of the Divisional Chair.
E. Advises the Chancellor or President of the University concerning the appointment of Deans and Directors based on guidelines outlined in the Standing orders of The Regents in regard to Deans and Directors.
F. Submits names to the Academic Council for UC searches.
G. Identifies and nominates a member of the UCSF faculty for UC Academic Senate Oliver Johnson Award (offered bi-annually in even years).
Committee Chair Appointments
Committee chair appointments are extremely important because each committee chair becomes a part of the Academic Senate Leadership core for the period of time they serve as chair of a committee. In an effort to sustain the work and the status of the Academic Senate, it is essential that care be taken to appoint faculty members who want to serve and are committed to serve in the capacity of chair.

Please ask faculty, before you appoint them as a Committee chair if:
1) Are they committed to, and willing to engage in, the work of the Senate?
2) Will they commit to attending required meetings/trainings?
3) Are they willing to work with the appointed Vice Chair in a mentoring capacity to prepare the Vice Chair for the possibility of a chair appointment in the following year?
4) Are they aware of the important issues before the committee (to which they are considered for appointment) and the campus relating to the work of their committee?
5) Are they aware that, in addition to the regular work of the committee, they may be asked by the Senate Division Chair to chair or participate on special task forces or ad hoc committees related to formal requests for Senate reviews?

All Committee Chairs will be required to participate in the following ADDITIONAL meetings as part of their duties as Chair:
1. Attend Annual Senate Leadership Retreat held in September each year.
2. Participate in summer transition meetings and/or communications with their committee analyst and preceding chair or succeeding chair, as appropriate.
3. Attend Coordinating Committee meetings – two hours every month
4. Attend Division Meetings 1-2 per year

Committee Appointments – Important Points of Concern
Certain Senate Committees also include as part of their membership, representatives on other Academic Senate Standing Committees or specific ex-officio representation. COC Liaisons for these committees must coordinate the appointment of these appointments as well when completing the membership appointments. School Representatives on COC should be able to help liaisons identify the appropriate ex-officio members from Schools.

This information is based on membership bylaws as of September 2013. Please note that in 2013-14, individual committees are revising their bylaws, including their membership rules. Once proposed revisions have passed the Division vote, the new bylaws are in effect.

Equal Opportunity: 1 representative from Privilege & Tenure and 1 representative from Academic Freedom

Clinical Affairs Committee: 1 representative from Graduate Council

Committee on Courses of Instruction: 4 Senate faculty – 1 from each school and 1 faculty member from each school representing their School’s Education Policy Committee or other Committee reviewing Courses. Additionally, a faculty member with knowledge of courses related to Graduate Programs serves as ex officio voting member.

Faculty Welfare: 1 member of this committee must be an Emeritus faculty member who is a member of the UCSF Emeritus Association. Additionally, the UCSF HR benefits Coordinator is a permanent guest.

Library and Scholarly Communication: The membership of this committee also includes the following ex-officio appointments: University Librarian, one representative from the Librarians Association of the University of California - San Francisco Division (LAUC-SF) and one student representative from either the UCSF Graduate Student Association or UCSF Associated Students. The student representative groups alternate years in which they 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.
Note: The University Librarian should be contacted by the COC liaison for assistance on identifying the LAUC representative, as well as the student representative.

UC Systemwide Appointments: Appointments to most UC Systemwide Committees (the exceptions are listed below) are for a period of two years and faculty appointed to these committees must be willing to serve for the entire two years. The meetings generally are all day and either take place by teleconference or take place at the Office of the President in Oakland. Occasionally some committees meet at other campuses throughout the state. When travel is involved, expenses are reimbursed by the UC Systemwide Academic Senate Office.

Editorial Policy Committee appointments require a commitment of up to 5 years.
Committee on Committees Appointment Reference Guide

Last updated on October 6, 2014 by S. Patel

OBJECTIVES
1. Adhere to the committee’s membership bylaw.
2. Seek a balance in the committee’s membership (early/mid/late career faculty, gender, research/clinical practice type, clinical/teaching/research focus, under-represented minorities, etc.)
3. Seek the best committee leadership and Systemwide representation possible
4. Create the most opportunities for the greatest diversity of faculty voices in the Academic Senate.

THE PROCESS
1. Please start early to work with the Executive Director and the other COC members to identify each committee’s 2014-15 nominations by mid-April so the list can be distributed to the campus prior to the May Division meeting.
2. When logging in to the Senate Service Portal (https://senateserviceportal.ucsf.edu) as a COC member (rather than as a faculty member) be sure to select “Database Administrator” at the top of the initial page. Senate Analyst Shilpa Patel (shilpa.patel@ucsf.edu) and Academic Senate Programmer George Michael (gmichael@3dq.net) are available for questions and/or a tutorial session on the Senate Service Portal.
3. For each committee, the COC Liaison should go through the following steps:
   a. Review the committee’s membership bylaw to determine the required membership.
   b. Review the list of vacancies.
   c. Review the list of continuing faculty.
   d. Check in with the current committee chair, analyst and Executive Director regarding any membership issues that arose in the current year. (Also, see letters e, f and g below)
   e. Review the proposed committee leadership: i.e. can/should the current Vice Chair become Chair?
   f. Review the list of current and incoming members for potential Vice Chair candidates.
   g. Determine whether the committee needs a representative to the corresponding UC Systemwide committee. If yes, can/should the current representative to Systemwide continue? Should the committee Chair or Vice Chair act as the Systemwide representative?
   h. Ensure that the committee membership is as balanced as possible with regard to early/mid/late career faculty, gender, research/clinical practice type, clinical/teaching/research focus, under-represented minorities, etc.
4. Typical issues encountered by COC members when identifying new committee members include:
   a. More School of Medicine faculty express interest than can be appointed to Academic Senate committees
   b. Often identifying School of Dentistry, Nursing and Pharmacy faculty is a challenge – contact your COC colleagues for help.
INFORMATION FOR CONTACTING POTENTIAL APPOINTEES

1. APPOINTMENT TERM
   a. The appointment for standing committees is three years. The upcoming term will be September 1, 2014 through August 31, 2017.
   b. Each year, COC reappoints for the subsequent year, creating an opportunity to end or change an appointment, if appropriate.
   c. For most faculty, the three year term is completed without incident.

2. INFORMATION FOR POTENTIAL COMMITTEE CHAIRS
   a. Committee Chair service can be for one or two years, with COC agreeing that a two-year term benefits both the Chair and the committee. This usually means that the Chair’s term on the committee will be extended beyond three years.
   b. Expected to attend all Coordinating Committee meetings (currently one two-hour meeting on Monday afternoons every other month).
   c. Expected to attend the Academic Senate Leadership Retreat – one half-day meeting in September each year.
   d. Expected to attend Executive Committee meetings (held in months when Coordinating Committee is not held) as needed based on the meeting agenda.
   e. Expected to work closely with the Committee Analyst to plan and hold meetings
   f. Expected to include the Vice Chair in a team approach to leadership.
   g. Expected to work closely with the UC Systemwide representative (if a separate person is named) regarding UC Systemwide issues. This is part of the team approach to leadership.
   h. Receives a token stipend, subject to Academic Senate budget negotiations each year.

3. INFORMATION FOR POTENTIAL COMMITTEE VICE CHAIRS
   a. Committee Vice Chair service is for one or two years, depending on the length of service of the concurrent Chair. This will mean that the Vice Chair’s term on the committee will likely be extended beyond three years.
   b. Expected to become Committee Chair upon the end of the concurrent Chair’s term.
   c. Once becoming Committee Chair, all of the information above will apply.

4. INFORMATION FOR POTENTIAL UC SYSTEMWIDE REPRESENTATIVES
   a. Most UC Systemwide Committee meetings last a full day and are held at UCOP in Oakland.
   b. UC Systemwide Representatives are expected to serve two years, as it takes time to learn the issues. Serving for one year is also acceptable, but not preferred. This will mean that the Vice Chair’s term on the committee will likely be extended beyond three years.
   c. Expected to work closely with the chair of the corresponding UCSF committee to present issues from UC Systemwide meetings, as appropriate, and to bring significant UC Systemwide issues to the attention of the Division Chair, as appropriate.

Academic Senate Staff:
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## Committee on Committees
### 2014-2015 Committee Liaison Assignments
#### as of October 2, 2014

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