

UCSF Committee on Academic Freedom Guidelines for Handling Academic Freedom Investigations

- (1) A faculty member with a potential academic freedom issue should contact the UCSF [Committee on Academic Freedom](#) (CAF) analyst.
- (2) The analyst will refer the faculty member to the intake form ([Appendix A](#)) and request that the form be filled out and returned to the analyst.
- (3) Upon conferring with the Chair of CAF, two members of CAF will be appointed to review the intake form and determine whether:
 - a. The allegations do or do not bear any merit,
 - b. Further fact-finding (i.e., an in-person interview) is necessary.
- (4) If it is determined that the allegations have merit regarding Academic Freedom and are consistent with a potential violation of Academic Freedom, either initially or after fact-finding, the two-member panel will submit their findings to the Chair and, if appropriate, counsel the faculty member to file a grievance with the Committee on Privilege and Tenure (P&T).
- (5) If the panel is unable to come to an agreement, the Chair will cast the deciding vote.
- (6) Should the faculty member take the matter to a P&T hearing, CAF will request that a member of CAF (one who does not have a conflict of interest), be seated on the hearing committee.

Appendix A

How To Present An Allegation to the Campus Committee On Academic Freedom

One of the primary roles of each campus' committee on academic freedom (CAF) is to investigate allegations of an attack on a scholar's academic freedom. Allegations are treated with confidentiality when possible; however, disclosure of statements and evidence may be necessary during the investigation, or when reporting findings to the campus branch of the Academic Senate. The right to release confidential information is at the sole discretion of the committee. No guarantee of confidentiality is granted or implied.

To present a complaint to the committee, you must do three things:

1. Briefly summarize the actions that you allege represent an attack on your academic freedom. Identify the individuals involved, and state their position and relationship to the University.
2. Identify one or more rights, freedoms, privileges, rules or regulations that were violated, which you believe constitute an attack on your academic freedom. Explain how your exercise and enjoyment of your academic freedom has been harmed, and provide one or more specific examples.
3. Include a copy of any evidence you may have, such as email, letters, or any other objective evidence. Retain the originals.

An example of a complaint is provided:

"In my undergraduate biology classes I typically present examples of how the Tea Party and the Republican Party want to cut funding for biological research, if it challenges their belief systems, such as scholarly work related to evolution and the fossil record. The Chair of my department, Jenna Garcia, told me I should not mention political parties by name during lectures to undergraduate, because some parents who are members of the Tea Party and the Republican Party had complained to her about me doing so. Being told not to include this material in my lecture violates, in my opinion, UC Policy 30.10; UC Presidential Order #3 (aka APM 005.1); and, APM 010, Appendix B, ¶7. Because I am not tenured, I have become afraid when I lecture, that I might say something that harms my academic career."

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