

SENATE EXECUTIVE COMMITTEE
Amendments to Senate Manual Chapter 4 – Officers
Amendments to Senate Manual Chapter 5 – Executive Office

To: The Academic Senate, Santa Cruz Division

In 2007, the systemwide bylaws were revised to reflect the Senate Director’s role as a non-Senate officer. Since then, several divisions of the Academic Senate have updated their manuals in conformance with those changes. The Senate Executive Committee proposes these revisions to reflect the administrative and analytical support required by the Senate with more accurate and updated language (e.g. elimination of “clerical assistance”). The proposed changes reflect current, long standing practices. These changes also clarify the responsibilities for appointing and supervising the Executive Director. The amendment further updates the duties of the Vice Chair by adding *ex officio* membership on the Committee on Planning and Budget (CPB), a change which was instituted in 2001 by a bylaw change to CPB’s charge.

Current wording

Proposed wording

Chapter 4. Officers	Chapter 4. Officers
<p>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 Committee on Committees may then extend this appointment for an additional year. The Chair presides at meetings of the Santa Cruz Division and serves <i>ex officio</i> 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</p>	<p>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 Committee on Committees may then extend this appointment for an additional year. The Chair presides at meetings of the Santa Cruz Division and serves <i>ex officio</i> 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</p>

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.

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.

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

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.

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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.

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.

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4.5 Executive Director.

Upon recommendation of the Senate Executive Committee and in accordance with applicable campus policies and procedures, the Chair of the Santa Cruz Division shall appoint an Executive Director of the Santa Cruz Division. The Executive Director shall report to and receive general direction from the Chair of the Santa Cruz Division.

The Executive Director, as a non-Senate officer of the Academic Senate, among other duties, shall serve as chief of staff for the Academic Senate and as policy advisor to the officers of the Division.

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.]

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].

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].

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.

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.

4.56.1 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.]

4.56.2 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].

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].

4.67 Beginning of Term of Office.

All Senate 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 Senate officers normally begin on September 1 following their selection.

4.78 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.

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~~**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.~~

5.1 Organization: The Executive Office of the Santa Cruz Division provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance in matters concerning members of the Division and associated UCSC Faculty. The office is managed by the Executive Director with the following duties.

- **To maintain a depository of all records of the Division.**
- **To provide professional support in the form of analytical, research, policy review, and administrative services as required by the Officers and committees of the Division.**
- **To maintain complete files (electronic or paper) of minutes, reports, and agendas of all Divisional committees.**
- **To maintain on file the current membership of the Division, the current Academic Senate committee service of each member of the Division, and the current roster of all committees of the Academic Senate.**
- **To submit an annual budget request to the Chancellor to support the work of the Division, its committees and the office of the Division.**
- **To function as staff analyst for the**

	<p><u>Senate Executive Committee.</u></p> <ul style="list-style-type: none">• <u>To coordinate, administer, and manage, all grant funds distributed through the Division and its committees.</u>• <u>To act as representative to the system wide Senate Directors Group.</u>• <u>To provide assistance and guidance and to facilitate communication among Division Officers, committees of the Division, and system wide Committees and staff.</u>• <u>To coordinate all Divisional electronic nomination, calls for service, voting, and polling activities.</u>
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Respectfully submitted,

SENATE EXECUTIVE COMMITTEE

Elizabeth Abrams
Don Brenneis
Barry Bowman
Gina Dent
Joel Ferguson
Dan Friedman
June Gordon

Judith Habicht-Mauche
Tracy Larrabee
Kimberly Lau
Donald Potts
Christina Ravelo
Bruce Schumm
Joseph Konopelski, Chair

April 29, 2014