

University of California
San Francisco



Academic Senate
senate.ucsf.edu

Communication from the Committee on Rules and Jurisdiction **Patrick Finley, PharmD, Chair**

November 29, 2013

Thomas Kearney, PharmD
Chair, Committee on Academic Personnel
Office of the Academic Senate, Box 0764

Re: Proposed Modifications to the Bylaws of the Committee on Academic Personnel

Dear Chair Kearney:

Pursuant to Divisional Bylaw 120(B)(5), the Committee on Rules and Jurisdiction reviewed the requests to (1) alter membership to include non-Senate members as non-voting appointed members, and (2) to update the Committee's duties to reflect line of business reporting and current annual business.

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

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

Sincerely,

The Committee on Rules and Jurisdiction

Patrick Finley, PharmD, Chair
Jae Woo Lee, MD, Vice Chair
Gary Armitage, DDS, MS
Marek Brzezinski, MD, PhD
Douglas Carlson, JD
Troy Daniels, DDS
Preston Maxim, MD
Anne Slavotinek, MD, PhD
Catherine Waters, RN, PhD, FAAN



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October 16, 2013

Patrick Finley, PharmD
Chair, Committee on Rule & Jurisdiction
Via email: finleyp@pharmacy.ucsf.edu

Re: Proposed Changes to Division Bylaw 110. Committee on Academic Personnel

Dear Chair Finley,

The Committee on Academic Personnel (CAP) recently received and reviewed proposed bylaw revisions to Division Bylaw 110., from the UCSF Academic Senate Bylaw Review Task Force. Upon discussion at the September 25, October 2, and October 9, 2013 CAP meetings, the Committee is proposing the below amended bylaw revisions to Division Bylaw 110.

Chair Slavotinek of the Bylaws Review Task Force attended CAP's October 2, 2013 meeting, and Bylaws Review Task Force members Habelitz and Carlson attended the October 9, 2013 meeting to further discuss proposed revisions. Details of those meetings, if relevant, are detailed below.

Current Bylaw

110. Committee on Academic Personnel (<http://senate.ucsf.edu/0-bylaws/bylaws.html#no110>)

- A. Membership: This committee consists 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]
- B. Duties:
 1. To make recommendations to the President and/or the Chancellor concerning appointments, promotions, salaries, policy and related matters. This Committee is to represent the Division in all matters relating to appointments and promotions. [Am March 01]
 2. Annual Distinction in Teaching Award
 - a. To receive nominations annually for recipients of awards of distinguished teaching from departmental chairs or from individual members of the faculty and from currently enrolled students. Nominations must be made to the committee on or before March first each year. It shall set up methods for inviting nominations.
 - b. To convey to the Division annually its recommendations and establish procedures for wide publicity of the award. [Am 4 May 72, 16 May 78]

Proposed amendments (via tracked changes)

110. Committee on Academic Personnel

A. Membership:

- a.** This committee consists of ~~nine~~ **at least seven and no more than nine** members of Professor rank ~~including in~~ 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, **16 October 13**]
- ~~b.~~ **This committee consists of up to two non-voting appointed members of the Professor rank in the Health Sciences Clinical or Adjunct Series who will serve for a term of three years each.**

B. Duties:

1. To make recommendations to the President and/or the Chancellor concerning appointments, ~~advancements, reviews, promotions, salaries~~, policy and related matters. This committee represents the Division in all such matters. ~~The committee works in partnership with the Academic Affairs Office and provides weekly reports to the Vice Provost, Academic Affairs, on matters related to faculty file actions. relating pertaining to appointments and promotions and related policies.~~ [Am March 01, Am 16 October 13]
2. Annual Distinction in Teaching Awards
 - a. Distinction in Teaching Award: To receive nominations annually for recipients of awards of distinguished teaching from departmental chairs or from individual members of the faculty and from currently enrolled students. Nominations must be made to the committee on or before March first each year. It shall set up methods for inviting nominations.
 - b. Distinction in Mentoring Award: A committee member will chair the Distinction in Mentoring Award selection committee with one member from each School at the Associate rank and one member from each School at the full Professor rank as appointed by the Committee on Committees.
 - ~~b.c.~~ To convey to the Division annually its recommendations and establish procedures for ~~wide~~ publicity of the awards. [Am 4 May 72, 16 May 78]

Statement of Purpose for Proposed Amendments

In 2012, then-Division Chair Robert Newcomer convened the UCSF Academic Senate Bylaw Review Task Force to review the existing bylaws governing the San Francisco Division of the Academic Senate to propose administrative and substantive updates. The administrative review process corrected outdated references, grammar and other non-substantive issues. It was completed and approved by the Committee on Rules and Jurisdiction in March 2013. The Task Force is now working to address substantive content changes to improve consistency and clarity within the bylaws and to better align with the recently-passed Standing Rule to more effectively include all full-time faculty members in shared governance activities at UCSF.

The above proposed bylaw revisions are made after discussion with the Bylaws Review Task Force, and were developed with members of the TF in attendance at Committee on Academic Personnel meetings.

The amendments proposed above include:

1. Modify the number of Senate and non-Senate/non-voting members on the Committee on Academic Personnel.
2. Clarify the line of reporting for and partnership between Committee on Academic Personnel and Academic Affairs Office
3. New section B. 2. b. provides language to govern the Distinction in Mentoring Award, not currently documented within the Committee's bylaws.
4. Track changes in red are proposed by CAP. Those in blue were proposed by the Academic Senate Bylaws Task Force and approved by CAP.

Justification

Membership

Edits related to the Membership section were made to maintain an odd-number of members on the Committee while adding non-Senate faculty. The Committee regularly examines both Senate and non-Senate faculty up for promotion, advancement or reviews. Inclusion of such non-Senate faculty, as non-voting members, will assist the committee in its assessment of such files.

The Committee on Academic Personnel notes that per Systemwide Senate Bylaw 35.C.2 addressing "Voting and Other Rights" of Senate committees, the addition of non-Senate members would only be in compliance if they were added in the form of non-voting members. It is the intention of the Committee on Academic Personnel to remain in compliance while making these changes.

Systemwide Senate Bylaws
35. Membership of Committees
C. Voting and Other Rights

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. [See [Legislative Ruling 12.75](#)]

Duties

Edits made to the Duties section were to correct the role of CAP at UCSF. This campus is one of the few in the UC System where CAP is not involved in reviewing or setting salaries. Changes were also made such that CAP's duties are in line with language seen on the Academic Affairs (AA) [website](#). Absent from the prior language were "reviews". In addition to promotions and appointments, CAP is involved in "reviews" (defined by AA as Appraisals, Five Year Reviews, Career Reviews, and Stewardship Reviews).

Annual Awards

Edits to the Annual Awards section were made to expand awards to include the Distinction in Mentoring (DIM) Award. The Committee on Academic Personnel has awarded this since 1958. It recently noted that language on the DIM Award was absent from committee bylaws.

Background

The Committee on Academic Personnel received a Communication from the Academic Senate Bylaws Task Force with proposed CAP bylaw revisions for review at its September 25, 2013. Due to the nature and implications of such changes, CAP members opted to take a week to fully review.

Upon discussion at the October 2, 2013 CAP meeting, members proposed alternate bylaw revisions, to be developed once the committee analyst had reviewed all other UC campus CAP bylaws.

At the October 9, 2013 CAP meeting, members discussed their alternate bylaw changes with two members of the Bylaws Task Force. After discussion, CAP members asked Senate CAP analyst to make further amendments and submit to CAP for final review on the October 16 meeting a formal Communication from CAP to Rules & Jurisdiction Committee.

If so requested, a member of the Committee on Academic Personnel (CAP) is happy to attend an upcoming Rules & Jurisdiction Committee meeting to discuss proposed bylaw revisions.

The Committee on Academic Personnel thanks you for your review of these proposed changes.

Sincerely,

UCSF Academic Senate Committee on Academic Personnel

Thomas Kearney, PharmD, Chair
Judy Yee, MD, Vice Chair
Linda Chafetz, RN, PhD
David Glidden, PhD
Jacqueline Leung, MD
Jeffrey Lotz, PhD
Art Miller, PhD
Octavia Plesh, DDS, MS
Lynn Pulliam, PhD