ACADEMIC SENATE ORIENTATION

Tuesday, September 26, 2017
2:00 p.m. – 4:30 p.m.
Senate Conference Room
WHAT IS THE SENATE?

The Academic Senate is the voice of the faculty in the University of California. The Systemwide Academic Senate along with its campus divisions provide the organizational framework that enables the faculty to participate in the University’s governance.
SHARED GOVERNANCE

A model whereby faculty are both managers and teachers within the institution. The Regents have affirmed and strengthened the decisive role of the Senate in both the daily management and long-term planning of the institution. The Senate has a dual role of authority in the educational aspects of the university and advice to the administration in the overall operation of the university.
The University has a two-track system of authority and responsibility

Board of Regents:
Exercises approval over university policies, financial affairs, tuition and fees. The board appoints the university President and its principal officers.

Faculty Senate:
- Derives authority and responsibility from the Regents
- Governing structure self-organized through elections or through appointment by elected representatives (Committee on Committees)
- Determines academic policy; set conditions for admission and the granting of degrees; authorizes and supervises courses and curricula; and advises the administration on faculty appointments, promotions and budgets.

Administration:
- Derives authority and responsibility from the Regents
- Appointed through a chain from the Regents, through the President, Chancellors, etc.
- Responsible for managing the University fiscal and business operations and for supporting the academic and research missions across its campuses, labs and medical centers.
THE UNIVERSITY OF CALIFORNIA

Office of the President*

UCI Administration

The Board of Regents

Systemwide Senate

Irvine Division of the Academic Senate

Irvine Divisional Assembly

Cabinet

Faculties of the Division

*President Janet Napolitano (2013- ) 20th UC president; oversees the 10 campus chancellors and the director of the Lawrence Berkeley National Lab.
Faculty participate in shared governance through the Academic Senate to ensure the quality of instruction, research and public service and to protect academic freedom.

- Determine the conditions for admission and for certificates and degrees.
- Recommend to the President all candidates for degrees.
- Authorize and supervise all courses and curricula offered, except in the Hastings College of the Law, in professional schools offering work at the graduate level only, and over non-degree courses in the University Extension.
- Select a committee(s) to advise a Chancellor/President concerning a campus/University budget.
- Address the Board, through the President, on any matter pertaining to the conduct and welfare of the University; or directly to the Regents via a formal Memorial.
Membership in the Academic Senate is determined by Regents Policy

- Senate membership is granted to individuals who have a ladder-rank or other selected academic appointment at the University (Standing Order of the Regents 105.1)*

- Shall organize and choose its own officers and committees and may delegate authority to its divisions or committees as appropriate.

*Instructor, Instructor in Residence; Assistant Professor, Assistant Professor in Residence, Assistant Professor of Clinical (e.g., Medicine); Associate Professor, Associate Professor in Residence, Associate Professor of Clinical (e.g., Medicine), Acting Associate Professor; Professor, Professor in Residence, Professor of Clinical (e.g., Medicine), or Acting Professor; full-time Lecturer with Potential for Security of Employment, full-time Senior Lecturer with Potential for Security of Employment, full-time Lecturer with Security of Employment, or full-time Senior Lecturer with Security of Employment; however, Instructors and Instructors in Residence of less than two years’ service shall not be entitled to vote. Members of the faculties of professional schools offering courses at the graduate level only shall be members also of the Academic Senate, but, in the discretion of the Academic Senate, may be excluded from participation in activities of the Senate that relate to curricula of other schools and colleges of the University. Membership in the Senate shall not lapse because of leave of absence or by virtue of transference to emeritus status.
The Code of the Academic Senate is contained in the Manual of the Academic Senate and the manuals of its Divisions.

Bylaws: set forth the membership, authority and organization of the Senate

Regulations: codify the requirements for admission, degrees, and courses and curricula
ORGANIZATION OF THE ACADEMIC SENATE
ORGANIZATION OF THE ACADEMIC SENATE

Assembly of the Academic Senate

The Academic Assembly is the highest authority in the UC System-wide Academic Senate. UC Irvine currently has three delegates to the Academic Assembly based on over 1,200 Senate faculty (including Emeriti).

Academic Assembly Membership: President of the University, Chair & Vice Chair of the Senate, Chairs of each Division, forty Division Representatives

Academic Council

Academic Council serves as Executive Committee of the Academic Assembly.

Academic Council Membership: Chair & Vice Chair of the Senate, Chairs of some Standing Committees (see UC Systemwide Standing Committee box.)

Each Campus is a Senate Division

- Berkeley
- Davis
- Irvine
- Los Angeles*
- Merced
- Riverside
- San Diego
- San Francisco
- Santa Barbara
- Santa Cruz

The Chair of each division is a member of the Academic Council.

UC Systemwide Standing Committees

- Academic Freedom
- Academic Personnel*
- Affirmative Action & Diversity*
- Board of Admissions & Relations with Schools*
- Committees
- Computing and Communications
- UC Press Editorial
- Educational Policy*
- Faculty Welfare*
- Graduate Affairs*
- Library & Scholarly Communications
- Planning & Budget*
- Privilege and Tenure
- Research Policy*
- Rules & Jurisdiction
- Preparatory Education
- International Education

*Academic Council Member
THE IRVINE DIVISION
IRVINE DIVISION OFFICERS

**Chair of the Division**  The Chair administers the rules and regulations prescribed by the Irvine Division, and prepares, in consultation with the Senate Cabinet, agenda for meetings of the Divisional Senate Assembly; coordinates the work of all Divisional committees and may refer matters to committees; serves ex officio as a member of the Assembly of the Academic Senate, the Academic Council of the Assembly, and the Divisional Committee on Committees. (Bylaw 20. Chair of the Division)

**Chair Elect-Secretary**  Chair Elect prepares and sends out the call and the minutes for each meeting of the Division and the Divisional Senate Assembly; maintain the list of the membership of the Division and the Divisional Senate Assembly; conducts all elections and other balloting in the Division; responsible for Senate quarterly Newsletter. (Bylaw 25. Chair Elect-Secretary)

**Parliamentarian**  The Parliamentarian, appointed by the Chair, advises the Chair on procedures to be followed, in accordance with the current edition of Robert’s Rules of Order Newly Revised in the conduct of the meetings of the Division or the Divisional Senate Assembly. (Bylaw 20.B.6. Chair of the Division)
IRVINE SENATE OFFICE

**Senate Analysts**
Michelle AuCoin
Christine Aguilar
Adriana Collins
Laura Gnesda
Lynn Harris
Julie Kennedy
Rachel Mangold
Thao Nguyen

**Analyst Role**
Specialists in processes – best resource for meeting organization, clarification of rules, access to internal documents, etc.

Institutional memory of the council

Chair – Analyst relationship is crucial for the effective operation of the Senate and its councils and committees

**Senate Executive Director**
Natalie Schonfeld

**Executive Director Role**
Chief administrative officer of the Academic Senate Office and the chief policy advisor for the Chair, Chair Elect, Divisional Assembly, Academic Senate Cabinet, and all standing councils and committees.
Reports to and receives general direction from the Division Chair.
Academic Computing and Communications (UCACC)
Academic Council (COUNCIL)
Academic Council Special Committee on Agriculture & Natural Resources (ACSCANR)
Academic Council Special Committee on Lab Issues (ACSCOLI)
Academic Freedom (UCAF)
Academic Personnel (UCAP)
Affirmative Action, Diversity, and Equity (UCAADE)
Board of Admissions and Relations with Schools (BOARS)
Committees (UCOC)
Coordinating Committee on Graduate Affairs (CCGA)
Editorial (EDIT)
Educational Policy (UCEP)
Faculty Welfare (UCFW)
Faculty Welfare Task Force on Investment and Retirement (TFIR)
Faculty Welfare Task Force on the Future of UC Health Care Plans (UCFW-TF)
International Education (UCIE)
Inter-segmental Committee of the Academic Senates (ICAS)
Library and Scholarly Communication (UCOLASC)
Planning and Budget (UCPB)
Preparatory Education (UCOPE)
Privilege and Tenure (UCPT)
Research Policy (UCORP)
Rules and Jurisdiction (UCRJ)
# COUNCILS & COMMITTEES OF THE ACADEMIC SENATE

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IRVINE DIVISION OF THE ACADEMIC SENATE

SENATE COUNCILS

- Academic Personnel (CAP)
- Educational Policy (CEP)
- Faculty Welfare, Academic Freedom & Diversity (CFW)
- Graduate Council (GC)
- Planning and Budget (CPB)
- Research, Computing and Libraries (CORCL)
- Teaching, Learning, and Student Experience (CTLSE)
- Undergraduate Admissions and Relations with Schools (CUARS)
COUNCIL ON ACADEMIC PERSONNEL (CAP)

Council Chair: Pete Ditto
Council Analyst: Lynn Harris

Responsibilities (Irvine Bylaw 48)

• Confer with and make recommendations to the Chancellor and Provost on appointments, advancements, promotions, and other personnel matters.

• Maintains liaison with the University Committee on Academic Personnel through its UCAP representative.

• Represent the Council at other Administrative and Senate meetings.
Responsibilities (Irvine Bylaw 85)

- Considers all matters related to academic policy, makes recommendations regarding curricula and programs and other educational matters, including general campus requirements and grading systems, the establishment, modification or withdrawal of academic programs, and reviews and reports on the character of educational programs at Irvine. The Council acts for the Division in approving degree requirements, including minors, specializations, concentrations or emphases.
- Acts as a screening committee for general education options, reviews and approves or disapproves courses, and reviews all general education option courses.
- Maintains liaisons with the Systemwide University Committees on Educational Policy (UCEP), Preparatory Education, and UC Education Abroad.
GRADUATE COUNCIL (GC)

Council Chair: Glenn Mimura
Council Analyst: Adriana Collins

Responsibilities (Irvine Bylaw 100)
• Assume the responsibilities enumerated in Senate Bylaw 330.
• Report and make recommendations to the Divisional Senate Assembly & Senate Cabinet on rules and regulations governing graduate education, graduate work and bylaws.
• Advise the Chancellor on all matters relating to graduate education, policies, and work on the Irvine campus.
• Monitor and ensure quality and diversity in graduate programs.
• Recommend the award of graduate student support.
• Set standards and campus policies for graduate student employee positions.
• Set standards and campus policies for the conferral of graduate degrees.
• Approve the awarding of graduate degrees for Master’s and Doctoral candidates.
• Review and approve all graduate courses.
Responsibilities (Irvine Bylaw 115)

- Confer with and advise the Chancellor, the Provost and Executive Vice Chancellor, and campus administrative units on matters of planning, budget, and resource allocations on both short and long-term bases.
- Initiates studies in planning and budget matters and, if necessary to accomplish such studies, authorizes establishment of ad hoc committees to carry out investigations and make reports.
- Maintains an active relationship with the systemwide University Committee on Planning and Budget (UCPB) through its UCPB representative.
- Represent the Council at other Administrative and Senate meetings: Academic Planning Group (APG), Budget Work Group (BWG), Campus Physical and Environmental Committee (CPEC), Design Review Team, Enrollment Council, Small Capital Improvement Program Advisory Committee, and Space Planning Team.
COUNCIL ON RESEARCH, COMPUTING, AND LIBRARIES (CORCL)

Council Chair: Nasrin Rahimieh  
Council Analyst: Thao Nguyen

Responsibilities (Irvine Bylaw 120)

• Consider issues pertaining to fostering research.
• Advise the Chancellor and represent the Division on matters relating to research policy and administration and academic resources, including information technology, telecommunications, and library policies and administration on the Irvine campus.
• Administer general campus funds for faculty research and review and evaluate University-recognized research programs and units.
• Advise the Vice Chancellor for Research on campus nominees or applicants for research awards from foundations and other granting agencies which restrict the number of proposals submitted.
• Represent the Division on the University Committee on Research Policy, the University Committee on Library & Scholarly Communication, and the University Committee on Computing & Communications.
• A designated library representative shall be responsible for maintaining Council liaison with the University Librarian, and with any library committees that may exist in any of the Faculties.
COUNCIL ON UNDERGRADUATE ADMISSIONS & RELATIONS WITH SCHOOLS (CUARS)

Council Chair: Julie Ferguson
Council Analyst: Laura Gnesda

Responsibilities (Irvine Bylaw 137)

• Make recommendations regarding policies on admissions, enrollments, and outreach activities to the administration and to the Academic Senate, and provide faculty coordination for outreach activities.

• Monitor outreach programs directed toward academic enrichment of the campus through a diverse student body, and advise the campus administration on the disbursement of any funds designated for such programs.

• Maintain liaison with the system wide Board of Admissions and Relations with Schools (BOARS) in overseeing all matters relating to the admissions of undergraduate students.
COUNCIL ON FACULTY WELFARE (CFW)

Council Chair: Jean-Daniel Saphores
Council Analyst: Julie Kennedy

Responsibilities (Irvine Bylaw 99)

• Consider and report to the Divisional Senate Assembly and confer with and advise the Chancellor and other officers of the campus administration on matters concerned with the faculty’s welfare, diversity, academic freedom and emeriti affairs. This includes issues pertaining to faculty salaries, benefits, insurance, Emeriti benefits and privileges, housing, parking, University community amenities, conditions of employment, and the status of women and minority affairs campus-wide.

• Initiate studies or make recommendations with respect to any conditions within or without the University which may affect the academic freedom of the University Community. Procedures for treating issues with a major welfare component relevant to this Council that are also the concern of other committees will be developed by the chairs of the committees involved, in consultation with the Chair of the Academic Senate, Irvine Division.

• Maintain liaison with the University Committee on Faculty Welfare, the University Committee on Academic Freedom, the University Committee on Affirmative Action and Diversity, and the UCI Emeriti Association.
COUNCIL ON TEACHING, LEARNING AND STUDENT EXPERIENCE (CTLSE)

Council Chair: Kavita Arora
Council Analyst: Julie Kennedy

Responsibilities (Irvine Bylaw 138)

• Consider policies and issues concerning the quality of teaching on campus; advise on matters affecting the quality of teaching on campus; make recommendations concerning such issues as the improvement of teaching, the evaluation of courses and teaching, and the assessment of teaching in the personnel process; act as overseer to the Teaching, Learning & Technology Center (TLTC).

• Consider and review formally as needed those programs of the Student Affairs, Graduate Division, and the Division of Undergraduate Education that affect the University experience of UCI students (Learning and Academic Resource Center, Undergraduate Research Opportunities Program, University Studies Program, Career Center, Student Health, Counseling Center, Disability Services, Cross Cultural Center, and UCI Bookstore); advise the Chancellor regarding allocation of student registration fees; appoint ad hoc Grievance Panels to hear student grievances.

• Review and report to the Chancellor and the Division on issues of significance regarding the UCI intramural and intercollegiate athletics program.
IRVINE DIVISION OF THE ACADEMIC SENATE

SENATE COMMITTEES

Committee on Committees (COC)
Privilege and Tenure (CPT)
Rules and Jurisdiction (CRJ)
Scholarly Honors & Awards (SHA)
Committee on Committees (COC)

Chair: Roxane Cohen Silver
Analyst: Natalie Schonfeld and Christine Aguilar

Responsibilities (Irvine Bylaw 60)

• Nominate members for election to the elected committees and offices and appoint members of other standing and special committees of the Division.

• Appoint chairs of committees of the Division except for those whose method of appointment is otherwise specified in the Bylaws.

• Fill by appointment any permanent vacancy that may occur in a Senate office or committee for the balance of the vacated term. Temporary vacancies should be filled by appointment until the occupant of that position again available for service. Such a temporary appointment ordinarily will have a term of one or more complete academic quarters.

• Maintain liaison with the University Committee on Committees.
Committee on Privilege & Tenure (CPT)

Chair: Donald Senear
Analyst: Natalie Schonfeld and Julie Kennedy

Responsibilities (Irvine Bylaw 117)

- Has jurisdiction over all matters affecting the privileges or tenure of all members of the faculty at Irvine in accordance with the procedures specified by Senate Bylaw (SBL) 334-337 and Irvine Senate Manual Appendix III; but in all instances it must accord any person whose case is being considered an opportunity to present a defense before a decision is rendered.
- Maintain liaison with the University Committee on Privilege and Tenure.
COMMITTEE ON RULES & JURISDICTION (CRJ)

Chair: Dan Hirschberg
Analyst: Laura Gnesda

Responsibilities (Irvine Bylaw 125)

• Publish and edit the Manual of the Irvine Division of the Academic Senate.
• Review legislation to be presented for action to the Divisional Senate Assembly by agencies or members of the Division to verify and to ensure the conformity of such proposed legislation with the format and content of the Code of the Academic Senate.
• Advise the Chair of the Division as to whether proposed legislation is solely of Divisional concern.
• Make editorial and conforming non-substantive changes in the Divisional Manual.
• Advise the Division, its Officers, Committees, Faculties, and members in all matters of organization, jurisdiction, and interpretation of legislation of the Academic Senate and its agencies.
• Issue legislative rulings interpreting the Code of the Irvine Division of the Academic Senate. Such rulings shall have the status of legislation until modified by legislative or Regental action.
• Instruct the Registrar on behalf of the Division with respect to disposition of the Registrar’s responsibilities in administering the Regulations of the Academic Senate and its agencies.
• Hear appeals which contends that a committee has acted contrary to the Code of the Senate.
• Maintain liaison with the University Committee on Rules and Jurisdiction.
COMMITTEE ON SCHOLARLY HONORS & AWARDS (SHA)

Chair: Olivier Civelli
Analyst: Christine Aguilar

Responsibilities (Irvine Bylaw 127)

• Advise the Division on the appropriateness of scholarly honors and awards.
• Solicit candidates and select one Senate member chosen on the basis of distinction in research.
• Solicit candidates from the rank of Associate Professor through Professor IV and select one Senate member chosen on the basis of distinction in research.
• Solicit candidates and select one Senate member chosen on the basis of distinction in research.
• Solicit candidates and select one Senate member chosen on the basis of distinction in teaching.
• Solicit candidates from the rank of Assistant Professor and select one Senate member chosen on the basis of distinction in teaching.
• Solicit candidates and select one Senate member chosen on the basis of distinction in service to the University (Daniel G. Aldrich, Jr. Distinguished University Service Award).
• Solicit candidates from the rank of Associate Professor through Professor V and select one Senate member chosen on the basis of distinction in service to the University.
• Solicit candidates and select one Senate member chosen on the basis of distinction in mentorship to other faculty and students (Distinguished Faculty Award for Mentorship).
IRVINE DIVISION OF THE ACADEMIC SENATE

SENATE SUBCOMMITTEES & BOARDS

**CEP**
Assessment Committee
Subcommittee on Courses and Continuing, Part-Time and Summer Session Education *(SCOC)*
Subcommittee on Programs and Policy

**CEP & GC**
Academic Program Review *(APRB)*
Subcommittee on International Education *(SCIE)*

**CTLSE**
Academic Integrity Review Board *(AIRB)*
Board on Undergraduate Scholarships, Honors & Financial Aids *(BUSHFA)*
Campuswide Honors Program Board *(CHPB)*
SHARED GOVERNANCE
WORKING & COMMUNICATING WITH ADMINISTRATION

• Value of Senate consultation/participation in decision-making
• Shared governance is about being partners versus negotiating across a bargaining table
• Campus leadership is willing to engage in more consultation but we must ask
• Early consultation involving sensitive issues and confidentiality
• Pace of administrative decision process vs. careful deliberation
• Information flow from the councils
KEY ISSUES FOR 2017-18

Enrollment issues
SSGPDPs
Campus strategic plan
Strengthening shared governance at the school level
New school/department proposals
Health Sciences
New programmatic configurations
Change to title series
Budget--changes to retirement benefits
NSTP
President Napolitano’s enrollment task force
Academic freedom/freedom of speech issues