



Committee on Committees

Annual Report 2006-2007

Elena Fuentes-Afflick
Chair

During the 2006-07 academic year, the Committee on Committees (COC) met six (6) times and augmented much of their work through the use of email. The Committee's primary foci this year were the issues of Committee Appointments, resolving the adjunct and clinical appointment issues, and streamlining the appointment process.

Continued Support of Senate Stipends

In October 2006, the Committee on Committee sent a communication to Chair Greenspan endorsing continuation of the newly implemented practice of awarding stipends to members of the Senate serving as chairs and/or as members on particularly work-intensive committees. ([Appendix 1](#))

Clarification Regarding Appointment of Clinical and Adjunct Faculty to Senate Committees

- In the fall of 2006, the COC sent a communication to Rules and Jurisdiction (R&J) requesting clarification regarding the appointment of clinical and adjunct representatives to non-Senate Committees. ([Appendix 2](#)) Given the unique make-up of our campus, COC felt it necessary to include these faculty members in the decision making process. R&J responded by indicating to COC that non-Senate members, while they may be appointed to Senate committees, cannot vote on items that are advisory to the Chancellor. On all other committee matters, voting by the clinical and adjunct representatives is up to each committee's discretion. ([Appendix 3](#))

Efforts to Streamline Appointment Process

This year, in an effort to increase the efficiency of the appointment process, the Committee began suggesting and confirming appointments over email. Additionally, the call was release earlier in the year to give the Committee more time to analyze the results and recruit members.

Issues for the 2007-2008 Academic Year

1. Continuing streamlining of appointment process.
2. Resolve issues regarding appointments of clinical and adjunct faculty.
3. Develop a forum for system-wide representatives for committees with no Divisional equivalent.

Respectfully submitted,

Committee on Committees

Committee on Committees

Elena Fuentes-Afflick, Chair

Stanton Glantz, Vice Chair

Steven Kayser, Member

Peter Loomer, Member

Robert Newcomer, Member

Lawrence Pitts, Member

Elizabeth Watkins, Member

Prepared by:

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APPENDICES

- [Appendix 1:](#) Communication to Chair Greenspan RE Support for Senate Stipends – October 16, 2006
- [Appendix 2:](#) Communication to R&J RE Clinical and Adjunct Membership – October 23, 2006
- [Appendix 3:](#) Communication from R&J to COC RE Clinical and Adjunct Membership – December 14, 2006



COMMUNICATION FROM THE COMMITTEE ON COMMITTEES
Elena Fuentes-Afflick, MD, MPH, Chair

Deborah Greenspan, DSc, BDS
Chair, UCSF Academic Senate
Box 0764
San Francisco, CA 94143-0764

October 16, 2006

Dear Deborah,

The Committee on Committees, at its meeting on October 16, 2006 approved and recommended support for the continuance of providing Academic Senate Committee Service support stipends to faculty who serve in leadership roles as Officers and Chairs, and members of other work-intensive committees of the Academic Senate (i.e. CAP).

The availability of these funds continues to be extremely important in the recruitment and appointment of faculty to these important Senate positions.

If you have any questions or need additional information, please let us know.

Sincerely,

COMMITTEE ON COMMITTEES

- Elena Fuentes-Afflick, Chair
- Stanton Glantz, Vice Chair
- Warren Gold, Member
- Richard Jordan, Member
- Peter Loomer, Member
- Robert Newcomer, Member
- Lawrence Pitts, Member
- Elizabeth Watkins, Member

cc: Patricia Robertson, Chair, Committee on Academic Planning and Budget



COMMUNICATION FROM COMMITTEE ON COMMITTEES

Elena Fuentes-Afflick, MD, MPH, Chair

October 23, 2006

Jean Ann Seago, RN, PhD
Chair, Committee on Rules and Jurisdiction
c/o Academic Senate Office
Box 0764

Dear Dr. Seago,

At its October 16, 2006 meeting, the Committee on Committees reviewed the Bylaw membership requirements for each UCSF Divisional Committee in order to determine which Academic Senate Divisional Committees can include Clinical and/or Adjunct faculty members. When possible, we would like to increase the number of Clinical and Adjunct faculty appointed to Senate Committees. As we look toward appointments for the 2007-08 academic year (which will begin in a few months), we are especially interested in appointing Clinical and Adjunct faculty who are interested in participating on Senate Committees and who would add value to the role of the Academic Senate at UCSF.

We would like to ask the Committee on Rules and Jurisdiction to assist us by providing guidance with respect to reviewing the Bylaw language for each UCSF Academic Senate Committee membership and letting us know, for each committee, if there is language that specifically prevents the Committee on Committees from appointing a Clinical or Adjunct Faculty member to that particular committee.

We are particularly interested in your Committee's guidance with respect to understanding the difference between "including," as written in the CAP Bylaw membership criteria (see below) and "limited to."

..... "This Committee shall consist of nine members of professor rank **including** Tenure Track, Clinical –X and In-Residence series, serving staggered terms of three years. It shall contain members from each of the Division's Schools and should be representative of the broad missions of UCSF, including members who are involved in the Basic, Clinical, and Social/Behavioral Sciences. [Am 1 Sep 03, 18 Nov 04] "

Thank you, in advance, for your assistance. If you have any questions, please do not hesitate to contact Elena Fuentes-Afflick, Committee Chair, at 206-4196 or efuentes@sfgHPeds.ucsf.edu or Tamara Maimon, Academic Senate Director, at 476-3808 or tmaimon@senate.ucsf.edu.

Committee on Committees

Elena Fuentes-Afflick, Chair
Stanton Glantz, Vice Chair
Steven Kayser, Member
Peter Loomer, Member
Robert Newcomer, Member
Lawrence Pitts, Member
Elizabeth Watkins, Member

cc: Deborah Greenspan, Chair, UCSF Academic Senate
David Gardner, Vice Chair, UCSF Academic Senate



COMMUNICATION FROM THE CHAIR OF THE COMMITTEE ON RULES AND JURISDICTION

Jean Ann Seago, RN, PhD

December 14, 2006

Elena Fuentes-Afflick, Chair
Committee on Committees
Office of the Academic Senate
Campus Box 0764

Dear Dr. Fuentes Afflick,

In a meeting on November 9, 2006, and via electronic communication, the Committee on Rules and Jurisdiction reviewed the request of the Committee on Committees (October 23, 2006) to review Bylaw language regarding appointing non-Senate faculty to Academic Senate Committees. Specifically, the Communication from the Committee on Committees requested guidance regarding the language pertaining to membership of the Committee on Academic Personnel (CAP).

Regarding the Committee on Academic Personnel

The Committee discussed the idea that the word “including” could mean either “limited to” or “not limited to.” However, it is common practice to expressly state “including, but not limited to,” if that is the intent. The Committee considered the intent of the Bylaw language, and concluded that the wording related to membership of the Committee on Academic Personnel, that is “shall consist of nine members of professor rank including Tenure Track, Clinical-X, and In-Residence series,” is explicit in that all three Senate series must be included in the membership of the Committee. Additionally, it does not permit the addition of others. This is a statement of membership inclusion, and those series not mentioned are excluded. This interpretation is based on the recollection of a current Member of Rules and Jurisdiction who participated in the drafting of this Bylaw.

This interpretation is further bolstered by Systemwide Senate Bylaw 35c, Title IV Committees, 35 Membership of Committees, C Voting Rights, 2.:

2. Only members of the Academic Senate may vote in Senate agencies and their committees when those agencies or committees are taking final action on any matter for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may be given the right to vote on other questions, such as those that involve only recommendations to other Senate agencies, but only by explicit Bylaw provisions.

<http://www.universityofcalifornia.edu/senate/manual/blpart1.html#bl35>

The primary, if not sole, activity of the Committee on Academic Personnel is to be advisory to the Chancellor via the Vice-Provost for Academic Affairs—“University officers or other non-Senate agencies in the name of the Senate.” Considering this, non-Senate faculty may not be appointed to the Committee on Academic Personnel.

Regarding other Academic Senate Committees

Further, the Committee on Rules and Jurisdiction interprets Bylaw 35c to mean that non-Senate faculty may be appointed to Academic Senate committees but are not allowed to vote on any matters which result in a final action of the Academic Senate, nor may their vote be counted on matters which are advisory to the University or other non-Senate agencies. Non-Senate members may participate in Senate Committee meetings, and act as consultants or representatives of their various constituents or series, but their votes may not be counted for action or advisory items.

The appropriateness of including non-Senate faculty on Committees of the Academic Senate is largely determined by the primary work and activities of each Committee. Non-Senate faculty are encouraged to participate so far as their actions do not constitute votes for final actions (or advisory actions) in the name of the Senate proper. The Committee on Rules and Jurisdiction supports the idea that the various committees are best suited to determine to what degree their work results in actions on behalf of the Senate or is advisory to the University. In some cases, inclusion of non-Senate faculty is necessary and should be strongly encouraged, such as the inclusion of Health Sciences Clinical faculty on the Clinical Affairs Committee. As the Clinical Affairs Committee is unique to this campus and is primarily charged with providing information to the Divisional Senate and its Divisional Standing Committees, and as the Clinical Affairs Committee does not advise in the name of the Senate but makes “recommendations to other Senate agencies,” non-Senate Members may be voting Members.

The Committee on Rules and Jurisdiction therefore recommends that no action be taken by the Committee on Committees (COC) at present. However, the Committee recommends that the COC request that each Standing Committee of the San Francisco Division review their membership language in light of Systemwide Senate Bylaw 35.C.2 and, based on the work that is brought before each committee, suggest changes, as necessary or appropriate, to the Divisional Bylaws governing membership of their Committee to make explicit which faculty series’ members are eligible for committee membership.

Sincerely,



Jean Ann Seago, RN, PhD
Chair, Committee on Rules and Jurisdiction

Committee on Rules and Jurisdiction

Jean Ann Seago, PhD, RN, Chair
Theodora Mauro, MD, Vice Chair
Douglas Carlson, JD
Orlo Clark, MD
John Imboden, MD
Richard Jordan, DDS, PhD
Daniel Ramos, PhD, DDS
Anne Slavotinek, MD
Jean Olson, MD
Joanna Weinberg, JD, LL.M (Adjunct Representative)
Merlin Larson, MD, (Clinical Representative)