



October 29, 2014

Jae Woo Lee, Chair
Committee on Rules & Jurisdiction
UCSF Academic Senate Office
500 Parnassus Avenue, MUE 231
San Francisco, CA 94143

Re: Proposed Bylaw Changes to Committee on Academic Personnel

Dear Chair Lee:

The Committee on Academic Personnel (CAP) for the San Francisco Division of the University of California Academic Senate has initiated bylaw changes at the joint request of the Committee on Equal Opportunity (EQOP) and Vice Provost (VP) Brian Alldredge, Office of Academic Affairs.

During the 2013-2014 academic year, both VP Alldredge and then Chair Gordon Fung of EQOP requested at the Annual CAP Retreat that the Committee on Academic Personnel take on ownership of revisions to the UCSF Faculty Handbook.

CAP Chair Yee and other CAP members agreed to handle that moving forward.

Members of the EQOP Committee would retain an advisory role in reviewing proposed revisions for any necessary language pertaining to diversity or equal opportunity.

The attached proposed changes to the Committee on Academic Personnel bylaws add in language addressing this new responsibility. They also remove the language regarding that responsibility from the Committee on Equal Opportunity. Further editorial changes are made to the EQOP bylaws to clarify their new role in Faculty Handbook revisions.

Both Committees look forward to a swift approval of these proposed revisions. Do contact us with any questions.

Sincerely,

Judy Yee, MD, FACR, Chair
Committee on Academic Personnel
UCSF Academic Senate

Janice Tsoh, PhD, Chair
Committee on Equal Opportunity
UCSF Academic Senate

Committee on Academic Personnel

- A. Membership:
- a. This committee consists of at least seven and no more than nine members of Professor rank in Tenure Track, Clinical–X and In-Residence series, serving staggered terms of three years. It shall contain members from each School 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 Oct 13, 01 Jan 14]
 - 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. [01 Jan 14]
- B. Duties:
0. To make recommendations to the President and/or the Chancellor concerning appointments, advancements, reviews, 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. [Am March 01, Am 01 Jan 14]
 1. ~~To review regularly and revise as necessary the Faculty Handbook for Advancement and Promotion at UCSF. The Committee should consult with other Divisional committees, campus committees, and administrative bodies regarding this handbook as appropriate.~~ [Am 1 Nov 14]
 - 1-2. Annual 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. [01 Jan 14]
 - c. To convey to the Division annually its recommendations and establish procedures for publicity of the awards. [Am 4 May 72, 16 May 78]

Committee on Equal Opportunity

- A. Membership: This Committee shall consist of at least ten members.
1. The membership shall include at least one representative from each of the Schools and the Graduate Division. [Am 5 June 91, 1 Sep 03]
 2. A member of the Committee on Privilege and Tenure and a member of the Committee on Academic Freedom shall serve as ex officio members. [Am 1 Sep 03]
 3. The Director of the Office of Affirmative Action/Equal Opportunity/Diversity or his/her designee shall serve as a non-voting ex officio member. [Am 1 Sep 03]
 4. The membership shall include at least one appointee from the Clinical and one from the Adjunct series. [Am 1 Sep 03]
 5. All members shall be voting members except when proscribed by Academic Senate bylaws and regulations. [Am 1 Sep 03]
 6. A quorum shall consist of five voting members. [Am 1 Sep 03]
- B. Duties:
1. To review the status of underrepresented groups in those areas in which the Senate has jurisdiction. [Am 1 Sep 03]
 2. To report annually on the policies and the progress of the Division toward achieving equal opportunity for underrepresented groups. [En 12 May 77] [Am 1 Sep 03]
 3. To serve as the review Committee for the Faculty Development (formerly Pre-Tenure) Awards, originating out of the Chancellor's office. [Am 1 Sep 03]
 4. To ~~advise on review proposed regularly and revision~~ by the Academic Senate's Committee on Academic Personnel to the Faculty Handbook for Advancement and Promotion at UCSF, for inclusion of any necessary and current language pertaining to diversity or equal opportunity by the Academic Senate's Committee on Academic Personnel to as necessary the Faculty Handbook for Advancement and Promotion at UCSF. The Committee should consult with other Divisional committees, campus committees, and administrative bodies regarding this handbook as appropriate. [Am 1 Sep 03, Am 1 Nov 14]



November 15, 2014

Judy Yee, MD, FACR, Chair
Committee on Academic Personnel
Janice Tsoh, PhD, Chair
Committee on Equal Opportunity
500 Parnassus Avenue, MUE 231
San Francisco, CA 94143

Re: Committees on Academic Personnel and Equal Opportunity Proposed Bylaw Revisions

Dear Chairs Yee and Tsoh:

Pursuant to Division Bylaw 120(B)(5), the Committee on Rules & Jurisdiction reviewed the request to transfer ownership of revisions to the UCSF Faculty Handbook from Committee on Equal Opportunity to Committee on Academic Personnel, submitted on October 29, 2014.

It further reviewed the request to have the Committee on Equal Opportunity maintain an advisory role in reviewing proposed revisions for any necessary language pertaining to diversity or equal opportunity, which was submitted on October 29, 2014.

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

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

Sincerely,

Committee on Rules & Jurisdiction

Jae-Woo Lee, MD, Chair
Catherine Waters, RN, PhD, FAAN, Vice Chair
Gary Armitage, DDS
Michele Bloomer, MD
Marek Brzezinski, MD, PhD

Ex Officio Members

Douglas Carlson, JD
Anne Slavotinek, MD, PhD