

Committee on Rules and Jurisdiction

Katherine Yang, PharmD, MPH, Chair

ANNUAL REPORT 2020-2021

The Rules and Jurisdiction Committee (R&J) worked with several Division Committees to amend the Division Bylaws in 2020-2021. R&J worked with the Sustainability Committee to re-establish it as a standing committee. R&J worked with COLASC to update how its student representative role is defined. R&J worked with COC to enable COC to make appointments to committees when there are temporary vacancies. R&J worked with Graduate Council to change bylaws related to dissertation chairs and Graduate Groups. Last, R&J worked with CFW to allow the committee to have seven to ten members instead of being limited to seven members. R&J also commented on systemwide issues: a proposed curtailment policy, revisions to Senate Regulations 544 and 630, and a proposed Presidential Campus Safety Plan.

2020-2021 Members

Katherine Yang, PharmD, MPH, Chair
Mijung Park, PhD, MPH, RN, Vice Chair
Anthony Baker, PhD
Spencer Behr, MD
Jahan Fahimi, MD, PhD
Matthew Springer, PhD
Elaine Tseng, MD

Ex-Officio Members
Doug Carlson, JD, Registrar
Jae-Woo Lee, MD, Parliamentarian

Number of Total Meetings: 8 + electronic discussion as needed
Senate Analyst: Kristie Tappan

<http://senate.ucsf.edu/0-committee/m-rules.html>

Going Forward

In 2021-2022, the Academic Senate Committee on Rules and Jurisdiction will continue supporting Division committees and Faculty Councils with interpreting the bylaws and reviewing proposed amendments to the bylaws as needed.

Divisional Business

Sustainability Committee – Re-establishment as a Standing Committee

In October, Senate Analyst Ken Laslavic joined R&J as a guest to present the ad hoc Sustainability Committee's proposal to become a standing committee of the Division. The Sustainability Committee was once a standing committee, but it was changed to an ad hoc committee five or six years ago. R&J commented on the draft proposal and offered suggestions to improve it. Then, in November, the Sustainability Committee formally submitted its proposal to amend the Division Bylaws to re-establish the Sustainability Committee as a standing committee.

R&J approved the proposal subject to the Sustainability Committee having its vice chair to serve one year, as is standard in other committees. The Sustainability Committee approved the revision. Executive Council approved the proposal at its November meeting, and the proposed was approved by the full Division at the December Division meeting. A copy of the approved proposal is included as Appendix 1.

Committee on Committees – Temporary Vacancy Appointments

The Committee on Committees (COC) reached out to R&J to inquire whether the Division bylaws allow COC to make temporary appointments. The Committee on Faculty Welfare (CFW) had two members on parental leave in the fall which was making it more difficult for CFW to achieve quorum and do its work. R&J reviewed the Division bylaws and did not find an existing procedure for temporary appointments. R&J specifically reviewed Division Bylaws [102](#) and [105](#) that govern COC. Bylaw 105(C)(5) discusses filling committee vacancies and stated that a candidate appointed to fill a vacancy shall fill the full remaining term of the member who vacated the position. That would require the CFW members who are taking parental leave to give up their seats on CFW for the remainder of their terms.

R&J shared its opinion with COC and CFW in October, and COC began working on a proposal to amend Division Bylaw 105 to allow temporary appointments in the future. COC Chair Janice Tsoh joined R&J in December to discuss the issue, and R&J reviewed COC's proposal at its February meeting. R&J approved the proposal subject to COC making small modifications to its proposal to improve clarity. Executive Council approved the proposal in June, and the Division approved it by an electronic vote later in the month. A copy of the approved proposal is included in Appendix 2.

Committee on Library and Scholarly Communications – Student Representatives

The Committee on Library and Scholarly Communications (COLASC) submitted a proposal to amend the student membership section of its bylaws. Division Bylaw 165(A) stated that COLASC's student representative would come from alternating student groups. The groups have changed over time, and their names no longer matched the COLASC bylaws. COLASC proposed that their bylaws simply state that they have a student representative and remove the references to the student groups. The proposal would also explicitly state that the committee's *ex officio* members are voting members.

R&J discussed the proposal and raised concerns about how the student representative would be selected going forward. COLASC revised its proposal to state that the student representative should be selected by students and that the student representative shall serve for one year. R&J approved the proposal on the condition that COLASC submit the proposal to COC for review. COLASC did this, and COC had no concerns about the process for selecting student representatives. Executive Council approved the proposed amendment in March, and the Division approved it at the May Division meeting. Appendix 3 contains a copy of the approved proposal.

Graduate Council – Qualifying Examination Committee Chairs

Graduate Council submitted a proposal to amend Appendix II of the Bylaws to state, “*A student’s primary dissertation advisor may not serve as chair of the qualifying examination committee. At the program’s discretion, a student’s primary dissertation advisor may also be excluded from serving as chair of the dissertation committee. A graduate program may set additional criteria for membership of qualifying examination and dissertation committees.*” R&J approved the proposal in February. Executive Council approved it in March, and the Division approved it at the May Division meeting. The proposal is in Appendix 4.

Graduate Council – Governance of Graduate Groups

In May, Graduate Council submitted another proposal to R&J. Graduate Council recommended adding a new section to the Senate bylaws in Appendix II – Regulations & Procedures of the Graduate Council on the Governance of Graduate Groups. The new section was designed to improve compliance with the systemwide [Compendium: Universitywide Review Process for Academic Programs, Academic Units, & Research Unites \(2014\)](#) that requires proposals for interdepartmental graduate programs to have governance bylaws. The new section to the Division bylaws proposed by Graduate Council made this explicit. R&J approved the proposal. Executive Council approved the proposal in June, and the Division approved the proposal by electronic vote later in the month. It is included in Appendix 5.

Graduate Council – Removal of Faculty from Graduate Groups

R&J also consulted with Graduate Council about another potential bylaw proposal that would have created a process for removing faculty members from Graduate Groups for “serious violations of the faculty code of conduct or violations of federal, state, UC and/or UCSF anti-discrimination policy, including but not limited to the UC Policy on Sexual Violence and Sexual Harassment, the UC Policy on Discrimination, Harassment, and Affirmative Action in the Workplace.” After extensive consultation with stakeholders, Graduate Council decided to work with the Chancellor’s Office to create a memorandum of understanding on the issue because the Chancellor has authority to impose sanctions on faculty members.

Committee on Faculty Welfare – Increasing Membership

The Committee on Faculty Welfare (CFW) submitted a proposal to R&J to amend Division Bylaw 160 that would allow CFW to have at least seven members instead of seven members. CFW prepared and submitted the proposal after COC inquired whether CFW would benefit from a larger membership and noted that COC had enough interested and qualified faculty members to fill additional seats. Members of R&J were concerned about the proposal and had questions about how the Senate would determine the acceptable number of members for CFW. There were concerns about the committee becoming large and unruly and about representation between the Schools being imbalanced. CFW revised its proposal to allow the committee to have at least seven members but no more than ten members. R&J approved the

proposal. Executive Council approved CFW's proposal at its July meeting, and the amendment was approved by the full Division in an electronic vote in August. The final approved proposal is in Appendix 6.

Membership, Quorum, Voting Privileges Table

As a final matter of Divisional business, R&J created a chart summarizing membership, quorum, and voting rights for the committees and faculty councils. R&J posted it on the committee's homepage (<https://senate.ucsf.edu/committee/13>) as an important document, and a copy is in Appendix 7.

Systemwide Business

Curtailment Proposal

In October, R&J commented on a Proposed 2020-21 Curtailment Program from UC President Drake. The proposal suggested "curtailing" work hours across the University to address the University's financial challenges during the COVID-19 pandemic. R&J reviewed the plan and noted that it had few details on how curtailment would work, which made commenting difficult. R&J drafted a letter to Division Chair Sharmila Majumdar that focused on the lack of detail and concerns about language. The committee specifically emphasized the need to define terms like "essential workers" and "exempt workers." This letter is in Appendix 8.

Senate Regulations 544 and 630

In November, R&J sent a letter to Division Chair Majumdar commenting on proposed changes to Senate Regulations (SR) 544 and 630 because R&J found the proposals to be contradictory. SR 544 allowed senior students to take courses outside their home campuses while SR 630 gave home campuses authority to impose and increase residency requirements. R&J raised questions about the policies for additional consideration that are included in Appendix 9.

Proposed Presidential Campus Safety Plan

In June, R&J reviewed a proposed Presidential Campus Safety Plan. R&J generally supported the plan that promised to better align policing with UC values. However, R&J wrote to comment that the proposed plan was not in line with the existing "Gold Book" that sets forth police policy at UC and that revisions to the Gold Book would be needed to make the proposed Safety Plan a reality. R&J also suggested that the proposed Plan be revised to add "excessive use of force" as something that would disqualify someone from serving as a university officer or member of campus safety personnel. R&J's letter to Division Chair Majumdar is in Appendix 10.

Appendices

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| Appendix 1: | Sustainability Committee Amendment (Reestablishment as a Standing Committee) |
| Appendix 2: | Committee on Committees Amendment (Temporary Appointments) |
| Appendix 3: | Committee on Library and Scholarly Communications (Student Member) |
| Appendix 4: | Graduate Council (Qualifying Examination Committee Chairs) |
| Appendix 5: | Graduate Council (Graduate Group Governance) |
| Appendix 6: | Committee on Faculty Welfare Amendment (Increasing Membership) |
| Appendix 7: | R&J Guide to Membership, Quorum, and Voting Rights |
| Appendix 8: | Letter from R&J to Executive Council re Curtailment |
| Appendix 9: | Letter from R&J to Executive Council re SR 544 and SR 630 |
| Appendix 10: | Letter from R&J to Executive Council re the proposed Presidential Campus Safety Plan |