

February 12, 2019

Sharmila Majumdar PhD, Chair
Academic Planning & Budget
UCSF Academic Senate
500 Parnassus Avenue, MUE 231
San Francisco, CA 94143

Re: Response to Inquiry on APB Bylaws 112.A.2-4

Dear Chair Majumdar:

Pursuant to Division Bylaw 120(B)(5), the Rules & Jurisdiction Committee (RJC) in partnership with Senate Office Executive Director is performing an audit of all committee and council bylaws during the 2018-2019 academic year.

The Senate Office received a request to provide clarification on APB bylaws 112.A.2-4 in regards to current ex officio members who aren't listed in the bylaws as well as whether they would be voting or non-voting.

I. Bylaw 112.A.2:

- a. Upon review, RJC members noted that some current ex officio members aren't listed in the bylaws. RJC members also are in support of adding to 112.A.2. that all ex officio members on APB are non-voting. It's the expertise of ex officio members that's sought by their membership on this committee.
- a. *Decision:* RJC members recommend adding in AVC & Chief Information Officer, VC & Chief Financial Officer to the bylaws. These new ex officio members should be non-voting.
- b. *Decision:* The School Faculty Council Chairs should be added as non-voting ex officio members. They are also currently listed on the webpage but not in the bylaws.

II. Bylaw 112.A.3.:

- a. This bylaw reads:

All members shall be voting members except when proscribed by Academic Senate Bylaws and Regulations.

- b. RJC members found this bylaw unnecessary as the prior bylaw specifies the voting status of ex officio members. Plus unless otherwise stated in a specific committee or council, standing members are assumed to be voting.
- c. *Decision:* If APB members support this, then RJC recommends the deletion of current bylaw 112.A.3.

III. Bylaw 112.A.4:

- a. This particular bylaw states:

No standing Dean, Associate Dean, or Department Chair shall serve as a member of the Committee. However, individuals previously holding these positions may be Committee members. [Am 1 Sep 03]

- b. The San Francisco Division operates under Divisional bylaw 85B, which allows the Senate's Committee on Committees to appoint Associate Deans and others to committees as their discretion. Exceptions are made for Committees on Academic Freedom, Academic Personnel, and Privilege & Tenure – which prohibit Department Chairs from serving as voting members.
 - i. The Senate Office requested RJC opine on this discrepancy.
- c. *Decision:* Upon review, RJC members found no discrepancy and determined this bylaw should stay as currently authored.

Members of RJC request APB members review the proposed revisions (Attachment 1) and advise if they concur with the proposed, or if they have other recommendations.

RJC members appreciate the partnership of Senate committees and councils in clarifying bylaws, processes and policies so as to insure current language matches current practices.

Sincerely,

Committee on Rules & Jurisdiction

Mark Seielstad, PhD, Vice Chair
Katherine Yang, PharmD, MPH, Vice Chair
Linda Angin, DDS
Spencer Behr, MD
Sheila Brear, BDS
Jahan Fahimi, MD, PhD
Mary Lynch, RN, MPH, MS, FAAN
Ami Parekh, MD, JD
Elaine Tseng, MD
Douglas Carlson, JD, Registrar, *ex officio*
Jae-Woo Lee, MD, Parliamentarian and UCRJ Representative, *ex officio*

Cc: Todd Giedt, Executive Director, Academic Senate Office, UCSF Division

Section III. Standing Committees of the SF Division / General Provision

112. Committee on Academic Planning and Budget

A. Membership

1. This Committee shall consist of at least eleven and not more than nineteen members of associate rank or higher, excluding ex officio members. At least one Senate member from each School will be on the Committee. Up to four members can be from the Clinical or Adjunct Series. The membership should reasonably reflect UCSF's broad spectrum of geographical locations and of teaching, clinical, and research activities. [Am 1 Sep 03, 18 Nov 2004]
2. The Vice Chair of the Division and the Vice Chancellors for Administration and Finance, and Campus Planning, the VC-Chief Financial Officer, the AVC-Chief Information Officer, and the Vice Provost for Academic Affairs shall serve as non-voting ex officio members. The Chairs of the respective School Faculty Councils will also serve as non-voting ex officio members. [Am 2 June 92, 1 Sep 03, 2 Jun 16]
- ~~3. All members shall be voting members except when proscribed by Academic Senate Bylaws and Regulations. [Am 1 Sep 03]~~
4. No standing Dean, Associate Dean, or Department Chair shall serve as a member of the Committee. However, individuals previously holding these positions may be Committee members. [Am 1 Sep 03]
5. The Chair of the Committee shall serve a two year term as Chair. [Am 18 Nov 2004]

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