

I. Bylaws of the Division

(Note: The following abbreviations are employed:)

SB	Senate Bylaw (Universitywide)	Am	Amended
SR	Senate Regulation (Universitywide)	En	Enacted
SCB	Santa Cruz Bylaw	CC	Conforming Change
SCR	Santa Cruz Regulation	EC	Editorial Change
UCLR	UCR&J Legislative Ruling	EI	Effective Immediately
DLI	Divisional Legislative Interpretation (EC 31 Aug 06)	EW	Effective Winter Term
RSO	Standing Order of the Regents	ES	Effective Spring Term
A	Senate Variance (see SB 80.D.) (EC 31 Aug 07)		

The Academic Senate of the University of California is empowered by the Board of Regents to exercise direct control over academic matters of central importance to the University. Its chief responsibility is to authorize, approve, and supervise all courses and to determine the conditions for admissions, certificates, and degrees. Every regular faculty member at the University is a member of the Academic Senate. Collectively, the ten Senate divisions form the Universitywide Academic Senate, which represents the entire Faculty through the Assembly of the Academic Senate. The Assembly meets to take legislative action on matters that affect more than one campus. The Universitywide Senate functions through its committees, which correspond to committees with similar responsibilities at the campus level. A key Universitywide committee, the Academic Council, acts as the executive arm of the Assembly. (EC 31 Aug 06, CC 31 Aug 06)

The Senate on each UC campus, or "Division", is itself a committee of the Universitywide Academic Senate. It operates as a legislative body and as a system of committees run by and for the Faculty of that campus. The word "Division" or "Divisional" refers to the Santa Cruz Division of the Academic Senate. The term "academic division" refers to the administrative unit called a division [e.g., Division of Social Sciences] within the administrative structure of the University of California, Santa Cruz. (EC 31 Aug 98, 31 Aug 99, 31 Aug 06)

The Santa Cruz Division of the Academic Senate was established by the Assembly on December 1, 1965. Unless otherwise stated in the relevant Bylaws or Regulations, legislation in this manual was enacted on November 23, 1965, by the Santa Cruz Division of the Academic Senate. (EC 31 Aug 06)

Chapter 1. Definitions

- 1.1** For the purpose of these Bylaws, the Academic Senate Bylaws applicable to the Faculty of a college or school are interpreted to be equally applicable to the Faculty of a college at Santa Cruz. (CC 31 Aug 98)

- 1.2 For the purpose of these Bylaws, references in the Academic Senate Bylaws to "dean" are interpreted to be equally applicable to "provost" at Santa Cruz.
- 1.3 The fellows of a college are as defined in the Bylaws of each college. Fellows need not be Academic Senate members. (Am 10 Nov 66)

Chapter 2. Functions

2.1 General.

The Santa Cruz Division of the Academic Senate is a committee of the Academic Senate. The Division has authority to organize, to select its own officers and committees, and to adopt rules and regulations for the conduct of its business. It is empowered to receive and consider reports and recommendations from its Faculties, from its other Divisional committees, from committees of the Academic Senate, from local administrative officers, and from other Divisions. It may originate and take final action on legislation substantially affecting only the Santa Cruz Division; establish Faculties in academic divisions, schools, and colleges; transmit memoranda to the Chancellor of the University of California, Santa Cruz, or to the campus's representatives to the Assembly; and Memorials to the President directly to the President of the University of California; initiate Memorials to the Regents on any matter of University concern, subject to the provisions of Academic Senate Bylaws; and submit reports and recommendations to the Academic Senate or to the Assembly regarding changes in Academic Senate legislation and any other matters of general concern. The Santa Cruz Division exercises all powers of the Academic Senate not specifically delegated to the Assembly or to the standing committees of the Academic Senate. [DLI 1968.5A] (CC 30 Aug 95, 31 Aug 98, 31 Aug 99; EC 31 Aug 06)

2.2 Curricula.

The Santa Cruz Division authorizes all courses and curricula offered at Santa Cruz, including all credit courses administered by the Santa Cruz Office of University Extension. It does so subject to the Universitywide and Santa Cruz Academic Senate Bylaws and Regulations and the Standing Orders of the Regents. As these Bylaws stipulate below, elements of this authority are exercised by the Faculties of colleges and schools, the academic divisions, the Committee on Educational Policy, the Graduate Council, and the departments. (Am 10 May 67, 4 June 69, 26 May 76, 23 May 79; CC 1 Aug 77, 28 Jan 81, 31 Aug 98; EC 18 Oct 91, 12 May 97, 31 Aug 99, 31 Aug 06)

2.3 Degrees.

The Santa Cruz Division has authority to recommend to the President of the University all candidates for degrees who have completed the requirements for those degrees in a college, school, or the Graduate Division subject to the jurisdiction of the Santa Cruz Division. (CC 31 Aug 98)

Chapter 3. Membership

- 3.1 Membership in the Santa Cruz Division includes the President of the University, *ex officio*, the Chancellor at Santa Cruz, all members of the Academic Senate whose headquarters are at Santa Cruz, and any other persons certified for membership by the Secretary of the Division in accordance with the policies of the Assembly.

- 3.2** Members of the Academic Senate temporarily assigned to the Santa Cruz campus may transfer their voting privilege to the Santa Cruz Division during their assignment by certifying the facts to the Divisional Secretary. Academic Senate members holding statewide appointments only and not enrolled in another Division may enroll in the Santa Cruz Division upon reporting this choice to the Divisional Secretary. (CC 31 Aug 98; EC 1 Aug 76)
- 3.3** Membership and voting privilege do not lapse because of leave of absence or transfer to emeritus status. Instructors with less than two years of service may not vote in meetings of the Division and its Faculties, or in mail ballots. [RSO 105.1] faculty members holding "visiting" appointments may attend meetings of the Santa Cruz Division, but may not vote. Members of other Divisions may attend meetings of this Division with the privilege of the floor, and may make motions, but may not second motions or vote. (CC 1 Sept 70, 31 Aug 98; EC 31 Aug 06)
- 3.4.1** The following students of the Santa Cruz campus may attend meetings of the Santa Cruz Division and shall have the privilege of the floor, but may not make or second motions, and may not vote: the Chair of the Student Union Assembly; the President of the Graduate Student Association; one student delegate from each college (the method of selection of the delegate from a college to be determined by the students of that college); and up to four students per committee from those students who are appointed to sit regularly with Divisional committees appointed by the Committee on Committees. (En 30 Apr 69 EI; Am 3 Dec 69, 22 Oct 75, 18 Feb 98 EI, 30 May 07; CC 4 Aug 87, 31 Aug 98, 31 Aug 06)
- 3.4.2** Non-senate faculty members of the Santa Cruz campus who are appointed as representatives to Divisional committees appointed by the Committee on Committees may attend meetings of the Santa Cruz Division and shall have the privilege of the floor, but may not make or second motions, and may not vote. (En 30 May 07)
- 3.5** Should a subject of debate be such, in the opinion of the Chair of the Santa Cruz Division or other presiding officer, as to necessitate closed Divisional consideration, the Chair or other presiding officer may so rule. After non-Senate members have left, the ruling of the Chair may be appealed. (En 30 Apr 69 EI; CC 31 Aug 98, 31 Aug 99)

Chapter 4. Officers

4.1 Chair.

A Chair of the Santa Cruz Division is appointed by the Committee on Committees for a term of two years. Should the office become vacant before the completion of a term, the Committee on Committees appoints a Chair to fill the remainder of the term. The Chair presides at meetings of the Santa Cruz Division and serves *ex officio* as a member of the Assembly of the Academic Senate, the Academic Council of the Assembly, and the Divisional Committee on Planning and Budget. The Chair maintains effective coordination between the Santa Cruz Division and the Santa Cruz Administration, the Santa Cruz Division and its committees, and between Divisional committees. The Chair may participate in a non-voting capacity in the deliberations of any committee of the Division unless the matter under consideration is not to be reported directly to the Division. The Chair may refer matters to committees of the Division. The Chair of the Division submits an annual budget request to the Chancellor of the University of California, Santa Cruz, for the work of the Division, its committees, and the office of the Division. The Chair of the Division determines

initially what legislation is solely of Divisional concern. Such decision may be appealed to the Division. [SB 311D(3)] (Am 18 Apr 73 EI; CC 1 Aug 77, 1 Aug 79, 4 Aug 87, 31 Aug 98, 31 Aug 99; EC 1 Aug 76)

4.2 Vice Chair.

A Vice Chair of the Santa Cruz Division shall be appointed by the Committee on Committees for a term of one year, and serves as a Divisional Representative to the Assembly of the Academic Senate. Should the office become vacant before the completion of a term, the Committee on Committees shall appoint a Vice Chair to fill the remainder of the term. The Vice Chair shall carry out all of the duties of the Chair in the absence or incapacity of the Chair, or such duties as are delegated by the Chair. (En 22 Feb 67; Am 24 Feb 71 EI, 22 May 74, 23 May 83, 30 May 01; EC 1 Aug 76, 31 Aug 06)

4.3 Secretary.

A Secretary of the Santa Cruz Division is appointed for a term of two years by the Committee on Committees. Should the office become vacant before the completion of a term, the Committee on Committees appoints a Secretary to fill the remainder of the term. The Secretary prepares the Call for meetings of the Division; in the absence of the Chair and Vice Chair, calls the meeting to order and presides for the purpose of electing a Chair *pro tempore* for that meeting; keeps minutes of its proceedings; transmits actions by the Division to the members of the Divisional committees concerned, to officers and agencies of the Academic Senate, and to administrative officers; keeps for reference a permanent file of all Calls and notices of meetings of the Assembly of the Academic Senate, together with any appended material; determines the membership of the Division; refers to appropriate committees all petitions of students or other materials received for presentation to the Division; conducts all elections and all mail balloting in the Santa Cruz Division, under the supervision of the Committee on Rules, Jurisdiction, and Elections, and if there is a tie vote for the last place to be filled, the Secretary conducts a selection by lot; serves as an alternate to Assembly meetings if the Chair or Vice-Chair, or a further Divisional representative, cannot attend; and under the general supervision of the Chair, the Executive Office of the Santa Cruz Division is under the administrative direction of the Secretary. The Secretary serves on the Executive Committee. (Am 24 Feb 71 EI, 6 June 84, 24 Feb 99; CC 18 Oct 91, 31 Aug 98, 31 Aug 03; EC 1 Aug 76, 31 Aug 98, 31 Aug 99, 31 Aug 06, 31 Aug 08)

4.4 Parliamentarian.

The Parliamentarian is appointed by the Committee on Committees for a term of one year. Should the office become vacant before the completion of a term, the Committee on Committees appoints a Parliamentarian to fill the remainder of the term. The Parliamentarian advises the Chair on procedural matters during meetings of the Division. (Am 27 Jan 71; 24 Feb 99)

4.5.1 Representation on the Assembly of the Academic Senate and the Academic Council.

The Chair of the Santa Cruz Division serves *ex officio* as a member of the Assembly and the Academic Council. The Vice Chair serves *ex officio* as a member of the Assembly. Any other Divisional Representatives to the Assembly are appointed by the Committee on Committees for a term of two years [or, upon vacancy, for the remaining portion of a term.] (Am 24 Feb 71 EI, 6 June 84, 6 Nov 91; CC 31 Aug 98, 31 Aug 99; EC 1 Aug 77, 4 Aug 87)

4.5.2 Alternates.

If the Chair cannot attend a meeting of the Academic Council, the Vice-Chair of the Santa Cruz Division acts as proxy. If the Vice-Chair cannot serve, the Committee on Committees shall designate a replacement for the meeting[s]. [SB 125A(5)] (CC 31 Aug 98; 31 Aug 99)

If the Chair or Vice-Chair, or a further Divisional representative, cannot attend a meeting of the Assembly, the Secretary of the Santa Cruz Division shall act as an alternate. If a further alternate is

required, the Committee on Committees shall designate a replacement for the meeting[s]. (En 6 Nov 91)

4.6 Beginning of Term of Office.

All officers specified under Chapter 4 of these Bylaws are chosen by election or appointed in time to be confirmed at the spring Divisional meeting. Terms of office of all officers normally begin on September 1 following their selection. (Am 10 May 67, 6 Dec 67, 24 Feb 71 EI, 6 Nov 91; EC 31 Aug 06, 31 Aug 08)

4.7 Inspection of Records.

All records of the Santa Cruz Division are open for inspection by any member of the Division except those concerning appointments, privilege and tenure, promotions, and salaries of, and research grants to, individuals or prospective employees of the University.

Chapter 5. Executive Office

5.1 The Executive Office is under the general supervision of the Chair of the Santa Cruz Division and the administrative direction of the Secretary of the Santa Cruz Division. It is staffed with such administrative and clerical employees as are required to serve the Division and its committees. (En 10 May 67; CC 31 Aug 98; EC 31 Aug 99)

Chapter 6. Meetings

6.1 Regular Meetings.

The Santa Cruz Division meets regularly at least once per term with the exception of the summer term. At the beginning of each academic year, the Chair of the Division announces a schedule of meetings. (EC 31 Aug 07)

6.2 Quorum.

Fifty voting members of the Santa Cruz Division constitute a quorum for the transaction of business at a meeting of the Division. (Am 28 May 69, 17 May 02; 19 Apr 72, effective 1 May 72; 29 May 91)

6.3 Special Meetings.

A Special Meeting of the Santa Cruz Division may be held on any day of instruction in the fall, winter, or spring quarter, and may be called by the President of the Academic Senate or by the Chair of the Santa Cruz Division. Upon written request of ten voting members, a meeting shall be called within fourteen calendar days by the Chair of the Division. If the request is received within less than fourteen calendar days before the end of the quarter, the meeting will be called within the first seven calendar days of the next fall, winter, or spring quarter. (Am 26 Feb 69, 6 Nov 91; CC 31 Aug 98, 31 Aug 06; EC 1 Sept 77, 31 Aug 06)

6.4 Calls for Meetings.

Copies of the Call for every regular and special meeting of the Santa Cruz Division, together with an agenda and all documents pertaining to the agenda for the meeting, are sent by the Secretary to every member of the Division and to the Chair of the University Committee on Rules and Jurisdiction at least five calendar days before each meeting. The Call includes the text of all resolutions, memorials, petitions, and proposed new or revised legislation and a statement of the purpose of the proposal and its effect on existing legislation. With the approval of three-fourths of the voting members present at a regular meeting of the Division, final action may be taken on any

non-legislative item of business not included in the Call for the meeting. [DLI 1996.10D, and 1996.10E] (CC 31 Aug 98)

6.5 Emergency Meetings.

An Emergency Meeting may be called by the Chair or, in the Chair's absence or disability, by the Vice Chair. An Emergency Meeting may be held on any day during a period of instruction. The Faculty must be notified, by all means necessary to reach them effectively at least one full day prior to the meeting. Any non-legislative business may be taken at an Emergency Meeting. An Emergency Meeting may be called by the Chair only when there is an important, unforeseen circumstance that required immediate Divisional action, and that cannot be dealt with at a regular or Special Meeting. (En 28 May 69; Am 9 June 93; CC 31 Aug 98; EC 1 Aug 76, 12 Jan 95, 31 Aug 06)

6.6 Minutes.

The draft minutes of every meeting of the Santa Cruz Division are to be sent by the Secretary to every member of the Santa Cruz Division within 45 instructional days of the meeting described by the minutes. The approved minutes shall be sent by the Secretary within 30 instructional days of approval to every member of the Santa Cruz Division, the executive offices of the other Divisions, the President and the Secretary of the Academic Senate, and each member of the University Committee on Rules and Jurisdiction. The Secretary is authorized to post the approved minutes on the Senate's web page in lieu of sending the approved minutes to every member of the Division. Members will be notified electronically that approved minutes are posted. [DLI 1996.10C and 1996.10E] (Am 9 Nov 94, 17 May 02; CC 1 Sept 79, 31 Aug 98, 31 Aug 06; EC 31 Aug 99)

6.7.1 Written Divisional Actions.

Before voting on any legislation or resolution at a Divisional meeting, the voters at the meeting must have an opportunity to read a written form of the motion being considered. Written motions projected onto a screen will be deemed to have met this requirement. (En 17 May 02)

6.7.2 Notice of Divisional Actions.

Within two weeks after any Divisional meeting, the Secretary shall send to all members of the Division a statement, either in electronic or hard copy form, of all actions taken by the Division on legislation or resolutions. (En 17 May 02)

Chapter 7. Rules of Order

7.1 The order of business at Regular Meetings is as follows [SB 315C(1)]:

1. Approval of draft minutes
2. Announcements by the President, the Chancellor, the Chair, and others
3. Reports of Representatives to the Assembly
4. Special Orders
5. Reports of Special Committees
6. Reports of Standing Committees
7. Report of the Chair of the Student Union Assembly, or designee, on current student concerns
8. Report of the President of the Graduate Student Association, or designee, on current student concerns
9. Petitions of Students
10. Unfinished Business
11. University and Faculty Welfare
12. New Business

The regular order of business may be suspended at any meeting by a two-thirds vote of the voting members present. (Am 30 Apr 69 EI, 22 Oct 75, 9 June 93, 28 Oct 98 EI, 17 May 02; CC 4 Aug 87, 31 Aug 98)

7.2 The order of business at Special and Emergency Meetings is as follows [SB 315C(2)]:

1. Approval of draft minutes (may be omitted by approval of two-thirds of the voting members present)
2. The special business for which the meeting was called
3. Any other non-legislative business authorized by unanimous consent of the voting members present

(Am 17 May 02; CC 4 Aug 87, 31 Aug 98; EC 2 Sept 69)

7.3 Discussion of *Annual Reports* of Standing Committees constitutes special orders for the first regular meeting of the Santa Cruz Division in the fall term. In the meeting Call, at the discretion of the Division Chair, any or all Special Orders may be placed on a Consent Calendar under Special Orders. During consideration of Special Orders, at the request of any Senate member, any such Consent Calendar item will be removed from the Consent Calendar and considered separately by the Division. All remaining Special Orders on the Consent Calendar may be received by the Division. [SCB 13.7] (Am 21 Apr 76, 17 May 02; CC 31 Aug 98; EC 31 Aug 06)

7.4 Questions of order not covered by legislation are governed by *The Standard Code of Parliamentary Procedure* by Alice Sturgis. (Am 8 Mar 06)

Chapter 8. Legislation and Amendments

8.1 Amendment.

These Bylaws may be added to, amended, or repealed by a two-thirds vote of members present and voting at a Santa Cruz Division meeting, provided that written notice of the proposed change was sent to all members at least five calendar days previously. (CC 31 Aug 98)

8.2 Regulations.

Regulations of the Santa Cruz Division may be added to, amended, or repealed by a majority of votes cast, provided that written notice of the proposed change was sent to all Senate members at least five calendar days previously. (Am 9 June 93; CC 2 June 82, 31 Aug 98, 31 Aug 99; EC 1 Sept 74)

8.3 Effective Date.

New or amended legislation becomes effective at the beginning of the fall term, unless otherwise provided. (CC 31 Aug 98)

8.4.1 Referendum.

Upon petition by at least 25 members of the Santa Cruz Division, the Committee on Rules, Jurisdiction, and Elections shall conduct a referendum by mail ballot on any specific action of the Santa Cruz Division or of the Executive Committee acting for the Santa Cruz Division. Such a petition must be submitted not later than 21 calendar days after the Notice of Divisional Actions of the Santa Cruz Division or of the Executive Committee has been circulated to the Division either by mail or through direct electronic communications. The results of such a mail ballot referendum are deemed conclusive. The Santa Cruz Division may not reconsider for a period of one year a

question substantially the same as that decided by the mail ballot. [DLI 1996.10C and 1996.10E] (Am 21 Oct 81 EI, 9 Oct 85, 19 Feb 03; CC 31 Aug 98, 31 Aug 03; EC 18 Oct 91, 31 Aug 08)

8.4.2 Vacating Referenda.

Should the petitioners wish to withdraw the request for a referendum, they have until the ballots are printed to file a motion to vacate the original petition. This motion must be signed by enough of the original petitioners to reduce the number of supporting signatures below 25. (En 6 Nov 91)

8.5 Lack of Quorum.

When a report or a piece of legislation appears on the agenda of two successive regularly scheduled meetings of the Santa Cruz Division, and when action on that report or piece of legislation is prevented by lack of a quorum at those two Divisional meetings, then the Executive Committee is empowered to act upon the report or piece of legislation prior to the next meeting of the Santa Cruz Division.

When a Standing or Special Committee of the Santa Cruz Division proposes a piece of legislation and identifies this piece of legislation as Urgent Legislation in the Call to a regularly scheduled Divisional meeting, and when action on this legislation is prevented by the lack of a quorum at this regularly scheduled meeting of the Santa Cruz Division, then the Executive Committee is empowered to act upon the piece of legislation prior to the next meeting of the Santa Cruz Division.

To enact legislation under this Bylaw, the Executive Committee must pass the legislation with the same percentage vote that would have been required at a Divisional meeting. When the Executive Committee takes any action under the provisions of this Bylaw, written notice of the action must be sent to all members of the Santa Cruz Division within fifteen calendar days. The Executive Committee may not take any action under the provisions of this Bylaw on a report or piece of legislation if the Santa Cruz Division Office has received a petition from ten voting members of the Santa Cruz Division within ten working days after the scheduled meeting requesting a Special Meeting of the Division to discuss the report or piece of legislation. (En 9 Oct 85; Am 9 Dec 87; CC 31 Aug 98, 31 Aug 03)

Chapter 9. Memorials and Memoranda

(Am 31 May 95, 18 Feb 98 EI)

9.1 Definition: A "Memorial to the Regents" is a declaration or petition addressed to the President of the University of California for transmission to The Regents. A "Memorial to the President" is a declaration or petition to the President not intended for transmission to The Regents. A "Memorandum" is a so-designated declaration or petition addressed to other than the President or The Regents, such as to the Chancellor of Santa Cruz or to the campus's representatives to the Assembly. [SB 90, SB 85] (CC 31 Aug 98, 31 Aug 99; EC 31 Aug 06)

The Division may submit Memorials to the President of the University of California and may initiate Memorials to The Regents on matters of Universitywide concern to be submitted to The Regents through the President. [SB 90B] (CC 31 Aug 98, 31 Aug 99)

Memorials to the Regents, Memorials to the President, and Memoranda may be sent forward only after approval in a mail ballot by a majority of members of the Division eligible to cast votes, unless the decision not to conduct a mail ballot is made by the Santa Cruz Division at a Regular or Special Meeting at which the language of the ballot proposal shall be presented. If the Division decides

against holding a mail ballot, a mail ballot will nevertheless be held upon petition of 25 voting members of the Division. Such a petition must be submitted not later than 21 calendar days after the Minutes of the Divisional Senate meeting reporting such action have been placed in the mail. The mail ballot referendum will be conducted by the Committee on Rules, Jurisdiction, and Elections in accordance with Universitywide Senate procedures [SB 95]; approval of the referendum by a majority vote shall constitute direction to the Division to send the Memorial to the Regents, Memorial to the President, or Memorandum forward. [DLI 1996.10C and 1996.10E] (Am 6 Nov 91, 12 Feb 92, 31 May 95, 18 Feb 98 EI; CC 4 Aug 87, 31 Aug 98, 31 Aug 99, 31 Aug 06)

Chapter 10. Degrees

10.1 Bachelor of Arts and Bachelor of Science Degrees.

The Santa Cruz Division delegates to the Faculties of the colleges the authority to recommend to the Chancellor of Santa Cruz, for transmission to the President of the University of California, the award of the degrees of Bachelor of Arts and Bachelor of Science. Those candidates so recommended must have prior certification of satisfaction of: (a) the major requirements by the appropriate agencies [SCR Chapters 2, 4, 10]; (b) the college requirements by the appropriate colleges; and (c) the University of California requirements by the Registrar. Records of fulfillment of requirements of colleges and departments are forwarded to and maintained by the Registrar. Petitions of students for graduation under suspension of the Santa Cruz Regulations, in individual cases of minor curricular adjustments, must have the approval of the college Faculty concerned. If exceptions to major requirements are involved, the approval of the departments of the students' major subjects (or of the equivalent agencies in the cases of double, minor, combined, or individual majors) is also required. (Am 10 May 67, 4 June 69, 27 Jan 71, 22 Jan 75; CC 17 Mar 81, 4 Mar 87; EC 1 Aug 76, 12 May 97, 31 Aug 98)

10.2 Higher Degrees.

The Santa Cruz Division delegates to the Graduate Council, in collaboration with the schools, academic divisions, and the appropriate departments, the authority to recommend to the Chancellor of Santa Cruz for transmission to the President of the University of California, the award of higher degrees. (CC 31 Aug 98; EC 12 May 97)

10.3 All agencies recommending the award of degrees report their action quarterly to the Secretary for the information of the Santa Cruz Division. (CC 31 Aug 98)

Chapter 11. Elections

- 11.1** All balloting in the Santa Cruz Division is either by mail or, if arising from a motion in a meeting of the Divisional Senate, conducted in the meeting. (Am 20 May 09; CC 4 Aug 87, 31 Aug 98, 31 Aug 99)
- 11.2** All elections in the Santa Cruz Division are conducted by the Secretary under the direction of the Committee on Rules, Jurisdiction, and Elections in accordance with SB 340A-B. (Am 20 May 09; CC 4 Aug 87, 31 Aug 98, 31 Aug 99)
- 11.3** The Committee on Rules, Jurisdiction, and Elections determines the dates on which Divisional elections should be held, counts or appoints tellers to count the ballots, and certifies the results to the Chair of the Santa Cruz Division. (EC 31 Aug 06)

- 11.4** Nominating petitions shall be filed with the Secretary by the deadline specified in the Notice of Election, which will be no less than fourteen and no more than twenty eight calendar days following the mailing or electronic distribution of the Notice. Each nominating petition for an office must be signed by five voting members and must contain certification of acceptance by the nominee or nominees. Each nominating petition may include as many nominees as there are places to be filled.

If the number of nominees is equal to the number of places to be filled, all the nominees will be declared elected. If the number of nominees is less than the number of places to be filled, all the nominees will be declared elected and the remaining vacancies remaining will be treated as mid-year vacancies to be filled in accordance with SCB 13.14.2. (En 20 May 09)

- 11.5** A voter may cast one and only one vote for each place to be filled in an election. Candidates receiving the highest plurality of votes cast are elected. If there is a tie vote for the last place to be filled, the selection shall be by lot, conducted by the Secretary. (Am 25 Jan 78; EC 1 Aug 77)

Chapter 12. Faculties

- 12.1** The constituent Faculties of the Santa Cruz Division, established by the Santa Cruz Division in accordance with SB 310A, are parallel to administrative units with the same names. The Faculties of the schools, the academic divisions, and the colleges are composed of Academic Senate members holding appointments therein. Only voting members of the Academic Senate are eligible to vote in the Faculty or Faculties of which they are members. [SB 45] (CC 4 Aug 87, 31 Aug 98, 31 Aug 99)
- 12.2** In meetings of the fellows of a college, the voting rights of fellows are as determined by the college's Bylaws; but when the Faculty of the college is meeting as a Committee of the Santa Cruz Division, only voting members of the Academic Senate may vote. At any time during a college meeting, the Chair of the meeting may rule *pro tempore* that the Faculty is meeting as a Committee of the Academic Senate. When necessary, the Chair shall call for a vote only of the voting members of the Faculty. (CC 31 Aug 98; EC 1 Aug 77, 31 Aug 2006)
- 12.3** In all matters within the province of the Academic Senate, in accordance with SB 50 and 45, the government and supervision of all agencies specified in SCB 12.1 are vested in the Faculties concerned. The chief administrative officer of a college, school, or academic division is not eligible to serve as Chair of one of these Faculties. At college meetings, the provost, although not Chair of the Faculty, may preside. The Chair of these Faculties and the members of their Executive Committees shall be elected by their respective Faculties; and the chief administrative officer shall be an *ex officio* member of the Executive Committee in each case. A college Faculty may select one or more other administrative officers to be included as *ex officio* members of its Executive Committee. (CC 4 Aug 87, 31 Aug 98, 31 Aug 99; EC 31 Aug 06)
- 12.4** Departments and Faculties of colleges and schools supervise undergraduate instruction in conformity with campus requirements of the Santa Cruz Division. [SB 50A; RSO 105.1] (CC 4 Aug 87, 31 Aug 98, 31 Aug 99; EC 12 May 97)
- 12.5** There shall be no change in the curriculum without prior consideration by the faculty members or agencies concerned. [RSO 105.2; SB 51] (CC 1 Aug 79, 4 Aug 87, 31 Aug 99)

- 12.6** Departments (and equivalent agencies as defined in Divisional Regulations) and, when authorized by the Academic Senate, Faculties of colleges determine major requirements. Faculties of colleges and schools, respectively, determine other college and school requirements for degrees. Recommendations for award of degrees are made in accordance with Chapter 10 of these Bylaws. (Am 4 June 69, 27 Jan 71, 23 May 79; CC 31 Aug 98; EC 12 May 97)
- 12.7** The Faculty of each college is responsible for the supervision of its students who fail to meet the minimum scholastic requirements specified in the Divisional Regulations. In accordance with the Santa Cruz Regulations, the Faculty of each college: (a) chooses either to disqualify or not to disqualify a student who is subject to disqualification; (b) denies or approves the readmission of a student who was earlier disqualified or who has previously withdrawn from the Santa Cruz campus of the University. [SR 900(B)] (Am 12 Apr 67; CC 31 Aug 98, 31 Aug 99; EC 1 Sept 71)
- 12.8** Each Faculty has the power to present to the Santa Cruz Division recommendations and proposed modifications of legislation of the Santa Cruz Division or of the Academic Senate. (CC 31 Aug 98)
- 12.9** Any member of the Divisional Senate has the privilege of a hearing by the appropriate committee or committees of the Santa Cruz Division on any matter relating to personal, college, school, or University welfare. [RSO 103.2, DLI 1996.2B] (CC 1 Sept 71, 31 Aug 98)

Chapter 13. Committees

- 13.1** The following are designated committees of the Santa Cruz Division: Standing Committees, Special Committees, and all Faculties. [SB 20, SB 325] (CC 4 Aug 87, 31 Aug 98, 31 Aug 99; EC 31 Aug 06)
- 13.2 Responsibility.** Each committee is responsible to the agency establishing it and is obligated to report its actions to that agency. Committees may report concurrently to other Divisional committees, the Assembly of the Academic Senate, or committees of the Academic Senate. Committees may make recommendations and render service to the President, the Chancellor, other administrative officers, and individual members of the Division, reporting their recommendations to the Division when such reporting is consistent with the original charge to the committee and is in the best interest of the University. [SB 40A-C] (CC 4 Aug 87, 31 Aug 99; EC 31 Aug 06)
- 13.3 Jurisdiction.** No Special Committees shall be established to perform any duty assigned by these Bylaws to a Standing Committee.
- 13.4 Membership and Voting (EC 31 Aug 08)**
- 13.4.1 Membership.** All voting members of all committees must be members of the Santa Cruz Division. Representatives are non-voting members of the committee. Other persons invited to sit with Standing Committees are not members of the committee. (Am 3 Dec 69, 6 Nov 91, Am 21 May 04, 20 May 09; CC 31 Aug 98; EC 31 Aug 99, 31 Aug 04)
- 13.4.2 Representatives.** Representatives on Standing Committees as provided in these Bylaws shall be appointed by such bodies as may be recognized by the Divisional Committee on

Committees. Representatives include undergraduate and graduate students, postdoctoral scholars, and non-Senate teaching faculty. Representatives have the right to participate in committee deliberations except as provided in Bylaw 13.4.4. (Am 3 Dec 69, 6 Nov 91, Am 21 May 04, 20 May 09; CC 31 Aug 98; EC 31 Aug 99, 31 Aug 04)

- 13.4.3 Invitees.** As provided elsewhere in this Chapter, other persons may be invited to sit with Standing Committees. (Am 3 Dec 69, 6 Nov 91, Am 21 May 04, 20 May 09; CC 31 Aug 98; EC 31 Aug 99, 31 Aug 04)
- 13.4.4 Executive Session.** The voting members of committees in this chapter may call for an executive session by a majority vote, which is a session of the committee open only to voting members of the committee, the proceedings of which are confidential. (En 20 May 09)
- 13.4.5** When the Chair of the Santa Cruz Division, the Vice-Chair, Secretary, Parliamentarian, or any member of the Committees on Academic Personnel, Privilege and Tenure, or Planning and Budget accepts an administrative position with the University at the level of Dean or above, he or she shall immediately vacate the Academic Senate position. No Chair of a department or program of study may at the same time serve as Chair of either the Committee on Academic Personnel or the Committee on Privilege and Tenure. This is consistent with Senate Bylaw 330A. [DLI 1998.5A] (En 9 Nov 93; Am 25 Oct 95; CC 31 Aug 98, 31 Aug 06; EC 12 May 97, 31 Aug 99, 21 Aug 06)
- 13.4.6** Members of the Division shall avoid conflict of interest and the appearance of conflict of interest in the performance of all of their duties. The Division shall not require explanation of recusals based on this provision. (En 27 May 98; EC 31 Aug 99)
- 13.4.7** The Division shall not require or request explanation of voting abstentions by Senators who have the right to vote in Divisional committee action, including those involving UC Bylaw 55 actions by departments. (En 8 Mar 06)
- 13.4.8** Waiver of vote: Members of the Division may give up their right to vote on all actions for a specified period of time. If a member goes on leave, but chooses to participate in some personnel actions, that member cannot waive her/his right to vote; the actions not voted on will be recorded as “absent, not voting”, just as for a member not on leave. If a member has a conflict of interest for any given action, not voting on that action constitutes a “recusal” (as in SCB 13.4.3) not a waiver of voting rights. (En 30 May 07)
- 13.5** The Committee on Committees appoints members of Standing and Special Committees and designates their Chair and Vice Chair, unless otherwise specified, subject to approval of the Santa Cruz Division. The numbers of members of Standing Committees designated in the succeeding pertinent sections of this Chapter (SCB 13.9.1 through 13.29.1, except for 13.14.1) are maximum numbers only. Unless otherwise stated, the Committee on Committees has discretion to appoint a smaller number of members to any Standing Committee than that designated. Chairs, Vice Chairs, and *ex officio* members may vote and exercise the same powers as other members, unless limitations are stipulated in the pertinent sections of this Chapter. Chairs and Vice Chairs must be members of the Santa Cruz Division. (Am 22 Feb 67, 6 Nov 91; CC 10 May 67, 21 Feb 68, 29 May 68, 25 Feb 70 effective 1 Apr 70, 24 Feb 71, 24 May 72, 24 Oct 73, 26 May 76, 25 May 77, 1 Aug 77, 25 Jan 78, 23 May 79, 5 Dec 79, 1 Aug 80, 2 June 82, 7 Oct 87, 31 Aug 98, 31 Aug 02; EC 1 Sept 70, 1 Sept 71, 1 Sept 74, 18 Oct 91, 9 June 93. 31 Aug 04, 31 Aug 06)

13.6 Members of Standing Committees are appointed each year to serve for a term of one year beginning September 1 unless otherwise specified. Special Committees are appointed to serve until August 31 immediately following their establishment unless otherwise specified in their enabling acts. Standing and Special Committees of the Santa Cruz Division, except the Committee on Committees, can be discharged by the Santa Cruz Division at any time prior to their scheduled termination date, provided the Santa Cruz Division receives at least five working days written notice of the intention to move for discharge. (Am 6 Dec 67, 6 Dec 72; CC 31 Aug 98, 31 Aug 06; EC 31 Aug 05)

13.7 Reports of Standing Committees. Standing Committees prepare written annual reports which are circulated to the members of the Santa Cruz Division along with the Call to the first regular Santa Cruz Division meeting of the fall term. (Am 21 Apr 76, 27 May 98)

13.8 The Standing Committees of the Division are the following:

- Academic Freedom
- Academic Personnel
- Admissions and Financial Aid
- Affirmative Action and Diversity
- Career Advising
- Committees
- Computing and Telecommunications
- Educational Policy
- Emeriti Relations
- Faculty Research Lecture
- Faculty Welfare
- Graduate Council
- International Education
- Library
- Planning and Budget
- Preparatory Education
- Privilege and Tenure
- Research
- Rules, Jurisdiction, and Elections
- Teaching

(Am 10 Nov 66, 10 May 67, 21 Feb 68, 29 May 68, 4 June 69, 25 Feb 70 effective 1 Apr 70, 24 Feb 71 EI, 24 May 72, 24 Oct 73, 26 May 76, 25 May 77, 25 Jan 78 EI, 24 Jan 79, 23 May 79, 5 Dec 79, 26 Nov 80, 28 Jan 81, 2 June 82, 6 June 84, 21 May 86, 7 Oct 87, 26 Apr 06, 19 May 06; CC 1 Aug 91, 9 June 93, 21 Feb 96, 9 Nov 00, 31 Aug 03; EC 31 Aug 04)

13.9 Committee on Academic Freedom (Am 21 Feb 68)

13.9.1 There are five Santa Cruz Division members, one from each academic division and one from the School of Engineering. In addition, there are one non-Senate teaching faculty representative, one graduate student representative, and one undergraduate student representative. (Am 21 Feb 68, 4 Dec 68, 3 Dec 69, 30 May 01, 21 May 04; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 99, 31 Aug 04)

13.9.2 The Committee studies and reports upon any conditions within or outside the University which, in its judgment, may affect the academic freedom of the University, with particular reference to the acceptance of positions and resignation from positions in the

University, and to the reputation of the University and of individual members of its Faculty.

13.10 Committee on Academic Personnel (Am 24 May 72, 24 Jan 79 EI)

13.10.1 There are nine Santa Cruz Division members. (CC 31 Aug 98)

13.10.2 The Committee makes recommendations to the Chancellor of Santa Cruz on appointments, promotions, salaries, and other matters related to the quality of the Faculty. (Am 10 Nov 66, 3 Dec 69, 26 May 71 EI, 24 May 72, 9 Dec 87; CC 1 Aug 77, 31 Aug 98; EC 18 Oct 91)

13.11 Committee on Admissions and Financial Aid

13.11.1 There are no fewer than seven and no more than nine Santa Cruz Division members. In addition, there are one non-senate teaching faculty representative, and no more than three student representatives. (Am 3 Dec 69, 24 May 72, 17 Nov 75, 7 Nov 01, 21 May 04; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 99, 31 Aug 04, 31 Aug 04)

13.11.2 The Committee on Committees nominates a member to serve on the Board of Admissions and Relations with Schools. (EC 31 Aug 04)

13.11.3 The Committee considers and reports on matters involving admissions, financial aid, and relations with schools. Its responsibility extends beyond the actual selection of applicants to include all matters within the purview of this Division concerning the procedures, policy, and criteria of selection. It is also responsible for formulating and evaluating campus policies governing financial aid and relations with schools. The Committee consults with campus and statewide administrations on these matters, and provides liaison among the various campus agencies. In the process of student selection, the Committee may obtain the assistance of other members of the University staff, including those who are not members of the Academic Senate. (Am 22 May 74; CC 31 Aug 98, 31 Aug 04)

13.12 Committee on Affirmative Action and Diversity (En 25 May 77; Am 16 May 03)

13.12.1 There are six Santa Cruz Division members. In addition, there are one graduate student representative and no more than three undergraduate student representatives. (Am 25 May 94, 28 Oct 98, 20 May 09; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 99, 31 Aug 04, 31 Aug 06)

13.12.2 The Committee confers with the Chancellor of Santa Cruz, Committee on Academic Personnel, and Committee on Planning and Budget, on general policies bearing on affirmative action and diversity for academic personnel and academic programs. (Am 30 May 90, 16 May 03; CC 31 Aug 98)

13.12.3 The Committee undertakes studies of policies and practices of affirmative action and diversity, makes recommendations to appropriate campus bodies, and reports annually to the Santa Cruz Division on policies and practices. (Am 16 May 03)

13.13 Committee on Career Advising (En 5 Dec 79)

13.13.1 There are five Santa Cruz Division members, one from each academic division and one from the School of Engineering. (Am 29 May 91, 26 May 99; CC 4 Aug 87, 31 Aug 98; EC 18 Oct 91)

13.13.2 The Committee develops, implements, and evaluates mentoring activities that enhance the likelihood of faculty promotion and retention. (En 7 Oct 87; Am 26 May 99)

13.14 Committee on Committees

13.14.1 There are five Santa Cruz Division members. Vacancies are filled by election in the winter quarter by mail ballot in accordance with Chapter 11 of these Bylaws. (Am 3 Dec 69, 24 Oct 79; CC 31 Aug 98; EC 18 Oct 91)

13.14.2 Each year either two or three seats on the Committee fall vacant. Members are elected to two-year terms running from September 1 following election. If an elected member fails to serve or fails to complete any year of a term, the Committee submits a nomination for replacement to the Division. The new member shall serve with authority only after confirmation by the Santa Cruz Division, and serves for the remainder of the year. An election will be held, in accordance with SCB 13.14.1, to fill the vacancy for the second year of the term. (Am 10 Nov 66, 24 Oct 79, 16 May 03; CC 31 Aug 98; EC 1 Aug 77, 31 Aug 06)

13.14.3 The Committee chooses its own Chair, Vice Chair, and representative to the University Committee on Committees. It makes its own rules on procedure, consistent with the Bylaws and Regulations of the Academic Senate and the Santa Cruz Division. (Am 16 May 03; CC 31 Aug 98; EC 31 Aug 06)

13.14.4 The Committee appoints: all Divisional Officers; all Standing and Special Committee Chairs; all Senate-appointed committee members; and all Divisional representatives and alternates to the University Systemwide bodies whose mode of selection is not otherwise specified. The Committee determines the number of members appointed to each Standing Committee in accordance with the Academic Senate and Divisional Bylaws. The Committee reports its appointments each year for confirmation at a regular meeting of the Division during the spring term; appointments at other times are reported for confirmation at the next regular divisional meeting. Replacements during the term of office of officers, committee Chairs and members, other than the Committee on Committees, shall serve with authority from the time they are named by the Committee on Committees. (Am 24 Feb 71 EI, 18 Apr 73 EI, 6 June 84, 16 May 03; CC 31 Aug 98, 31 Aug 99; EC 31 Aug 06)

13.14.5 The Committee oversees the operating procedures of committees and periodically assesses committees' effectiveness. It may propose Bylaw changes affecting the structure, composition, and functions of committees. (Am 18 Apr 73 EI, 16 May 03; CC 31 Aug 98; EC 31 Aug 06)

13.14.6 The Committee appoints or nominates Divisional Senate members to fill vacancies on campus committees as requested by the Administration. (En 16 May 03)

13.15 Committee on Computing and Telecommunications (En 9 June 93)

13.15.1 There are eight Santa Cruz Division members. In addition, there are one graduate student representative, and one undergraduate student representative. At least two of the Division members should be familiar with computer systems, information technology or telecommunications, and at least two are chosen to represent computer users. The Vice Chancellor of Information Technology, is invited to sit with the Committee. (Am 21 Feb 96; CC 31 Aug 98, 31 Aug 08; EC 31 Aug 99, 31 Aug 04, 31 Aug 06)

- 13.15.2** The Committee shall advise the Chancellor of Santa Cruz and the Santa Cruz Division on the acquisition, utilization, and impact of computers, information systems, and electronic communications facilities. The Committee shall also review the acquisition, use, and security of computing and communications facilities, and recommend changes and improvements. (CC 31 Aug 98; EC 31 Aug 06)
- 13.15.3** The Chair of the Committee represents the Division on the University Committee on Information Technology and Telecommunications Policy.
- 13.15.4** The Committee shall consult with and advise the Committee on Planning and Budget, the Committee on Educational Policy, and the Committee on the Library with respect to matters relevant to this Committee's duties and expertise.
- 13.17** **Committee on Educational Policy** (Am 25 May 77, 28 Jan 81)
- 13.17.1** There are six Santa Cruz Division members plus the Registrar serving *ex officio*. In addition, there are one non-senate teaching faculty representative, one non-voting provosts' representative selected by the Council of Provosts, and no more than two student representatives. (Am 3 Dec 69, 24 May 72, 25 May 77, 28 Jan 81 EI, 22 Oct 86, 21 May 04; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 99, 31 Aug 04)
- 13.17.2** One member of the Divisional Committee shall serve on the University Committee on Educational Policy. (Am 25 May 77, 23 May 79, 28 Jan 81; CC 31 Aug 98)
- 13.17.3** The Committee is concerned with the quality of all academic programs not under the purview of the Graduate Council. It receives all proposals for new programs and reviews them in terms of academic quality and forwards them for approval to the Committee on Planning and Budget. Periodically, the Committee reviews all existing academic programs and acts for the Santa Cruz Division on proposed revisions that do not involve changes in the allocation of the budget. When the Committee finds that revised academic programs will require revised budgetary allocations, the Committee forwards its recommendations for approval to the Committee on Planning and Budget. It may consider other questions of undergraduate life that are not within the jurisdiction of other Academic Senate Committees. (Am 24 May 72, 25 May 77, 23 May 79; CC 31 Aug 98; EC 31 Aug 04)
- 13.17.4** The Committee approves the content and periodically reviews the content and administration of all requirements of colleges and departments and program of studies (and equivalent agencies as defined in Divisional Regulations) for the Bachelor's degree. (Am 10 May 67, 4 June 69, 24 May 72, 25 May 77; EC 12 May 97; CC 31 Aug 06)
- 13.17.5** The Committee has plenary powers regarding: the approval of new undergraduate courses; the numbering and catalog description of courses; and the appropriateness of the assignment of a particular instructor to a particular course. The Committee is responsible for approving programs for fulfillment of the American History and Institutions requirement. The Committee determines the courses eligible for meeting different campuswide breadth requirements. On occasion the Committee may ask an instructor for full information as to the content of a course, or a proposed course. The Committee consults with and advises Faculties of colleges, departments, and individual faculty members with regard to undergraduate courses. It gives full consideration to the views

and findings of Faculties of colleges and departments, and of faculty members, when matters relating to their courses are before the Committee. (Am 4 Dec 68, 23 May 79; EC 12 May 97)

- 13.17.6** The powers and responsibilities stated in SCB 13.17 extend to University Extension under the auspices of the Santa Cruz campus. In addition CEP coordinates, in such respects as it deems advisable, the relations of University Extension with the Division. (En 23 May 79; Am 30 May 07; CC 31 Aug 98; EC 31 Aug 06)
- 13.17.7** The Committee considers all matters concerning grading and campus examinations; it may review the examination policies of departments; it may make appropriate proposals for undergraduate comprehensive examinations; and it recommends to the Santa Cruz Division, and from time to time reviews, procedures, and regulations for governing the scholastic status of undergraduate students, subject to appropriate provisions of Academic Senate Regulations. [DLI 1996.10A] (En 29 May 68; CC 31 Aug 98; EC 12 May 97; 31 Aug 06)
- 13.17.8** The Committee oversees the grading and Narrative Evaluation System (NES) including all matters pertaining to the Faculty's participation in the NES. The Committee periodically will review the status of the NES and recommend appropriate changes to the Santa Cruz Division. The Committee will explain and answer questions concerning grading and evaluations, and inform the Registrar's Office about Committee interpretations of Academic Senate policies. The Committee on Committees, in accordance with Appendix C of these Bylaws and Regulations, and with the guidance of the Committee on Educational Policy (CEP), will select an Academic Assessment Grievance Committee, comprised of three Senate members and one non-voting undergraduate student representative. CEP receives the reports of the Committee. (En 21 Feb 96; CC 31 Aug 98, 31 Aug 99; Am 21 May 05)
- 13.18 Committee on Emeriti Relations** (En 21 May 86)
- 13.18.1** There are two emeritus and one non-emeritus Santa Cruz Division members, plus the Chair of the Committee on Faculty Welfare serving *ex officio*. (Am 21 May 04; EC 18 Oct 91, 31 Aug 99, 31 Aug 04, 31 Aug 06)
- 13.18.2** The Committee will maintain current, centralized records of all emeriti who are members of the Santa Cruz Division. The Committee will also ascertain and make known to the Santa Cruz Division and to the UC Santa Cruz Administration the interests and needs of emeriti, and it will make appropriate recommendations regarding ways to facilitate their continued contribution to the University. (CC 31 Aug 98)
- 13.19 Committee on the Faculty Research Lecture** (En 24 Feb 71 EI)
- 13.19.1** There are five Santa Cruz Division members, at least two of whom shall be previous Faculty Research Lecturers. (Am 17 Nov 75, 30 May 08; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 04)
- 13.19.2** It is the duty of this Committee to nominate for election by the Santa Cruz Division a member of the Division who has made a distinguished record in research to deliver a lecture upon a topic of his or her selection. This nomination for the succeeding academic year shall be made not later than the final meeting of the Santa Cruz Division in the spring term. (EC 1 Aug 76, 4 Aug 87)

The Committee shall also make recommendations to the administration on the selection of candidates for the Regents' Lecturers and Professors Program and similar programs. (Am 30 May 08)

13.20 Committee on Faculty Welfare (En 25 Jan 78 El)

13.20.1 There are no fewer than six and no more than eight Santa Cruz Division members, plus the Chair of the Committee on Emeriti Relations serving *ex officio*. (Am 26 May 99, 19 Feb 03, 21 May 04; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 04)

13.20.2 The Committee considers any subject concerning faculty welfare, including matters which may be brought to its attention by members of the Faculty. It may make representations to appropriate authorities on any questions concerning the welfare of the University of California community. (CC 31 Aug 98; EC 31 Aug 06)

13.21 The Graduate Council

13.21.1 There are ten Santa Cruz Division members, plus the Dean of Graduate Studies serving *ex officio*. In addition, there are one Library representative nominated by the UCSC Librarians Association, no more than three Graduate Student Association representatives, and one Postdoctoral Scholars Association representative. Among the Division members, there are at least one, but no more than three members from each academic division and the School of Engineering. SB 330A specifies that the Dean of Graduate Studies may not serve as Chair or Vice Chair of the Graduate Council. [SB 330A] (Am 6 Dec 67, 22 Jan 69, 3 Dec 69, 13 Oct 76, 9 Nov 2000, 16 May 03; CC 31 Aug 98; EC 2 Sept 69, 1 Aug 76, 18 Oct 91, 31 Aug 99, 31 Aug 04; 31 Aug 06)

13.21.2 The Graduate Council coordinates all academic procedures at Santa Cruz which bear on the conferring of higher degrees. It establishes policies regarding admission to candidacy for higher degrees, limitation of graduate study lists, appointment of committees in charge of candidates' studies and research, and the supervision of examinations for higher degrees. It approves on behalf of the Santa Cruz Division the award of higher degrees.

13.21.3 The Graduate Council reviews proposals for new programs for existing higher degrees and for the establishment of new higher degrees. At least five calendar days in advance of its consideration of such proposals, it notifies members of the Santa Cruz Division of the general nature of the proposals and invites interested members to submit memoranda with regard to them. Proposals approved by the Graduate Council and by the Committee on Planning and Budget are recommended by the Council to the Coordinating Committee on Graduate Affairs. (Am 25 May 77; CC 24 Jan 77, 24 Jan 79, 31 Aug 98)

13.21.4 The Graduate Council has plenary authority in all matters relating to graduate courses of instruction in the Santa Cruz Division. On these matters, the Council maintains liaison with the Divisional Committee on Educational Policy. [DLI 1987.5A and 1996.10B] (Am 10 May 67, 4 June 69, 26 May 76; CC 1 Aug 77, 28 Jan 81)

13.22 Committee on International Education (Am 19 May 06, EC 31 August 07))

13.22.1 There are four Santa Cruz Division members, plus the Campus Faculty Director for the Education Abroad Program (a Santa Cruz Division member appointed by the Executive

Vice Chancellor) serving *ex officio*. In addition, there are one non-senate teaching faculty representative and no more than two student representatives. Where possible, preference in the selection of student representatives is given to former participants in the EAP. (Am 3 Dec 69, 13 Oct 76, 21 May 04, 19 May 06; CC 31 Aug 98; EC 1 Aug 80, 18 Oct 91, 31 Aug 99, 31 Aug 04, 31 Aug 07)

13.22.2 The Committee advises the Senate, the Chancellor, and the Dean/Vice Provost of Undergraduate Education on matters related to international education on the UCSC campus, including the allocation of resources for international education, and on the status and welfare of international students at UCSC. It initiates, reviews, and assists in the formulation of policies regarding international education on the UCSC campus. In consultation with CEP and the Graduate Council, it provides guidance, advice, and oversight regarding all academic matters related to international education. (Am 19 May 06; EC 12 May 97, 31 Aug 07)

13.23 Committee on the Library

13.23.1 There are five Santa Cruz Division members, plus the University Librarian at Santa Cruz serving *ex officio*. In addition, there are no more than two student representatives. The Chair and Chair-elect of the UCSC Librarians Association are invited to sit with the Committee. The University Librarian does not serve as Chair. (Am 3 Dec 69, 6 Nov 91, 25 May 94; CC 31 Aug 98; EC 31 Aug 99, 31 Aug 04, 31 Aug 06)

13.23.2 The Committee advises the President of the University and the Chancellor at Santa Cruz regarding the administration of the libraries at Santa Cruz, in accordance with the Standing Orders of the Regents. It consults with campus and library administration on matters of local and Universitywide policy. Whenever appropriate, it joins the library administration in providing representation at Universitywide discussions of library policy. It assists the library administration in determining the effect on accession policy of new or changing programs, changing patterns of faculty and student use of the library, and the varied needs of the different disciplines. (Am 22 May 74; EC 31 Aug 06)

13.24 Committee on Planning and Budget (En 24 May 72; Am 25 May 77, 24 Jan 79 EI; CC 21 Feb 96)

13.24.1 There are nine Santa Cruz Division members, plus the Chair and the Vice-Chair of the Santa Cruz Division serving *ex officio*. In addition, there are one graduate student representative and no more than two undergraduate student representatives. (Am 22 Oct 75, 25 May 77, 25 May 88, 18 Feb 98 EI, 28 Oct 98, 9 Nov 2000; CC 31 Aug 98; EC 4 Aug 87, 18 Oct 91, 31 Aug 99, 31 Aug 04)

13.24.2 The Committee confers with the Chancellor of the University of California, Santa Cruz, concerning the budget and budget policy for the Santa Cruz campus. It makes recommendations to the Chancellor of the University of California, Santa Cruz, and acts for the Santa Cruz Division on all matters concerning planning, including the organization of, and relations among divisions, schools, colleges, departments, and programs of study, Organized Research Units, and the University Library. (Am 22 Oct 75, 25 May 77, 25 May 88, CC 31 Aug 98, 31 Aug 06; EC 4 Aug 87, 18 Oct 91, 12 May 97, 31 Aug 06)

13.24.3 The Committee acts for the Santa Cruz Division on all proposals for the initiation and abolition of academic programs and on all proposals for their revision when a change of

budget is involved. In its deliberations the Committee works closely with the Committee on Academic Personnel, the Committee on Affirmative Action and Diversity, the Committee on Educational Policy, and the Graduate Council, and may call upon them for advice. In deliberations concerning academic resource allocation the Committee has responsibility to ensure appropriate consideration of campus affirmative action policies. (En 25 May 77; Am 30 May 90; CC 24 Jan 79, 28 Jan 81, 31 Aug 98, 31 Aug 03)

13.25 Committee on Preparatory Education

(En 10 Nov 66; Am 6 June 84; CC 1 Aug 91, 21 Feb 96)

- 13.25.1** There are three Santa Cruz Division members. The Coordinator of the Entry Level Writing Requirement (ELWR) is invited to sit with the Committee. In addition, there is one non-senate teaching faculty representative. (Am 3 Dec 69, 6 June 84, 21 May 04, 7 Mar 08; CC 1 Aug 91, 31 Aug 98; EC 18 Oct 91)
- 13.25.2** The Committee may consider any issue regarding undergraduate preparatory and remedial education and its administration. It supervises the Analytical Writing Placement Exam and mathematics placement examinations. In consultation with the Writing Program, it proposes the means by which students may satisfy the University Entry Level Writing Requirement and it oversees Entry Level Writing Requirement instruction. In consultation with the Committee on Educational Policy, it maintains a continuing study of preparatory and remedial programs at Santa Cruz. It performs such other functions concerning preparatory and remedial education as may be assigned to it by the Academic Senate or by the Santa Cruz Division. (Am 6 June 84; CC 1 Aug 77, 28 Jan 81, 31 Aug 98, 31 Aug 06)
- 13.26 Committee on Privilege and Tenure** (En 21 Feb 68; CC 21 Feb 96)
- 13.26.1** There are seven Santa Cruz Division members, with no two from the same department [or equivalent unit] in which SB 55 rights are exercised in personnel actions. (Am 4 Dec 68, 3 Dec 69, 23 Feb 77 EI, 20 Oct 82 EI; CC 31 Aug 98; EC 18 Oct 91, 12 May 97, 31 Aug 99, 31 Aug 04)
- 13.26.2** The Committee takes cognizance of all matters jeopardizing the privileges or the tenure of members of the Santa Cruz Division or officers of instruction at Santa Cruz, and conducts hearings in individual cases. In all instances it must accord the person whose case is being considered an opportunity to be heard in his or her own defense. The principles and procedures governing its conduct in matters of privilege and tenure are set forth in SB 334-337. [DLI 1996.2A and 1996.2B] (CC 1 Aug 77, 4 Aug 87, 31 Aug 98, 31 Aug 02; EC 1 Aug 76, 4 Aug 87)
- 13.26.3** The Committee on Committees shall appoint a panel of up to six members to serve as grievance advisers, in accordance with SB 335B(1). Panel members should be experienced in privilege and tenure processes, and preferably be former members of the Committee on Privilege and Tenure. Appointments are for three years and are renewable. Panel members shall advise members of the Faculty with respect to their rights or privileges and grievance procedures. Panel members may not serve on investigative or hearing panels, and cannot serve as representative of any of the parties of such procedures. (En 26 May 99; Am 30 May 07; CC 31 Aug 02; EC 31 August 06)

13.27 Committee on Research (CC 21 Feb 96)

13.27.1 There are nine Santa Cruz Division members, including at least one and no more than three members from each academic division and the School of Engineering. (Am 3 Dec 69, 24 Feb 71, 10 Feb 93, 31 May 95, 18 Feb 98 EI; 19 Feb 03; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 04)

13.27.2 The Committee:

1) Consults regularly with the Vice Chancellor for Research (VCR), advises the Chancellor, and informs the Division concerning issues pertaining to the research mission at UCSC and the University of California, such as campus budgetary needs for the support of research and the support of research infrastructure; policy and strategy regarding the pursuit and acceptance of such support; promotion and coordination of multidisciplinary research and collaborative work among faculty; and policies governing acceptance of extramural funding.

2) Advises the VCR on policies for periodic evaluation of administrative entities that support faculty research, including such offices as the Office of Research, Office of Sponsored Projects, Office for the Management of Intellectual Property, Information Technology Services, UCSC Natural Reserves, Committee for the Protection of Human Subjects, and the Chancellor's Animal Research Committee.

3) Makes recommendations to the VCR on the establishment of Organized Research Units (ORUs); advises the Chancellor and VCR on nomination procedures for directors of ORUs; consults with the appropriate dean or VCR on the composition of the external committees for quinquennial and sunset reviews of ORUs; reviews and comments on the reports of external ORU review committees; and consults with the appropriate dean or VCR on the continuance of ORUs.

4) Establishes and implements policies and procedures governing the allocation of funds within the purview of the Faculty Grants Program for the conduct of research and for travel to attend scholarly meetings, informs the Division of these policies and procedures, and periodically evaluates them.

(Am 6 Dec 67, 31 May 95, 19 Feb 03; CC 31 Aug 98, 31 Aug 06; EC 1 Aug 76)

13.28 Committee on Rules, Jurisdiction, and Elections (CC 21 Feb 96)

13.28.1 There are five Santa Cruz Division members. (Am 10 Nov 66, 22 Feb 67, 3 Dec 69, 27 Jan 71, 26 May 71 EI, 26 Apr 06; CC 4 Aug 87, 31 Aug 98, 31 Aug 99; EC 1 Aug 76, 4 Aug 87, 18 Oct 91; 31 Aug 04)

13.28.2 No member who is a member of the University Committee on Rules and Jurisdiction may simultaneously serve as a member of the Assembly. [SB 205] (EC 31 Aug 04)

13.28.3 The Committee prepares and reports to the Santa Cruz Division or appropriate portions thereof such changes and additions to these Bylaws and Regulations as it deems advisable. It formally supervises all changes and additions to the Divisional Bylaws proposed by other committees or by individuals. The Committee edits and publishes, at such intervals as may seem necessary, the *Manual of the Santa Cruz Division*. The Manual will consist of: (a) the Bylaws of the Santa Cruz Division, (b) Regulations of the

Santa Cruz Division, (c) such appendices as the Santa Cruz Division shall direct to be included and, where appropriate, (d) Bylaws of college Faculties. [SB 80B] (CC 4 Aug 87, 31 Aug 98, 31 Aug 99, 31 Aug 04)

- 13.28.4** Issues of interpretation of Divisional legislation may be referred to the Committee by Academic Senate bodies or individual senators for decision and report. Such decisions are subject to review by the Santa Cruz Division. If the Santa Cruz Division disapproves the report of the Committee, the Committee must draft legislation which expresses the intent of the Santa Cruz Division for submission at the next meeting of the Division. (Am 9 June 93; CC 31 Aug 98, 31 Aug 04; EC 18 Oct 91)
- 13.28.5** The Committee is authorized to make editorial and conforming, nonsubstantive changes in the Santa Cruz Division Bylaws and Regulations with regard to numbering, headings, cross-references, organizational titles, details of style, and similar items. (CC 31 Aug 98; 31 Aug 04, 31 Aug 06)
- 13.28.6** The Committee supervises all Divisional elections. It supervises voting on propositions submitted to the Santa Cruz Division by mail ballot. (CC 31 Aug 98; 31 Aug 04)
- 13.28.7** The Committee, in case of doubt, determines eligibility to membership in the Santa Cruz Division. (CC 31 Aug 04)
- 13.29** **Committee on Teaching** (En 7 Oct 87; CC 21 Feb 96)
- 13.29.1** There are five Santa Cruz Division members. In addition, there are one non-senate teaching faculty representative, one graduate student representative, and no more than two undergraduate student representatives. The Director of the Center for Teaching Excellence and the Director of Media Services are invited to sit with the Committee. (Am 24 Oct 90, 25 May 94, 30 May 01, 21 May 04; CC 31 Aug 98; EC 18 Oct 91, 12 May 97, 31 Aug 02, 31 Aug 04)
- 13.29.2** The duties of the Committee include:
- 1) To consult with departments as to the form and use of any methods designed to evaluate faculty teaching performance and to recommend to the Academic Senate how such methods should be used in the evaluation of faculty members' teaching effectiveness. (CC 31 Aug 98)
 - 2) To propose programs that will foster good teaching, and to stimulate and aid all departments in strengthening their efforts to foster good teaching.
 - 3) To formulate general policies concerning instructional support activities on the campus, and to advise the administration regarding campus budgetary needs for instructional support.
 - 4) To initiate, receive, and adjudicate Instructional Improvement Grant proposals, and to make recommendations concerning funding of such proposals to the Vice Provost and Dean of Undergraduate Education. To establish policies for the adjudication of Instructional Improvement Grants, and to inform the Santa Cruz Division concerning those policies. (Am 30 May 01; CC 31 Aug 98)

5) To select Faculty and instructors to receive Excellence in Teaching Awards and other awards as appropriate. (En 30 May 01)

6) To provide direction to the Center for Teaching Excellence in matters regarding COT business, and when required, in any matters concerning CTE's instructional support. (En 30 May 01)

(CC 31 Aug 04, EC 31 Aug 06)

Chapter 14. Executive Committee

(En 20 Apr 77; Am 16 May 03)

14.1 The Executive Committee shall be composed of the Chair, Vice Chair, and Secretary of the Division, the Representatives to the Assembly, and the Chairs of the Graduate Council and of the Committees on Academic Personnel, Admissions and Financial Aid, Affirmative Action and Diversity, Committees, Educational Policy, Faculty Welfare, Planning and Budget, Privilege and Tenure, and Research. (Am 20 May 81, 6 June 84, 29 May 91, 24 Feb 99, 16 May 03; CC 31 Aug 98; EC 1 Sept 80, 31 Aug 06)

14.2 The Chair of the Santa Cruz Division shall serve as the Chair of the Committee. (CC 31 Aug 98, EC 31 Aug 06)

14.3 The duties of the Committee include the following:

1) To coordinate activities of Senate Committees on matters pertaining to Divisional and Systemwide issues.

2) To advise the Division and its officers on matters of policy, and to serve as a liaison to the Administration for consultation and advice when it is not possible to convene the Senate as a whole and/or specific Senate committees. The Committee may act upon reports or legislation under the conditions set forth in SCB8.5.

3) To propose legislation.

4) To consider effects of significant policy changes.

5) To seek to meet with the Chancellor and Executive Vice Chancellor at least quarterly, and consult with other members of the Administration as necessary.

6) To report to the Senate annually.

(Am 9 Oct 85, 16 May 03; CC 31 Aug 98; EC 4 Aug 87, 31 Aug 98, 31 Aug 06)