Berkeley Division of the Academic Senate
Information for 2016-17

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2016-17 Berkeley Division of the Academic Senate

Overview

The Berkeley Division of the Academic Senate derives its authority from the Regents of the University of California. Among its responsibilities, the Senate:

- determines the conditions for admissions, certificates, and degrees;
- supervises all courses and curricula;
- determines the membership of the several faculties and councils;
- selects committees to advise the Chancellor concerning a campus budget, or the President concerning University budget;
- has the right to lay before the Board of Regents views on matters of conduct and welfare of the University; and,
- advises the President or Chancellor concerning the administration of libraries.

The Berkeley Division of the Academic Senate has 2,333 members, including active-duty faculty and emeriti. More than 400 faculty serve on the committees and councils of the Division, 16 systemwide committees, and various campus administrative committees each year.

Senate leadership

Robert Powell, Chair
(510) 642-4226
rpowell@berkeley.edu
aschair@berkeley.edu

Lisa Alvarez-Cohen, Vice Chair
(510) 642-4226
alvarez@ce.berkeley.edu
acad_sen@berkeley.edu

Daniel Melia, Secretary
(510) 642-4226
dmelia@berkeley.edu
acad_sen@berkeley.edu

Andrew Garrett, Parliamentarian
(510) 642-4226
garrett@berkeley.edu
acad_sen@berkeley.edu

Division meetings

Fall Division meeting: Tuesday, November 1, 2016 from 3:00-5:00 PM at Chevron Auditorium, International House.
Spring Division meeting: Wednesday, May 3, 2017, from 3:00-5:00 PM at Sibley Auditorium, Bechtel Engineering Center.

Complete information will be posted on the Senate web page at least seven days prior to the meeting: http://academic-senate.berkeley.edu/division-meetings

Web resources located on the Senate web page at http://academic-senate.berkeley.edu/

- Bylaws of the Division
- Committee descriptions and rosters
- *Courses of Instruction Handbook*
- Conflict resolution resources

Links to other pages of interest from the Senate web page:

- *Systemwide Academic Senate*: http://senate.universityofcalifornia.edu/
- *Academic Personnel Manual:* http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/index.html
- *In Memoriam*: http://senate.universityofcalifornia.edu/memoriam/

Office Information

Mailing address - 320 Stephens Hall MC 5842, Berkeley Campus
Telephone - (510) 642-4226; Fax - (510) 642-8920
Executive Director Andrea Green Rush: (510) 642-7213, agreenrush@berkeley.edu

DIVCO & DIVISIONAL SCHEDULE FOR 2016-17

DIVCO

Meets on alternate Mondays from 12:00-2:00 PM (except as noted), in the Academic Senate conference room, 320 Stephens Hall.

FALL 2016 (9)

Aug. 29
Sept. 12
Sept. 26
Oct. 10
Oct. 24
Nov. 7
Nov. 21
Dec. 5
Dec. 12 (finals)

SPRING 2017 (8)

Jan. 23
Feb. 6
Feb. 27
Mar. 13 (1 week to next DIVCO)
Mar. 20
Apr. 10
Apr. 24
May 8 (12:00-3:00 PM, if needed) (finals)

SENATE LEADERSHIP ORIENTATION

Tuesday, Sept. 6 - 3:00-5:00 PM
Location: Seaborg Room, The Faculty Club

SENATE END OF YEAR RECEPTION

Tuesday, May 9 - 3:30-5:00 PM
Location: Toll Room, Alumni House

DIVISION MEETINGS

FALL DIVISION MEETING
Tuesday, Nov. 1 - 3:00-5:00 PM
Location: Chevron Auditorium, International House

SPRING DIVISION MEETING
Wednesday, May 3 - 3:00-5:00 PM
Location: Sibley Auditorium, Bechtel Engineering Center

Academic Senate Committees 2016-2017 Membership
(As of 8/5/16)

ACADEMIC FREEDOM (ACFR) - Considers and reports on conditions of academic freedom within the University. **(at least 5 members)**

Paul Gertler (Bus Ad/Pub Hlth), Chair +UCAF
Ty Alper (Law)
Sean Gailmard (Poli Sci)
Eric Naiman (Slavic)
Maya Petersen (Pub Hlth)
Terry Regier (Ling)
Zahar Abadian, student
TBD grad student
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
COMS liaison: Danica Chen

ACADEMIC PLANNING AND RESOURCE ALLOCATION (CAPRA) - Initiates and advises on annual and long-range academic and physical planning. **(At least 12: chair, vice chair, at least 6 at-large members, 5 ex-officio, 1 T&P rep)**

Sanjay Govindjee (CEE), Chair
Richard Stanton (Bus Ad), Vice Chair
Elizabeth MacDonald (CRP), T&P co-chair
Asad Ahmed (Nr E Studies) (fall 16 only)
Robert Anderson (Econ)
Cathryn Carson (Hist)
Ronald Cohen (Chem), + UCPB alt
Raveevarn Choksmbatchai (Arch), + UCPB
Holly Doremus (Law)
Jocelyne Guilbault (Music)
Christopher Hallett (Art History)
Jennifer Johnson-Hanks (Demog)
David Milnes (Music)
Nipam Patel (MCB)
Nancy Wallace (Bus Ad)
Alexei Yurchak (Anthro)
Ex Officio:
Robert Powell (Poli Sci) Div Chair
Lisa Alvarez-Cohen (CEE), Div V Chair
George Starr (Engl), Chair of LIBR
Frances McGinley, ASUC Acad. Affairs Vice President
Dax Vivid, Graduate Assembly Vice President Campus Affairs
Senate Analyst: Deborah Dobin
COMS liaison: Sandra Smith

ADMISSIONS, ENROLLMENT & PREPARATORY EDUCATION (AEPE) - Considers and reports on policies and practices affecting the composition of the Berkeley undergraduate student population. **(At least 6 members plus ex officio/by invitation)**

Ignacio Navarrete (Sp & Port), Chair
Kim Voss (Socio), Vice Chair
Mark Brilliant (Hist)
Brandi Catanese (TDPS)
Costas Grigoropoulos (ME)
Christine Hastorf (Anthro)
Kunxin Luo (MCB)
Richard Sloan (Bus Ad), fall 16 only
Frank Worrell (Educ) +BOARS
Iyawnna Hazzard and Janice Le, students
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Anne DeLuca, Assoc Vice Chancellor, Admissions & Enrollment [voting]
By invitation:
Amy Jarich, Assoc Dir OUA [non-voting]
Greg Dubrow, Dir Analysis & Policy
Senate Analyst: Linda Corley
COMS liaison: Mark Goble

AMERICAN CULTURES (COCI SUBCOMMITTEE ON THE BREADTH REQUIREMENT IN AMERICAN CULTURES) - Evaluates courses with respect to Regulation 300 (Breadth Requirement in the study of American Cultures) **(at least 7 members. Chair is member of COCI)**

Estelle Tarica (Sp & Port), Chair
Patricia Baquedano-López (Educ)
Mel Chen (GWS), fall 16 only
Catherine Choy (Eth Studies)
Susanna Elm (Hist), fall 16 alternate
Gillian Hart (Geog), sp 17 only
James Holston (Anthro)
Zeus Leonardo (Educ)
J. Theodore Pena (Classics/Ital Studies), sp 17 alternate
Katherine Snyder (Engl)
Bryan Wagner (Engl)
Kathy Tran and Kriya Wong, students
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Senate Analyst: Sumali Tuchrello
COMS liaison: Mark Goble

ASSEMBLY REPRESENTATION (AREP) - Represents the Berkeley Division at meetings of the Statewide Assembly.
(Chair, 5 representatives, at least half of whom are elected members of DIVCO^, and 6 alternates, selected by Div Chair)

Robert Powell (Poli Sci), Div Chair
Alexis Bell (Chem Eng)^
Kristie Boering (Chem)
Peter Glazer (TDPS)^
Christopher Kutz (Law)^
Miryam Sas (Comp Lit/Film)
Alternates:
Lisa Alvarez-Cohen (CEE), Div VC as first alternate
Jennifer Bussell (Poli Sci)
Suzanne Fleiszig (Optom)
Richard Kern (French)
Fai Ma (ME)
Peter Zinoman (Hist)
Senate Analyst: Marilyn Kwock
COMS liaison: TBD

BUDGET & INTERDEPARTMENTAL RELATIONS (BIR, or the Budget Committee) - Represents the Division in academic appointment and promotion matters and in the allocation of resources. **(At least 7 members. Term begins 7/1/16)**

Stuart Russell (EECS), Chair
Patricia Berger (Art Hist)
Kris Gutierrez (Educ)
John Kuriyan (MCB/Chem)
Michael Lucey (French/Comp Lit)
Roya Maboudian (Chem Eng)
Raka Ray (Socio)
Rhonda Righter (IEOR)
Chris Shannon (Econ/Math)
Daniel Farber (Law) + UCAP only
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Senate Analyst: Aimee Larsen
COMS liaison: TBD

COMMITTEE ON COMMITTEES – Appoints The Chair, Vice Chair, Secretary and Parliamentarian of the Division; All other Standing Committees; Special Committees as the Division may direct; Nominees for appointment to administrative committees when called upon by The Chancellor; and Student Members to Committees on Educational Affairs. **(COMS, Elected 8)**

Lisa Garcia Bedolla (Educ), Chair
Danica Chen (Nutri Sci & Tox)
Brian DeLay (Hist)
Mark Goble (Engl)
Teresa Head Gordon (Chem)
Marti Hearst (SIMS)
Patrick O'Grady (ESPM)
Sandra Smith (Socio)
Ming Wu (EECS)+UCOC only
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
COMS liaison: TBD
Senate Analyst: Anita Ross

+ = systemwide committee

Academic Senate Committees 2016-2017 Membership
(As of 8/5/16)

COURSES OF INSTRUCTION (COCI) - Approves new courses and modification in existing courses; considers requests for variances in course and graduation requirements. **(At least 12 including chair American Cultures)**

Leslea Hlusko (IB), Chair
Robert Ashmore (E Asian Lang)
Richard Borcherds (Math)
Michelle Chang (Chem)
John Chiang (Geog)
Elizabeth Honig (Hist of Art)
Michael Jansson (Econ)
Lev Michael (Ling)
Robert Littlejohn (Physics)
Nikolaos Papazarkadas (Classics)
Robert Rhew (Geog)
Vivek Subramanian (EECS)
Emily Thornbury (Engl)
Neil Tsutsui (ESPM)
Estelle Tarica (Sp & Port), AMCULT Chair
Trisha Agrawal and Chris Yamas, students
TBD grad student
Ex Officio: Robert Powell (Poli Sci) Div Chair [non-voting]
Walter Wong, Registrar [non-voting]
Daniel Melia (Rhet), Division Secretary [voting]
Senate Analysts: Sumali Tuchrello, Linda Corley
COMS liaison: Mark Goble

DEMONSTRATIONS AND STUDENT ACTIONS (DSA) – The Committee represents the Division in matters relating to demonstrations, protests, and similar actions on campus. **(At least 7 members, chair & vice chair)**

Anant Sahai (EECS), Chair
Stanley Klein (Optom), Vice Chair
Michael Cassidy (CEE)
Robert Dudley (IB)
Geoffrey O'Brien (Engl)
Robert Van Houweling (Poli Sci)
Seth Yalcin (Philos)
Maciej Zworski (Math)
Yasmeen Ahmed, student
TBD grad student
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Senate Analyst: Andrea Green Rush
COMS liaison: TBD

DIVERSITY, EQUITY, AND CAMPUS CLIMATE (DECC) – Reports to the Division annually on the progress of the campus in achieving equality of opportunity and a supportive campus climate for underrepresented and otherwise excluded groups. **(At least 12 members, two student members, and, as *ex officio* non-voting members, the Vice Chancellor for Equity and Inclusion and the Associate Vice Provost for the Faculty.**

Donna Jones (Engl), Chair
David Ahn (Econ)
Natalia Brizuela (Sp & Port)
Keith Feldman (Eth Studies)
Darlene Francis (Pub Hlth)+ UCOPE only
Rodney Hero (Poli Sci)
Nikki Jones (Af Am Studies)
Alessandra Lanzara (Physics) + UCAAD&E (+fall 16 only)
Khalid Mosalam (CEE)
Todd Olson (Art Hist)
Lok Siu (Eth Studies) + UCAAD&E (+sp 17 only)
Chelsea Specht (PMB)
Susan Irene Stone (Soc Welf)
Annette Vissing-Jorgesen (Bus Ad)
Wally Wang (Nutri Sci & Tox)
Tarek Zohdi (ME)
TBD student
TBD grad student
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Angy Stacy, Vice Provost for the Faculty [non-voting]
Nailah Nasir, Vice Chancellor for Equity and Inclusion [non-voting]
Senate Analyst: Linda Corley
COMS liaison: Brian DeLay

DIVISIONAL COUNCIL (DIVCO) - Acts on behalf of the Division on matters other than legislative matters retained by the Division.

Robert Powell (Poli Sci), Div Chair
Lisa Alvarez-Cohen (CEE) Div Vice Chair
Daniel Melia (Rhet), Div Sctry [non-voting]
Elected members:
Alexis Bell (Chem Eng)
Daniel Farber (Law)
Peter Glazer (TDPS)
Christopher Kutz (Law)
Kristofer Pister (EECS)
Satish Rao (EECS)
Committee Chairs (Ex Officio):
Whendee Silver (ESPM), Chair GC
Lisa Garcia Bedolla (Educ), Chair COMS
Sanjay Govindjee (CEE), Chair CAPRA
Stuart Russell (EECS), Chair BIR
Donna Jones (Engl), Chair DECC
Stuart Bale (Physics), Chair COR
Leslea Hlusko (IB), Chair COCI
Max Auffhammer (ARE), Chair CEP
Ignacio Navarrete (Sp & Port), Chair AEPE
Caroline Kane (MCB) and Terrence Henderschott (Bus Ad), FWEL Co-chairs
Mark Stacey (CEE), Chair UGC
Senate Analyst: Andrea Green Rush
COMS liaison: TBD

EDUCATIONAL POLICY (CEP) - Considers policy matters affecting the educational mission of the campus, including allocation of resources and establishment or disestablishment of educational units. **(At least 12 members)**

Max Auffhammer (ARE), Chair
Dennis Baldocchi (ESPM)
Lisa Barcellos (Pub Hlth)
Jeffrey Chambers (Geog)
Robin Einhorn (Hist)
Gary Firestone (MCB)
David Harding (Socio)
Steven Justice (Engl)
James Lincoln (Bus Ad)
Gustavo Manso (Bus Ad), UCIE rep only
Jack Moehle (CEE), fall 16 only
Laura Nelson (GWS) +UCEP
Jennifer Skeem (Soc Welf)
Candace Slater (Sp & Port)
Lydia Sohn (ME)
Ken Ueno (Music)
Jerry Javier and Pranay Chaurasia, students
TBD grad student
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Senate Analyst: Linda Corley
COMS liaison: Brian DeLay

FACULTY AWARDS (FA) - Proposes recipients of Clark Kerr Award (contribution to advancement of higher education) and various external awards for faculty. **(At least 7 members)**

Peter Berck (ARE), Chair
Robert Birgeneau (Physics)
John Campbell (Philos)
Sunil Dutta (Bus Ad)
Steven Fish (Poli Sci)
Judith Klinman (MCB/Chem)
Anthony Long (Classics)
T. Don Tilley (Chem)
Susan Ubbelohde (Arch)
Bin Yu (Stat)
Ex Officio: Robert Powell (Pol Sci), Div Chair [non-voting]
Senate staff: Marilyn Kwock
COMS liaison: Danica Chen

FACULTY REPRESENTATIVE TO THE ASUC - Chair or member of Committee on Student Affairs serves as Faculty Representative to the ASUC and serves on the student Grievance Board and Search Committee.

Mark Stacey (CEE), Chair

+ = systemwide committee

Academic Senate Committees 2016-2017 Membership
(As 8/5/16)

FACULTY RESEARCH LECTURE (FRL) - Nominates for the approval by the Divisional Council two members of the Division who have made distinguished records in research. **(Most recent lecturers/maximum 10)** Committee chooses Chair.

Jan DeVries, Chair
Harvey Blanch (Bio Eng)
Jennifer Doudna (Chem/MCB)
Catherine Gallagher (Engl)
Mark Griffith (Classics)
Francine Masiello (Comp Lit/Sp & Port)
Barbara Romanowicz (EPS)
Pamela Samuelson (Law)
Montgomery Slatkin (IB)
Terrence Speed (Stat)
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Senate Analyst: Anita Ross

FACULTY WELFARE (FWEL) - This committee confers with campus administrators on matters concerning the general welfare of both regular and emeriti faculty. **(Chair and co-chair one of which must be an emerti/us. At least 12 members of which one third should be emeriti.)**

Caroline Kane (MCB), co-chair
+UCFW
Terrence Hendershott (Bus Ad), + +UCFW alternate
Rodrigo Almeida (ESPM)
Carol Clover (Scand)
Anthony Fisher (ARE)
Mark Gergen (Law)
Steven Glaser (CEE)
Evelyn Nakano Glenn (GWS)
Maggie Kelly (ESPM)
Terrance Odean (Bus Ad), alt
Kenneth Polse (Optom)
Shannon Steen (TDPS)
David Steigmann (ME)
Ex Officio Robert Powell (Poli Sci), Div Chair [non-voting]
By invitation:
Sheldon Zedeck (Psych), UCBEA chair
Senate Analyst: Anita Ross
COMS liaison: Danica Chen

GRADUATE COUNCIL (GC) - Exercises administrative and coordinating functions in the Graduate Division **(At least 12 members: chair & vice chair)**

Whendee Silver (ESPM), Chair
John Battles (ESPM), Vice Chair fall 16 only
Wendy Brown (Poli Sci)
Silvia Bunge (Psych)
Margaret Chowning (Hist)
Patricia DeChow (Bus Ad), fall 16 only
Sandrine Dudoit (Pub Hlth)
Eric Falci (Engl)
Michael Iarocci (Sp & Port)
Philip Kaminsky (IEOR) +CCGA
Ramona Naddaff (Rhet, sp 17 only
Daniel Neumark (Chem)
Matthew Potts (ESPM)
Ann Swidler (Socio)
Jon Wilkening (Math)graduate students: Panayota Rigas, Sonia Travaglini, Mary Shi
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Fiona Doyle, Dean of the Graduate Division
Senate Analyst: Sumei Quiggle
COMS liaison: TBD

LIBRARY (LIBR) - Advises the Chancellor regarding administration of the Library**. (No number specified)**

George Starr (Engl), Chair
Alper Atamturk (IEOR)
Charles Blanton (Engl), sp 17 only
Abigail DeKosnik (TDPS)
Jeffrey Hadler (S&SE Asian Studies)
Michael Jordan (EECS)
Geoffrey Koziol (Hist)
Gregory Levine (Art Hist)
Maureen Miller (Hist)
Kevin O'Hara (ESPM)
Christine Rosen (Bus Ad)
Thomas Shannon(German) + + UCOLASC
Francis McGinley, student
TBD grad student
By invitation: Jeffrey Mackie-Mason, Librarian
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Senate Analyst: Anita Ross
COMS liaison: Sandra Smith

MEMORIAL RESOLUTIONS (CMR) - Responsible for the preparation and publication of commemorative statements concerning deceased members of the Division. **(At least 5 members)**

Bernhard Boser (EECS), Chair
Andrew Bradt (Law)
Mitchell Breitwieser (Engl), sp 17 only
James Casey (ME)
Ramon Grosfoguel (Ethn Studies)
Erich Gruen (Hist)
John Lie (Socio)
Ulrike Malmendier (Econ)
Michael Manga (EPS)
Stephen Sugarman (Law)
Paul Vojta (Math)
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Senate Analyst: Marilyn Kwock
COMS liaison: TBD

OMBUDSPERSONS (OMB) - Individual members hear complaints from academic personnel regarding actions by members of the Division and other officers of the University, by students, or by staff. **(At least 3 members)**

Nicolae Garleanu (Bus Ad), lead
Christine Parlour (Bus Ad)
Kameshwar Poolla (ME)
Qing Zhou (Psych)
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Senate Analyst: Andrea Green Rush
COMS liaison: TBD

PANEL OF COUNSELORS (POC) - Provides advice and may act as mediators in cases within the jurisdiction of the Committee on Privilege & Tenure. **(Chair and 3 to 5 members)**

Jeffrey Knapp (Engl), Chair
Leti Volpp (Law)
Catherine Wolfram (Bus Ad)
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Senate Analyst: Andrea Green Rush
COMS liaison: TBD

PRIVILEGE & TENURE (P&T) - Hears complaints from officers of instruction regarding various matters of academic privilege, appointment, tenure and promotion. **(At least 7 members)**

Vern Paxson (EECS), Chair
Diliana Angelova (Art Hist)
Mary Berry (Hist)
Jennifer Chatman (Bus Ad)
Allen Goldstein (ESPM)
Sharon Inkelas (Ling) +UCP&T
Daniel McKinsey (Physics)
Taeku Lee (Poli Sci)
Samuel Otter (Engl)
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Senate Analyst: Andrea Green Rush
COMS liaison: TBD

+ = systemwide committee

PRIZES (PRIZ) - Supervises the award of Berkeley student prizes **(Number not specified)**

Eric Rakowski (Law), Chair
Murat Arcak (EECS)
Raul Coronado (Ethn Studies)
Jeroen Dewulf (German)
Susanne Gahl (Ling)
Gerard Marriott (Bio Eng)
Hitoshi Murayama (Physics)
Nancy McNamara (Optom)
Terry Taylor (Bus Ad)
Rachel Schuster and Jerry Chiang, students
Ex Officio Robert Powell (Poli Sci),Div Chair [non-voting]
Committee Analyst: Catherine Guzman
COMS liaison: TBD

RESEARCH (COR) - Advises Division in matters pertaining to the research mission of the University. **(At least 15 members; chair and vice chair)**

Stuart Bale (Physics), Chair
Kevin Quinn (Law), Vice Chair
Peter Bartlett (Stat)
Roland Burgman (EPS)
John Colford (Pub Hlth)
Irina Conboy (Bio Eng)
Ian Duncan (Engl)
Edgar Knobloch (Physics)
Mariska Kriek (Astron), fall 16 only
John Lott (Math)
Paolo Mancosu (Philo)
Minoo Moallem (GWS), fall 16 only
Celine Pallud (ESPM)
Kimmen Sjolander (PMB) +UCORP
Johan Walden (Bus Ad)
Mary Wildermuth (PMB)
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Senate Analyst: Anita Ross
COMS liaison: TBD

RULES & ELECTIONS (R&E) - Interprets and proposes changes to the By-Laws and Regulations. Supervises elections and other Divisional votes. Secretary is chair of R&E. **(At least 3 members)**

Daniel Melia (Rhet), Chair
F. Michael Christ (Math)
Marianne Constable (Rhet)
Terrence Deacon (Anthro)
Edward Morse (Nuc Eng)
Trond Petersen (Socio)
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
By Invitation: Andrew Garrett (Ling), Parliamentarian
Senate Analyst: Sumei Quiggle
COMS liaison: TBD

TEACHING (COT) - Promotes good teaching and evaluates candidates for the Distinguished Teaching Awards (DTA) and awards educational grants. **(At least 5 members; of which a minimum of 2 who are DTA past recipients. 1 graduate student/1 ug student)**

Oliver O'Reilly (ME), Chair
Laurent El Ghaoui (EECS/IEOR)
Kristina Hill (Land Arch)
Line Mikkelsen (Ling)
Debarati Sanyal (French)
Peter Vollhardt (Chem)
grad student
student
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Committee Analyst: Richard Freishtat
COMS liaison: Mark Goble

UNDERGRADUATE COUNCIL (UGC) - Advises the Senate on matters related to undergraduate curriculum development. Advises the Senate on issues related to the quality of undergraduate student life, including residential living, mentorship and counseling, health and wellness. **(At least 12 members)**

Mark Stacey (CEE), Chair
Thomas Biolsi (Eth Studies)
Lara Buchak (Philos)
Patricia Dechow (Bus Ad), fall 16 only
Abby Dernburg (MCB), fall 16 only
Jenny Harrison (Math)
George Johnson (ME)
Jonah Levy (Poli Sci)
Ramona Naddaff (Rhet), sp 17 only
Carlos Norena (Hist)
David O'Sullivan (Geog)
Daniel Perlstein (Educ)
Kathleen Ryan (PMB)
Charis Thompson (GWS)
Paula Varsano (E Asian Studies)
Alyssa Liu and 1 TBD, students
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Jill Berrick (Soc Welf), CUSHFA Chair
Will Morrow, ASUC president
By invitation: Joseph Greenwell, AVC & Dean of students
Senate Analysts: Sumei Quiggle
COMS liaison: TBD

UNDERGRADUATE SCHOLARSHIPS, HONORS & FINANCIAL AID (CUSHFA) – Recommends to the Chancellor policies related to awarding of all undergraduate financial aid; awards such undergraduate scholarships restricted to student at UC Berkeley; sets criteria for awarding undergraduate honors. **(At least 15 members)**

Jill Berrick (Soc Welf), Chair
Thomas Carlson (IB), Vice Chair
Thomas Dandelet (Hist)
Joel Fajans (Physics)
Karen Feldman (German), sp 17 only
Massimiliano Fratoni (Nuc Eng)
Ming Gu (Math)
Wick Haxton (Physics)
Arpad Horvath (CEE)
Alexander Katz (Chem)
Darya Kavitskaya (Slavic/Ling)
Kent Lightfoot (Anthro)
Liwei Lin (ME)
Dmitry Livdan (Bus Ad)
Sheng Luan (PMB)
Kam-Biu Luk (Physics)
Susan Maslan (French)
Samuel Mchombo (Af Am Studies)
Stephen Morris (ME)
Ali Niknejad (EECS)
Clark Nguyen (EECS)
Ugo Nwokeji (Af Am Studies)
Nicholas Paige (French)
Gerard Roland (Econ)
Daniel Tataru (Math)
Ting Xu (MSE)
Andre Luu and Faaria Hussain, students
Ex Officio: Robert Powell (Poli Sci), Div Chair [non-voting]
Committee Analyst: Cruz Grimaldo
COMS liaison: Danica Chen

Academic Computing and Communications (UCACC)
Ken Goldberg (EECS), Berkeley Division Representative
425 Sutardja Hall, UC Berkeley, Berkeley, CA 94720-1758
(510) 643-9565, goldberg@berkeley.edu

Academic Freedom (UCAF)
Paul Gertler (Bus Ad), Berkeley Division Representative
F543 Haas, UC Berkeley, Berkeley, CA 94720-1900
(510) 642-1481, gertler@berkeley.edu

Academic Personnel (UCAP)
Daniel Farber (Law), Berkeley Division Representative
894 Simon Hall, UC Berkeley, Berkeley, CA 94720-7200
(510) 644-4193, dfarber@law.berkeley.edu

Affirmative Action, Diversity and Equity(UCAAD&E)
FALL
Alessandra Lanzara (Physics), Berkeley Division Representative
321 Birge Hall, UC Berkeley, Berkeley, CA 94720-7300
(510) N/A, alanzara@lbl.gov
SPRING
Lok Siu (Ethnic Studies), Berkeley Division Representative
506 Barrows Hall, UC Berkeley, Berkeley, CA 94720-2570
(510) N/A, lok.siu@berkeley.edu

Board of Admissions & Relations with Schools (BOARS)
Frank Worrell (Educ), Berkeley Division Representative
4227 Tolman Hall, UC Berkeley, Berkeley, CA 94720-1670
(510) 643-4891, frankc@berkeley.edu

Committees on Committees (UCOC)
Ming Wu (EECS), Berkeley Division Representative
261M Cory Hall, UC Berkeley, Berkeley, CA 94720-1770
(510) 643-0808, wu@eecs.berkeley.edu

Educational Policy (UCEP)
Laura Nelson (Gender & Women's Studies), Berkeley Division Representative
608 Barrows Hall, UC Berkeley, Berkeley, CA 94720-1070
(510) 642-5674, lcnelson@berkeley.edu

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2016-2017 SENATE STAFF COMMITTEE ASSIGNMENTS

Committee		Chairs	Staff	Contact Information
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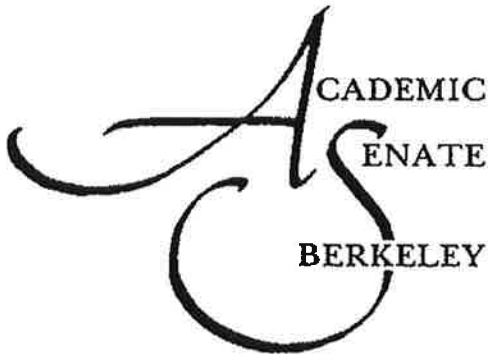
Academic Planning & Resource Allocation	CAPRA	Sanjay Govindjee	Deborah Dobin	643-5462
Admissions, Enrollment & Preparatory	AEPE	Ignacio Navarrete	Linda Corley	642-4340
American Cultures Breadth Requirement	AM CULT	Estelle Tarica	Sumali Tuchrello	642-7212
Assembly Representation	AREP	Robert Powell	Marilyn Kwock	643-5574
Berkeley Division	BD		Andrea Green Rush/Marilyn Kwock	642-7213/643-5574
Budget & Interdepartmental Relations	BIR	Stuart Russell	Aimee Larsen	642-8045
Committee on Committees	COMS	Lisa Garcia Bedolla	Anita Ross	642-4225
Courses of Instruction	COCI	Leslea Hlusko	Sumali Tuchrello/Linda Corley	642-7212/642-4340
Demonstrations & Student Actions	DSA	Anant Sahai	Andrea Green Rush	642-7213
Diversity, Equity, & Campus Climate	DECC	Donna Jones	Linda Corley	642-4340
Divisional Council	DIVCO	Robert Powell	Andrea Green Rush/Marilyn Kwock	642-7213/643-5574
Educational Policy	CEP	Max Auffhammer	Linda Corley	642-4340
Faculty Awards	FA	Peter Berck	Marilyn Kwock	643-5574
Faculty Research Lecture	FRL	Jan deVries	Anita Ross	642-4225
Faculty Welfare	FWEL	Terrence Hendershott and Caroline Kane (co-chairs)	Anita Ross	642-4225
Graduate Council	GC	Whendee Silver	Sumei Quiggle	643-5460
Library	LIBR	George Starr	Anita Ross	642-4225
Memorial Resolutions	CMR	Bernard Boser	Marilyn Kwock	643-5574
Ombudspersons, Faculty	OMB	Nicolae Garleanu	Andrea Green Rush	642-7213
Panel of Counselors	POC	Jeffrey Knapp	Andrea Green Rush	642-7213
Parliamentarian	PARL	Andrew Garrett	Andrea Green Rush	642-7213
Privilege & Tenure	P&T	Vern Paxson	Andrea Green Rush	642-7213
Prizes	PRIZ	Eric Rakowski	Catherine Guzman	642-6888
Research	COR	Stuart Bale	Anita Ross	642-4225
Rules and Elections	R&E	Daniel Melia	Sumei Quiggle	643-5460
Teaching	COT	Oliver O'Reilly	Richard Freishtat	642-0875
Undergraduate Council	UGC	Mark Stacey	Sumei Quiggle	643-5460
Undergraduate Scholarship, Honors & Financial Aid	CUSHFA	Jill Berrick	Cruz Grimaldo /Andrea Bonifacio	642-6449/642-1177

BERKELEY DIVISION OF THE ACADEMIC SENATE



GUIDE TO CONDUCTING COMMITTEE BUSINESS

Compiled by current and past staff of the Berkeley Division and systemwide Academic Senate

July 2016

http://academic-senate.berkeley.edu/

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OVERVIEW OF THE ACADEMIC SENATE AND THE BERKELEY DIVISION

Board of Regents

The University of California is governed by the Board of Regents, which has "full powers of organization and governance" according to Article IX, Section 9 of the constitution of the State of California. Regents are appointed by the Governor of California.

Shared Governance

The Board of Regents Standing Order 105 empowers the faculty of the University of California to form a systemwide Academic Senate that has the authority to, among other things:

- "determine the conditions for admission, for certificates, and for degrees other than honorary degrees" and "recommend to the President all candidates for degrees in course";
- "authorize and supervise all courses and curricula offered" with the exception of "courses in the Hastings College of Law, San Francisco Art Institute, in professional schools offering work at the graduate level only, or over non-degree courses in University Extension";
- "advise a Chancellor concerning a campus budget";
- share "its views on any matter pertaining to the conduct and welfare of the University;" and
- "advise the President and the Chancellors concerning the administration of the libraries of the University."

The systemwide Academic Senate and the divisional Senates at each UC campus provide the organizational framework that enables the faculty to exercise its right to participate in the University's governance.

Organization of the Academic Senate

Under the leadership of the systemwide Senate chair, the Senate members' opinions are voiced through a deliberative process that includes the standing committees of the Senate, the Academic Council, the Assembly of the Academic Senate, and their Divisional counterparts. Consultation with the administration occurs in a parallel structure: at the systemwide level between the systemwide Senate chair and the President; and on the campus level between the divisional Senate chairs and the Chancellors.

The *Manual of the Academic Senate* and the manuals of the divisions comprise the code of the Academic Senate. The manuals are divided into two sections. These sections are the Bylaws that set forth the membership, authority and organization of the Senate, and the Regulations that codify the requirements for admission, degrees, and courses and curricula.

Assembly of the Academic Senate

The Assembly of the Academic Senate represents UC faculty in the governance of the University as mandated by the Standing Orders of the Regents. The Assembly is authorized to consider any and all matters of concern to the Senate as a whole and has the power to take final action on all legislation substantially affecting more than one division. The Assembly is ready at all times to advise the President.

Academic Council
The Academic Council is the executive arm of the Assembly of the Academic Senate and acts in lieu of the Assembly on non-legislative matters. It advises the President on behalf of the Assembly and is responsible for requesting that committees or divisions of the Senate investigate matters of systemwide concern and report to the Council or Assembly.

Occasionally, the Academic Council will empanel a task force to address an issue that either does not fit within the charge of a single committee and/or involves intensive work beyond the workload constraints of a standing committee.

Functions of the Berkeley Division
Academic Senate Bylaw 305 outlines the membership of each division, while Senate Bylaws 310, 311 and 312 establish the authority of the divisions. Berkeley Division Bylaw 1 states that the Berkeley Division of the Academic Senate has "authority to:

- organize, select its own officers and committees, adopt rules for the conduct of its business;
- receive and consider reports and recommendations from the faculties of colleges and schools located wholly or partly on the Berkeley campus, from its divisional committees, from local administrative officers, and from other divisions;
- originate and take final action on legislation substantially affecting only the Division;
- establish faculties in schools and colleges located wholly on the Berkeley campus;
- transmit directly to the President resolutions on any matter of University concern, with copies to the Assembly of the Academic Senate;
- initiate memorials to the Regents; and
- submit reports and recommendations to the Senate or to the Assembly concerning changes in Senate legislation and such other matters, as it may deem appropriate."

Organization of The Berkeley Division
The Berkeley Division is a committee of the Academic Senate. Like other divisions, the Berkeley Division has a structure similar to that of the Academic Senate. Under the leadership of the division chair, members of the Berkeley Division participate in a deliberative process that includes the committees of the Berkeley Division, the Divisional Council and the Division as a whole.

The *Manual of the Berkeley Division of the Academic Senate* is divided into two sections. These sections are the Bylaws that set forth the membership, authority and organization of the Berkeley Division, and the Regulations that codify the requirements for grades, degrees, and courses and curricula at UC Berkeley.

Berkeley Division
According to Berkeley Division Bylaw 2A, members of the Berkeley Division are:

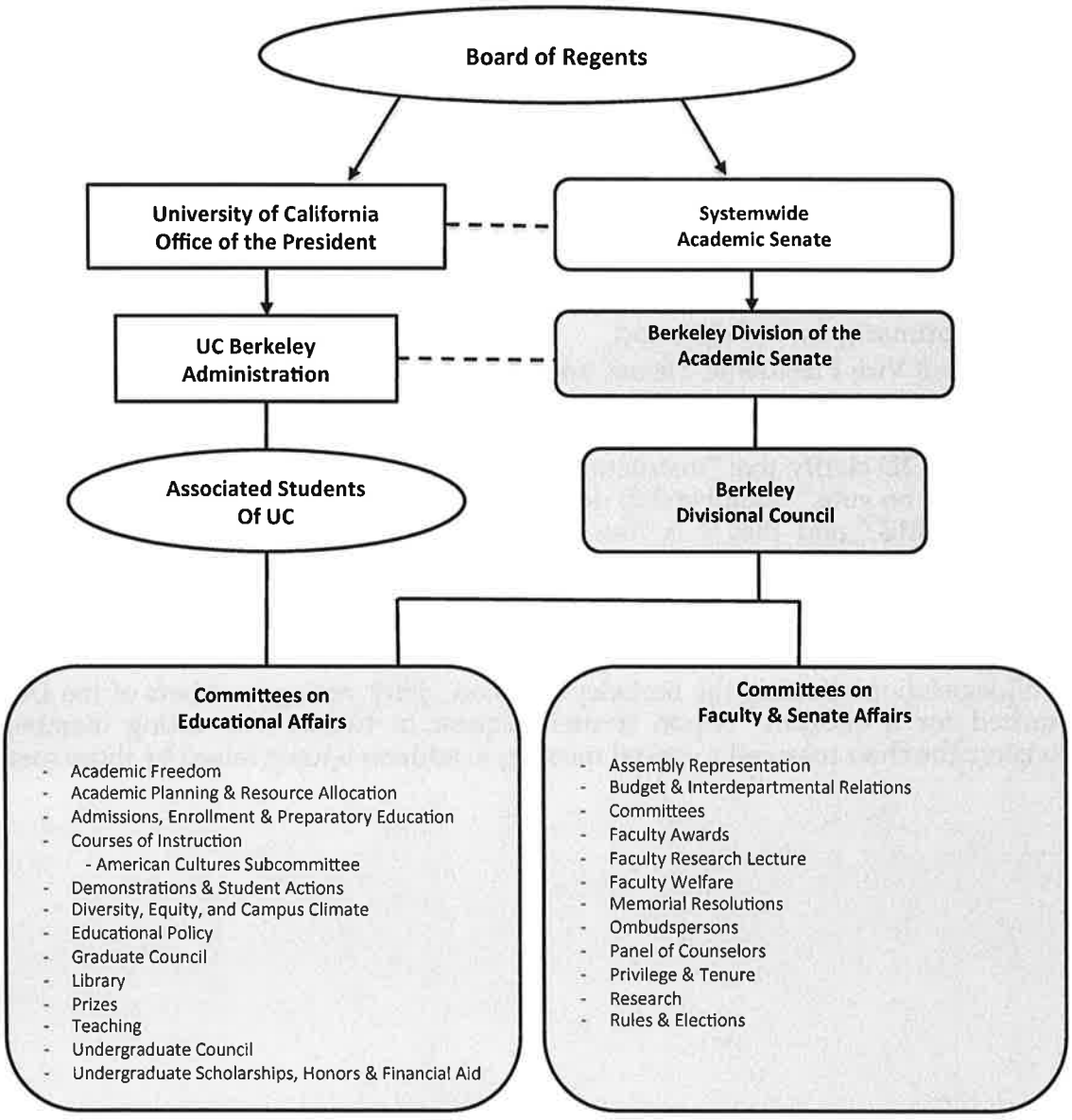
- the President;
- the Chancellor, Vice Chancellors, Provosts, Deans, Directors of academic programs, Assistant or Associate Vice Chancellor for Admissions and Enrollment, Registrar, and chief librarian at Berkeley;
- All Professors, Professors in Residence, Professors of Clinical _____, and Acting Professors;
- Associate Professors, Associate Professors in Residence, Associate Professors of Clinical _____, and Acting Associate Professors;
- Assistant Professors, Assistant Professors in Residence, and Assistant Professors of Clinical _____;
- Instructors, Instructors in Residence;
- Senior Lecturers with Security of Employment, Lecturers with Security of Employment, Senior Lecturers with Potential for Security of Employment, and Lecturers with Potential for Security of Employment with full time teaching responsibilities in curricula under the control of the Academic Senate, whose duties lie primarily in Berkeley; and
- Those Vice Presidents, Deans, and Directors of statewide units who choose to enroll in this Division.

Bylaws 2B - 2D clarify that "instructors and instructors in residence of less than two years' service have no vote," "membership does not lapse because of leave of absence or transfer to emeritus status," and that it is "the Committee on Rules and Elections that determines whether a person meets the requirements for membership."

A general meeting is held for members of the Berkeley Division each semester. At Division meetings, items are considered that concern the Division as a whole and final action is taken on all legislation affecting the Berkeley Division. Fifty voting members of the Division are required for a quorum. Upon written request of twenty-five voting members of the Division, the chair may call a special meeting to address a topic raised by those members.

7/2015

SHARED GOVERNANCE RELATIONSHIP CHART



ROLE OF DIVISION LEADERSHIP

Division Chair

The chair of the Berkeley Division is appointed by the Committee on Committees to serve for a term of one year, beginning with the first day of instruction in the fall term. Normally, the chair succeeds to this office after having served as vice chair. The chair serves as chair of both the Berkeley Division and of Divisional Council. By virtue of the appointment, the chair serves on Academic Council. The office of the Berkeley Division provides the chair's department with course relief so the chair does not need to teach while serving in this capacity. In fulfilling his or her role, the chair relies on committee chairs and Senate staff to keep them abreast of all committee-related activities. In addition, the chair is an *ex officio* member of all Division committees (with voting rights on the Divisional Council only).

Vice Chair

The vice chair of the Division and of the Divisional Council is appointed by the Committee on Committees to serve a term of one year beginning with the first day of instruction in the fall. The vice chair will normally succeed to the positions of chair of the Division and of the Divisional Council. He or she serves as chair when the chair is temporarily unable to serve, and performs such duties as assigned by the chair of the Division.

Divisional Council (DIVCO)

The Divisional Council is the executive committee of the Berkeley Division. DIVCO reviews reports of other Senate committees and works towards developing a consensus. DIVCO speaks for the Division as a whole to the campus administration and the systemwide Academic Senate (through the Academic Council). Other major areas of joint governance include: academic personnel; planning and budget; research; graduate and undergraduate education; curriculum review, program review; the Library; and admissions and enrollment.

With the exception of confidential matters, it is extremely useful to have DIVCO members consult with their colleagues who are not on the council (both from their own department as well as from outside their departments), to convey their views to DIVCO discussions either verbally or in memo-form. For those members who are serving *ex-officio* as chairs of Senate committees, it is especially important for them to bring the views of their committee to DIVCO, particularly when their committee has officially discussed a topic.

Committee on Committees (COMS)

The Committee on Committees of the Berkeley Division of the Academic Senate is comprised of eight elected members; four are elected each year. COMS meets every other week during the fall semester and weekly in the spring semester.

This Committee appoints:

- the chair, vice chair, secretary and parliamentarian of the Division;
- chairs, vice chairs and members of Senate standing committees;
- Division representatives to systemwide committees;
- special committees as the Division may direct;
- nominees for appointments to administrative committees when called upon by the Chancellor or the administration, and recommends to both the administration and the Division chair, faculty to serve on ad-hoc systemwide committees; and

- student members in accordance with Bylaw 13.C.

ROLE OF THE DIVISION STAFF

Executive Director

The Executive Director is the chief administrative officer of the Senate and the main policy consultant for the Divisional Council. He or she directs the staff in all aspects of administrative and analytical support for the Committees, and is responsible for the oversight of Senate resources including human resources and the budget. The Executive Director is also responsible for ensuring that the Senate's Committees are provided with the resources necessary for them to conduct their business. All questions and concerns about committee resources should be directed to the executive director. Currently, the executive director also serves as the administrator for the Division's conflict resolution resources (Committee on Privilege and Tenure, Panel of Counselors, and Faculty Ombudspersons).

Associate Director

The associate director assists the executive director with policy analysis, the management of all aspects of the Senate organization, and acts on behalf of the executive director in the director's absence, including the management of all business before the Division and Divisional Council and cases before the Committee on Privilege and Tenure, Panel of Counselors, and Faculty Ombudspersons. He or she also oversees the academic program and legislative components of the Berkeley Division.

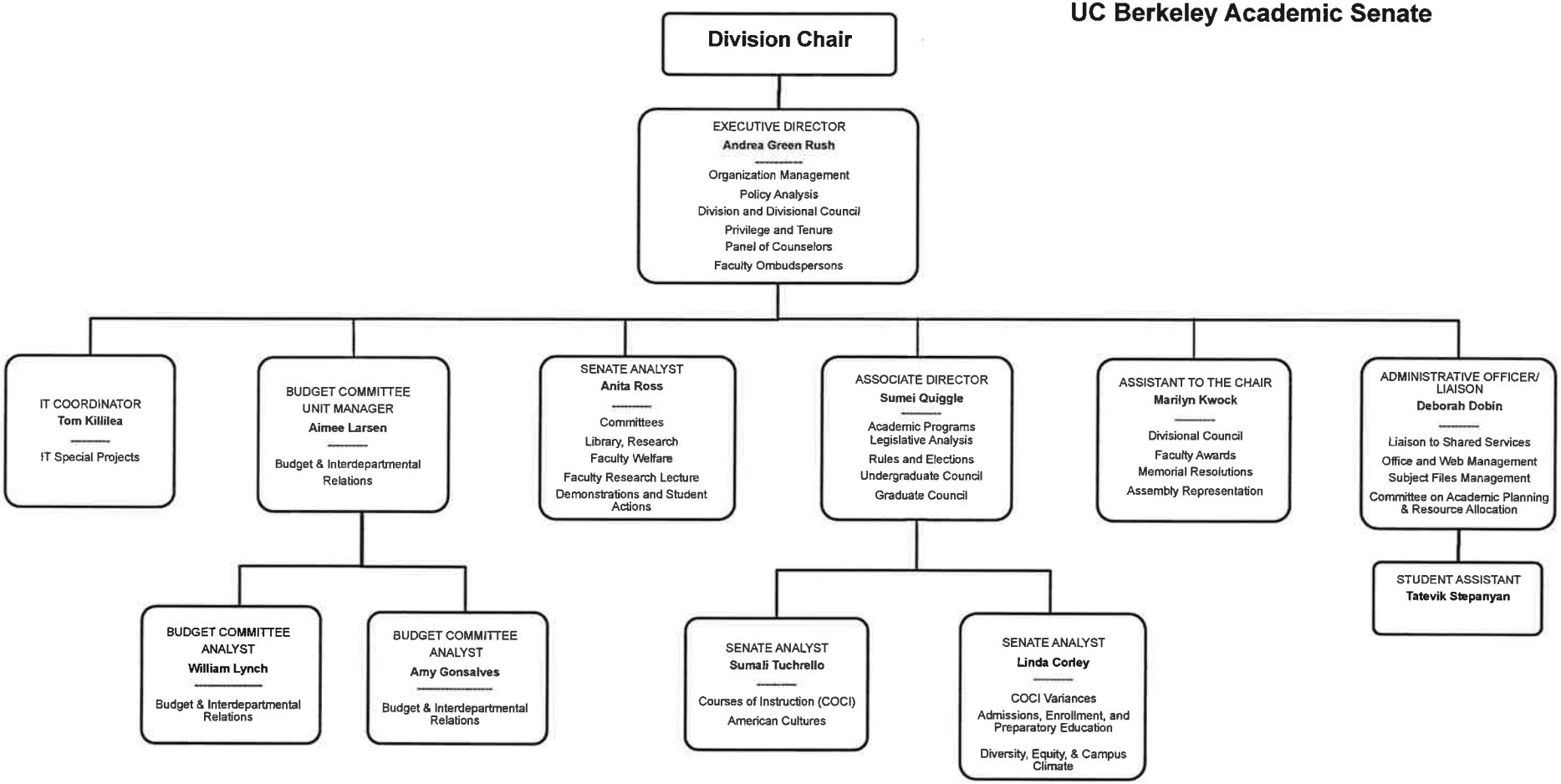
Division Staff

The Berkeley Division is organized into standing committees. While the Division secretariat does not provide direct staff support for every committee, for most committees, the staff provides full support, by:

- advising committee members on policies, procedures, and committee precedent;
- researching issues before the committee;
- conducting analyses and making recommendations to the committee chair and members
- scheduling meetings and taking minutes;
- developing and distributing agenda packets; and
- tracking completion of Senate action items.

The organization chart shows the Senate staff. In addition to Senate staff, other campus units staff a number of standing Senate committees: Library, Prizes, Teaching, and Undergraduate Scholarships, Honors & Financial Aid.

UC Berkeley Academic Senate



BERKELEY DIVISION COMMITTEES

Committee Authority
A Division committee acts in accordance with its enabling bylaw. When a committee formally advises the Chancellor and/or members of campus administration on an issue, its advice must be conveyed through the Divisional Council, unless otherwise specified in the Bylaws. There are some exceptions and Senate staff can advise chairs in these instances.

Parliamentary Authority
Questions of order not covered by legislation are governed by *Robert's Rules of Order*.

Role of the Committee Chair
The committee chair's primary responsibility is to fulfill the charge of his/her committee, as defined in the Division's Bylaws (http://academic-senate.berkeley.edu/committees/re/berkeley-division-manual). With the assistance of Senate staff, the chair is responsible for the committee's timely responses to the requests of the Division chair for review and comment on proposals and reports that originate both from campus administration and from the Academic Senate. The committee chair identifies issues that fall within the committee's charge; initiates discussions; formulates proposals or recommendations; and provides reports and recommendations to Divisional Council. The committee chair is also responsible for ensuring the integrity of the committee process by addressing and resolving potential conflicts of interest. He/she should discuss expectations for recusal at the first committee meeting.

Role of Committee Members
Committee members support the committee chair in fulfilling the committee's charge by taking active part in meetings; carrying out routine and special tasks as assigned by the Chair; and offering advice and information based on one's experience and expertise.

The role of *ex-officio* members as voting or non-voting members is defined in the committee's bylaw.

Role of Committee Staff
The committee staff person researches and advises on issues before the committee; suggests agenda items; drafts agendas; recommends, contacts and schedules guests; drafts minutes of the meetings; follows up on action items; drafts or edits the committee's recommendations and policy statements; drafts the committee's annual report; and advises on the proper vetting of proposals put forward by the committee. The staff person works with the committee chair and members to ensure that the committee's reports and comment letters are submitted to the Division chair by the date requested, and that the Division chair is kept informed about the committee's major activities.

Role of Invited Guests
A committee chair may invite individuals to sit on the committee by invitation. "By invitation" guests do not have voting privileges or count toward quorum. In addition, they may not make motions or second them.

Role of Alternates
The Committee on Committees may appoint a panel of alternates (prescribing their order of priority) to serve whenever a regular member is temporarily unable to serve.

Appointment Process for Faculty and Student Committee Members
The Committee on Committees is guided by two general principles: to maintain the excellence of the Berkeley Division by nominating dedicated faculty for committee work and fair distribution of duties among all departments and disciplines. The committee is dedicated to gender equity and diversity and attempts to balance all committees with this in mind.

COMS arrives at its recommendations through consensus and then asks the faculty member if they would like to serve. Once an agreement is made COMS takes the nomination to Divisional Council for final approval. An official appointment letter is then sent out to the member, the committee chair and Senate staff, and the Senate member's department chair. When the timing of any appointment is out of cycle, COMS may ask that the affected committee chair invite the incoming member as a "by invitation" guest until the process has been formalized; by-invitation guests do not vote nor do they count for quorum.

Preparing to Serve as Committee Chair

The following are recommended steps to prepare for chairing a Senate committee:

- review the committee's charge and bylaws;
- meet with the staff person assigned to your committee
- familiarize yourself with the finished and unfinished business of the previous year's committee; and
- acquaint yourself with the committee members: review the roster and familiarize yourself with individual members' disciplinary fields and areas of interest.

Standing committees of the Berkeley Division are divided into two categories: Committees on Faculty and Senate Affairs, without student members, and Committees on Educational Affairs, with student members.

Student members are appointed via the same process as for Senate members, except COMS receives nominations from the ASUC and the Graduate Assembly. When these organizations do not nominate student members, committee work will be conducted without them. Per Academic Senate By-law 13C, "On formal votes in committees attended by student members, the students opinions will be recorded separately and so reported whenever the recommendation of the committee is presented to the Division, to other Academic Senate bodies and to administrative officers advised by such committee. When the committee is acting for the Senate, student members do not vote."

SENATE COMMITTEE BUSINESS

Ongoing functions of Senate committees include:
Committee comment: generated at the meetings and recorded in the committee meeting minutes. If further discussion is required and no definitive position is reached, then the issue may be placed on the next meeting's agenda. When the committee's review is complete and resolution for action voted on, committee comments are forwarded to the division chair for discussion by Divisional Council. When consensus opinion is not reached and discussion has been thorough, both majority and dissenting opinions should be forwarded. Committee comments are submitted through the division chair, unless the committee has legislative authority to comment directly.

Ensuring Continuity through Transitions

In order for shared governance to be effective, the administration and the Division should work as partners. The Division should strive to be a reliable partner, changing a previous position only rarely, and only for good cause. The following are suggested guidelines for changing a position reached by the previous committee:

- New information comes to light that was not available to the committee previously;
- There were substantial procedural errors in earlier deliberations; or
- A strong majority of committee members believe that the previous committee reached an untenable position.

Initiating recommendations, proposals, and studies: the committee chair or any committee member so requesting of the chair, may place an item for the committee's consideration on the committee's agenda. The committee staff may also recommend agenda items to the committee chair, based upon their knowledge of pending issues under consideration by campus or University administration.

Reviewing reports and policies: reports and policies generally originate from either the Office of the President, campus administration, other Senate committees, or the Division Chair.

RESOURCES FOR MANAGING COMMITTEE BUSINESS

Parliamentarian

The parliamentarian provides advice to the Division chair and vice chair, about parliamentary procedure. The Parliamentarian is also a resource to committee chairs on *Robert's Rules of Order*.

Committee on Rules and Elections

The Committee on Rules and Elections formally supervises all changes and additions to the Bylaws and Regulations proposed by other committees or by individuals. It can also serve as a resource on the interpretation of Division legislation. It also supervises Division elections.

Committee on Committees Liaison

The COMS chair assigns each COMS member several standing Senate committees to which they will serve as a liaison. COMS notifies committee chairs by letter who their COMS liaison will be; the liaison's role is to facilitate communications. Committee chairs should communicate with their liaisons about membership issues (e.g., non-attending members, need for new members or a vice chair, bylaw changes, etc.). Any questions about the appointment process or membership should come through the liaison.

CONDUCTING COMMITTEE BUSINESS

Note on Confidentiality

When confidential discussions take place during a meeting or documents circulated that are considered confidential in nature or still in draft form, it is the responsibility of the committee chair to clearly inform members, guests and student representatives that this information is not to be shared with their constituents or anyone outside of the meeting. If meeting participants are unclear as to the nature of a discussion or document, they should be reminded to seek clarification from the chair.

Conflict of Interest Guidelines

Each Senate committee must have a written policy governing conflict of interest, based on the Division's conflict of interest guidelines. The committee staff or executive director can provide a copy of the guidelines, along with a policy template.

Scheduling Meetings

The committee staff person will work with the committee chair to schedule committee meetings. Some committees have a set meeting time that does not vary. Other committees schedule a time each academic year or semester. It is wise to schedule all meetings for the academic year or semester early, and revise the schedule as needed.

Adding or Eliminating Meetings

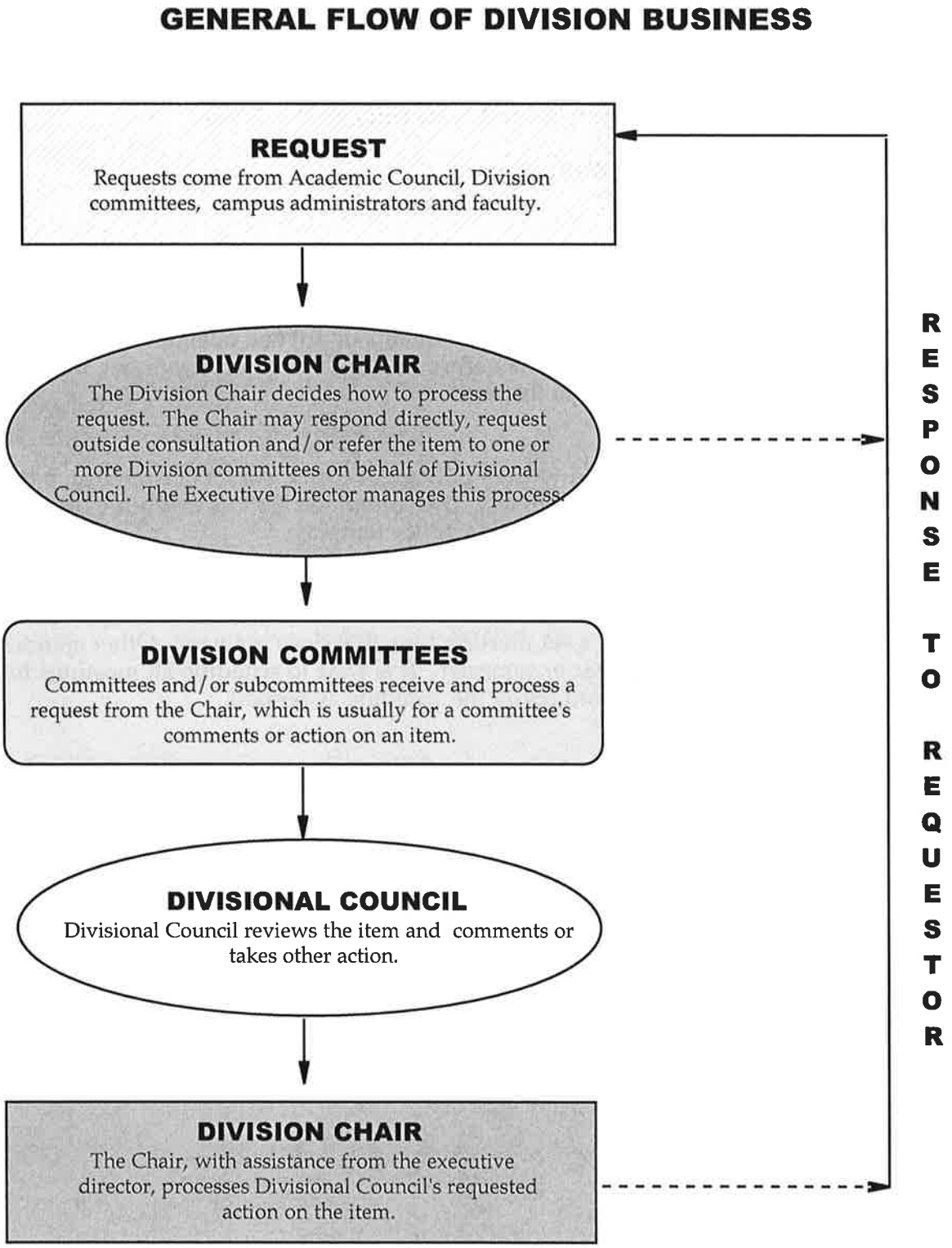
In consultation with the staff, a committee chair may add a meeting if there is sufficient business or cancel a meeting if there is insufficient business. Once the chair decides to add or cancel a meeting, she or he should inform the staff person who will notify the members, and guests.

Setting Meeting Agendas

The committee chair, in consultation with the staff person sets the agenda for each meeting. The staff person prepares a draft agenda, which may include a consent calendar for non-controversial items. The committee chair should review and return it to the Senate staff promptly. The committee chair, in consultation with the staff person, should prioritize agenda items in order to meet deadlines for committee comments and reviews.

Flow of Communication

The flowchart summarizes the flow of business through the Division.



Distribution of Meeting Agendas and Other Materials
Committee staff are responsible for preparing and distributing an agenda prior to each committee meeting. The staff submits a draft agenda to the committee chair for his or her approval. The chair should then approve the agenda in a timely manner. The staff person will then distribute it along with any necessary enclosures electronically. At the beginning of each semester, committee staff will establish a timeline for preparing the agenda. The established timeline should allow sufficient time for committee members to review agendas and background materials prior to the meeting. It is important that committee chairs approve agendas in a timely manner so that staff can meet the timeline.

Meeting Minutes
Following a meeting, the committee staff person is expected to complete and submit to the committee chair either: a list of action items, or a set of draft minutes. The draft minutes are to be concise, and accurately reflect the committee's deliberations and actions. Ideally, draft minutes are included in the agenda packets for approval by the committee in its next meeting. Chairs should review and forward comments on minutes to staff in a timely manner so that they can be distributed. Draft minutes are considered confidential. Once the committee has approved the minutes, they become public documents and will be made available upon request.

Conducting Committee Business Electronically
The Division does not have an official policy on conducting committee business electronically. Nevertheless, a number of committees incorporate electronic communications in their committee business, primarily for distributing agendas and other meeting materials. In Academic Year 2011-12, the Divisional Council endorsed guidelines developed by the Committee on Rules and Elections (R & E):
http://academic-senate.berkeley.edu/sites/default/files/committees/re/re_elec_bus_guidelines-2011_0.pdf.

Committee Web Pages
Each committee has a page on the Senate web site. The committee page template includes:

- the committee's charge, in brief;
- the current year's roster;
- staff contact information;
- annual reports; and
- links to additional information and resources, as appropriate.

The Senate staff is responsible for reviewing the committee pages annually in the summer, and updating information as needed.

Annual Reports
At the end of each academic year, committees are asked to compile an annual report on their activities. A recommended format for the report includes a summary of:

- issues considered: this might be presented as a list of issues appearing on the committee's agenda, or brought to the attention of the committee;
- actions taken: this might be presented as an explanatory note after each item on the list of issues considered;
- projects undertaken by the committee, if any; and
- continuing/unfinished business: this might be presented as a list of issues to be carried forward to the next academic year.

In addition, it should report on the actions of any subcommittees. The previous year's annual report is approved by the committee in the fall, and then submitted to Divisional Council as an information item, and posted on the Senate web site. Copies of committee annual reports are archived in the Division's library.

Policy on Refreshments
The Division office does not have sufficient funding to provide refreshments beyond water and tea bags. If a committee chair or committee member would like to provide refreshments at their own expense, they should coordinate with the staff person in advance. Committee chairs should ask members to clean up after themselves at the end of meetings and utilize the recycling bins.

Maximizing Committee Effectiveness
The following are tips for maximizing the effectiveness of Senate committees:

- prior to or at the first meeting of the year, develop and distribute an orientation packet to committee members, including: a roster of committee members with contact information; bylaws of the committee; schedule of meetings; previous year's annual report or summary of actions; and expectations about confidentiality and recusal;
- focus the committee discussion and deliberations to achieve consensus or resolution of issues before the committee;
- prioritize agenda items in order to meet deadlines;
- utilize subcommittees, as appropriate, and delegate assignments to committee members; both serve to involve committee members as active participants; and
- rely on Senate staff: in addition to administrative support, Senate staff can provide analytical support; conduct research; compile data; and develop summaries and position papers, as appropriate.

Division Meetings
Committee chairs should plan to attend the meetings of the Division, held once each fall and spring. Prior to the meetings, committee chairs are asked to remind their committee members about the meetings, and encourage their attendance. Committee chairs may be asked to suggest agenda items for the Division meetings. Notices of the meetings, as well as approved minutes are archived in the Division's library.

Guidelines for Conducting Senate Business Electronically
In the Current Regulatory and Technological Environment
Approved by the Committee on Rules and Elections: May 11, 2011
Approved by the Divisional Council: August 29, 2011

These guidelines are intended to advise committees of the Berkeley Division of the Academic Senate and agencies that report to it, including the multiple faculties on campus[1], at a time when various means of electronic communication are becoming increasingly popular. The Committee on Rules and Election (R&E) acknowledges that expediency and free discussion need to be weighed against the maintenance of the integrity of voting and confidentiality. Specifically, the convenience that these electronic means of communication provide needs to be balanced against the parliamentary requirements of *Robert's Rules of Order*, which govern questions of parliamentary authority that are not covered by legislation for the Division.[2]

In drafting these guidelines, R&E is also mindful that confidentiality in the context of a committee discussion of an academic program review, which will eventually be made public, differs from confidentiality in the context of a faculty tenure or merit case, which will always be confidential. R&E considers the confidentiality required for elections and voting to be the same as that required for academic personnel matters.

Given the importance of taking appropriate security measures with regard to electronic and/or web-based communications, R&E also wishes to call attention to the various campus and systemwide information technology security policies, such as the Campus Information Technology Security Policy (https://security.berkeley.edu/IT.sec.policy.html) or systemwide Electronic Information Security Policy (http://www.ucop.edu/ucophome/policies/bfb/is3.pdf).

In closing, R&E believes it is important to affirm the value of face-to-face meetings in this age of electronic communication. Face-to-face meetings allow for the open and frank exchange of ideas and ensure that all voices are heard while maintaining confidentiality, particularly for politically-sensitive or controversial topics.

1. Academic Senate elections are conducted electronically (see Division Bylaw 9 for conditions under which elections must be held). All of the following conditions must be met before electronic voting can be conducted at the Division level, Divisional committee level, and college, school or department level.
   A. Security: Each vote must be cast and recorded in a secure environment.
   B. Authentication: The voting system must authenticate the identity of each voter.
   C. Anonymity: There must be sufficient safeguards so that voters' identities cannot be linked to their votes without their consent.

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[1] Per Academic Senate Bylaw 20 at: http://www.universityofcalifornia.edu/senate/manual/blpart1.html#bl20.
[2] See Berkeley Division Bylaw 163: http://academic-senate.berkeley.edu/committees/re/laws-berkeley-division-parts-iii-vi#163.

D. Reliability: Electronic election technology must function appropriately when votes are taken.
E. Accuracy: Each voter's intention must be accurately recorded.
F. Accessibility: It is essential that each qualified individual have access and ability to place a vote.
G. Transparency: The procedures should be public and clear. Further, the procedures should guarantee that voters have confidence in election outcomes.

2. Videoconferences and teleconferences permit the simultaneous presence and interaction of meeting participants and therefore may be used to conduct official Senate business. By-law 32, adopted by the Assembly of the Academic Senate on May 12, 2004, explicitly allows such meetings and removes any possible ambiguity concerning their official status.
   A. Roberts' Rules of Order, including determination of a quorum, apply to meetings held by videoconference and teleconferences.
   B. Cell phones should not be used in teleconferences because confidentiality may be compromised.
   C. Participants in meetings held by teleconference should be located in a private office or other setting that ensures confidentiality of proceedings.

3. Email and web-based communication might seem secure, but are subject to technical difficulties, inadvertent or deliberate distribution to non-Committee members, theft, and lawsuits. In addition, electronic messages are retained in the hard drive of individual computers and on the campus server, which may be subpoenaed in a lawsuit. Therefore:
   A. Elections and other voting should not be conducted by email or web-based communication unless all of the conditions outlined in section 1 are met.
   B. Committees should not distribute confidential materials or discuss personnel issues and other confidential matters through electronic communication unless appropriate encryption measures have been taken.
   C. Email and/or secure web-based communication may be used to poll Committee members about possible meeting times, to announce meeting times and places, to distribute meeting agendas, and to distribute non-confidential documents for review, including draft minutes from a prior meeting that do not contain confidential or sensitive statements.
   D. Careful judgment must be exercised in determining whether to conduct non-confidential business through email and/or web-based communication. This may be appropriate if:
      - Urgent non-confidential business develops between regularly scheduled meeting dates OR Committee members need time beyond that available in face-to-face meetings to consider and draft their responses to the issues being considered.
      - The benefits of immediate face-to-face interaction and collective deliberation are not compromised.

- All electronic messages are sent to all Committee members and verification of receipt is obtained or alternative means are provided for ensuring the timely participation of members who lack the equipment and/or skills needed for electronic communication.
- A definite time frame is established for electronic discussion, which gives each member the opportunity to attempt to persuade other members before the Committee decision is reached.
- The permanent record of arguments made and of who made them in the hard drive of individual computers and the campus server does not inhibit the free expression of opinions and suggestions by Committee members.

4. Each Senate Committee should develop explicit written rules for the use of electronic communication and ensure that all Committee members honor them.

Motions listed in order of preference

To do this...	You say this...	Can interrupt others?	Requires second?	Debatable?	Amendable?	Vote required
Adjourn meeting	"I move to adjourn"	No	Yes	No	No	M
Call an intermission	"I move to recess..."	No	Yes	Yes (R)	Yes (R)	M
Complain about noise, etc...	"Point of privilege."	Yes	No	No	No	none[1]
Temporarily suspend consideration	"I move that the motion be tabled."	No	Yes	No	No	M
Close debate	"I move the previous question."	No	Yes	No	No	2/3
Limit (or extend) debate	"I move to limit (extend) debate until ..."	No	Yes	Yes (R)	Yes (R)	2/3
Postpone discussion to specific time	"I move to postpone this matter until..."	No	Yes	Yes (R)	Yes (R)	M
Have something further studied	"I move to refer this to committee."	No	Yes	Yes (R)	Yes (R)	M
Amend a motion	"I move to amend by (deleting, etc...)	No	Yes	Yes	Yes	M
Suppress business of the day, or prevent further discussion on motion	"I move to postpone indefinitely."	No	Yes	Yes	No	M
Introduce business (Main Motion)	"I move that..."	No	Yes	Yes	Yes	M

Motions below have no established order of preference

Challenge ruling of Chair	"I appeal from the Chair's decision."	Yes	Yes	Yes	No	M
Ask vote to be counted instead of y/n	"I request division of the assembly"	Yes	No	No	No	none
Divide a pending question into parts	"I request that the motion be divided as..."	No	No	No	No	none[1]
Request information about procedure, meaning, or effect of pending motion	"I rise to a point of parliamentary inquiry" (point of information)	Yes	No	No	No	none[1]
Avoid discussion of unnecessary or embarrassing matter	"I object to consideration of this matter."	Yes	Yes	No	No	2/3
Object to procedures	"I rise to a point of order."	Yes	No	No	No	none[1]
Withdraw a motion	"I wish to withdraw my motion."	Yes	No	No	No	none[2]
Suspend the rules temporarily	"I move to suspend the rule on..."	No	Yes	No	No	2/3
Reconsider a vote	"I move to reconsider the vote on..."	Yes	Yes	Yes	No	M[3]
Rescind a vote	"I move to rescind the vote on..."	No	Yes	Yes	No	M[4]
Return to a "tabled" matter	"I move to take from the table the motion..."	No	Yes	No	No	M

r Restricted discussion or amendment, confined to a few specifics such as time or length
1 Chair decides and may be appealed
2 Chair decides if motion has not been stated, or if no objection. If objection, majority vote is required.
3. Can be made only by one who voted on the prevailing side and must be made on the same day or next succeeding day.
4 A motion that required more than a majority vote can be rescinded only by the same vote that was required to approve it.

Order of Precedence of Motions

Reference: *Robert's Rules of Order Newly Revised* (RONR), published 1970.

	Name of Motion	Is it in order when another has the floor?	Does it require a second?	Is it debatable?	Is it amendable?	What vote is required for adoption?	May it be reconsidered?
Privileged	Fix the time to which to adjourn*	No	Yes	No	Yes	M	Yes
	Adjourn**	No	Yes	No	No	M	No
	Recess*	No	Yes	No	Yes	M	No
	Raise a question of privilege	Yes	No	No	No	(1)	No
	Call for the orders of the day	Yes	No	No	No	(2)	No
Subsidiary	Lay on the table	No	Yes	No	No	M	No
	Previous question	No	Yes	No	No	2/3	Yes
	Limit or extend limits of debate	No	Yes	No	Yes	2/3	(3)
	Postpone to certain time (definitely)	No	Yes	Yes	Yes	(4)	Yes
	Commit (refer to committee)	No	Yes	Yes	Yes	M	(5)
	Amend	No	Yes	(6)	Yes	M	Yes
	Postpone indefinitely	No	Yes	Yes	No	M	(7)
	Main Motion	No	Yes	Yes	Yes	M	Yes

Notes

For any pending motion, those above it on this list are **in order** (except the top three in special circumstances, see RONR), those below are **out of order**.

Top shaded = "privileged" motions, pertaining to "urgent" matters

Bottom Shaded = "subsidiary" motions, applied to other motions

M = majority of the legitimate votes cast, ignoring "blanks"

"2/3 vote" means 2/3 of the votes cast by eligible voting members, not 2/3 of those assembled, nor 2/3 of the membership

Key

* Considered a main motion, if made when no business is pending

** Check RONR for specific rules

(1) Chair grants

(2) No vote: demand

(3) Yes, the unexecuted part may be reconsidered

(4) 2/3 vote required if made a special order, otherwise M

(5) Yes, if the committee has not started work

(6) Yes, if applied to a debatable motion

(7) Only an affirmative vote may be reconsidered

Conflict of Interest Template for Committees of the Berkeley Division of the Academic Senate
Committee on Rules and Elections
Approved: October 13, 2006
[NB: Each Senate Committee should have its own written policy, which should be copied to the Committee on Rules and Elections. The following generic version can serve as a committee's policy if that committee decides that particular modifications are not necessary.]

In a university, the term "conflict of interest" refers to financial or other personal considerations that may compromise, or appear to compromise, a faculty member's professional judgment in administration, management, instruction, research, or other professional activities. Committee members should always keep this potential in mind and take appropriate action when a conflict of interest arises. Conflicts may arise because the committee member is in the same unit (Department, Institute, School, or academic group at a comparable level) or may have had personal and/or professional relationships with one or more parties or units concerned in the committee's deliberations. Bearing in mind that the most informed committee discussions are the most useful, possible actions include simply informing the chair or the chair and committee members, absenting oneself from parts of a discussion and/or from voting, and full recusal.

There are additional circumstances in which abstention from voting, or absence from part of a meeting or deliberation, or even total recusal may be necessary. The need for recusal, or actions short of recusal, may arise from the nature of the committee's areas of jurisdiction, or from the circumstances of a particular individual, case, or from a problem dealt with in the course of the committee's work. A committee member should consult with the committee Chair about the proper course of action if in doubt. The decision to recuse oneself, however, need not be accompanied by any explanation.

It should be kept in mind that an individual with a conflict or apparent conflict may have knowledge about the issue under consideration, and that it is important not to deprive the committee or other body of that expertise. Accordingly, the minimum level of recusal consistent with avoiding conflicts or apparent conflicts is preferred. Even in cases of the most severe conflicts, it may still be appropriate for an individual to present to the committee his or her knowledge and opinions about the subject under consideration before withdrawing from further participation. It should also be noted that representing and/or belonging to a body (e.g., a Department) is not usually a conflict per se.

Committee members should consider recusal or other action in the following circumstances:

1) The Committee member has, or has had, a family relationship with an individual concerned in its deliberations, such as that of a current or former significant other, partner, or spouse, or child, sibling, or parent.

2) The Committee member has, or has had, a sexual/romantic relationship with the individual(s) concerned.

3) The Committee member has a personal interest, financial or otherwise, in the matter under deliberation.

4) The Committee member is aware of any prejudice, pro or contra, which would impair his or her judgment in the matter under discussion. [NB: open and honest intellectual disagreement is not cause for recusal.]

5) The Committee member believes that his or her recusal is necessary to preserve the integrity of the committee's deliberations.

6) The Committee member serving as representative of the Senate on a non-Senate committee judges that his or her presence or actions may be at odds with his or her responsibilities as a Senate member.

Conflict of Interest Guidelines for the Berkeley Division of the Academic Senate
Committee on Rules and Elections
Approved: February 14, 2006

I. Context and Background

Conflicts of Interest

At the request of Berkeley Division Chair Agogino and the Divisional Council, the Committee on Rules and Elections (R&E) has researched and discussed the many and complicated issues involved in conflict of interest and personal recusal policies. It is the committee's view that the Berkeley Division should have a set of principles, possibly included in the Division Bylaws, by which individual Senate members can judge what action they should take when possible conflict of interest questions arise. R&E also suggests an internal procedure for resolving differences of interpretation of the policies.

Some General Principles

In the context of the Academic Senate (Berkeley Division) there are two major areas in which conflicts of interest may operate: within the Senate itself, and when Senate members, in their capacity as Senate representatives, sit on boards, committees and the like outside the Senate, for example, on joint administrative-Senate committees of the campus, the University, or public or private entities. For example, the chair of the Committee on Computing and Communications sits *ex-officio* on the Administrative Computing Committee.

The National Academies have a good general statement about conflicts of interest that can be taken to represent institutional "best practices" at least in the areas of research and of program evaluation. [The full 2003 document, "Policy on Committee Composition and Balance and Conflicts of Interest," can be found on the National Academies website, www.nationalacademies.org/coi.]

Questions of Conflict of Interest

It is essential that the work of committees of the institution used in the development of reports not be compromised by any significant conflict of interest. For this purpose, the term "conflict of interest" means any financial or other interest which conflicts with the service of the individual because it (1) could significantly impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization. Except for those situations in which the institution determines that a conflict of interest is unavoidable and promptly and publicly discloses the conflict of interest, no individual can be appointed to serve (or continue to serve) on a committee of the institution used in the development of reports if the individual has a conflict of interest that is relevant to the functions to be performed.

General Principles

The term "conflict of interest" means something more than individual bias. There must be an interest, ordinarily financial, that could be directly affected by the work of the committee.

Conflict of interest requirements are objective and prophylactic. They are not an assessment of one's actual behavior or character, one's ability to act objectively despite the conflicting interest, or one's relative insensitivity to particular dollar amounts of specific assets because of one's personal wealth. Conflict of interest requirements are objective standards designed to eliminate certain specific, potentially compromising situations from arising, and thereby to protect the individual, the other members of the committee, the institution, and the public interest. The individual, the committee, and the institution should not be placed in a situation where others could reasonably question, and perhaps discount or dismiss, the work of the committee simply because of the existence of such conflicting interests.

The term "conflict of interest" applies only to current interests. It does not apply to past interests that have expired, no longer exist, and cannot reasonably affect current behavior. Nor does it apply to possible interests that may arise in the future but do not currently exist, because such future interests are inherently speculative and uncertain. For example, a pending formal or informal application for a particular job is a current interest, but the mere possibility that one might apply for such a job in the future is not a current interest.

The term "conflict of interest" applies not only to the personal financial interests of the individual but also to the interests of others with whom the individual has substantial common financial interests if these interests are relevant to the functions to be performed. Thus, in assessing an individual's potential conflicts of interest, consideration should be given not only to the interests of the individual but also to the interests of the individual's spouse and minor children, the individual's employer, the individual's business partners, and others with whom the individual has substantial common financial interests. Consideration should also be given to the interests of those for whom one is acting in a fiduciary or similar capacity (e.g., being an officer or director of a corporation, whether profit or nonprofit, or serving as a trustee).

Financial Interests

The term "conflict of interest" as used herein ordinarily refers to financial conflicts of interest. In assessing potential conflicts of interest in connection with an individual's service on a committee of the institution used in the development of reports for sponsors, particular attention will be given to the following kinds of financial interests if they are relevant to the functions to be performed: employment relationships (including private and public sector employment and self-employment); consulting relationships (including commercial and professional consulting and service arrangements, scientific and technical advisory board memberships, and serving as an expert witness in litigation); stocks, bonds, and other financial instruments and investments including partnerships; real estate investments; patents, copyrights, and other intellectual property interests; commercial business ownership and investment interests;

services provided in exchange for honorariums and travel expense reimbursements; research funding and other forms of research support."[1]

Balance

An unintended consequence of personal recusal is the possibility that committees could become seriously imbalanced as to discipline or deprived of necessary knowledge of some important subject area. It might happen, for instance, that all knowledgeable members of some committee were also members of a unit under review (Comparative Literature, say, most of whose members have joint appointments with other language and literature departments.) Unless the matter were particularly contentious, disclosure and/or limitation on voting would probably be adequate in such a case. The judicial custom that anything that would disqualify everyone disqualifies no one might apply in such cases as well, though full disclosure should be a minimum condition in all questionable circumstances. The Committee on Committees should stand ready to appoint temporary or additional members to committees in extreme cases.

Conflict of Interest in the Context of Senate Service

In the context of the many duties that arise in work for or on behalf of the Academic Senate, financial conflicts are probably not the most frequent kind, though they need always to be taken into consideration. It is also true, as the National Academies' Policy suggests, that the requirement of objective and prophylactic standards means that, in practice, **the mere appearance of a conflict is, in itself, a conflict,** requiring that some action be taken. No actual malfeasance need be shown to undermine the authority of the decisions taken by a body with members whose positions may be uncharitably imputed to base personal motives. The usual actions to be taken in a case of conflict of interest would be either recusal (withdrawal from discussion, deliberation and voting on some issue or action) limitation (participation in, say, discussion but not voting) or disclosure (formal written notice of the nature of a possible conflict).

II. Recommendations for Standards for Senate Service

A. Senate Principles on Conflict of Interest

As representatives of the Academic Senate, the University, and their various scholarly disciplines, members of the Senate have a responsibility to consider any possible conflicts of interest that might interfere with the proper discharge of their duties on Senate committees or with the proper representation of the Senate on outside committees and boards.

Conflicts of interest should, at a minimum, be disclosed in writing to the Division chair; conflicts involving the Division chair should be disclosed to the Divisional Council. Substantial conflicts should result in limitation or recusal of the member involved, bearing in mind that the appearance of a conflict of interest is potentially as damaging as an actual conflict of interest.

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[1] *National Academies Conflict-of-Interest Policy*. "Policy on Committee Composition and Balance and Conflicts of Interest". National Academies. December 16, 2005. <www.nationalacademies.org/coi>.

Each Senate committee should have a written policy on Conflict of Interest based on section II, "Recommendations". See Appendices I and II for examples of conflict of interest forms for Senate committees.

Any Senate member may recuse him or herself from committee service or a committee action without disclosing a reason.

Recusal, limitation and disclosure should never be construed in any way negatively with respect to the Senate member involved.

Disputes about the Berkeley Division's conflict of interest rules or their application will be referred to the Committee on Rules and Elections (R&E) for decision. Individual Senate members may appeal R&E rulings to the Committee on Privilege and Tenure, which has final authority.

B. Standards within Senate Committees
Some committees already have written disclosure and recusal standards (Budget Committee and P&T policies are appended). R&E suggests that each Senate committee have a similar written policy containing at least the following elements:

1. Disclosure
Committee members should report to their committee chair any potential areas of conflict of interest. The member and chair may decide between them whether limitation of participation, public or written disclosure, or recusal is the proper course of action. Examples might include ongoing collaborative research with members of a unit under review by the committee, or involvement by the committee member in evaluation or review of some issue in an administrative capacity. The very variety of interlocking relationships amongst units and individuals on campus and off makes these gray areas very large and calls for extreme awareness and scrupulousness on the part of individual Senate members.

2. Recusal
While each committee will have its own concerns in regard to possible conflicts, the following rules might form the basis for a policy on required recusal.
   a) The committee member has, or has had, a family relationship with concerned parties.
   b) The committee member has, or has had, a sexual and/or romantic relationship with a concerned party.
   c) The committee member has a financial, personal, or other professional stake in the outcome of a matter under consideration.
   d) The committee member is aware of any prejudice, pro or con, that might impair his or her judgment in a particular matter.

The threshold for each of these matters (second cousins? former High School sweethearts? committee member may get a more desirable office if reviewed unit is moved?) is, of course, not always easy to define, and thus the first step should always be

disclosure, or, if the committee member wishes the matter to remain confidential, recusal without comment. Furthermore, "prejudice" should not be interpreted in such a way as to inhibit strong opinion and debate.

Objection to or approval of some individual's or unit's work on the basis of one's own serious academic judgment (even if held in public and in advance) should not be seen as grounds for recusal. For instance, the fact that I have published in opposition to Freudian literary analysis or String Theory should not necessarily preclude me from evaluating individuals or groups who argue for those views because such scholarly debate is the very substance of our intellectual work. (See the section on "Balance" below.)

B. Standards for Service when Representing the Senate on Outside Bodies

A Senate member appointed to a body outside the Senate whose appointment is as an individual would not, of course, be subject to these rules with respect to the Senate. But, appointment to such a committee on the advice of the Committee on Committees, or service *ex-officio* owing to an appointment within the Senate, such as chair, or representative of a particular committee, or clear indication from the appointing body that the member was chosen at least partially to represent the views of the Senate would bring the member under these proposed guidelines.

The general standards in the case of Senate representatives on outside committees or other bodies are, of course, substantially similar to those for Senate committees. An additional responsibility is imposed, however, by the fact that outside scrutiny might be increased in such an appointment and by the reality that a late or forced recusal might deprive the Senate of an effective voice on the outside body. There are in such cases two sets of standards: one with respect to serving on the body itself, and the other with respect to representing the Senate in an effective manner. One can imagine circumstances in which a Senate member might meet the conflict of interest standards of the outside committee while still being in an equivocal position with respect to the Senate standards. For instance, the chair of the Committee on Educational Policy is asked to serve on a commission to overhaul Alameda county elementary schools, but realizes that she is a collaborator on a large, ongoing research project which might have to be reconceived if school district lines are altered. Since no personal enrichment is at stake, the county commission has no objection to her service. For the Senate, however, her service would raise some potentially worrying issues arising from her possibly conflicting obligations to her research colleagues and to the county. Any Senate member on such a committee or board who suspects that he or she might have a conflict of interest should consult the chair of the Berkeley Division (or, in the case of the chair of the Berkeley Division, the Committee on Rules & Elections) as to the proper course of action.

III. Procedural Matters

A. Senate Committee Rules

As suggested above, each Senate committee should have a written policy on conflict of interest which should not only be provided to each member of the committee annually, but which should be discussed at the first meeting of each year. Committees may have differing rules depending upon their functions. For instance, some committees may wish

to have committee members belonging to units under review or discussion present for discussion, but absent for votes; other committees might wish to exclude such members from the entire matter.

B. Division Rules

The Senate should adopt a set of principles (proposed wording below) governing Conflict of Interest, though the actual rules should be set committee by committee. The annual orientation session for committee chairs should include conflict of interest.

C. Disclosure and Recusal Requirements

Disclosure should take the form of a letter (usually written after an informal discussion between the chair and the Senate member) from the Senate member to the relevant committee chair outlining the nature of the possible conflict. For instance, "although my appointment is with the English department, I have agreed to move to the Physics department, which is now under review by our committee, next year." Or, "My daughter owns a half interest in a coffee shop near campus that may benefit financially from the new location of the Art Museum, which our committee is discussing." The chair should reply to such a letter in writing, advising the member what action is appropriate under the circumstances (simply filing the disclosure letter, limitation, or recusal).

Alternatively, a Senate member can simply write to the committee chair declaring that he or she wishes to be recused; no further disclosure would be required in such a case. For example, the Senate member is providing financial backing to help his daughter buy the entire coffee shop near the proposed Museum site, but does not want that backing disclosed to the other party. Or, the Senate member has had a recent unhappy, but heretofore undisclosed, romantic relationship with the chair of a unit under committee review which both parties wish to remain confidential. All such disclosure and recusal documents should be kept in the ordinary records of the committee involved and subject to the usual safeguards accorded to such records. Committee chairs suspecting a conflict of interest on the part of a member should raise the matter with the member. In the event of a disagreement about the appropriate action to be taken, the case should be placed before the Committee on Rules and Elections for a decision. In the interim, the member should refrain from voting on any matter that might be affected by the claimed conflict of interest.

D. Conflicts about Conflict

Disputes arising within committees, or between committees and the Division, should be referred by the committee chair or by the Senate member in question to the Committee on Rules and Elections, which will issue a binding ruling. Senate members who think that they have been wrongly treated in this process, can, of course, subsequently bring the matter to the Committee on Privilege and Tenure.

Appendix I.

Budget Committee Recusal Policy

In a university, the term "conflict of interest" refers to financial or other personal considerations that may compromise a faculty member's professional judgment in administration, management, instruction, research, or other professional activities. Conflicts of interest have the potential to bias, directly or indirectly, important aspects of the Budget Committee's endeavor, including its recommendations about candidates for appointment, merit advance, or promotion, and its recommendations concerning FTE allocations and campus policies. Budget Committee members must always keep this potential in mind and recuse themselves where a conflict of interest arises.

There are additional circumstances in which recusal is necessary. The need for recusal may arise from the nature of academic review, the structure of the review process, and the importance to the campus of maintaining the integrity of Academic Senate review of academic personnel matters.

Policy

(A) Budget Committee members must recuse themselves in the following circumstances:

1) The Budget Committee member has, or has had, a family relationship with the candidate, such as that of a current or former significant other, partner, or spouse, or child, sibling, or parent.

2) The Budget Committee member has, or has had, a sexual relationship with the candidate.

3) The Budget Committee member has a private financial interest in the outcome of the case.

4) The Budget Committee member is aware of any prejudice, pro or contra, that would impair his or her judgment of the case.

5) The Budget Committee member has participated, or intends to participate, in deliberations about the questions at issue in the case at another level of review.

6) The Budget Committee member believes that his or her recusal is necessary to preserve the integrity of the review process.

(B) Upon joining the Budget Committee, each member is expected to sign a document indicating his or her awareness of this recusal policy and his or her intention to abide by it.

Comment

A Budget Committee member is not expected to recuse himself or herself simply because he or she has published research or publicly expressed views opposed to, or supportive of, those of the candidate. In carrying out their work, Budget Committee members are expected to rely on their academic expertise, experience, and judgment, and so professional agreements or differences of opinion are not by themselves a basis for recusal. Indeed, members of the Budget Committee, like all members of the academic community, are expected to understand the standards of their disciplines, to judge the work of others in light of these standards, and to express these judgments publicly when that is relevant to their own professional activities.

Grey areas

In "grey areas," where the Budget Committee member is uncertain regarding recusal, he or she is expected to disclose the potential grounds for recusal to the Chair of the Budget Committee. Such grounds may include collaborative work with the candidate during the review period, recognizing that the nature of such work varies enormously from field to field. The Chair may then determine whether the member should recuse himself or herself, or the Chair may seek the advice of other Committee members in making this determination. The Chair should consult the whole Committee regarding potential grounds for his or her own recusal. In making its determination regarding recusal in grey areas, the BC will take into account the fact that, by design, each member brings valuable and unique expertise to the Committee as a whole.

Appendix II.

PRIVILEGE AND TENURE COMMITTEE

RECUSAL POLICY

The Committee on Privilege and Tenure has jurisdiction over three categories of cases:

- grievance cases, where a member of the Senate claims injury through the violation of his/her rights and privileges;
- disciplinary cases, where a member of the Senate is accused of having violated the Faculty Code of Conduct; and
- early termination cases, where a Senate or non-Senate faculty member challenges whether there is good cause for his/her early termination.

In cases of personnel review involving tenure, promotion, or reappointment, such grievances may be based only on allegations: (a) that the procedures were not in consonance with the applicable rules and requirements of the University or any of its Divisions, and/or (b) that the challenged decision was reached on the basis of impermissible criteria, including (but not limited to) race, sex, or political conviction. The committee is empowered to determine the validity of the grievances under (a) or (b) but is not empowered to reevaluate the academic qualifications or professional competence of the grievant.

Given the purpose, service on the committee ("committee" refers to the "members" as well as the "alternate" member) can present situations where there are "conflicts of interest" for the committee member. Conflicts can arise because the committee member might be in the same unit (defined in this document as Department, Institute, School, or academic group at a comparable level) as one of the parties in the complaint, or given the close academic community that exists at the University, may have had contact, personal and/or professional relationships, with one or more parties in the complaint. These conflicts have the potential to bias, directly or indirectly, P&T's investigations, hearings, and decisions. P&T members must always keep this potential in mind and recuse themselves where a conflict of interest arises.

Policy

P&T members must recuse themselves from investigations, hearings, deliberations, and decisions in the following circumstances:

1) The P&T member has, or has had, a family relationship with one of the parties involved in the complaint.
2) The P&T member is a member of one of the units with which one or more parties in the complaint have had or currently have an association.
3) The P&T member has, or has had, a sexual and/or romantic relationship with one or more parties in the complaint.
4) The P&T member has been a collaborator in research (e.g., co-principal investigator or co-author) and/or teaching (e.g., co-teaching of courses) with one or more parties in the complaint.

5) The P&T member has a personal or professional financial interest in one of the units that may be impacted by the outcome of the investigation and hearing.
6) The P&T member is aware of any prejudice, pro or con, that seems likely to impair his or her judgment in the case.
7) The P&T member has participated in any aspect of the complaint (e.g., been a member of the unit that is involved in the case; is a potential witness; has deliberated or participated in aspects of the case at another level of review).
8) The P&T member believes his or her recusal is necessary to preserve the real or perceived integrity of the committee's process.

Before becoming a member of P&T, each member is expected to sign a document indicating his or her awareness of this recusal policy and his or her intention to abide by it.

Prior to formal acceptance and investigation by P&T of any complaint, the committee will raise the recusal policy and members can discuss the policy in relation to their continued participation. The P&T committee will discuss, provide guidance, and determine as a whole whether any member should be asked to recuse him or herself. A member's ultimate decision to recuse himself or herself will be automatically accepted by the P&T Committee.

If the implementation of this policy results in a committee number that is less than desired to hold a hearing or to conduct its business, the Academic Senate's Committee on Committees will be consulted and requested to appoint additional alternates.

Guidelines for Evaluation of Service in Faculty Performance Review

PURPOSE

The following guidelines are for faculty, chairs, deans, and other reviewing committee members involved in the preparation and consideration of merit and promotion cases. Lack of clarity in the current policies and procedures for evaluation of faculty service during merit and promotion reviews, coupled to a number of grievances that have come before the Berkeley Division's Committee on Privilege and Tenure concerning the significance of service in personnel decisions, have prompted the Academic Senate to develop more detailed guidelines for evaluation of faculty service. They are intended to provide a framework for how service is to be evaluated; they are not prescriptive.

BACKGROUND

In a December 1, 2003 letter to the faculty, the Academic Senate's Committee on Committees (COMS), in conjunction with the Committee on Budget and Interdepartmental Relations (BIR), wrote:

> Senate service is considered by the Budget Committee when reviewing personnel cases for merit raises and promotions. A balanced record of research, teaching, and service is the optimal combination of accomplishment. It is important to know that the University's expectations about service vary depending on one's tenure status and rank. A higher level of service is expected from associate and full professors, including significant service to the campus, such as service on Academic Senate committees. The higher up the ladder a faculty member is, the more service is expected.

The above statement is considered current, but both BIR and COMS believe that the definition of "service" could be amplified given the potential for uncertainty and ambiguity with respect to how this policy is implemented. The potential ambiguity appears to stem, in part, from APM section 210-1-d, Criteria for Appointment, Promotion, and Appraisal, which states the following.

> The review committee shall judge the candidate with respect to the proposed rank and duties, considering the record of the candidate's performance in (1) teaching, (2) research and other creative work, (3) professional activity, and (4) University and public service.

Section 210-1-d (4) of the APM on University and Public Service offers this further elaboration.

> The faculty plays an important role in the administration of the University and in the formulation of its policies. Recognition should therefore be given to scholars who prove themselves to be able administrators and who participate effectively and imaginatively in faculty government and the formulation of departmental, college, and University policies. Services by members of the faculty to the community, State, and nation, both in their special capacities as scholars and in areas beyond

> those special capacities when the work done is at a sufficiently high level and of sufficiently high quality, should likewise be recognized as evidence for promotion. Faculty service activities related to the improvement of elementary and secondary education represent one example of this kind of service. Similarly, contributions to student welfare through service on student-faculty committees and as advisers to student organizations should be recognized as evidence, as should contributions furthering diversity and equal opportunity within the University through participation in such activities as recruitment, retention, and mentoring of scholars and students.

In the above statement, the APM combines university service and public service, which may suggest that they are interchangeable, and the policy does not specify how "University service" is defined or assessed.

It is the view of COMS and BIR that "University service" specifically means service at the department, campus, and system-wide levels, and that all faculty are expected to participate in the governance and the common good of their department, the campus, and their profession.

COMMENTARY ON BIR AND COMS GUIDANCE REGARDING FACULTY SERVICE

The campus recognizes that some University service obligations are more suited for tenured faculty, such as Campus *Ad Hoc* Review Committees, but there are also many opportunities for junior faculty to serve. In order to cultivate a culture of service on the Berkeley campus, some suggested guidelines by professorial rank are offered here.

Assistant Professor. The University greatly benefits from the involvement of its junior level faculty members. An Assistant Professor is normally expected to provide service at the *local level* of the department or school, for example, by serving as an undergraduate adviser, as a member of a graduate admissions committee or as a member of a faculty search committee. Service at the Academic Senate or campus level is relatively rare for Assistant Professors, but when it occurs, it is most appropriate for the service to be on campus committees that do not have intensive and prolonged time demands.

Associate Professor. Associate Professors are expected to serve both their departments and the campus, for example through membership on standing Academic Senate committees and Campus Ad Hoc Review Committees. [It is understood, however, that Associate Professors in some departments may need to devote more service to the governance of their departments — whether as chairs, undergraduate or graduate directors. These faculty are thus not as free to perform campus service as faculty in other departments. It will be the job of the Chair to explain such situations in sending forward promotion and merit cases.] It is also expected that faculty in the Associate Professor ranks give time to their profession through service on editorial boards, grant review committees, or as elected or appointed officers of professional societies or associations.

Full Professor. At the level of Full Professor the expectations increase to include all of those categories initiated in the lower ranks of the professorate, up through and including the assumption of administrative positions such as Department Chair, ORU Directors, or leadership in other research units such as field stations. Service on Academic Senate committees is also expected, unless the aforementioned positions preclude such service. In addition, faculty at the Full Professor level are expected to serve on University-wide

committees when invited. In summary, Full Professors are expected to offer *frequent* and *broadly distributed* service to multiple constituencies within the academic community.

The above examples are not intended to be prescriptive but rather to illustrate the pattern and type of service expected of faculty members in the normal execution of their duties. Merit increases and promotion decisions depend on an "all-things considered" judgment about a faculty member's contributions. Campus service during each review period is not essential, but failure to serve at the campus level over multiple review periods makes it an increasingly significant factor arguing against merit increases and promotion as the duration of service deficiency lengthens. Similarly, it is also expected that faculty will contribute service to professional organizations and to public service requests, as called upon and when one's expertise is needed.

ADDITIONAL GUIDANCE ON THE NATURE AND EVALUATION OF SERVICE

1. One-time recognition of distinguished service. Long-standing Berkeley campus practice has been to apply APM 245-11[1] regarding service as a department chair to any faculty members who provide truly distinguished service and perform exceptionally well. A recommendation for such recognition should state that this campus practice is being invoked and should make clear what the exceptional strengths of the faculty member's service record are. Simply serving in a large number of different roles or devoting an exceptional amount of time to service does not by itself warrant this kind of recognition. Recognition can be given on a one-time basis for such contributions during reviews through Professor, Step V, either as justification for acceleration or to compensate for a temporary decrease in scholarly activity. This one-time-only recognition of service contributions has been the accepted practice for some time, and has served both the faculty and the Berkeley Division well.

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[1] 245-11 **Criteria for Evaluating Leadership and Service in the Academic Personnel Process**
Academic leadership is, in itself, a significant academic activity. Therefore, distinguished leadership and effective discharge of administrative duties by a department chair shall be considered as appropriate criteria in evaluating the performance of a department chair for a merit increase, accelerated increase, or promotion. It is expected that a department chair will remain active in both teaching and research in order to maintain his or her capabilities in the appropriate field of scholarship. However, a chair who discharges his or her duties as a chair effectively may have reduced time for teaching and research. Reduced activity in these areas that results from active service as a department chair should be recognized as a shift in the type of academic activity pursued by the department chair rather than a shift away from academic pursuits altogether. Therefore, it is entirely appropriate to award a merit increase, or, if performance warrants it, an accelerated increase, primarily for demonstrated excellence in service in the chair appointment when accompanied by evidence of continued productive involvement in scholarly activities.

Promotions in rank and advancement up to Step V of the Professor rank should be considered with these criteria in mind. However, advancement above Step V of the Professor rank or to an above-scale salary are advancements of greater significance than promotion and merit increases up to Professor Step V and should require substantial justification beyond excellence of administrative service.

Department chairs who are being considered for academic advancement are subject to regular review procedures, including review by the Committee on Academic Personnel or the equivalent committee.

2. Leaves-without-salary from the campus for governmental or industrial positions. These leaves can result in long-term benefits to the individual and the campus. However, absences from campus diminish opportunities for classroom instruction and University service, so when a case is prepared for a merit increase or a promotion under such circumstances, there should be exceptional strength in research, mentoring, and professional service to offset any lack of teaching and campus service.

3. Nonstandard Service. In some cases, service may be considered "nonstandard" or ambiguous with respect to how it should be considered. For example, the following situations may not be clear as to whether the contribution is to research, teaching, or service: (1) directing a field program overseas, which involves administrative service while at the same time contributing to one's research activities; or (2) administering an exchange program, where the faculty member directs the program while also teaching students in the program. The categorization of such activities is not evident from the descriptions usually provided by the faculty member. Therefore, the Chair, when preparing a faculty member's case for merit or promotion, should clarify the categorization of the activity under one or more of the headings of research, teaching, and service and should specify the nature of the activity in question.

4. Reporting and evaluation of service in merit and promotion cases. BIR will consider the service record just as it considers the teaching and research records in merit and promotion cases. Evidence of *interest* in campus service, such as a faculty member's volunteering for committee service in response to the annual call for service by COMS, in addition to *actual* service to the Campus, will be considered by BIR.

Evaluation of service goes beyond the simple statement of "served on committee X," instead a summary of the work performed and time spent on conducting committee (or other service) business should be provided. We recommend that this information be reported on one's biobibliography. COMS, as part of its annual process of appointing and renewing appointments to Academic Senate committees will gather information in a general fashion, in terms of the extent of service provided by the unit's faculty. In addition, those faculty who have performed exceptionally meritorious service will be identified and acknowledged. Chairs and Deans may assume that COMS invites faculty members to continue Senate service only if their past service has been of acceptable quality.

The role of the Chair or Dean is to evaluate the faculty member's service record. Enumeration does not constitute evaluation. Deans and Chairs may want to consider developing expected or typical service "paths" for faculty in their particular departments or units, to serve as models for their faculty. Deans and Chairs should evaluate the academic importance of service roles the faculty member has filled, the effectiveness of the faculty member's work in those roles, and the appropriateness of the service record given the faculty member's career stage; comparisons with the service records of others may be helpful.

The responsibility for evaluating service on committees or task forces that are outside the Academic Senate purview lies with the Chair/Dean, who should consult with others as necessary.

With regard to department chairs and directors of institutes, Deans and other Campus administrators should evaluate the quality of the service provided by faculty.

In essence, the case that goes to the BIR for merit or promotion consideration should describe the faculty member's service record, and the Chair or Dean's letter should evaluate the merits of the service record. The strengths and weaknesses of the service record, along with the strengths and weaknesses of the teaching and research records, will be weighed in the review process.

5. Public service — to the Community, the State, and the Nation. As faculty members advance through the professorial ranks, they are expected to exhibit an increasing record of service in their dossier of performance. Recognition is given to service that fulfills the public mission of the University through extramural service to community organizations, to governmental agencies at the local, state and national level, and to professional associations at the local, national, and international level. Nevertheless, this type of service *cannot* substitute for campus service over repeated review periods, nor can it fully compensate for lower productivity in research or reduced teaching.

In summary, significant service need not be continuous, but it should appear in a balanced record over time, generally extending beyond a single review period. Meritorious service on the part of faculty members should include frequent periods of active engagement at all levels, and as mentioned above, the scope of such service is expected to increase as a faculty member proceeds up the academic ladder of the professorate.

RESPONSIBILITIES

The *faculty member* is responsible for taking the initiative in seeking service appropriate to their rank. Faculty can seek positions on Academic Senate committees, for example, by completing the annual COMS call for service. Faculty members, when preparing background material for their promotion or merit case, should provide accurate information about their service records and should indicate any unusually demanding service they performed.

Deans and Chairs also should recommend faculty for appointment to various positions that are consistent with the faculty member's expertise and interest.

Department chairs are responsible for preparing the dossier for submission, and should gather information regarding the service record from as many sources as necessary in order to offer a fair assessment of the faculty member's record of service.

The *senior management group* (e.g., Vice Chancellor for Research) should also participate as necessary in assessing the service of faculty members who occupy research administrative roles.

The *BIR* will evaluate the case based on the information provided to it regarding teaching, research, and service as noted in the above APM section 210-1-d.

Robert J. Birgeneau
Chancellor

On behalf of the Berkeley Division of the Academic Senate:

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