



Committee on Rules and Jurisdiction

Annual Report 2005-2006

Joseph Wiemels, PhD

Chair

During the 2005-06 academic year, the Committee on Rules and Jurisdiction (R&J) met as a Committee on three occasions and augmented its work through the use of email communications. Jean Olson, Division Parliamentarian and Chair of the University Committee on Rules & Jurisdiction (UCRJ) reported on matters related to UCRJ.

The Committee reviewed several actions and requests for rulings during the 2005-2006 academic year:

1. Review of the May 30, 2005 response from the School of Medicine Faculty Council regarding the Committee's January 5, 2005 modifications to changes to School of Medicine Bylaws, originally proposed September 14, 2004.
2. Review of proposed changes to School of Pharmacy Bylaws to allow non-Teaching faculty the opportunity to serve as non-Senate representatives on the School of Pharmacy Faculty Council, to reduce the number of overall elected members of the Faculty Council from eight to seven, and to reduce the number of Non-Senate positions on the Faculty Council from two to one.
3. Review of modifications to the Regulations & Procedures of the Graduate Council.
4. Review of an Amendment to the Regulations of the Faculty of the School of Medicine allowing the award of posthumous degrees.
5. Review of proposed changes to Division Bylaw Section 122, Committee on Equal Opportunity, to provide faculty oversight to the Faculty Search Committee Ambassador Program.
6. Review of a Variance to Senate Regulation 750, Proposed by the Committee on Courses of Instruction, to include Health Sciences Clinical Professor, Clinical Professor, and Clinical Instructor Series in the list of eligible teaching series.
7. Review of proposed changes to Division Bylaw Section 125, Graduate Council, to increase membership to 13, to require at least two members with medical degrees, to allow the Committee on Committees to delegate a member other than the Chair to serve on Systemwide Coordinating Committee on Graduate Affairs (CCGA), and to clarify that the Secretary of the Council serves as an ex-officio, non-voting member.
8. Review of Division Bylaw Appendix VII: Divisional Procedure for Student Grievance in Academic Affairs.

Review of the May 30, 2005 Response from the School of Medicine Faculty Council Regarding the Committee's January 5, 2005 Modifications to Changes to School of Medicine Bylaws, Originally submitted September 14, 2004

The School of Medicine Faculty Council (SOM-FC) responded in a Communication dated January 5, 2005 to the response of the Committee to the proposed SOM bylaw changes, originally drafted September 14, 2004. In the meeting of September 19, 2005, the Committee on Rules and Jurisdiction reviewed the SOM-FC response and found that the slight modifications to the suggestions of the Committee were consistent with the original intent of the Committee. The Committee unanimously approved the changes to the Bylaws of the School of Medicine Faculty Council as Proposed. ([Appendix 1](#)).

Review and Approval of Proposed Changes to School of Pharmacy Bylaws

The Committee reviewed the proposed changes to the School of Pharmacy Bylaws. The Committee unanimously approved these changes with minor modifications, which were communicated back to the School of Pharmacy Faculty Council (SOP-FC) with its conditional approval.

During this discussion, the Committee noted that it has historically been the standard that within bylaws, capital-F "Faculty" refers to the proper entire unit of a School's Faculty, and lower-case "faculty" refers to faculty in general, subsets, or individuals. The Committee made note of this in its Communication to the SOP-FC, as well as the fact that according to APM 110, the Professional Research series is not considered a faculty series and as such needs to be explicitly inserted where a reference to Faculty is intended to be inclusive of the Professional Research series ([Appendix 2](#)).

Review and Approval of modifications to the Regulations & Procedures of the Graduate Council

The Committee reviewed the proposed extensive modifications to the Regulations & Procedures of the Graduate Council and conditionally approved the changes with suggested corrections. These corrections included grammatical and administrative changes as well as specific language recommendations. The requested changes to the Regulations & Procedures of the Graduate Council and the response from the Committee on Rules and Jurisdiction are attached hereto as [Appendix 3](#). These changes were approved by the Division February 16, 2006 and sent to UCRJ for standard technical review.

Review of an Amendment to the Regulations of the Faculty of the School of Medicine Describing the Award of Posthumous Degrees.

The Committee reviewed the proposed Amendment to the Regulations of the School of Medicine regarding the granting of posthumous degrees.

After review and discussion, the Committee noted that the School of Medicine (SOM) has no control over the Registrar's office and so while the Registrar did not and does not expect to charge fees for posthumous degrees, the School of Medicine does not have the authority to legislate the Registrar not to do so. The Committee communicated the following to the SOM-FC:

Section D.4: Regarding the issues of fees, the School of Medicine has no authority over fees and the final sentence should be stricken. The Registrar has indicated that the office has not and will not apply the \$10 mailing fee for posthumous degrees.

The Proposal from the School of Medicine Faculty Council and the response from the Committee is attached hereto as [Appendix 4](#).

Review of Proposed Changes to Division Bylaw Section 122- Committee on Equal Opportunity

The Committee reviewed bylaw changes proposed by the Committee on Equal Opportunity (EQOP) which inserted provisions for EQOP oversight of the Faculty Search Committee Ambassador Program. The Committee had no comments nor corrections and unanimously approved the proposed changes. ([Appendix 5](#))

Review of a Variance to Senate Regulation 750 to include Health Sciences Clinical Professor, Clinical Professor, and Clinical Instructor Series in the list of eligible teaching series

The Committee on Rules and Jurisdiction reviewed the request from the Committee on Courses of Instruction (COCOI) for a variance to systemwide Academic Senate Regulation 750 to include Health Sciences Clinical Professor, Clinical Professor, and Clinical Instructor series in the list of eligible teaching series.

Doug Carlson, University Registrar and Ex-Officio Member of the Committee, reviewed the proposed variance with the Committee. The variance to the Academic Senate Regulation 750 reads as follows:

2. San Francisco

750. B. Health Sciences Clinical Professors of any rank, Clinical Professors of any rank, Health Sciences Clinical Instructors and Clinical Instructors may give courses of any grade.

The Committee discussed this issue and recognized its necessity. This Regulation was written prior to the creation of these series. The Committee decided to approve this variance and to bring it to the attention of UCRJ as other medical schools in the UC system would require such a variance as well. By submitting this variance to UCRJ for review, the Committee expects that other campuses represented on UCRJ will recognize its necessity and perhaps move to alter the Senate Regulation on the systemwide level. ([Appendix 6](#))

Review of Proposed Changes to Division Bylaw Section 125- Graduate Council

The Committee on Rules & Jurisdiction reviewed the Graduate Council's proposed changes to UCSF Division Bylaw, Section 125 regarding the Graduate Council. The proposed changes expand Graduate Council's membership from 10 to 13, and requires that at least two members have medical degrees. The proposed changes also allow for a designated member other than the Chair to serve as a member of the University Coordinating Committee on Graduate Affairs. This member would be designated by the Committee on Committees. Lastly, the modifications clarify that the Assistant Dean for Graduate

Academic Affairs of the San Francisco Graduate Division is a non-voting, ex-officio member of the Graduate Council.

After review and discussion, the Committee unanimously voted to approve these revisions ([Appendix 7](#)).

Review of Division Bylaw Appendix VII: Divisional Procedure for Student Grievance in Academic Affairs

At the request of Academic Senate Division Chair Greenspan, the Committee reviewed Division Bylaw Appendix VII: Divisional Procedure for Student Grievance in Academic Affairs.

During the 2005-06 year, there were three student grievances. During the review process, it was noted that the current guidelines are unclear and confusing for faculty, students, and staff. Invited to this meeting of R&J to share their expertise and experience were Carole Rossi, General Counsel of the Regents; David Irby, Vice Dean of Medical Education in the School of Medicine and one who has written extensively on the subject of student grievances in academic affairs, and Hobart Harris and Kimberly Topp, who were Members of an Ad Hoc Grievance Committee last year.

The current policy/procedures were drafted in 1977, prior to certain case precedent and clarification of “due process” as it is now known in the process of managing student grievances in academic affairs. The 1977 procedure guidelines need to be revised to more clearly describe the grievance and appeal process. Carole Rossi suggested that the scope of this procedure also needs to be clarified. This is a post-dismissal process, and students need to know specifically what they need to allege to enter into this due process of student grievance.

C. Rossi noted that there are some ambiguous sections of the policy which need to be addressed. For example, this process identifies two parties to a grievance: student and employee. Often it is rather the student and an agent acting on behalf of the school. The employee may or may not be a representative of the school. In one instance it states that both parties need to be present at the hearings, and in another section it states that the parties have a right to be present, implying the option. The suggestion of student legal counsel elevates the process from informal hearing and sharing of information to a more serious and often counter-productive exchange. This requires three University lawyers and represents a significant expense for the University, and student, and extends the timeline from grievance to resolution.

C. Rossi and D. Irby recommend these procedures be revised to address:

1. The scope of these procedures.
2. The reconsideration of number of layers of grievance and appeals.
3. Resolution of internal ambiguities.
4. Connection of these procedures to other policies of the University.

D. Irby also provided description of legal precedent required of such procedures by way of copies of two journal articles: “Special Report: Legal Guidelines for Evaluating and Dismissing Medical Students” by D. Irby et al. *New England Journal of Medicine* 304:180-184 (January 15), 1981; and “The Legal

Context for Evaluating and Dismissing Medical Students and Residents” by D.M. Irby and S. Milam, *Academic Medicine*, November 1989, 639-643.

The Committee unanimously voted to send a communication to Academic Senate Division Chair Greenspan requesting the formation of a Task Force to Revise the Academic Senate Divisional Procedure for Student Grievance in Academic Affairs. It is the hope of the Committee that such a task force may be convened over the summer and a proposed revised Academic Senate Divisional Procedure for Student Grievance in Academic Affairs could be submitted to the Committee for approval when it reconvenes in the fall of 2006.

The Communication requesting the formation of a Task Force to Revise the Academic Senate Divisional Procedure for Student Grievance in Academic Affairs and a copy of the current procedure are included in this Annual Report as [Appendix 8](#).

During the Transition Meeting for this Committee, outgoing Chair Joe Wiemels and incoming Chair Jean Ann Seago agreed to the request from Academic Senate Chair Deborah Greenspan for Rules and Jurisdiction to oversee and enact the changes rather than a forming a task force. This action is memorialized in a Communication attached as [Appendix 9](#).

Matters for Review/Consideration in 2006-07

- Review and modify the Academic Senate Divisional Procedure for Student Grievance in Academic Affairs.
- Respond to requests for clarification and interpretations on an as needed basis.
- Propose and review bylaw amendments on an as needed basis.

Respectfully submitted,

Committee on Rules & Jurisdiction

Joseph Wiemels, PhD, Chair
Jean Ann Seago, RN, PhD, Vice-Chair
Joe Gurdish, PhD, MPH
Karen Hauer, MD
Joan Howley, MD
John Imboden, MD
Richard Jordan, DDS, PhD
Theodora Mauro, MD
Dan Ramos, DDS, PhD
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Jean Olson, MD, Ex Officio
Doug Carlson, JD, Ex Officio

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APPENDICES

- [Appendix 1](#): Proposed Changes to the Bylaws of the Faculty of the School of Medicine (September 14, 2004), Communication from the Committee on Rules and Jurisdiction (January 5, 2005), Communication from the School of Medicine Faculty Council (May 30, 2005), Communication from the Committee on Rules and Jurisdiction (October 5, 2005).
- [Appendix 2](#): Communication from the School of Pharmacy Faculty Council (August 29, 2005), Proposed Changes to Bylaws of the Faculty of the School of Pharmacy, Justifications to the Proposed Changes to Bylaws of the Faculty of the School of Pharmacy, Communication from the Committee on Rules and Jurisdiction (November 14, 2005).
- [Appendix 3](#): Proposed Changes to the Regulations & Procedures of the Graduate Council, Communication from the Committee on Rules and Jurisdiction (November 14, 2005).
- [Appendix 4](#): Amendment to the Regulations of the Faculty of the School of Medicine Regarding Posthumous Degrees, Communication from the Committee on Rules and Jurisdiction (November 14, 2005).
- [Appendix 5](#): Communication from the Committee on Equal Opportunity (September 26, 2005), Draft Amendment to Divisional Bylaw Section 122 (Committee on Equal Opportunity), Communication from the Committee on Rules and Jurisdiction (November 14, 2005).
- [Appendix 6](#): Communication from the Committee on Courses of Instruction (April 10, 2006), Proposed Draft Variance for Senate Regulation 750, Communication from the Chair of the Committee on Rules and Jurisdiction (June 27, 2006).
- [Appendix 7](#): Communication from the Committee on Rules and Jurisdiction Regarding Graduate Council's proposed changes to UCSF Division Bylaw, Section 125 regarding the Graduate Council (June 27, 2006).
- [Appendix 8](#): Communication from the Committee on Rules and Jurisdiction (June 27, 2006) Requesting the Formation of a Task Force to Revise the Academic Senate Divisional Procedure for Student Grievance in Academic Affairs, Divisional Bylaws Appendix VII Divisional Procedure for Student Grievance in Academic Affairs (October 18, 1977).
- [Appendix 9](#): Communication from the Committee on Rules and Jurisdiction (July 31, 2006) Regarding the Revised Strategy to Revise the Academic Senate Divisional Procedure for Student Grievance in Academic Affairs, Divisional Bylaws Appendix VII: Divisional Procedure for Student Grievance in Academic Affairs (October 18, 1977).
- [Appendix 10](#): Committee on Rules and Jurisdiction Attendance Record, 2005-2006.

Proposed Changes to the Bylaws of the Faculty of the School of Medicine
(University of California, San Francisco)

*Proposed additional text appears underlined. Proposed deleted text appears with ~~strikethrough~~.

**Throughout, change *Council of the Faculty* to *Faculty Council* to reflect currently used nomenclature and to provide consistency throughout the text of the bylaws.

Section I, Part 3, Paragraph C(2)

Delete:

The Vice Chair shall act as Secretary of the Faculty and of the Council of the Faculty; shall prepare the Call and the Minutes for each Faculty meeting; shall conduct all elections which require mail ballots; shall keep a permanent record of all the proceedings of all Faculty meetings, and shall distribute a copy to each member of the Faculty and all other authorized recipients within fifteen days of the meeting. The Vice Chair shall maintain a valid roster of names of the voting members of the Faculty.

Justification

The staff of the Academic Senate, and not the Vice-Chair, currently performs these duties. Please see proposed changes to Section I, Part 4 below.

Section I, Part 4, Paragraph A

Current Text:

A. Frequency – The Faculty shall meet at least once during each Fall, Winter, and Spring academic term and at the call of either of its officers, the Dean, the Faculty Council, or upon written request of ten members of the Faculty.

Proposed Text

The Faculty shall meet ~~at least once during each Fall, Winter, and Spring academic term~~ ~~and~~ at the call of either of its officers, the Dean, the Faculty Council, or upon written request of ten members of the Faculty.

Justification

The Faculty does not currently meet on a regular basis; meeting only for the Dean's State of the School Address and when requested by the Dean or Faculty Council for discussion of a particular issue.

Section I, Part 4

Add Paragraph E

E. The Academic Senate Office shall provide analytical, research and other administrative support for the Faculty Council's activities, including recording of minutes, maintaining a valid roster of names of the voting members of the Faculty,

conducting electronics, surveys, research and preparing reports. The Senate Office will send approved minutes of all Faculty Council and Faculty meetings to the Faculty for informational purposes.

Justification

These duties are currently assigned to the Vice-Chair of the Faculty Council, but are performed by the staff of the Academic Senate. This change will reflect current practice.

Section II, Part 1, Paragraph A

Current Text

Members. There shall be seven elected members of the Academic Senate, six ex officio members, two elected representatives from the clinical Faculty, and one elected representative from the adjunct Faculty.

Proposed Text

Members. There shall be eight elected members of the Academic Senate, six ex officio members, three elected representatives from the clinical Faculty, and two elected representatives from the adjunct Faculty. The Dean, Vice Deans and Associate Deans of the School of Medicine are not eligible for election to the Faculty Council. If an elected member or a representative is appointed Dean, Vice-Dean or Associate Dean during the term of office, the Faculty Council shall elect a replacement member from the appropriate constituency at the next scheduled election.

Justification

Clinical and Adjunct faculty are currently underrepresented on the Faculty Council. An increase in the number of Clinical and Adjunct representatives is recommended to address this under-representation and to increase the voice of these important populations. It is noted that Senate members will remain in the majority.

Section II, Part 1, Paragraph A(1)

Current Text

Academic Senate Members – At the time of election, at least one member must be at the rank of Assistant Professor, one must be a Full Professor, and at least one must be a member of the Basic Science faculty. No more than two members from one department or its divisions may serve simultaneously.

Proposed Text

Academic Senate Members – At the time of election, at least one member must be at the rank of Assistant Professor, one must be a Full Professor, and at least one must be a member of the Basic Science faculty. ~~No more than two members from one department or its divisions may serve simultaneously.~~

Justification

The Department of Medicine is the largest department in the School of Medicine and has within it several divisions. It is difficult to ensure that only one member of the Faculty Council is in the Department of Medicine. It would therefore allow greater ease of recruitment of members to permit more than two members of any one department to serve on the Faculty Council.

Section II, Part 1, Paragraph A(2)

Current Text

Ex Officio – The ex officio members shall be: the Dean, the Associate Dean of Student and Curricular Affairs, and the Chair of the Committee on Curriculum and Educational Policy.

Proposed Text

Ex Officio – the ex officio members shall be: the Dean, ~~the Associate Dean of Student and Curricular Affairs,~~ the Vice-Dean of Education, the Chair of the Committee on Curriculum and Educational Policy, the Associate Dean of Graduate Medical Education, and a Faculty representative from UCSF Fresno. Ex Officio members shall not have the right to vote.

Justification

This change is suggested to reflect the current membership of the Council.

Section II, Part 1, Paragraph A(3)

Current Text

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

Proposed Text

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

Justification

These changes are recommended in order to provide consistency with the changes to Section II, Part 1, Paragraph A as outlined above.

Section II, Part 1, Paragraph B(1,2, and 3)

Current Text

B. Terms of Office

- 1) The elected members of the Academic Senate are each to have a three-year term, staggered such that two members shall be elected every year.*
- 2) The representatives shall serve three-year terms.*
- 3) No elected Senate member or representative may serve more than two consecutive elected terms.*

Proposed Text

B. Terms of Office

- 1) The elected members ~~of the Academic Senate~~ and representatives of the Faculty Council are each to have a three-year term, staggered such that ~~two~~ three or four members shall be elected every year.*
- ~~2) The representatives shall serve three-year terms.~~*
- 3) No elected ~~Senate~~ member or representative may serve more than two consecutive elected terms.*

Justification

The suggested change condenses the text and eliminates duplicate portions of the text. The suggested increase in the number of members elected each year reflects the proposed increase in the number of clinical and adjunct representatives outlined above.

Section II, Part 1, Paragraph C(1)

Current Text

- 1) Procedures for nominating and electing the Council of the Faculty shall be guided by those described in the Division Manual, Ch. V, Bylaw 65, and shall be conducted by the Vice Chair of the Faculty, except that the first election shall be held immediately after the adoption of these Bylaws under the supervision of the Secretary of the San Francisco Division and those elected shall take office forthwith.*

Proposed Text

1) Procedures for nominating and electing members of and representatives to the Faculty Council ~~the Council of the Faculty~~ shall be guided by those described in the Division Manual, Ch. V, Bylaw 65, and shall be conducted by the ~~Vice-Chair~~ staff analyst assigned to the Faculty Council under the supervision of the Vice Chair of the Council, except that the first election shall be held immediately after the adoption of these Bylaws under the supervision of the Secretary of the San Francisco Division and those elected shall take office forthwith.

Justification

These changes are suggested to simplify and clarify the current text and to reflect current practice.

Section II, Part 1, Paragraph D

Current Text

D. Officers - The Council of the Faculty shall select from its elected members a Chair and a Vice Chair, subject to confirmation by the Faculty.

Proposed Text

D. Officers - The Council of the Faculty shall select by June 30 of each year from its elected members a Chair and a Vice Chair, subject to confirmation by the Faculty.

Justification

The Faculty Council has noted that valuable continuity of leadership is best provided if a chair and vice-chair of the Council are selected well before the start of each academic year from continuing members. This change reflects the desire to ensure that this occurs.

Section II, Part 1, Paragraphs E – G

Current Text

E. Replacements - If an elected Senate member or a representative is unable to serve for four months or longer, the Council of the Faculty shall appoint a replacement member from the appropriate constituency to serve during that period subject to confirmation by the Faculty. (Am. 9/91 & 4/92)

F. Meetings - The Council of the Faculty shall meet at least once in each academic term. Meetings may be called by the Chair, the Dean, or any three members of the Council of the Faculty.

G. Quorum - A quorum shall consist of any five elected members provided that one of the officers or the Dean is present.

Proposed Text

E. Replacements - If an elected Senate member or a representative is unable to serve for four months or longer, the Council of the Faculty shall appoint a replacement member from the appropriate constituency to serve during that period subject to confirmation by the Faculty. (Am. 9/91 & 4/92)

F. If an elected member or representative incurs three, consecutive, unexcused absences, the Faculty Council may (by majority vote) appoint a replacement member from the appropriate constituency to serve until the next election.

F. G. Meetings - The Council of the Faculty shall meet at least ~~once in each academic term~~ every two months. Meetings may be called by the Chair, the Dean, or any three members of the Council of the Faculty.

G. H. Quorum - A quorum shall consist of any five elected members provided that one of the officers or designee ~~the Dean~~ is present.

Justification

Each of these changes is suggested to reflect current practice. The addition of paragraph F is suggested to ensure that the Faculty Council has a mechanism by which to replace members with several unexcused absences.

Section II, Part 1, Paragraph H

Current Text

H. Duties and Powers

1) In accordance with Division Bylaw 95, the Council of the Faculty shall have authority to act for the Faculty, or to delegate to the Dean authority to act, in the following matters:

- a) in approving petitions of students to graduate under suspension of the Regulations;*
- b) in approving the awarding of degrees, certificates and honors at graduation;*
- c) in exercising its jurisdiction over scholastically disqualified students;*
- d) in dismissing students for causes other than scholastic disqualification.*

All actions carried out under these provisions shall be reported to the Faculty at least once annually.

2) The Council of the Faculty may act for the Faculty with respect to any subject delegated to it by the Faculty and may advise the Dean upon his request.

3) The Council of the Faculty shall appoint the Standing Committees of the Faculty established by these Bylaws. New Standing Committees of the Faculty shall be authorized by vote of the Faculty. Special committees of the faculty may be authorized by the Council of the Faculty or by the Faculty. Such special committees shall be appointed by the Council of the Faculty.

4) The Council of the Faculty may establish and maintain liaison with the Faculties of the other Schools of the Division and of other Divisions of the Senate.

5) The Council of the Faculty shall report to the Faculty at least once each Fall, Winter, and Spring academic term.

Proposed Text

H. I. Duties and Powers

1) In accordance with Division Bylaw 95, the Council of the Faculty shall have authority to act for the Faculty, or to delegate to the Dean authority to act, in the following matters:

a) in approving petitions of students to graduate under suspension of the Regulations;

b) in approving the awarding of degrees, certificates and honors at graduation;

c) in exercising its jurisdiction over scholastically disqualified students;

d) in dismissing students for causes other than scholastic disqualification.

All actions carried out under these provisions shall be reported to the Faculty at least once annually.

2) The Council of the Faculty may act for the Faculty with respect to any subject delegated to it by the Faculty and may advise the Dean upon his request.

3) The Council of the Faculty shall appoint the Standing Committees of the Faculty established by these Bylaws. New Standing Committees of the Faculty shall be authorized by vote of the Faculty. Special committees of the faculty may be authorized by the Council of the Faculty or by the Faculty. Such special committees shall be appointed by the Council of the Faculty.

4) The Council of the Faculty may establish and maintain liaison with the Faculties of the other Schools of the Division and of other Divisions of the Senate.

5) The Council of the Faculty shall report to the Faculty at least ~~once each Fall, Winter, and Spring academic term.~~ annually.

Justification

Each of these changes is suggested to reflect current practice.



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COMMUNICATION FROM THE COMMITTEE ON RULES AND JURISDICTION Joe Wiemels, PhD, Chair

January 5, 2005

Wade Smith, Chair
School of Medicine Faculty Council
Box 0114

Dear Chair Smith,

Pursuant to Divisional Bylaw 120 (B)(5), the Rules and Jurisdiction Committee has reviewed the School of Medicine's proposed revisions to their bylaws. The following are the Committee's recommendations to clarify intent, ensure consistency, and bring the bylaws into compliance with the revised Division bylaws and the bylaws of the Academic Senate.

1. Throughout the Faculty Council's bylaws, consistent capitalization should be applied to the term "faculty." Consider using a capital "F" when referring to the entire Faculty of the School, and a lowercase "f" when referring to a faculty member in general.
2. Throughout the Faculty Council's bylaws, consider eliminating all references to "Council of the Faculty" and replacing these references with "Faculty Council" (as suggested in the proposed changes).
3. Bylaw I.3.C.2. and I.4.E.

The language proposed for I.4.E. to describe the support provided by the Academic Senate Office is broader than that used by other Faculty Councils. Additionally, the deletion of the language currently in I.3.C.2. removes faculty responsibility for oversight of these activities.

If the intention is for the Vice Chair of the Faculty Council to oversee the activities currently performed by the Academic Senate Office, consider inserting the phrase "*The Vice Chair shall oversee the duties of the Executive Office...*" at Bylaw I.3.C.2. as noted below. Also consider using the rest of this language (similar to that used by other Faculty Councils) to describe the duties of the Academic Senate Office:

The Vice Chair shall oversee the duties of the Executive Office of the San Francisco Division, which provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance (Division Bylaw 25). The Executive Office's duties shall include:
A. *Maintaining proper records.*

- B. Sending advance notice (call) for meetings and presentation to the Faculty, in advance of any meetings, of adequate information regarding matters to be considered.
- C. Minutes of each Faculty Meeting.
- D. Conducting all elections which require mail ballots.
- E. Keeping a valid roster of voting members of the Faculty.

4. Bylaw II.1.A

According to Bylaw II.1.A.2., the Faculty Council shall have five ex officio members. If this is correct, the language in Bylaw II.1.A. should indicate “five” rather than “six.”

5. Bylaw II.1.A.1.

The deletion of the language “*No more than two members from one department or its divisions may serve simultaneously*” allows, in theory, the entire Faculty Council to be composed of members of one department. If the intent is to increase flexibility, consider increasing the cap on members from the Department of Medicine to three or four, by appending the phrase “*...with the exception of the Department of Medicine which may have up to [three, or four] members serving at one time.*”

6. Bylaw II.1.A.3.

The parenthetical expressions that indicate that clinical and adjunct series faculty are not members of the Academic Senate are redundant and unnecessary. Additionally, the indication that these faculty members have no voting rights on the Council is inconsistent with Divisional Bylaw 80.D. Consider changing the proposed text as follows:

“Representatives – Three representatives shall be elected by faculty in the clinical series (~~who are not members of the Academic Senate~~) and two representatives shall be elected by faculty in the adjunct series (~~who are not members of the Academic Senate~~); and these representatives shall be entitled to participate in the deliberations of the Council, ~~but without the right to vote. (A.S. Bylaws 50 A. and 45 and Legislative Ruling 4.67).~~ and have the right to vote as noted in Divisional Bylaw 80 D.”

7. Bylaw II.1.B.1.

Change the word “members” to “persons” as follows: “*The elected members and representatives of the Faculty Council are each to have a three-year term, staggered such that three or four ~~members~~ persons shall be elected every year.*”

8. Bylaw II.1.B.1

The proposed language indicates that **elected** members or representatives cannot serve more than two consecutive terms, but does not indicate any term limit for the ex officio members. Though a term limit would not be sensible for the majority of ex officio members on this Council, consider that as currently written, unless UCSF Fresno has an internal term limit for their representative, the UCSF Fresno representative does not have a term limit.

9. Bylaw II.1.C.1.

The language prescribing procedures for the first election is unnecessary. Consider striking this language: “*...except that the first election shall be held immediately after the adoption of these Bylaws under the supervision of the Secretary of the San Francisco Division and those elected shall take office forthwith.*”

10. Bylaw II.1.F.

Remove the unnecessary comma between “*three*” and “*consecutive*”; also remove the parentheses around “*by majority vote*” and set this phrase off by commas instead.

11. Bylaw II.1.H.

The proposed language is unclear. If the intent is that, in order to have a quorum, an officer or other member of the Council designed by an officer must be present, consider using the following language: “*A quorum shall consist of any five elected members provided that one of the officers or a member of the Council designated by an officer is present.*”

We hope these comments are helpful to you. Please feel free to contact Rules & Jurisdiction Committee Chair Joe Wiemels at 514-0577 (or wiemels@itsa.ucsf.edu) with any questions you might have.

Sincerely,

Committee on Rules & Jurisdiction

Joseph Wiemels, Chair
Jean Ann Seago, Vice Chair
Doug Carlson
Joe Guydish
Karen Hauer
Richard Jordan
Theodora Mauro
Jean Olson
Lynn Ponton
Dan Ramos
Brian Shoichet



COMMUNICATION FROM THE SCHOOL OF MEDICINE FACULTY COUNCIL
Wade Smith, MD, PhD – Chair

May 30, 2005

Joseph Wiemels, Chair
Committee on Rules and Jurisdiction
Box 0560

Dear Dr. Wiemels:

At its February 14, 2005 meeting, the School of Medicine Faculty Council reviewed the January 5, 2005 communication from the Committee on Rules and Jurisdiction regarding the School of Medicine's proposed bylaw revisions. The Council approved each of the Committee's recommendations with the exception of the following:

1. Bylaw I.3.C.2. and I.4.E.

In order to describe the support provided by the Academic Senate Office to the School of Medicine Faculty Council, the Committee proposed the following language:

The Vice Chair shall oversee the duties of the Executive Office of the San Francisco Division, which provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance (Division Bylaw 25).

The Council did not feel that this language accurately captures the relationship between the Medicine Faculty Council and the Academic Senate Office. The Council thus suggests the following modifications in order to clarify this section:

The ~~Vice~~ Chair shall oversee the duties of the Executive Office of the San Francisco Division, which provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance (Division Bylaw 25), solely as the functions of the Executive Office pertain to the School of Medicine.

2. Bylaw II.1.A.1.

The Medicine Faculty Council is currently out of compliance with its bylaws, as more than two members from one department (the Department of Medicine) currently serve. The Council had proposed deleting language that prohibits more than two members from a single department or its divisions from serving simultaneously. Rules and Jurisdiction pointed out that such a deletion would have the unintended consequence of allowing, in theory, the entire Council to be composed of members from one department. Rules and Jurisdiction instead recommended inserting language to increase the cap on members from the Department of Medicine. The Council considered the recommendation and agreed that the following

revision would not only avoid unintended outcomes but would also allow for greater flexibility with respect to representation from all departments:

No more than ~~two~~ three members from one department or its divisions may serve simultaneously.

Thank you for your commentary and support in this process. We look forward to receiving any feedback you may have regarding the above matters.

Sincerely,

Wade Smith, MD, PhD
Chair – School of Medicine Faculty Council



Tamara Maimon, Director
500 Parnassus, MUE 230
San Francisco, California 94143-0764
(415)476-3808 Fax (415) 514-3844

Deborah Greenspan, DSc,BDS, Chair
David Gardner, MD, MS Vice Chair
Mary J. Malloy, MD, Secretary
Jean Olson, MD, Parliamentarian

COMMUNICATION FROM THE COMMITTEE ON RULES & JURISDICTION
Joe Wiemels, PhD, Chair

October 5, 2005

Dan Bikle, MD, PhD, Chair
School of Medicine Faculty Council
Box 111N

Dear Chair Bikle,


On September 19, 2005, the Committee on Rules and Jurisdiction reviewed the modifications (as stated in a Communication dated May 30, 2005) to the proposed revisions to the School of Medicine Bylaws. The Committee approves these changes.

Sincerely,

Committee on Rules & Jurisdiction

Joseph Wiemels, Chair
Jean Ann Seago, Vice Chair
Doug Carlson
Joe Gydish
Karen Hauer
John Imboden
Richard Jordan
Theodora Mauro
Jean Olson
Lynn Ponton
Dan Ramos

I concur,


Deborah Greenspan, DSc,BDS
Chair, UCSF Academic Senate



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Leonard Zegans, MD, Chair
Deborah Greenspan, DSc, BDS, Vice Chair
Jon Levine, MD, PhD, Secretary
Jean Olson, MD, Parliamentarian

August 29, 2005

Joseph Wiemels, PhD, Chair
Committee on Rules and Jurisdiction
Box 0560

Dear Dr. Wiemels:

The School of Pharmacy Faculty Council recently voted to adopt several changes to provisions in the Bylaws of the Faculty of the School of Pharmacy relating to membership on the School of Pharmacy Faculty Council. The Faculty Council hereby requests that the Committee on Rules and Jurisdiction (committee) review the proposed amendments to ensure that they are consistent with the requirements of the Bylaws, Regulations, and Appendices of the University of California, San Francisco Division of the Academic Senate.

Enclosed for review by the committee, please find the Bylaws of the Faculty of the School of Pharmacy with track changes indicating the proposed amendments and a separate document stating the justification for each amendment. Once the Faculty Council receives the committee's feedback, the proposed amendments will be submitted to the full faculty for vote in the fall.

Thank you for bringing this matter forward in the Committee on Rules and Jurisdiction. We look forward to receiving your feedback.

Sincerely,

School of Pharmacy Faculty Council

Lisa Kroon, PharmD, Chair
Norman Oppenheimer, PhD, Vice-Chair
Brian Alldredge, PhD
Al Burlingame, PhD
Xin Chen, PhD
Chris Cullander, PhD
Patrick Finley, PharmD
Stuart Heard, PharmD
Matt Jacobson, PhD
Don Kishi, PharmD
Mary Anne Koda-Kimble, PharmD
Tanja Kortemme, PhD
Kenneth Lem, PharmD
Lorie Rice, MPH
Kerry Schwarz, PharmD
Candy Tsourounis, PharmD

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

PART I. FUNCTIONS

1. The Faculty of the School of Pharmacy shall govern and supervise the School in accordance with San Francisco Divisional Bylaw 95 (Powers of the Faculties).

PART II. MEMBERSHIP AND VOTING ELIGIBILITY

2. The Faculty shall consist of (S.F. Divisional Bylaw 100):
 - (a) The President of the University.
 - (b) The Chancellor at San Francisco.
 - (c) The Dean of the School of Pharmacy.
 - (d) All members of the Academic Senate who are members of the departments of the School of Pharmacy.
 - (e) One representative, a member of the Academic Senate, from each of the departments in other schools which offer courses necessary to satisfy requirements in the curricula of the School of Pharmacy. These members, recommended by their departments, shall be appointed by the Dean with the approval of the Faculty Council. They shall serve for one year and may be reappointed.
3. Instructors of less than two year's service and non-Senate members of the faculty of the School of Pharmacy shall have the privilege of the floor but may not vote (Standing Orders of the Regents, 105.1).

Deleted: teaching staff responsible for instruction in the curricula

PART III. OFFICERS

4. Chair. The Chair of the Faculty Council (Bylaw 15) shall serve as Chair of the Faculty.
5. Vice Chair. The Vice Chair of the Faculty Council shall serve as Vice Chair of the Faculty (Bylaw 16).

PART IV. DUTIES OF OFFICERS

6. A. The Chair shall preside at all meetings of the Faculty and of the Faculty Council. The duties of the Chair when presiding shall be restricted to the role of Presiding Officer, as described in the official parliamentary manuals of Sturgis and of Roberts. (See Appendix to these Bylaws).
- B. The Chair shall consult with the Dean in arranging the agenda of meetings of the Faculty Council and of the Faculty.
7. The Vice Chair shall preside at meetings of the Faculty in the absence of the Chair.

8. The Executive Office of the San Francisco Division provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance (Division Bylaws 25). Its duties shall include: [En. 5/6/2004]

- A. Maintaining proper records.
- B. Sending advance notice (call) for meetings and presentation to the Faculty, in advance of any meetings, of adequate information regarding matters to be considered.
- C. Minutes of each Faculty Meeting.
- D. Conducting all elections which require mail ballots.
- E. Keeping a valid roster of voting members of the Faculty.

PART V. MEETINGS

9. Frequency. Meetings of the Faculty shall be held at least once each half-year (based on the start of the Fall term) and at such other times as the Faculty may determine, or upon written request of five members of the Faculty, or upon the call of any of its officers (also see Bylaw 11).

PART VI. QUORUM

10. Quorum. Ten members of the Faculty shall constitute a quorum.

PART VII. ORDER OF BUSINESS

11. All meetings of the Faculty shall be guided by the provisions of the San Francisco Divisional Bylaws 45, 50 and 55.

PART VIII. FACULTY COUNCIL

12. Membership. The Faculty Council shall consist of ~~seven~~ elected and six ex-officio members. [Am. 5/6/2004]

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- A. Elected: There must be at least two members each from the Department of Pharmaceutical Chemistry, the Department of Biopharmaceutical Sciences, and the Department of Clinical Pharmacy.
- B. Ex Officio: The ex officio members shall be: The Dean, the Assistant/Associate Dean for Academic Affairs, the Assistant/Associate Dean for External Affairs, the Assistant/Associate Dean of Student and Curricular Affairs, the Chair of the Admissions Committee, the Chair of the Educational Policy Committee, and the Secretary of the Faculty (Bylaw 6). [Amended 9/99]

13. Representatives

A. ~~One~~ representative to the Faculty Council elected from among the ~~faculty~~ who ~~is not a member~~ of the Academic Senate shall be entitled to participate in the deliberations of the Committee but without the right to vote (A.S. Bylaws 50 and 45 and Legislative Ruling 12.75). Such elected representatives must hold at least a half-time academic appointment in the School of Pharmacy (also see Bylaw 17C). [Am. 5/6/2004]

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B. The Student Body President of the School shall be invited to the Faculty Council Meetings.

14. Terms of Office

A. Each elected member and representative shall serve a term of two years.

B. There are four elected member seats to be filled in even numbered years and four in odd numbered years with normal terms of two years. Additional members shall be elected to serve terms of one year when-ever needed to bring the total of elected members to ~~seven~~. Since terms are staggered, one representative shall be elected each year (see Bylaw 18). [Amended 7/99]

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C. Terms of office shall start with the first day of September.

15. Chair. The Chair shall be one of the elected members and shall be appointed by the Faculty Council. He/she shall be chosen and assume office at the earliest convenient meeting on or before the first day of instruction in the Fall term. [Am. 5/6/2004]

16. Vice Chair. The Vice Chair shall be appointed by the Faculty Council in the same manner as described in Bylaw 15.

17. Nominations and Elections.

A. Nominations. Thirty days prior to the last Faculty meeting of the Spring term the Executive Office shall inform, in writing, each member of the Faculty that nominations to the Faculty Council must be submitted within ten days. Each nomination shall be in writing. The nominators' statements shall certify that the nominee or nominees will serve if elected. There must be at least two candidates nominated from each Department. The Faculty Council shall complete the slate of candidates if this requirement is not met. [Am. 5/6/2004]

B. Elections. The Executive Office shall submit a ballot to each member of the Faculty not less than ten days before the last meeting of the Spring term. The outcome of the election shall be determined subject to the constraints of Bylaw 12A and shall either be announced at the last meeting of the Spring term or transmitted to the Faculty in writing. [Am. 5/6/2004]

C. Representatives. Nominations for the election of a representative (Bylaw 13A) shall be conducted in the same manner as above except that the nominators and the electors shall be restricted to the ~~faculty~~ who are not members of the Academic Senate and who hold at least half-time academic appointments in the School of Pharmacy.

Deleted: teaching staff

18. Vacancies.

- A. If a vacancy occurs among the elected faculty members or representatives, for any reason (for example, long-term illness, becoming an ex officio member, sabbatical leave), it shall be filled by the candidate who received the next largest number of votes in the most recent election, subject to the constraints of Bylaw 12A. It is the option of the originally elected member to resume the vacated seat when able to do so. [Am. 5/6/2004]
 - B. Should no candidate be available from the most recent election to replace the vacancy (of an elected member or a representative), the Faculty Council shall appoint a replacement, who shall be confirmed at the next Faculty meeting. [Am. 5/6/2004]
 - C. If an appointment is not confirmed by the Faculty the Executive Office or the Chair shall conduct a special election. The election shall conform in principle with the procedures prescribed in Bylaws 17A and 17B and retain the ten-day nomination period. The total nomination and election processes shall be completed and the Faculty informed of the results in writing within three weeks from the date of the meeting at which the negative vote for confirmation occurred. [Am. 5/6/2004]
19. Meetings. The Faculty Council should meet as necessary and must meet at least once each regular term at the call of the Chair, the Dean, or any three members of the Committee.
 20. Quorum. A quorum shall consist of six members provided that among the six at least three are elected members and that the Dean or Associate Dean is present.
 21. Order of Business. The order of business at meetings of the Faculty Council is as follows:
 - (a) Minutes. (The minutes may be omitted by consent or majority vote of those present.)
 - (b) Announcements and Report by the Dean.
 - (c) Announcements and Report by the Chair.
 - (d) Other reports.
 - (e) Other business.
 22. Duties and Powers. In accordance with Divisional Bylaw 95, the government and supervision of each school is vested in the faculty concerned. The Faculty Council shall have the authority to act for the Faculty in the following matters:
 - (a) Approving petitions of students to graduate under suspension of regulations.
 - (b) Approving the award of degrees, certificates and honors at graduation.
 - (c) Exercising jurisdiction over scholastically disqualified students.
 - (d) Dismissing students for causes other than scholastic disqualification.The Faculty Council shall aid the Dean at his/her request and shall make recommendations to the Faculty pertaining to matters concerning the government, the policies and curricula of the School. It shall report to the Faculty all germane actions and policy decisions and give an account of its stewardship at appropriate times each year. [Am. 5/6/2004]
 23. Mail Ballots. Proposals for mail ballots on curricular, policy, or procedural matters that require approval of the Faculty of the School of Pharmacy before the next scheduled meeting and that originate from any of the standing committees, The Dean, or the officers of the Faculty, must be

submitted to the Faculty Council. The Faculty Council may amend the proposed ballot, in consultation with the submitted, and must assure that, if appropriate, pro and con arguments are provided. If it is impossible to convene a quorum of the Faculty Council within the time required, the Chair of the Faculty (or the Vice Chair in his/her absence), after weighing the consequences of a delay, may act for the Faculty Council in implementing the proposed mail ballot. These options, which preclude the full discussion and the debate of a regularly constituted meeting of the Faculty, are justified only for emergency conditions or non-controversial matters. [Amended 7/99]

PART IX. COMMITTEES (General Provisions)

24. The Chair of the Faculty Council, with concurrence of the Faculty Council, shall appoint the Standing Committees of the Faculty established by these Bylaws and shall also appoint to the Committees such Senate representatives as may be deemed necessary.
25. Special or ad hoc committees of the Faculty may be authorized by majority vote of the Faculty or the Faculty Council (see Bylaw 26). The Chair and the members of the ad hoc committee shall be appointed by the Chair of the Faculty subject to concurrence by the Faculty Council.
26. Tenure of Appointed Committees. Members of Committees shall be appointed to serve one year, starting with the first day of instruction in the Fall term. The tenure of an ad hoc extends only until the first day of instruction of the ensuing fall term unless a definite term is stated in the authorizing motion (S.F. Bylaws 90B and 101D).
27. Elected members of the Faculty Council are eligible for appointment to standing committees including the chair. Each Standing Committee may appoint such sub-committees as it deems necessary to conduct its business. The membership of sub-committees is not restricted to Senate members.
28. Educational Policy Committee. (Not less than five members including a Chair and Vice Chair.) This committee is charged with a continuing study of the long-range plans of the School as they relate to the needs of the community and the profession of pharmacy. The committee shall maintain liaison with other long-range planning bodies within the University.

This committee is also charged with continuous study of the curriculum leading to the Doctor of Pharmacy degree and of the postgraduate professional programs in hospital pharmacy. It shall make recommendations to the Faculty regarding any details of the curriculum and subsidiary questions including the initiation, alteration, or discontinuance of courses of instruction. Proposed substantive changes in the curriculum must be submitted to the membership of the Faculty in writing at least five days prior to Faculty action.

The Committee shall consider any matters in the jurisdiction of the Faculty submitted to it by the Faculty, any officer or committee of the Faculty, the Dean, or any Department and shall report its findings and recommendations to the Faculty. It is required to report to the Faculty at each regular meeting. All substantive actions of the Committee require approval by the Faculty.

At least once each year, the Educational Policy Committee shall meet with the appropriate representatives of the student body.

29. Other Standing Committees. (General Provisions). There shall be the following standing committees (not less than three members each) and they shall formulate standards and policies designed to secure prompt, continuous, and uniform fulfillment of their duties. Standards and policies so formulated shall be subject to review and approval by the Faculty.

A. Admissions.

B. Informatics. [Amended 9/99]

The functions of the Informatics Committee are to:

1. Monitor technological changes in health care informatics that are relevant to the School, its departments and divisions and their missions;
2. Advise the Dean, the Faculty and other committees of significant changes and offer options when appropriate;
3. Issue annual revisions of official informatic-related definitions and recommendations; and
4. Advise the Dean on any other issues identified to be important and relevant.
5. Act on behalf of the Faculty in making appropriate recommendations for information resources to the UCSF Library.

C. Student Welfare. [Amended 7/99]

This Committee shall be responsible for monitoring the academic progress of PharmD students and shall make appropriate recommendations to the Dean. The Committee shall also be responsible for the awarding of scholarships and prizes to the PharmD students.

D. Laboratory Safety.

30. The regulations of the Faculty governed by Divisional Bylaw 95 may be suspended by vote of the Faculty provided not more than three voting members present object to such suspension. The Chairman shall always state the question as follows: "Those who object to a suspension of the Regulations will raise their right hand." [Am. 5/6/2004]

PART XI. AMENDMENT OF BYLAWS

31. Subject to Bylaw 32, these Bylaws may be amended at any regular or special meeting of the Faculty by a two-thirds vote of the voting members present, provided written notice of the amendment accompanied by a statements of the purpose and effect of the proposal has been sent to each member of the Faculty at least five days prior to the meeting at which the amendment is to be moved (Senate Bylaws 85, 120 and 315).
32. A proposal for a major revision of these Bylaws can be voted on only at a meeting subsequent to its presentation as described in Bylaw 31.

PART XII MODIFICATION OF REGULATIONS

33. The Regulations of the School may be modified at any meeting of the Faculty provided the proposed modification has been distributed to the Faculty at least five days before the meeting. Approval requires a majority of the voting members present.

APPENDIX

Intent of Bylaws - Duties of Officers - Chair (Bylaw 7a):

"The President or head of an organization, whatever his title, usually has three roles - leader, administrator, and presiding officer." (Sturgis, p. 160)

A guiding principle was endorsed by the Faculty accompanying approval of these Bylaws, namely, to organize the government of the School of Pharmacy in such a manner as to have it exercise the powers and discharge the duties of academic administrative and faculty government jointly and in a unitary form of governance.

It is understood that the Faculty Council is de facto and de jure, a joint academic administrative advisory committee to the Dean and a faculty governance committee. The role of the Chair at meetings of the Faculty Council and the Faculty shall be defined as the role of "presiding officer." Serving in this capacity he/she shall be restricted by the description of that role given in the current edition of Sturgis' *The Standard Code of Parliamentary Procedure*. [Am. 5/6/2004]

Other roles of the Faculty Chair are described in Bylaws 4, 6A, 18, 19, 23, 24, and 25.

Revised 7/13/88, 7/18/91, 6/28/96, 7/28/99, 9/7/99, 5/6/04

PROPOSED CHANGES
BYLAWS OF THE FACULTY OF THE SCHOOL OF PHARMACY
(University of California, San Francisco)

#1. PART II. MEMBERSHIP AND VOTING ELIGIBILITY
Part II § 3

Statement of Purpose: The School of Pharmacy Faculty Council is the body which represents the interests of the faculty in the Academic Senate and serves in an advisory capacity to the Dean. Extending the category of faculty for the Non-Senate Representative to include non-teaching faculty will allow the Dean to gain perspective from all of the faculty who contribute to the mission of the school on the important school wide issues that the Faculty Council considers. The following proposed revision accomplishes this goal by eliminating the requirement that Non Senate representatives be selected from amongst “teaching staff” and extending it to all Non Senate “faculty” which could include adjunct professors, clinical professors and professional researchers.

PROPOSED REVISION TO PART II § 3

Instructors of less than two year's service and non-Senate *faculty* members of the School of Pharmacy shall have the privilege of the floor but may not vote (Standing Orders of the Regents, 105.1).

PROPOSED CHANGES
BYLAWS OF THE FACULTY OF THE SCHOOL OF PHARMACY
(University of California, San Francisco)

#2. PART VIII. FACULTY COUNCIL
PART VIII § 13 Membership

Statement of Purpose: The following proposed revision reduces the number of overall elected members of the Faculty Council from eight to seven. The shared governance model of the University of California, San Francisco requires a large amount of service to the School of Pharmacy by sitting on various school-wide, campus-wide and senate-wide committees. In order to alleviate some of the responsibilities associated with multiple committee assignments, the following proposed revision codifies the fact that from hence forth, the number of At large voting positions on the Faculty Council will be reduced from two to one.

PROPOSED REVISION TO PART VIII § 13 Membership

Membership. The Executive Committee shall consist of *seven* elected and six ex-officio members.

PROPOSED CHANGES
BYLAWS OF THE FACULTY OF THE SCHOOL OF PHARMACY
(University of California, San Francisco)

#3. PART VIII. FACULTY COUNCIL
PART VIII § 14(a) Representatives

Statement of Purpose: The shared governance model of the University of California, San Francisco requires a large of amount of service to the School of Pharmacy by sitting on various school-wide, campus-wide and senate-wide committees. In order to alleviate some of the responsibilities associate with multiple committee assignments, the following proposed revision reduces the number of Non-Senate positions on the Faculty Council from two to one. The “teaching staff” language has been deleted and the “faculty” language has been added to bring this provision in conformance with the aforementioned proposed revision to Bylaw Part II §3.

PROPOSED REVISION TO PART VIII § 14(a) Representatives

One representative to the Executive Committee elected from among the *faculty* who *is not a* member of the Academic Senate shall be entitled to participate in the deliberations of the Committee but without the right to vote (A.S. Bylaws 50 and 45 and Legislative Ruling 12.75). Such elected representatives must hold at least a half-time academic appointment in the School of Pharmacy (also see Bylaw 17C). [Am. 5/6/2004]

**PROPOSED CHANGES
BYLAWS OF THE FACULTY OF THE SCHOOL OF PHARMACY
(University of California, San Francisco)**

**#4. PART VIII. FACULTY COUNCIL
PART VIII § 19(C) Nominations and Elections**

Statement of Purpose: The “teaching staff” language has been deleted and the “faculty” language has been added to bring this provision in conformance with the aforementioned proposed revision to Bylaw Part II §3.

**PROPOSED REVISION TO PART VIII § 19(C) Nominations and Elections:
Representatives**

Nominations for the election of a representative (Bylaw 13A) shall be conducted in the same manner as above except that the nominators and the electors shall be restricted to the *faculty* who are not members of the Academic Senate and who hold at least half-time academic appointments in the School of Pharmacy.

Senate Staff:
Janelle Green
476-1308
jgreen@senate.ucsf.edu
www.ucsf.edu/senate



COMMUNICATION FROM THE COMMITTEE ON RULES & JURISDICTION

Joe Wiemels, PhD, Chair

November 14, 2005

Lisa Kroon, PharmD, Chair
School of Pharmacy Faculty Council
Campus Box 0622

Dear Chair Kroon,

On November 14, 2005, the Committee on Rules and Jurisdiction reviewed the proposed changes to the School of Pharmacy Bylaws. The Committee makes the following suggestions:

R&J has been operating with the standard that within bylaws capital-F “Faculty” refers to the proper entire unit of the School of Pharmacy Faculty. Lower-case faculty refers to faculty in general, subsets, or individuals.

Change #1: Part II § 3

As the inserted term “faculty” in this case refers to the proper body it should be capitalized “Faculty.” It should also be noted that if the intent is to include those in the Professional Research series, it should be stated as such instead of merely “non-Senate members of the Faculty”. Per APM 110, the Professional Research series is *not* considered a faculty appointment. The Committee suggests, “non-Senate members of the Faculty and Professional Research series....”

Change #2: Part VIII § 12 Membership

No comments.

Change #3: Part VIII § 13 Representatives, Subsection (a)

The Committee recommends deletion of the word “from” and the insertion of the word “members” so that the sentence reads “One representative to the Faculty Council elected among the faculty members who is not a member of the Academic Senate shall be entitled...”

As above (Change #1), if the intent is to include members in the Professional Research series, then it should be stated as “One representative to the Faculty Council elected from the Faculty or the Professional Research series who is not a member of the Academic Senate shall be entitled...”

Change #4: Part VIII § 17 Nominations and Elections, Subsection (c)

As the inserted term “faculty” in this case does not refer to the entire proper body it suggested that this be rephrased as “...electors shall be restricted to members of the faculty who are not members of the Academic Senate...”

Furthermore, as with Changes #1 and 3, if the intent is to include members in the Professional Research series, then it should be stated as "...electors shall be restricted to members of the faculty and Professional research series who are not members of the Academic Senate..." as per APM 110, the Professional Research series not considered a faculty series.

Additional Correction

If Part VIII § 12 and 13 are to be modified to reflect a total of seven members, § 14(b) needs to be altered to indicate the election cycle for seven members. Currently, it schedules elections for four member seats in even years and four member seats in odd years, totaling eight members. The committee suggests changing one of these cycles to an election of three.

Committee on Rules and Jurisdiction

Joseph Wiemels, Chair

Jean Ann Seago, Vice Chair

Doug Carlson

Joe Guydish

Karen Hauer

John Imboden

Jean Olson

Brian Shoichet

REGULATIONS & PROCEDURES OF THE GRADUATE COUNCIL
UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

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REGULATIONS & PROCEDURES OF THE GRADUATE COUNCIL
UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

I. Admission Requirements

A. To be admitted to graduate standing, applicants must:

1. hold a bachelor's degree, or its equivalent, from an accredited institution;
2. be evaluated and accepted for admission by the faculty of a graduate program and the Dean of the Graduate Division.

B. Applicants from non-English speaking countries must, in addition, demonstrate proficiency in English. For example, by obtaining the minimum score set by the Graduate Council on the test of English as a Foreign Language or an equivalent exam, or by completing one year of study with a GPA of 3.00 in a college or university in the United States.

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II. Registration

A. Graduate students must register and meet the requirements for registration as set forth in ASR 540-544.

1. Each student must file a study list with the Registrar by the published deadline each quarter.
2. Graduate students whose research or study requires them to remain off campus throughout the quarter may apply to register in absentia. Students who register in absentia pay one half of the University registration fee and the full education fee.

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B. A student who does not register must petition for leave of absence or withdrawal, or be subject to administrative withdrawal or dismissal.

C. A student returning to registered status after a leave of absence must petition for readmission.

D. A student who is unable to pursue full-time graduate study for reasons of occupation, family responsibilities, or health may petition for classification as a part-time student. However, doctoral students in candidacy may not be classified part-time.

1. Classification as a part-time student is subject to approval by the graduate adviser and the Dean of the Graduate Division.
2. Part-time status is granted for a period of one academic year subject to renewal each year prior to Fall Quarter.
3. Part-time students are limited to a total of six units on the study list each quarter.
4. However, doctoral students in candidacy may not be classified part-time.

Deleted: Doctoral students in candidacy may not be classified part-time.

E. Every graduate student must register for and complete at least four units of course work for a specified number of quarters in order to meet the requirements for academic residence. The academic residence requirement for the Master's degree is three quarters; for a doctoral degree, six quarters. (see VI B, VII A, IX A, X A)

- F. A student who has completed all requirements for the degree, with the exception of filing the dissertation or thesis or taking the comprehensive examination, may apply for filing fee status in lieu of registration in accordance with University policies on filing fee. A student may only have one quarter in filing fee status.

III. Courses

- A. Courses are classified according to the Regulations of the Academic Senate, San Francisco Division.

1. Courses in the 200 series are normally reserved for students registered in graduate status.
2. Courses in the 100 series may be accepted for credit toward a graduate degree if approved by the graduate adviser.
3. Courses in the 300 series refer to work in teaching methods or practice and may be accepted toward a graduate degree.
4. Courses in the 400 series may not be accepted toward a graduate degree.

- B. Instructors are required to assign specific grades for all graduate students and must file course reports with the Registrar at the end of each quarter.

1. Grading

- a. Letter grades are reported as follows:

1. A = excellent
2. B = good
3. C = fair
4. D = barely passing
5. F = failure
6. I = incomplete
7. IP = In progress¹

- b. Pass-fail grades are reported as follows: S, satisfactory or U, unsatisfactory. The grade S shall be awarded only for work that would otherwise receive a grade of B or better; the grade U is assigned whenever a grade of C, D, or F would otherwise be given.

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- c. Grade points per unit are as follows:

1. A = 4
2. B = 3
3. C = 2
4. D = 1
5. F = 0
6. I = undetermined

2. The following courses are graded only S/U: 220,221,250,298,299, and 300. (215 Lab Rotation may be approved as an exception.) In other 200 series courses, S/U grading may be offered as an option for graduate students.

3. A maximum of six units of course work for which S,U grading is elected may be used toward the unit requirements for a graduate degree.

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¹ For courses extending more than one quarter.

4. A course in which a student receives a grade of D or F cannot count as part of the unit requirement for a graduate degree, but is calculated in the total grade point average.
5. Courses graded S are counted toward satisfaction of the unit requirement but are not calculated in the grade point average.
6. The grade I is assigned when a student's work is of passing quality but incomplete for good cause. An incomplete grade must be removed within one calendar year. If it is not removed, the grade of F will be assigned.

IV. Standards of Scholarship

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- A. Graduate students must maintain a cumulative grade point average of 3.00 (B) in their programs of graduate study and must make satisfactory progress toward the degree as defined by the faculty of the degree program.
- B. Students who fail to maintain a 3.00 grade point average or fail to make satisfactory progress toward the degree are subject to dismissal by the Dean of the Graduate Division after consultation with the faculty of the degree program.

C. Each graduate program must establish a mechanism for reviewing student progress toward the degree. Any deficiency or failure to meet standards should be discussed with the student and confirmed in writing. The Graduate Program is required to conduct a written annual review of each graduate student.

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V. Committees for Higher Degrees

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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.

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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 a 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.

VI. Requirements for the Master's Degree

- A. Students may earn a master's degree under one of two plans.
 1. Plan I.
 - a. Thirty units and a thesis are required.
 - b. A minimum of twelve units must be taken in graduate (200 series) courses in the major subject. Of these, no more than eight units numbered 250 may be applied toward the degree.
 - c. The thesis constitutes the results of an original investigation of a problem. It should be carried out in the same systematic and scholarly way as investigations of greater magnitude, such as a doctoral dissertation. No unit credit is given for the thesis.
 2. Plan II.
 - a. Thirty-six units and a comprehensive examination in the major subject are required.

- b. A minimum of eighteen units must be taken in graduate (200 series) courses in the major subject. Of these, no more than twelve units numbered 250 may be applied toward the degree.
 - c. The comprehensive examination should demonstrate the student's mastery of the major field and ability to think critically. The nature and matter of the examination are determined by the faculty of the degree program.
 - 1. A student who fails the comprehensive examination is allowed to take a second examination after a suitable period of additional preparation.
 - 2. A student who fails a second comprehensive examination is no longer eligible to receive the Master's degree.
- B. Three quarters of academic residence are required for the Master's degree.
- C. Advancement to candidacy must take place not later than the first day of the last quarter during which the student will be registered.
- 1. At least one quarter in registered student status must elapse between advancement to candidacy and conferral of the degree
 - 2. Candidacy for the Master's degree lapses if a student has not completed requirements for the degree within five quarters after advancement to candidacy.
- D. Committees appointed to supervise the research and writing of the thesis, or to conduct the comprehensive exam must have at least three members.

E. Up to six quarter units of credit for work taken elsewhere may be applied towards a master's degree. For course work completed at another campus of the University of California, up to one-half of the program (15 to 18 units) may be accepted for transfer. Otherwise, all course work for the Master's degree must be done in residence.

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- 1. A student must be registered as a graduate student for at least one quarter before petitioning for transfer of credit.
 - 2. Units accepted for transfer must have been earned in graduate status.
 - 3. Students enrolled in an articulated BS-MS program may transfer up to six units of 200 series course work taken during the quarter immediately prior to graduate standing for credit toward the master's degree.
 - 4. Work that formed part of the program for a degree previously conferred may not be applied toward a current degree program.
 - 5. Courses taken in a university extension division may not be accepted for transfer.
- F. Students who hold a bachelor's degree and who are pursuing the M.D. degree in the UCSF School of Medicine may earn a Master's degree under the following conditions, known as the Medical Student's Option:

- 1. The candidate's primary registration must be as a graduate student for one of the first two years of the medical school curriculum.
- 2. Besides the work for the M.D. degree, 15 to 18 units of graduate courses (depending on whether Plan I or Plan II is selected) must be completed in addition to the thesis or comprehensive examination.

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3. The Master's degree must be in one of the graduate programs in the School of Medicine.
4. Medical students who wish to pursue the Master's degree must gain admission to the program of their choice and obtain permission of the Associate Dean of the School of Medicine.

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G. Students who hold a bachelor's degree and who are pursuing the D.D.S. degree in the UCSF School of Dentistry may earn a Master of Science degree in Oral and Craniofacial Sciences under the following conditions:

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1. The candidate's primary registration must be as a graduate student for three quarters.
2. Besides the work for the D.D.S., 30 units of graduate courses must be completed in addition to the thesis.
3. Dentistry students who wish to pursue the Master's degree must gain admission to the Oral and Craniofacial Sciences program.

VII. Requirements for the Doctor of Philosophy Degree

A. Six quarters in residence are required for the Ph.D. degree. A student must register for a minimum of three quarters after advancing to candidacy, as part of the six quarter residency requirement.

B. Foreign Language Requirement

1. Departments and Graduate Groups may establish a language requirement at their discretion.
2. In a program where there is a foreign language requirement, it must be satisfied prior to advancement to candidacy.

C. Qualifying Examination

1. The purpose of the qualifying examination is to demonstrate that the student has an adequate knowledge of the field and the specialty, knows how to use academic resources, and is capable of conducting independent research for a dissertation.
 - a. To be eligible for examination, a student must have completed at least one quarter in residence and must have a grade point average of 3.00 or above in all courses taken in graduate standing.
 - b. The examination may be oral or written, or both, and may be given in several parts or in one session, at the discretion of the committee.
 - c. A student must be registered at the time the examination is given.
2. A committee of four faculty is nominated by the department and approved by the Dean of the Graduate Division to administer the examination.
 - a. At least one member of the committee must be from outside the student's major department or graduate program.
 - b. The qualifying examination committee may not be chaired by the person who will be the chair of the student's dissertation committee. (At the program's option, the dissertation chair may not be a member of the qualifying examination committee.)

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3. At least one meeting of the whole committee must be held to discuss the results before a report is made to the Dean of the Graduate Division.
 - a. In the case of a divided vote, individual members of the committee must state reasons for the affirmative and negative votes. The matter is then referred to the Administrative Committee of the Graduate Council for a final decision.
4. If a student fails the examination, the committee must make a recommendation for or against a second examination.
 - a. The committee must be the same as for the original examination.
 - b. When the examination is a failure in all areas, the re-examination must be on all subjects involved.
 - c. A partial failure, in which a student passes some parts but not others, will also count as a first examination. Re-examination after partial failure may be restricted to those areas in which the original performance was unsatisfactory.
 - d. A third examination is not permitted.

D. Advancement to Candidacy

1. A student may be admitted to candidacy after successful completion of the qualifying examination, provided that there are no other deficiencies, such as incomplete grades.
2. An application for candidacy, indicating the subject of investigation for the dissertation and the proposed committee to guide the research and pass on the merits of the dissertation, must be filed with the Dean of the Graduate Division. Deleted: filled
3. At least three quarters in registered student status must elapse between advancement to candidacy and conferral of the degree.
4. Candidacy for the doctoral degree lapses if a student has not completed requirements for the degree within four years after advancement to candidacy; i.e., 12 quarters, excluding summers.
5. Upon lapse of candidacy, a petition for reinstatement must be accompanied by a recommendation from the faculty of the student's degree program on whether a new qualifying examination is required. Deleted: .
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E. Dissertation

1. The dissertation is a work of independent research or scholarship that makes an original contribution to knowledge in an academic discipline. It demonstrates the candidate's mastery of research methods and ability to pursue an independent investigation, and should be of sufficient depth and quantity to be published. Deleted: which
2. A committee of at least three members of the faculty is nominated by the student and approved by the student's advisor and the Dean of the Graduate Division.
3. The committee oversees the student's research and approves the dissertation. Deleted: to oversee the research and unanimously approve the dissertation.
4. The committee may conduct a final oral examination that deals with the validity of the dissertation research. Formatted: Bullets and Numbering
5. One copy of the dissertation must be submitted to the Graduate Division by the last day of the quarter in which the degree is conferred. Deleted: which

- VIII. Candidate in Philosophy (C.Phil.)
- A. The degree of Candidate in Philosophy may be awarded to a student in candidacy for the Ph.D. who has completed all requirements except the dissertation.
 - B. A recommendation for award of the C. Phil. presumes that the student is in good standing and qualified to progress to the Ph.D.

IX. Student Academic Petitions and Grievances

- A. Students may petition the Dean of the Graduate Division for individual exceptions to academic regulations.

1If a petition is denied by the Dean, the student has the right to request further consideration by the Administrative Committee of the Graduate Council.

2The Dean of the Graduate Division may refer a student petition to the Administrative Committee at his/her discretion.

- B. Resolution of student grievances in academic matters shall be in accordance with "Procedures for Student Grievance in Academic Affairs" adopted by the San Francisco Division, October 18, 1977. (see attached)

May 2005

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COMMUNICATION FROM THE COMMITTEE ON RULES & JURISDICTION
Joe Wiemels, PhD, Chair

November 14, 2005

Farid Chehab, PhD, Chair
UCSF Graduate Council
Box 0134

Dear Chair Chehab,

On November 14, 2005, the Committee on Rules and Jurisdiction reviewed the proposed changes to the Regulations and Procedures of the Graduate Council. The Committee approves these changes with the following corrections or recommendations:

Section I. B.

The body of part B should be edited into one complete sentence instead of one sentence and one sentence fragment: The Committee recommends inserting a semi-colon, changing “for” to lower case, and removing the comma so that the sentence reads:

“Applicants from non-English speaking countries must, in addition, demonstrate proficiency in English; for example by obtaining the minimum score set by the Graduate Council on the test of English as a Foreign Language or an equivalent exam, or by completing one year of study with a GPA of 3.00 in a college or university in the United States.

Section II. B.

“Lapse of Status” is a formal and specific term used by registrars on UC campuses and denotes a specific condition or status. As such, this term should be retained.

The registrar’s office will lapse a student’s status if a student fails to pay registration fees by the deadline and does not respond to notices. This notation appears on the transcript. Once a person’s student status is lapsed, the person is not a registered student anymore. The student may, however, petition for readmission for a future quarter.

On occasion, a school or graduate program will notify the Office of the Registrar that a particular student will not be attending. In this circumstance, The Office of the Registrar enter a status of administrative withdrawal, and expects that the student will come to Registrar’s office eventually and fill out a petition for a leave of absence or honorary withdrawal. In addition, a program also has the discretion to dismiss a student.

Lapsing a student’s status for nonpayment of fees is the prerogative of the Registrar because the Registrar is responsible for collecting students’ registration fees and registering them for the current quarter. Therefore

removal of the consequence of lapse of status from the Graduate Council regulation may be inconsequential because the Graduate Council regulation would not affect the Registrar's authority. Nonetheless, creating a legislative history that suggests that lapse of status is no longer a consequence for students could create confusion and may be generally counterproductive. It may also be considered to conflict with the Registrar's prerogative.

The Committee on Rules and Jurisdiction recommends that all three possible consequences be listed in the regulation. In addition, since students petition for the term "honorary withdrawal," not "withdrawal"; the regulation should reflect this revised status correctly. The Committee recommends the following language:

"B. A student who does not register must petition for leave of absence or honorary withdrawal. Otherwise, the student will be subject to lapse of status, administrative withdrawal, or dismissal."

Sections IV and V should be preceded by a paragraph break.

Section V. A.

The emphatic statement needs to be qualified. Insert "with the following exceptions:"

"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 with the following exceptions:"

Section VII.C.2.

In many cases, for example within the BioMedical Sciences program, students may not have a primary department and the examination committee may be nominated or selected by a program. Given the large number of departments within this and other programs, students are not required to search for a committee member outside of the program. Rather than reinstating outdated requirements, the Committee suggests that the Graduate Division take a survey of current practices for qualifying examinations and rewrite Section C.2 to accommodate the practices of all schools.

Committee on Rules and Jurisdiction

Joseph Wiemels, Chair

Jean Ann Seago, Vice Chair

Doug Carlson

Joe Guydish

Karen Hauer

John Imboden

Jean Olson

Brian Shoichet

REGULATIONS OF THE FACULTY OF THE SCHOOL OF MEDICINE
(University of California, San Francisco)

I. ADMISSIONS

A. **GRADUATE PROFESSIONAL**

Curriculum leading to the degree of Doctor of Medicine.

1. **Admission to Regular Status.** To be admitted to the School of medicine, an applicant must:
 - a. Be eligible for admission to the University of California (SR*418-480). (Am. 4/90)
 - b. Complete the college subject requirements; take the medical College Admission Test or whatever entrance examination is required by the School of Medicine Bulletin.
 - c. Meet the minimum grade point average and complete the required number of units as approved by the Faculty of the School of Medicine and published annually in the School of Medicine Bulletin.
 - d. Be evaluated and recommended for acceptance by the Committee on Admissions, the Executive Board of the Committee on Admissions and the Dean of the School of Medicine. (Am. 4/90)
2. **Admission to Advanced Standing.** The School of Medicine does not accept students into advanced standing except for those students who are admitted to the DDS/MD program. An applicant must:
 - a. Be eligible for admission to the University of California (SR* 418-480).
 - b. Complete the college subject requirements; take the Medical College Admission Test or whatever entrance examination is required by the DDS/MD program.
 - c. Be evaluated and recommended for acceptance by the Associate Dean of Admissions or his/her designate and the Associate Dean of Student and Curricular Affairs.

Students who are accepted to the DDS/MD program will be admitted into advanced standing. Their previous education in the basic sciences will be reviewed and they will be placed in the appropriate year of medical school. (En. 4/90)

* SR - Academic Senate Regulations
(statewide)

B. POSTGRADUATE PROFESSIONAL

1. **Internship and Residency.** To be admitted to the programs leading to a Certificate of Completion of Postgraduate Professional Education, an applicant must be evaluated and recommended for acceptance by the appropriate internship or residency committee.

II. REGISTRATION

- A. Students must register and meet the requirements for registration as defined in the Academic Senate Regulations 540-546**.
- B. Study lists must be approved by the Associate Dean and filed in the Office of the Registrar by the published deadline date (ASR 542).

III. DEGREE AND CERTIFICATE REQUIREMENTS AND CURRICULA

A. DEGREE OF DOCTOR OF MEDICINE

1. The candidate must have completed with a passing grade all required courses, or their equivalents, as prescribed in the curriculum of the UCSF School of Medicine, and must be registered in the quarter preceding graduating from the School of Medicine. (Am. 4/90)
2. All required courses or their equivalents as prescribed by the School of Medicine at San Francisco must be completed with a passing grade.
3. Off-campus elective courses taken by a registered student may be approved for credit toward the M.D. degree only when the Department Chairman has knowledge of the institution or program and can certify that the quality of the program meets the standards of the School of Medicine at San Francisco.
4. Students who wish to receive unit credit for such courses taken prior to entering the School of Medicine are required to complete satisfactorily an oral and/or written examination approved by the Chairman of the Department. Petitions for course credit by examination must be approved by the course director and associate dean. (Am. 4/90)
5. Waiver of any of the above requirements for the degree of Doctor of medicine in individual cases must be approved by the Council of the Faculty upon the recommendation of the Committee on Curriculum and Educational Policy and the associate dean. (Am. 4/90)

** ASR - Academic Senate Regulations
Regulations (campus)

6. The candidate shall be recommended for the degree by the Faculty of the School of Medicine through action by the Council of the Faculty (S.F. By-law 95D).

B. DEGREE OF BACHELOR OF SCIENCE IN MEDICAL SCIENCES

(Am. 4/90)

1. The candidate must have successfully completed at least 90 semester units or 135 quarter units before entering the School of Medicine at San Francisco, including within these units the courses required by the Faculty of the School of Medicine for regular admission to the curriculum leading to the M.D. degree.
2. As a registered student for four consecutive quarters, the candidate must complete satisfactorily 70 quarter units of course work, including all required courses, with a grade point average of 2.0 or better.
3. The candidate must satisfy the University residence requirement and the general University requirements for the Bachelor's degree.
4. The candidate must have satisfactory professional qualifications and be recommended for the degree by the Council of the Faculty, School of Medicine.

C. CERTIFICATE OF COMPLETION OF POSTGRADUATE MEDICAL STUDY

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1. The candidate must have completed one or more years of postgraduate academic and/or clinical study at the School of Medicine, San Francisco or at affiliated hospitals, while a registered student in the University of California for a minimum of 4 quarters per year.
2. The candidate must have performed his/her work satisfactorily.
3. The candidate must be recommended by the Chairman of the appropriate Department(s).
4. The form of the Certificate will be as follows:

UNIVERSITY OF CALIFORNIA
SCHOOL OF MEDICINE
SAN FRANCISCO

THIS CERTIFIES THAT
(NAME)

has served as a resident in (Am. 4/90)

IN _____

(beginning and ending dates)

Chairman of Department

SEAL:

Dean

(signatures of other
appropriate individuals
may be added)

D. POSTHUMOUS AWARD OF DEGREES

Purpose

The University of California, San Francisco School of Medicine seeks to extend sympathy and compassion to families of deceased students near completion of their degrees and to recognize the academic achievement of these students who would have fulfilled the requirements of the degree. These actions must also be balanced with attention to academic and institutional integrity.

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Criteria

To be eligible for the award of a Medical Doctor degree from the University of California, San Francisco posthumously, the student generally must have met the following criteria:

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1. The student completed the clinical core;
2. The student was in his/her final quarter of coursework or enrolled in courses, which upon successful completion would have culminated in the awarding of the degree; and
3. The student was in good academic standing and was successfully progressing toward completion of requirements for the degree to be conferred.

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Cases that do not meet the above specified criteria may be considered when extraordinary circumstances prevail. In such cases, request for award of the degree must be reviewed by the appropriate faculty, department chair, and dean(s) and approved by the School of Medicine Faculty Council.

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Procedure

The process for identifying and considering candidates for the award of degrees posthumously shall be as follows:

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1. A formal request may be initiated by any of the following: a family member, a faculty member, a dean, or a fellow student. If the request is not made by a family member, the family should be contacted and found to be receptive of the possible award. The request should be made directly to the Dean of the School of Medicine or the Dean's designate.
2. The Dean's Office is responsible for reviewing the student's academic record, confirming with the Registrar whether the specified criteria exist, and forwarding the request to the School of Medicine Faculty Council.
3. Pursuant to San Francisco Division Bylaw 95D, the School of Medicine Faculty Council shall have final responsibility for approving the award of a posthumous degree and communicating its approval to the Registrar and the Chair of the Division. This duty may be delegated to a committee of the faculty or an administrative officer who is a member of the Academic Senate.
4. Customarily, degrees awarded posthumously will be noted on the commencement program and a member of the deceased student's family will be permitted to participate. The student's diploma will be released or mailed to the person legally authorized to manage the deceased student's affairs. The posthumous nature of the award will be indicated on the diploma and in the student's official transcript. Any fees associated with the administration of the posthumous degree shall be waived.

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IV. CLASSIFICATION OF COURSES

A. GRADUATE PROFESSIONAL

The courses in the curriculum leading to the degree Doctor of Medicine are classified as follows:

1. Required Core Courses.

- a. Non-clinical, non-block core courses are to be numbered 100-109 within a given department.
- b. Clinical block core courses are to be numbered 110-119 within a given department.
- c. Non-clinical block core courses are to be numbered 120-129 within a given department.

- d. Clinical non-block core courses are numbered 130-139 within a given department.

2. Elective Courses

- a. Clinical, block elective courses are to be numbered 140.___ within a given department, with a number in the tenths and hundredths digit to delineate the specific course.
- b. Non-clinical block elective courses are to be numbered 150.___ within a given department, with a number in the tenths and hundredths digit to delineate the specific course.
- c. Clinical, non-block elective courses are to be numbered 160.___ within a given department, with a number in the tenths and hundredths digit to delineate the specific course.
- d. Non-clinical, non-block elective courses are to be numbered 170.___ within a given department, with a number in the tenths and hundredths digit to delineate the specific course.
- e. The course number 198 within a given department is reserved for independent supervised study.
- f. The course number 199 within a given department is reserved for supervised laboratory projects.
- g. Interschool courses are to be numbered 180-189 within a given department.

B. GRADUATE ACADEMIC

Courses designed primarily for graduate academic students are identified by numbers 200-299 in accordance with Graduate Division convention, even when elected by professional students

C. UNDERGRADUATE PROFESSIONAL

- 1. The courses in the curriculum leading to the degree of Bachelor of Science in Medical Sciences are classified in the same manner as those leading to the M.D. degree. (Am. 4/90)

D. POSTGRADUATE PROFESSIONAL

The courses in the curriculum leading to a Certificate of Postgraduate Medical Study are designated by three digits, with a 4 in the hundreds digit.

1. The numbers 400-449 designate interns' and residents' research, lectures, and seminars.
2. The numbers 450-489 designate residents' section work.
3. The numbers 490-499 designate interns' section work.

V. GRADES AND CREDIT

- A. The work of all third and fourth year professional students who are candidates for the M.D. degree shall be reported as follows: [Am. 11/20/95]
 1. honors: H -- [paragraph (B) below]; (En. 9/91)
 2. passing: P (passed);
 3. not passing: E [provisional -- see paragraph (C) below], F (failure);
 4. undetermined: I (incomplete, IP (in progress) [see paragraphs (D) and (E) below].
- B. The honors grade rewards a student for outstanding performance. 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. Honors will be assigned in each academic quarter or at the end of each clerkship rotation. Instructors will determine the criteria for honors and publicize these to the class at the beginning of the course. The honors grade will be recorded in the Office of the Registrar as part of the student record. (En. 9/91) [Am. 11/20/95]
- C. The E grade is assigned as an initial non-passing provisional grade. It may be converted to a passing grade when the requirements for the course are satisfactorily met as determined by the course instructor. It will be converted to an F grade by the course instructor, after consultation with the Screening Committee, if a student fails to complete satisfactorily the course requirements within a period of time to be determined by the Screening Committee.
- D. The grade I may be assigned when a student's work is of passing quality but is incomplete for good cause. The student may replace the Incomplete grade by a final grade and receive appropriate credit provided the student completes the work of the course in a way authorized by the appropriate faculty. (See paragraph (E) below).
- E. All grades except I, IP and E are final when filed by an instructor in his end-of-term course report. However, the correction of clerical or procedural errors may be authorized by the appropriate faculty concerned. No term grade

except I or E may be revised by examination. A student may repeat only those courses in which the student has received a grade of E. An exception to this rule may be authorized by the appropriate faculty for a student who receives the grade of I.

- F. When a student is required by the Faculty or its designated agent to repeat a year, or a term, or specifically named courses, the units will be counted only once.
- G. For courses extended over more than one quarter where evaluation of the student's performance is deferred until the end of the final quarter, undetermined grades of In Progress shall be assigned in the intervening quarters in courses so authorized by the appropriate faculty. The undetermined grades shall be replaced by the final grades if the student completes the full sequence. The Faculty of the School of Medicine is authorized to regulate the award of credit in cases where the full sequence is not completed.
- H. The grading options in the first and second years are:
 - 1. Pass (P)
 - 2. Provisional Non-Pass (E)
 - 3. Fail (F)
 - 4. Incomplete (I)
 - 5. In Progress (IP)

VI. DISQUALIFICATION

A. **ACADEMIC PROBATION**

- 1. A student may be placed on probation if he/she has 6 or more units of E in any quarter or 10 or more units of E or F in 3 consecutive quarters.
- 2. A student may be removed from probation following one quarter of satisfactory performance and removal of all E or F grades.

B. **PROFESSIONAL DISQUALIFICATION**

In order for Faculty to act under variance 3A, ASR 900 (A), provisions governing the use of professional disqualification of students in the Schools of Dentistry, Medicine, Nursing, and Pharmacy must be prescribed in the regulations of these respective Schools (SFR 905). Also, each faculty must make imposition of any final action under this provision of ASR 900 (a) contingent upon a fair hearing guaranteeing at least procedural minima of due process of the student. (Procedural minima of due process may be taken as containing the elements spelled out in Campus Regulations Relating to Students and Student Organizations, Use of University Facilities, and Non-Discrimination.) (This document is published by the Chancellor and is made available to all students.)

In accordance with the provisions of ASR 900 (a), Variance 3A and SFR 905 (approved June 4, 1970) shall be subject to professional disqualification in the School of Medicine if, after a hearing by the Council of the Faculty (By-law 23 d) of alleged charges, it is found that the student:

1. has manifested or threatened violence against a patient, fellow professional, or staff personnel, or against others in carrying out professional assignments, and/or
2. has abused professional privileges by taking improper advantage of professional relationships with patients or others, or has abused other privileges of the profession, such as access to drugs or equipment, and/or
3. is physically, or mentally incompetent to carry out professional responsibilities, and/or
4. has been negligent in carrying out professional responsibilities to patients.

C. STUDENT DISMISSAL

A student shall be subject to dismissal if:

1. he/she receives a non-passing grade while on probation.
2. his/her performance is unsatisfactory as defined in paragraphs VI, B.

D. SCREENING & ACADEMIC STANDARDS COMMITTEE

The Screening Committee will assess the performances of all students at the end of each quarter and recommend one of the following actions to the Dean of the School of Medicine for final action and approval by the Council of the Faculty:

1. Promotion to the next quarter.
2. Promotion to the next quarter subject to certain conditions, or on a probationary status (see VI, A, 1).
3. Formal repetition of one or more quarters of work on a probationary status (see VI, A, 1).
4. Dismissal from the School of Medicine (see VI, C). All Screening Committee recommendations for dismissal will be reviewed by the Academic Standards Committee. (Am. 4/90)

E. OTHER

If the grade E, F or I in a course required for graduation is not removed within the time limitations described in V-C and V-D above, the student is thereby subject to academic probation or dismissal.

F. EXAMINATIONS

Faculty responsibility for fair conduct of examinations.

1. Supplementary to other procedures and responsibilities shared mutually by Faculty and students, the instructor who is responsible for the conduct of an examination must inform the students prior to the examination what materials are necessary and may be in their possession or vicinity and what conduct is required while taking the examinations. Access to all other materials or information which may act as an unauthorized aid in the examination is expressly prohibited.
2. Violation of this rule or other substantive evidence of academic misconduct shall subject the student to academic disqualification. Procedural minima are those specified in VI-B. The preliminary hearing shall be before the Committee on Student Welfare.

G. APPEALS

A student who wishes to appeal any action taken under the regulations described in VI-C should first petition the Council of the Faculty for review. But in any case he/she has the right of appeal to the Academic Senate. The Academic Senate is the final appeal. (Am. 4/90)

VII. WITHDRAWAL

A. LEAVE OF ABSENCE

Subject to the approval of the Dean of the School, a student wishing to withdraw from classes may petition to do so by requesting a leave of absence or an honorable withdrawal.

1. Brief Leave of Absence. Permission to be absent for a brief period may be granted to a student in case of illness or other emergency. Such leaves may not exceed six weeks in any one academic year. A brief leave of absence will not exempt a student from satisfactorily completing all work in progress for each course.
2. A student in good standing is entitled to a statement of honorable withdrawal (SR 910B).

3. Reinstatement as a student into the School of Medicine after an absence of more than one year requires approval of the Council of the Faculty.

B. DISCONTINUANCE WITHOUT NOTICE

A student is considered to have terminated connection with the School if he or she:

1. withdraws from the School of Medicine without notice.
2. fails to report after a brief leave of absence.
3. fails to register for any required term within one month after its beginning date.

Revised by the Faculty April, 1990; Divisional approval June, 1991.

Revised by the Faculty September, 1991; Divisional approval December, 1991.

Revised by the Faculty May, 1995; Divisional approval November, 1995.



COMMUNICATION FROM THE COMMITTEE ON RULES & JURISDICTION
Joe Wiemels, PhD, Chair

November 14, 2005

Dan Bikle, MD, PhD, Chair
School of Medicine Faculty Council
Box 111N

Dear Chair Bikle,

On November 14, 2005, the Committee on Rules and Jurisdiction reviewed the proposed amendments to the Regulations of the School of Medicine Faculty Council related to the granting of posthumous degrees. The Committee approves these changes with the following correction and exception:

Correction:

For the sake of internal consistency and citation, Under Section D. Posthumous Award of Degrees, the subsections regarding Purpose, Criteria, and Procedure should be numbered 1, 2, and 3, with the resulting sub-points indicated by lowercase letters a), b), c), etc.

Exception:

Strike or amend the final sentence of point 4 under "Procedure": "Any fees associated with the administration of the posthumous degree shall be waived." This sentence should be omitted in its entirety or altered to read "Any fees levied by the School of Medicine associated with the administration of the posthumous degree shall be waived."

The School of Medicine has no authority to regulate any fees which may be determined by the Registrar. While the Office of the Registrar has in fact indicated that it has not charged any fees associated with posthumous degrees in the past, nor does it intend to in the future, the legislation of such fees lies outside of the purview of the School of Medicine Faculty Council.

Sincerely,

Committee on Rules and Jurisdiction

Joseph Wiemels, Chair
Jean Ann Seago, Vice Chair
Doug Carlson
Joe Gydish
Karen Hauer
John Imboden
Jean Olson
Brian Shoichet



Tamara Maimon, Director
500 Parnassus, MUE 230
San Francisco, California 94143-0764
(415)476-3808 Fax (415) 514-3844

Deborah Greenspan, DSc,BDS, Chair
David Gardner, MD, MS Vice Chair
Mary J. Malloy, MD, Secretary
Jean Olson, MD, Parliamentarian

September 26, 2005

Joseph Wiemels, PhD, Chair
Committee on Rules and Jurisdiction
Box 0560

Dear Dr. Wiemels:

The Committee on Equal Opportunity recently voted to adopt a change to provisions in the Bylaws and Regulations of the San Francisco Division of the Academic Senate relating to Duties of the Committee on Equal Opportunity. The Faculty Council hereby requests that the Committee on Rules and Jurisdiction (Committee) review the proposed amendment to ensure that it is consistent with the requirements of the Bylaws, Regulations, and Appendices of the University of California, San Francisco Division of the Academic Senate.

Enclosed for review by the committee, please find the Bylaws of the Committee on Equal Opportunity with a track change indicating the proposed amendments and a separate document stating the justification for the amendment. Once the Faculty Council receives the Committee's feedback, the proposed amendments will be submitted to the faculty for a Division vote.

Thank you for bringing this matter forward in the Committee. We look forward to receiving your feedback.

Sincerely,

Committee on Equal Opportunity

Francis Lu, MD, *Chair*
Anita Stewart, PhD, *Vice Chair*
Peter Bacchetti, PhD
Paula Braveman, MD, MPH
Jyu-Lin Chen, RN, PhD
Betty Dong, PharmD
John Fike, PhD
Monica Gandhi, MD
Francina Lozada-Nur, DDS, MS, MPH
Errol Lobo, MD, PhD
Lydia Santiago, PhD
Michael Winter, PharmD



DRAFT AMENDMENT FOR DIVISIONAL BYLAW

Chapter VI. Faculties and Committees

Section III. Standing Committees of the San Francisco Division

122. Committee on Equal Opportunity

B. Duties

5. To provide faculty oversight to the Faculty Search Committee Ambassador Program by evaluating the effectiveness of the program and providing guidance on how program efforts can be maintained and improved as needed.

Justification

In an effort to help faculty search committees improve their capacity to attract a diversified pool of qualified candidates, the Academic Senate's Committee on Equal Opportunity (EQOP) initiated the concept of the Faculty Search Committee Ambassador Program, which was eventually funded by the office of the Vice Chancellor for Academic Affairs.

Since its the creation of the Program, EQOP's involvement in the evaluation of the Faculty Search Committee Ambassador Program processes has become increasingly important. EQOP serves as a neutral third party that monitors the effectiveness of the program by administering surveys through the Office of the Academic Senate. EQOP's involvement encourages people to provide candid feedback about the program and its usefulness. The committee also provides guidance on how the program can improve the effectiveness of its communications with faculty search committee chairs and other key campus administrators.

As the Ambassador Program continues to grow in scope, the committee observes that increased oversight and evaluation of the effectiveness of the program will be needed and should therefore be formally codified as one of the duties of the committee.



COMMUNICATION FROM THE COMMITTEE ON RULES & JURISDICTION
Joe Wiemels, PhD, Chair

November 14, 2005

Francis Lu, MD, Chair
Committee on Equal Opportunity

Dear Chair Lu,

On November 14, 2005, the Committee on Rules and Jurisdiction reviewed the proposed change to the Bylaws of the Committee on Equal Opportunity. The change consists of the addition of a new bylaw concerning the Committee on Equal Opportunity's oversight of the Faculty Search Committee Ambassador Program. The Committee approves this change as submitted.

Committee on Rules and Jurisdiction

Joseph Wiemels, Chair
Jean Ann Seago, Vice Chair
Doug Carlson
Joe Guydish
Karen Hauer
John Imboden
Jean Olson
Brian Shoichet

I concur,

Deborah Greenspan, DSc,BDS
Chair, UCSF Academic Senate



COMMUNICATION FROM THE COMMITTEE ON COURSES OF INSTRUCTION

Eileen Grady, PhD, Chair

April 10, 2006

Joseph Wiemels, PhD, Chair
Committee on Rules and Jurisdiction
Box 0560

Dear Dr. Wiemels:

At its meeting of March 30, 2006, the Committee on Courses of Instruction voted to recommend that a proposed new Variance be added to the Regulations of the Academic Senate (Senate Regulation 750), which would include Health Sciences Clinical Professors of any rank, Clinical Professors of any rank, Health Sciences Clinical Instructors, and Clinical Instructors in the list of eligible teaching titles. We are hereby transmitting for review by the Committee on Rules and Jurisdiction, the proposed language of the Variance to Academic Senate Regulation 750 and the Committee's justification.

The existing Regulation and Variances were enacted prior to July 1, 2005, and do not include Health Science Clinical or Clinical faculty titles. Health Sciences Clinical Professors of any rank, Clinical Professors of any rank, Health Sciences Clinical Instructors, and Clinical Instructors (collectively referred to as "UCSF clinical faculty") are faculty who have appointments at UCSF and who may have professional practices at UCSF or elsewhere, but who also teach courses at UCSF. UCSF clinical faculty provide a necessary and essential component of clinical instruction in all four schools at UCSF.

The Committee on Courses of Instruction requests this variance because there are many faculty at UCSF in the Health Science Clinical and Clinical series who prepare and teach courses. As a result, during each course approval cycle, the Committee must take a separate action to approve each Health Sciences and/or Clinical faculty member as an "instructor of record" on an exceptional basis. The Committee is not aware of a single instance in which it has rejected a request for a Health Sciences Clinical or Clinical faculty member to teach a course. It is common knowledge at UCSF that UCSF clinical faculty have an integral role in teaching at UCSF. We request this change so that the UCSF clinical faculty can be formally recognized for their teaching roles and so that the Committee can operate in a more efficient and effective manner as we look to potentially automating the course-approval process. Including Health Science Clinical and Clinical faculty in the list of eligible teaching titles will regularize practices that currently must be handled on an exceptional basis.

The Senate Office has informed us that this is the sequence of approvals that must take place:

- 1) Review and comment by Divisional Rules and Jurisdiction Committee
- 2) Divisional Vote**

- 3) Systemwide (UC) Rules and Jurisdiction Committee Review**
- 4) UCSF Division Chair requests Academic Council to put matter on Agenda for the Assembly of the Academic Senate
- 5) If Assembly of Academic Senate is not scheduled to meet within 60 days of receiving UCSF Division Chair's request, then the Academic Council can act on behalf of the Assembly to approve the proposed variance.

** The Division Chair and Secretary should be consulted with respect to whether to first submit the proposed amendments to the UCSF faculty for a Division vote or to forward the requested variance to UC Rules and Jurisdiction prior to taking a Division vote.

Thank you in advance for your assistance in this important matter. We look forward to receiving your feedback.

Sincerely,

Committee on Courses of Instruction

Eileen Grady, Chair
Don Kishi, Vice Chair
Abbey Alkon, Member
Douglas Carlson, Registrar and Committee Secretary
Tony Hunt, Member
Heidi Kirsch, Member
Adam Lloyd, Member
Lynda Mackin, Member
Matija (Boris) Peterlin, Member
Arianne Teherani, Member
Christian Vaisse, Member

Enclosures

Attachment I: Proposed Variance and Justification to Academic Senate Regulation 750

cc: Deborah Greenspan, DSc, BDS, Chair, UCSF Academic Senate w/ attachments
Mary Malloy, MD, Secretary, UCSF Academic Senate w/attachments

**PROPOSED DRAFT VARIANCE FOR SENATE REGULATION 750****ACTION REQUESTED:**

That the Academic Senate APPROVE and ADD the following variance to Senate Regulation 750:

2. San Francisco

750. B. Health Sciences Clinical Professors of any rank, Clinical Professors of any rank, Health Sciences Clinical Instructors and Clinical Instructors may give courses of any grade.

Justification

Health Sciences Clinical Professors, Health Sciences Clinical Instructors, Clinical Professors and Clinical Instructors (collectively referred to as "UCSF clinical faculty") are faculty who have appointments at UCSF and who may have professional practices at UCSF or elsewhere, but who also teach courses at UCSF. UCSF clinical faculty provide a necessary and essential component of clinical instruction in all four schools at UCSF.

Clinical faculty titles are described in APM section 278 (Health Sciences Clinical Professor Series) and APM 279 (Clinical Professor Series). These APM sections went into effect on July 1, 2005. Faculty in the Health Sciences Clinical Professor series are salaried appointees in the health sciences who, in addition to teaching may participate in patient care, in University or public service and scholarly or creative activities. Faculty in the Clinical Professor series at UCSF are community volunteer clinicians who regularly teach in the areas of application of clinical patient care. Of particular note is that UCSF faculty with appointments in the Health Sciences Clinical Professor series at 50% or greater, frequently function in a parallel capacity to Ladder Rank, Clinical X or In-Residence (Senate) faculty who, in addition to clinical duties also conduct research, contribute to creative scholarly activities, publish and participate in Senate, University and public service. Faculty in the Health Science Clinical Professor with appointments of 50% or less, Clinical Professor, Health Science Clinical Instructor or Clinical Instructor series, at UCSF also contribute substantially to teaching at UCSF and may also contribute to clinical, research or other creative work, much like adjunct professors who contribute primarily to teaching and have a limited responsibility for research or other creative work.

Senate Regulation 750, which lists eligible teaching titles, was enacted prior to July 1, 2005, and does not include either the Health Science Clinical Faculty or the Clinical Faculty titles. Therefore, in order to comply with existing Senate Regulations, the Committee on Courses of Instruction must approve each clinical faculty member as an instructor of record *on an exceptional basis* when courses are submitted and taught by UCSF clinical faculty. Because UCSF clinical faculty are such a large and essential component of the teaching faculty at UCSF, the Committee regularly must take additional exceptional actions when considering courses for approval. Since the Committee is not aware of a single instance in which it has rejected a request for a clinical faculty member to teach a course, and given the unique and essential



function which UCSF clinical faculty has with respect to teaching operations, the Committee seeks approval of the recommended variance. The Committee strongly believes that approval of this variance will not only increase efficiency and improve the practices of the Committee's work, but will also acknowledge the substantial role of the teaching responsibilities of the UCSF clinical faculty and at the same time decrease the number additional actions the Committee must take to grant exceptions for courses taught by UCSF clinical faculty.

Submitted by:

COMMITTEE ON COURSES OF INSTRUCTION

Eileen Grady, Chair

Don Kishi, Vice Chair

Abbey Alkon, Member

Douglas Carlson, Registrar and Committee Secretary

Tony Hunt, Member

Heidi Kirsch, Member

Adam Lloyd, Member

Lynda Mackin, Member

Matija (Boris) Peterlin, Member

Arianne Teherani, Member

Christian Vaisse, Member



**COMMUNICATION FROM THE CHAIR OF THE
COMMITTEE ON RULES AND JURISDICTION**
Joseph Wiemels, PhD, Chair

June 27, 2006

Deborah Greenspan, DSc, BDS
Chair, UCSF Academic Senate
Campus Box 0764

RE: R&J Approval of Variance to Senate Regulation 750 to Include Health Sciences Clinical Professor, Clinical Professor, and Clinical Instructor Series in the List of Eligible Teaching Series

Dear Chair Greenspan:

On June 27, 2006, the Academic Senate Committee on Rules and Jurisdiction (R&J) reviewed the Variance to Academic Senate Regulation 750 proposed by the Academic Senate Committee on Courses of Instruction. The existing Regulation and Variances were enacted prior to July 1, 2005, and do not include Health Sciences Clinical or Clinical faculty titles. UCSF clinical faculty provide a necessary and essential component of clinical instruction in all four schools.

The proposed Variance to Senate Regulations reads as follows:

2. San Francisco
750. B. Health Sciences Clinical Professors of any rank, Clinical Professors of any rank, Health Sciences Clinical Instructors and Clinical Instructors may give courses of any grade.

The Committee approves this Variance and recommends it be brought before the Division at its next meeting for a formal vote and approval. When this Variance is ultimately submitted to the University Committee on Rules and Jurisdiction (UCRJ), this Committee recommends that the transmittal include the suggestion that this Variance may be required for other campuses with health sciences schools, and that the Divisional R&J requests that UCRJ consider making appropriate changes at the systemwide level.

Yours sincerely,

Joseph Wiemels, MD
Chair, Committee on Rules and Jurisdiction
UCSF Academic Senate

enclosures/ Communication from Committee on Courses of Instruction (April 10, 2006)
Proposed Draft Variance for Senate Regulation 750 (April 10, 2006)

cc: Eileen Grady, Chair of the Committee on Courses of Instruction



**COMMUNICATION FROM THE CHAIR OF THE
COMMITTEE ON RULES AND JURISDICTION
Joseph Wiemels, PhD, Chair**

June 27, 2006

Deborah Greenspan, DSc, BDS
Chair, UCSF Academic Senate
Campus Box 0764

RE: R&J Approval of Proposed Modifications to Academic Senate Bylaw Chapter VI, Section III,
125: Graduate Council

Dear Chair Greenspan:

On June 27, 2006, the Academic Senate Committee on Rules and Jurisdiction (R&J) reviewed the changes proposed by the Graduate Council to Academic Senate Divisional Bylaw Chapter VI, Section III, 125: Graduate Council. The proposed changes expand the Graduate Council membership from 10 to 13, and require that at least two members have medical degrees. The proposed changes also allow for a designated member other than the Chair to serve as a member of the University Coordinating Committee on Graduate Affairs. Lastly, the modifications clarify that the Assistant Dean for Graduate Academic Affairs of the San Francisco Graduate Division is a non-voting, ex-officio member of the Graduate Council.

The Committee approves these changes to Divisional Bylaw Chapter VI, Section III, 125: Graduate Council, and recommends that the modifications be brought before the Division at its next meeting for a formal vote and approval.

Yours sincerely,

Joseph Wiemels, MD
Chair, Committee on Rules and Jurisdiction
UCSF Academic Senate

enclosures/ Communication from Graduate Council (June 22, 2006)
Justification for UCSF Graduate Council Bylaw Change (April 20, 2006)

cc: Farid Chehab, Chair of the Graduate Council



Tamara Maimon, Director
500 Parnassus, MUE 230
San Francisco, California 94143-0764
(415)476-3808 Fax (415) 514-3844

Deborah Greenspan, DSc,BDS, Chair
David Gardner, MD, MS Vice Chair
Mary J. Malloy, MD, Secretary
Jean Olson, MD, Parliamentarian

Communication from the Graduate Council Farid Chehab, PhD, Chair

June 22, 2006

Joseph Wiemels, PhD, Chair
Committee on Rules and Jurisdiction
Box 0560

RE: Proposed Bylaw Changes: 125 Graduate Council

Dear Dr. Wiemels:

The Graduate Council recently voted to adopt a change to provisions in the Bylaws and Regulations of the San Francisco Division of the Academic Senate relating to the Graduate Council. The Council hereby requests that the Committee on Rules and Jurisdiction (Committee) review the proposed amendment to ensure that it is consistent with the requirements of the Bylaws, Regulations, and Appendices of the University of California, San Francisco Division of the Academic Senate.

Enclosed for review by Rules and Jurisdiction, please find the tracked changes indicating the proposed amendments, as well as the justification for the proposed changes to the Bylaws of the Graduate Council.

We would greatly appreciate consideration of this matter at the upcoming meeting on June 27, 2006. .

Sincerely,

Graduate Council

Farid Chehab, PhD, *Chair*
Catherine Waters, RN, PhD, *Vice Chair*
Brian Black, PhD
Barbara Gerbert, PhD
Holly Kennedy, CNM, PhD, FACNM
Jeff Lansman, PhD

David Saloner, PhD
Kimberly Topp, PhD
Ben Yen, MD, PhD
Dennis Nielson, MD, PhD
Fred Schaufele, PhD
Chris Voight, PhD



JUSTIFICATION FOR UCSF GRADUATE COUNCIL BYLAW CHANGE

At its meeting of April 20, 2006, the Graduate Council approved the following:

The Graduate Council proposes the following changes to its Bylaws:

1. That the membership be increased to 13.
2. That two of its members be UCSF faculty with Medical Degrees.
3. That the appointment to the Systemwide Coordinating Committee on Graduate Affairs (CCGA) can be either the Chair of Graduate Council or other designated member, as determined by the Committee on Committees.
4. That the Secretary of the Council serves as an ex-officio non-voting member.

These changes are proposed to allow the Graduate Council to have the full complement of representative faculty when reviewing graduate programs and performing its duties and to manage the increased workload of the Graduate Council. The designation of an alternate member of the committee, other than the Chair to serve as representative to the CCGA is necessary to better coordinate the representative from UCSF with the required two-year CCGA term.

DRAFT AMENDMENT TO DIVISION BYLAWS

Chapter VI. Faculties and Committees
 Section III. Standing Committees of the San Francisco Division
 125. Graduate Council

A. Membership: This Committee shall consist of thirteen (13) voting members appointed for staggered three-year terms. At least two members shall have Medical Degrees. The selection of membership shall reflect appropriately the departments, Schools, and graduate curricula of the Division, which offer work toward higher degrees; and the Dean of the Graduate Division, ex officio member, who shall not serve as Chair or Vice Chair. The Chair, or other designated member shall serve as a member of the University Coordinating Committee on Graduate Affairs (CCGA). At the invitation of the Graduate Council, representatives of the Graduate Student Association and of the Postdoctoral Scholars' Association, the Associate Dean of the Graduate Division, and the Assistant Dean of Postdoctoral Affairs may serve as ex officio non-voting members. The Assistant Dean for Graduate Academic Affairs of the San Francisco Graduate Division shall act as the Secretary of the Council and as ex-officio non voting member who. ~~The secretary is a non-voting non-member and~~ is authorized to refer any or all questions, including petitions of students and postdoctoral scholars, to the appropriate Council committees or to the Council. [Am 15 April 91, 1 Sep 03]

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COMMUNICATION FROM THE COMMITTEE ON RULES AND JURISDICTION

Joseph Wiemels, PhD, Chair

June 27, 2006

Deborah Greenspan, DSc, BDS
Chair, UCSF Academic Senate
Campus Box 0764

RE: Review of Academic Senate Divisional Procedure for Student Grievance in Academic Affairs

Dear Chair Greenspan:

On June 27, 2006, the Academic Senate Committee on Rules and Jurisdiction reviewed the current Academic Senate Divisional Procedure for Student Grievance in Academic Affairs (Appendix VII to the Divisional Bylaws, approved October 18, 1977) and discussed the need for its revision with Senate Faculty who had recently served on an Ad Hoc Student Grievance Committee as well as with University Counsel Carole Rossi, and Vice Dean of Medical Education for the School of Medicine David Irby, both considered local experts on this issue.

The Academic Senate Committee on Rules and Jurisdiction respectfully requests the formation of a task force to revise the Academic Senate Divisional Procedure for Student Grievance in Academic Affairs. The Committee recommends that this task force include one member from the Faculty of each of the four schools (to be recommended by their respective Faculty Councils), one member from each of the Academic Senate Committees on Education Policy, Equal Opportunity, and Rules and Jurisdiction; and one member identified by Graduate Council to represent the interests and circumstances of students in the Graduate Division. The Committee also recommends the inclusion of Carole Rossi of the Office of the General Counsel of the Regents, and David Irby, Vice Dean of Medical Education, School of Medicine and suggests the inclusion of one or more students in the work of this task force. Former members of an Ad Hoc Student Grievance Committee Kimberly Topp, Martin Bogetz, and Hobart Harris have expressed their willingness to provide the benefit of their experience to this task force.

The Committee suggests that the task force be charged with the revision of the Academic Senate Divisional Procedure for Student Grievance in Academic Affairs to update this procedure to be consistent with other University policies and current legal requirements; and to address issues of scope, layers of appeal, and internal ambiguities. Carole Rossi and David Irby are prepared to provide specific suggestions regarding the current legal and necessary requirements for this procedure.

The Committee further recommends that the task force's work include a review of the pre-dismissal procedures in place within each school. The Committee would welcome a proposed revised version of this Procedure for its review when it reconvenes in fall 2006.

Yours sincerely,

Committee on Rules and Jurisdiction

Joseph Wiemels, PhD, Chair
Jean Ann Seago, RN, PhD, Vice Chair
Joseph Guydish, MPH, PhD
John Imboden, MD
Theodora Mauro, MD
Jean Olson, MD, Ex-Officio
Douglas Carlson, JD, Ex-Officio

enclosure/ Academic Senate Divisional Procedure for Student Grievance in Academic Affairs

cc: Carole Rossi, General Counsel of the Regents
David Irby, Vice Dean of Medical Education, School of Medicine



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APPENDIX VII DIVISIONAL PROCEDURE FOR STUDENT GRIEVANCE IN ACADEMIC AFFAIRS

(As passed by the Representative Assembly of the S. F. Division on October 18, 1977)

1.0 PURPOSE

The purpose of this procedure is to allow for the resolution of student grievances in academic matters which result in injury to the student.

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1.1 DEFINITIONS

1.10 STUDENT - must either be currently registered as a student at a campus of the University, or have been enrolled at the time of the alleged infraction.

1.11 REPRESENTATION - assistance to grievant in formal hearing process. May be of one or more of these types:

- A. Legal counsel - includes attorneys and individuals with legal training.
- B. Non-legal representation - any person without legal training.
- C. Affirmative Action representation - for technical assistance.

1.12 AD HOC GRIEVANCE COMMITTEE (at the School level) - 3 faculty and 2 students.

1.13 SENATE AD HOC GRIEVANCE PROCEDURE REVIEW COMMITTEE (at the campus level) - 3 members of the Academic Senate appointed by the Committee on Committees.

1.14 PREPONDERANCE OF EVIDENCE - such evidence which, when weighed with that opposed, has more convincing force and the greater probability of truth.

1.15 PROVISION OF GRIEVANCE INFORMATION - this grievance procedure is designed for all student grievances except those specifically described in Section V, "Student Conduct and Discipline", in the University of California's Policies Applying to Campus Activities, Organizations, and Students, revised 10/29/73, pages 5-7. The Student Affairs Office of the School in which the student is registered is charged with

the responsibility for evaluating the nature of students' grievances and for advising students on the proper course of action. If the alleged grievance involves allegation of any kind of discrimination, the Affirmative Action Office shall thereafter be actively involved in all review processes to provide technical assistance.

1.16 EMPLOYEE - an individual employed by the University, including faculty.

1.17 EXTENSION OF TIME - upon establishment of cause, the Chairperson of the Academic Senate may grant reasonable extensions of the time limits specified in the appeals procedure.

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1.2 PROCEDURES - Informal

1.20 A student who believes that the University or any administrative subdivision or employee thereof has discriminated against him/her and that such action has resulted in injury to the student is encouraged to attempt to resolve the matter informally with either the party alleged to have committed the violation (e.g., course instructor), with the head of the department or unit in which the alleged violation occurred, or both. An informal resolution of the grievance can occur at any time.

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1.3 PROCEDURES - Formal

1.30 In the event that informal resolution is unsuccessful, the student may lodge a formal grievance, as follows:

A. Within 30 days of the time at which the student could be reasonably expected to have knowledge of the alleged violation, or, when the violation occurs at the end of an academic quarter, within 30 days after the beginning of the succeeding academic quarter, the student may request a Chairperson or supervisor to inform the Dean of the School or appropriate Administrative Officer of the desire for a review.

B. The student will provide the Dean or Administrative Officer with a written statement within ten (10) working days after the student has informed a Chairperson or supervisor that he/she wishes a review. This statement will include the specific nature of the grievance, all pertinent supporting data, and the nature of the action requested by the student to redress the grievance.

C. Upon receiving written request for a review from the student, the Dean or Administrative Officer, within ten (10) working days, will request written materials from the employee involved. The Dean or Administrative Officer will promptly provide the employee with the student's written materials. The employee's materials will include responses to all points

raised in the student's material and other pertinent data. The employee will provide the Dean or Administrative Officer with a written statement within ten (10) working days after receipt of the student's materials.

D. Upon receipt of the employee's statement, the Dean or Administrative Officer will promptly provide a copy of this to the student. E. The Dean or Administrative Officer will meet with the student and employee involved within ten (10) working days after receipt of material from the employee and attempt to resolve the alleged grievance.

1.31 In the event that the grievance is still unsuccessfully resolved after step 1.30 E has occurred, the student may request, within ten (10) working days after step 1.30 E, that the Dean or Administrative Officer convene an Ad Hoc Grievance Committee, the Chairperson of which is an Academic Senate member. The Ad Hoc Committee will meet with the student and employee for a formal hearing as soon as reasonable, but no later than ten (10) working days after being constituted as a committee.

1.32 CHARGE TO THE AD HOC GRIEVANCE COMMITTEE

A. The Chairperson of the Committee is responsible for convening the hearing and informing the principals of the procedures to be followed.

B. Both the student and the employee shall be present throughout the hearing(s).

C. Each party is responsible for the presentation of his/her own position.

D. The parties involved may have a lawyer or other representative present during the hearing(s). (The employee will be represented by University counsel if the student retains legal counsel.)

E. The Committee, the student, or the employee may request other parties to present relevant information either in writing or in person at a hearing. The Committee will determine what is relevant information.

F. Hearing(s) will be recorded.

G. Hearing(s) may be open or closed. The Chairperson may permit an open hearing if both parties agree to a waiver of confidentiality. A reasonable number of members of the campus community may attend an open hearing(s), but may not participate in any manner in the hearing(s). If the hearing(s) is disrupted by observers, the Chairperson may close the hearing(s) to observers.

H. Exclusion of Witnesses - all witnesses but the employee and the student shall be excluded from the hearing, except during their testimony, at the request of either party.

I. The student shall have the right to:

1. Be present throughout the hearing.
2. Representation - the option to be assisted during the formal proceedings by a representative at the student's own expense.
3. Present his/her evidence, including witnesses, first.
4. Examine all witnesses presented by the University.

J. The employee has the right to:

1. Be present throughout the hearing.
2. Representation - (if the representative of the grievant has legal training, be represented by the Office of the General Counsel).
3. Present evidence, including witnesses, in response to the student's presentation.
4. Examine all witnesses presented by the student.

K. Rules of Evidence - evidence may be verbal or written, but must be limited to issues raised in the written complaint. Hearsay evidence is admissible only if corroborated. The Chairperson will exclude any irrelevant or unduly repetitive evidence. If the alleged grievance involves allegation of discrimination, the Committee will accept evidence and comments by the Affirmative Action Office.

L. The Ad Hoc Committee shall recommend action no later than ten (10) working days after completion of the hearing.

1. If the recommendation is to change a grade in a course, then the Committee report shall go to the Chairperson of the Division for action as under SFR 775 F.
2. If the recommendation does not involve a change of grade, then the Committee report shall go to the Dean or Administrative Officer for implementation.

1.33 AGENDA FOR THE GRIEVANCE HEARING

- A. Review of Rules of Procedure
- B. Student will present a statement of grievance, additional remarks and desired outcome.
- C. Committee seeks clarification and more facts if necessary.
- D. Employee will present response to grievance, additional remarks and

desired outcome.

E. Committee seeks clarification and more facts if necessary.

F. Presentation of witness(es) for student and their cross-examination.

G. Committee seeks clarification and more facts if necessary.

H. Presentation of witness(es) for employee and their cross-examination.

I. Committee seeks clarification and more facts if necessary.

J. Closing statements from both parties, beginning with student.

1.34 COMMITTEE REPORT

A. The Committee will meet and submit a written report to the person determined under 1.32 L no later than ten (10) working days after completion of the hearing(s).

B. Such a report shall contain findings of fact as to whether the alleged injury occurred and recommendations for an appropriate remedy. The findings shall be based on a preponderance of the evidence presented.

C. Lack of Committee consensus of final recommendation may be accompanied by a majority and a minority report. Each Committee member will sign the report to which he/she ascribes.

1.35 DISPOSITION OF REPORT AND RECOMMENDATION

A. The Dean or Administrative Officer will transmit the recommendation within two (2) working days after receiving it to the person/group responsible for its implementation.

B. Both parties will receive a copy of the report and recommendations.

C. Recorded grievance proceedings will be kept in a locked file in the Dean's or Administrative Officer's office for three years.

1.36 EXTENSION OF TIME

Upon establishment of cause by either party to the grievance, the Chairperson of the Committee may grant reasonable extensions of time limits specified in this procedure.

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1.4 APPEAL PROCEDURE

An appeal procedure may be initiated by the student if he/she is not satisfied that the established procedure has been followed at the School level. The student should contact the Student Affairs Office of the School in which he/she is registered for counseling about the appeals process. The student shall be advised that this appeal is a procedural review whose aim is to determine whether the proper procedures have been followed.

1.40 Within ten (10) working days after receipt of the Dean's or Administrative Officer's determination, the student will provide the Chairperson of the Academic Senate with a detailed statement of the appeal of the School's action and all pertinent data supporting the appeal.

1.41 Upon receiving these written statements from the student, the Chairperson of the Academic Senate, within ten (10) working days, will forward a copy of the student's written appeals statement to the Dean of the School in which the original review was conducted. The Dean or Administrative Officer will provide a written response to the Chairperson of the Academic Senate within ten (10) working days after receipt of the student's written appeals material.

1.42 Upon receipt of the Dean's or Administrative Officer's material, the Chairperson of the Academic Senate, within ten (10) working days, will provide a copy of this to the student.

1.43 The Chairperson of the Academic Senate will then request the Chairperson of the Committee on Committees to appoint within ten (10) working days a three (3) member Senate Ad Hoc Grievance Procedure Review Committee from a list of Academic Senate members designated at the beginning of the academic year for service on such Senate Ad Hoc Grievance Procedure Review Committees. If a representative from the University's Affirmative Action Office has participated in any phase of the grievance procedure thus far, the Senate Ad Hoc Grievance Procedure Review Committee is charged to seek continuing staff assistance from the Affirmative Action Office.

1.44 Within ten (10) working days after its constitution, the Senate Ad Hoc Grievance Procedure Review Committee will meet to review the process and procedure with which the School or administrative unit has dealt with the student's grievance. The Senate Ad Hoc Grievance Procedure Review Committee will review and decide whether the student's grievance has followed the procedure established for handling of grievances at the School level.

1.45 Committee Report

A. The Ad Hoc Grievance Procedure Review Committee will submit the written report to the Chairperson of the Academic Senate within ten (10) working days of its meeting

B. Lack of Committee consensus on the final recommendation may be accompanied by a majority and a minority report. Each Committee member will sign the report to which he/she ascribes.

1.46 DISPOSITION OF REPORT AND RECOMMENDATIONS

A. The Chairperson of the Academic Senate will transmit the report of the Ad Hoc Grievance Procedure Review Committee to the Dean of the involved School or the appropriate Administrative Officer within two (2) working days.

B. The Dean or Administrative Officer may accept, reject, or modify the Committee's recommended actions within fifteen (15) working days.

C. Both parties to the complaint and their representatives shall be immediately thereafter notified in writing of the Dean's or Administrative Officer's decision and provided with a copy of the report from the hearing body. The Dean's or Administrative Officer's decision is final and concludes the grievance procedures.

D. Recorded grievance proceedings will be kept in a locked file where other materials and the petition have been placed.

[en 18, October 1977]

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If you have any questions, please review [frequently asked questions](#)
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**COMMUNICATION FROM THE CHAIR OF THE COMMITTEE
ON RULES AND JURISDICTION**
Joseph Wiemels, PhD

July 31, 2006

Deborah Greenspan, DSc, BDS
Chair, UCSF Academic Senate
Campus Box 0764

RE: Review of Academic Senate Divisional Procedure for Student Grievance in Academic Affairs

Dear Chair Greenspan:

As a result of our discussion during the transition meeting for the Committee on Rules and Jurisdiction, I agree that the best course of action is not to convene a task force to review and revise the Academic Senate Divisional Procedure for Student Grievance in Academic Affairs, but rather for the Committee on Rules and Jurisdiction to draft the revisions itself with the advice and counsel of interested parties who will be interviewed by the Committee as it deems appropriate.

The Committee will review and revise both Section 1.3 (Procedures – Formal) and 1.4 (Appeal Procedure) of the Academic Senate Divisional Procedure for Student Grievance in Academic Affairs (Appendix VII to the Divisional Bylaws). The Committee will request that the Faculty Councils of each school review Section 1.3 regarding Formal Procedures and respond with any specific modifications they consider necessary. This request will be copied to the Schools’ Associate or Vice Deans for Academic Programs to provide notification of this review, and to request that any suggested modifications from administrative personnel be communicated through the Chair of their respective Faculty Council.

The Committee will interview Martin Bogetz, Kimberly Topp, and Hobart Harris regarding their recent experience on the Ad Hoc Grievance Committee to improve the language in Section 1.4 - Appeal Procedure, and address the points in this section which generated confusion and frustration. Dr. Harris may provide additional insight as a Member of the Academic Senate Committee on Equal Opportunity.

Ultimately, the Committee will submit the revised Procedures to student representatives to assure that the guidelines are sufficiently transparent and comprehensible to the students.

Sincerely,

Joseph Wiemels, PhD
Chair, Committee on Rules and Jurisdiction

Meeting Attendance Record – Rules & Jurisdiction Committee 05-06

MEMBERS	9/19/05	11/14/05	01/07/06	03/27/06	05/08/06	06/27/06
Joseph Wiemels, Chair	X	X	Meeting Canceled	Meeting Canceled	Absent	X
Jean Ann Seago, Vice-Chair	X	X	Meeting Canceled	Meeting Canceled	RSVP'd Absent	X
Joe Gydish, Adjunct Rep	X	X	Meeting Canceled	Meeting Canceled	X	X
Karen Hauer	X	X	Meeting Canceled	Meeting Canceled	RSVP'd Absent	RSVP'd Absent
Joan Howley, Clinical Rep	Absent	Absent	Meeting Canceled	Meeting Canceled	X	Absent
John Imboden	X	X	Meeting Canceled	Meeting Canceled	RSVP'd Absent	X
Richard Jordan	X	X	Meeting Canceled	Meeting Canceled	Absent	RSVP'd Absent
Theodora Mauro	X	RSVP'd Absent	RSVP'd Absent	Meeting Canceled	Absent	X
Dan Ramos	X	Absent	Meeting Canceled	Meeting Canceled	Absent	Absent
Brian Shoichet	Absent	X	RSVP'd Absent	Meeting Canceled	Absent	Absent
Jean Olson, Ex Officio	X	X	Meeting Canceled	Meeting Canceled	X	X
Douglas Carlson, Ex Officio	X	RSVP'd Absent	RSVP'd Absent	Meeting Canceled	RSVP'd Absent	X