

December 13, 2018

Jae Sevelius, PhD, Chair
Committee on Equal Opportunity
UCSF Academic Senate
500 Parnassus Avenue, MUE 231
San Francisco, CA 94143

Re: Inquiry on EQOP Bylaws 122.A.(1-6) and Proposed Revisions

Dear Chair Sevelius:

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.

RJC members are writing with inquiries and proposed revisions to EQOP bylaws 122.A.1.- 122.A.6. all involving the described Membership of the Committee:

- i. **Bylaw 122.A.1.:** RJC questioned what was intended by “the Graduate Division” in this bylaw? As faculty are appointed within Schools, and not within the Graduate Division itself, does this bylaw refer to a preference for having a faculty representative who teaches within Graduate Division programs? RJC has also posed this question to the Senate’s Committee on Committees to understand how this bylaw is interpreted by them.

RJC members are solely requesting clarification on this particular bylaw at this time.

- ii. **Bylaw 122.A.2.:** Upon review of EQOP bylaws, RJC noted that bylaw 122.A.2. states ex officio members include representatives from both the Committee on Privilege and Tenure and the Committee on Academic Freedom. In canvassing those committees, RJC learned that this hasn’t been a practice for many years.

There is nothing to prevent either P&T or CAF from sending – or EQOP requesting -- a representative to an EQOP meeting when there is information relevant to either’s charge. As a result, RJC is in support of the elimination of bylaw 122.A.2.

- iii. **Bylaw 122.A.3-4:** RJC members wondered – as the Vice Chancellor of Diversity and Outreach already serves as a non-voting ex officio member (bylaw 122.A.4) -- if the Director of the Office of Affirmative Action/Equal Opportunity/Diversity is also required as a non-voting ex officio member (bylaw 122.A.3)?

In reviewing these bylaws, RJC assumed that these two ex officio members were different people. A consult with the EQOP Analyst clarified that the committee only has one ex officio member. If they are in fact intended as the same person, are both bylaws needed? If not, RJC is in support of the elimination of bylaw 122.A.3.

- iv. **Bylaw 122.A.5:** RJC members noted the committee’s membership includes appointees from both the Adjunct and Clinical series. RJC wondered if Clinical (122.A.5.) referred to HS Clinical, Clinical X, or, separately, if this ambiguity was deliberate?

RJC members are solely seeking clarification on this bylaw at this time.

- v. **Bylaw 122.A.6:** RJC members questioned whether this bylaw was needed? It seemed redundant and unnecessary considering the prior bylaws specified who was voting and non-voting. RJC is in support of the elimination of bylaw 122.A.6.

Members of RJC request EQOP 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

March 25, 2019

Mark Seielstad, PhD
Rules & Jurisdiction Committee
UCSF Academic Senate
500 Parnassus Avenue, MUE 231
San Francisco, CA 94143

Re: Inquiry on EQOP Bylaws 122.A.(1-6) and Proposed Revisions

Dear Chair Seielstad:

The Equal Opportunity Committee (EQOP) has reviewed the December 14th request from the Committee on Rules and Jurisdiction (R&J) to review the inquiry and proposed revisions (attachment 1) to EQOP Bylaws 122.A.1-6.

Members of EQOP reviewed the proposed bylaw changes at its meeting on January 14, 2019 and voted to approve R&J's recommendations. The Committee also provided the following responses regarding your requests for clarification.

- i. **Bylaw 122.A.1:** RJC questioned what was intended by "the Graduate Division" in this bylaw? As faculty are appointed within Schools, and not within the Graduate Division itself, does this bylaw refer to a preference for having a faculty representative who teaches within Graduate Division programs? RJC has also posed this question to the Senate's Committee on Committees to understand how this bylaw is interpreted by them.
 - a. **EQOP Response:** *EQOP is unable to provide clarification on this point, as no relevant information could be found within committee archives.*
- iv. **Bylaw 122.A.5:** RJC members noted the committee's membership includes appointees from both the Adjunct and Clinical series. RJC wondered if Clinical (122.A.5.) referred to HS Clinical, Clinical X, or, separately, if this ambiguity was deliberate?
 - a. **EQOP Response:** *Based on the Committee's understanding, this language is intentionally broad so as to be inclusive of HS Clinical and/or Clinical X.*

EQOP thanks the R&J Committee for its on-going work in maintaining and clarifying the Senate's bylaws and protocols.

Sincerely,

Equal Opportunity Committee

Jeanne Sevelius, PhD, Chair
Christine Glastonbury, MD, Vice Chair
Katja Brueckner, PhD
Esther Chen, MD
Kim Dau, RN, MS, CNM

Lukejohn Day, MD
Nancy Hessel, MSPH
Joan Hilton, DSc, MPH
Katherine Julian, MD
Errol Lobo, MD, PhD

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

122. 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 Vice Chancellor of Diversity and Outreach shall serve as a non-voting ex-officio member. [Am 27 Oct 16]
5. The membership shall include at least one appointee from the Clinical and one from the Adjunct series. [Am 1 Sep 03]
- ~~6. All members shall be voting members except when proscribed by Academic Senate bylaws and regulations. [Am 1 Sep 03]~~
7. 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 the Academic Senate's Committee on Academic Personnel of any language pertaining to diversity, inclusion or equal opportunity that should be added to, revised in, or deleted from the Faculty Handbook for Advancement and Promotion at UCSF. [Am 1 Sep 03, Am 1 Nov 14, Am 26 Oct 17]