MEETING AGENDA
DIVISIONAL SENATE ASSEMBLY
ACADEMIC SENATE, IRVINE DIVISION
Thursday, December 1, 2022, 3:30-5:00 p.m.
Zoom Videoconference: https://uci.zoom.us/j/97200964428

<table>
<thead>
<tr>
<th>STATUS</th>
<th>ITEM</th>
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<tr>
<td>INFORMATION</td>
<td>1. Remarks from Provost and Executive Vice Chancellor Hal Stern (3:30-4:00)</td>
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<td>ACTION</td>
<td>2. Proposed Revisions to Irvine Regulation 918: Candidacy Committee (4:00-4:20)</td>
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<td><strong>Issue:</strong> Graduate Council proposed revisions to IR 918 to change the required number of members on candidacy committees.</td>
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<td><strong>Proposed action:</strong> Assembly will vote to approve the changes following the meeting.</td>
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<td><strong>Issue:</strong> The Council on Academic Personnel has proposed modifications to the divisional Bylaws to maintain the integrity of the council and the academic review process and prevent conflict of interest by codifying that equity advisors may not serve on the council.</td>
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<td><strong>Proposed action:</strong> Assembly will vote to approve the changes following the meeting.</td>
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<td>INFORMATION</td>
<td>4. Annual Reports of 2021-22 Standing Committees (4:40-4:45)</td>
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<td>All reports are available on the Senate website at:</td>
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<td><a href="https://senate.uci.edu/annual-reports/2021-22-annual-reports/">https://senate.uci.edu/annual-reports/2021-22-annual-reports/</a></td>
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<td>Irvine Division Annual Report</td>
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<td>Council on Academic Personnel</td>
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<td>Council on Educational Policy</td>
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<td>Council on Research, Computing, and Libraries</td>
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<td>Committee on Committees</td>
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<td>Committee on Privilege and Tenure</td>
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<td>Committee on Rules and Jurisdiction (see the Irvine Division Annual Report)</td>
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<td>Committee on Scholarly Honors and Awards</td>
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<td>Academic Integrity Review Board</td>
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<td>Academic Program Review Board</td>
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<td>Board on Undergraduate Scholarships, Honors, and Financial Aid</td>
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<td>Campuswide Honors Collegium Board</td>
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<td>Subcommittee on Courses</td>
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<td>Subcommittee on International Education</td>
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<td>Subcommittee on Policy and Assessment</td>
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<td>5. Announcements by Chair Georg Striedter (4:45-5:00)</td>
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* Agenda items deemed noncontroversial by the Chair of the Divisional Senate Assembly, in consultation with the Senate Cabinet, may be placed on a Consent Calendar under Special Orders. Approval of all business on the Consent Calendar requires a single unanimous vote. At the request of any Divisional Assembly member, any Consent Calendar item may be extracted for consideration under "New Business" later in the agenda. (From Bylaw 158[D])

N.B. All members of the Academic Senate and of the University community shall have the privilege of attendance and the privilege of the floor at meetings of the Divisional Senate Assembly, but only members of the Divisional Senate Assembly may make or second motions or vote. However, the Chair (or designated representative) of a standing or special committee of the Division may move or second action on reports of that committee.

Representatives to the Divisional Senate Assembly may access the agenda materials by logging into the Senate Data Management System (DMS) using their UCInetID: https://dms.senate.uci.edu/~councils.and.committees/?Assembly
# Meeting Materials

## Remarks from Provost & EVC Hal Stern

---Remarks from Provost & EVC Hal Stern

### Irvine Regulation 918 Candidacy Committee

---CRJ Request-for-Review-Form-CRJ-IR918
---CRJ Regulation 918. Candidacy Committee-markup copy
---Assembly Regulation 918. Candidacy Committee-clean copy
---Cabinet Associate Deans Notification 05-17-2022
---Cabinet CRJ IR 918 Memo to Cabinet
---Cabinet Candidacy Committee Membership at Other UC Campuses

### Proposed Revisions to Bylaw 48 Council on Academic Personnel

---Cabinet Bylaw 48 CRJ Memo to Cabinet
---Cabinet 1_CAP Blyaw 48 Modification_Request-for-Review-Form-CRJ-updated-4-8-22_2022-08-01
---Cabinet 3_Bylaw 48. Academic Personnel Council on_CleanCopy_draft_2022-08-01
---Cabinet 2_Bylaw 48. Academic Personnel Council on_MarkUpCopy_2022-08-01
This meeting has no minutes associated with it.
This item has no accessible documents associated with it.
REQUEST FOR REVIEW BY CRJ

The proposal must adhere to the following specifications. Failure to do so will result in the return of the proposal and a delay in the review process.

Please send electronic copies to Gina Anzivino (ganzivin@uci.edu), Associate Director of Academic Senate, until otherwise notified, who will ensure that the proposal meets CRJ guidelines and is ready to be forwarded to the Chair of the Committee on Rules and Jurisdiction.

Main Contact Information

Name: Thao Nguyen  
Phone: Click here to enter text.  
Email: thao.nguyen@uci.edu  
Date: 6/1/2022

Main Contact Information

Name: Thao Nguyen  
Phone: Click here to enter text.  
Email: thao.nguyen@uci.edu  
Date: 6/1/2022

The Proposal

☐ Title: Proposed Modifications to Irvine Regulation 918. Candidacy Committee

☒ Statement of rationale: Briefly explain why the proposed modifications are necessary to the existing legislation or organizational practice. Please include information on when the executive committee or governing body approved these modifications.

At its meetings in February, March, and April 2022, Grad Council considered Irvine Regulation 918. Candidacy Committee. Candidacy committees at UCI are comprised of five faculty who are Senate voting members or with equivalent scholarly standing, by exception. Candidacy committee members need not necessarily be from the Irvine Division — but a majority and not all must hold primary or joint appointments in the student's department. The membership requirement often makes it challenging to identify eligible faculty members to serve due to conflicts with courtesy appointments.

After reviewing policies at other UC campuses and in an effort to allow for more flexibility, Grad Council voted unanimously to approve the attached revisions to IR 918. These revisions allow for candidacy committees of fewer than five faculty, and relax the eligibility requirements of outside members. They have been presented to Associate Deans for comments.

☐ Proposed Language (bylaws): Attached. Document format should be in Microsoft Word (Letter size with 1" margins), Arial Font, Size 12 (please do not change font size within the document). If this a proposal for new bylaws, just include the original copy. Please submit all documents in Microsoft Word and not as a PDF.

Please attach two copies:

- One markup copy, indicating deletions by **strikeout type** and additions by *underscore type*.
- One clean copy with the proposed modifications already in place (no mark ups).
Regulation 918. Candidacy Committee.
(Am 1 Oct 98) (Am 11 May 00) (Am 18 Mar 10) (CC and EC 18 Jan 05) (Am 6 Jun 19)

A. Membership
The Candidacy Committee is comprised of three to five faculty who are voting members of the University of California Academic Senate or by equivalent scholarly standing, by exception. Non-voting Senate members, faculty members from other universities, or non-Senate faculty with equivalent scholarly standing will be considered for general membership on the committee on an exception basis only. Candidacy committee members need not necessarily be from the Irvine Division — but a majority and not all must hold primary or joint appointments in the student’s department. If the student is not affiliated with an individual department, a majority of the committee must hold either primary or joint appointments with the academic unit granting the doctoral degree. The following additional criteria apply to the membership of the committee.

B. The Chair
The Chair of the Candidacy Committee must hold either a primary or joint appointment in the student’s department (or academic unit) and must be a voting member of the UC Academic Senate. No exceptions to these requirements will be considered. [Please see Footnote 1 for “Definitions of Academic Unit”.

C. General Membership
At least two members in addition to the Chair. A majority of the committee must hold either a primary or joint appointment in the student’s department or academic unit. The requirement that a majority of voting members hold appointments in the student’s department or academic unit may be waived under exceptional circumstances. Non-voting Senate members, faculty members from other universities, or non-Senate faculty with equivalent scholarly standing will be considered for general membership on the committee on an exception only basis. Exceptions will be granted by the Dean of the Graduate Division.

D. The Outside Member
One member of the Candidacy Committee, designated the “outside member,” must be from the Irvine Division and may not hold either a primary or joint appointment in the student’s department or academic unit. The outside member represents the faculty at large. The role of the “outside member” is to serve as an unbiased and independent judge of both the quality and fairness of the exam. It is therefore desirable that this individual be familiar with the student’s research field. No exceptions to these requirements will be considered.

D. Additional Membership
Degree granting programs can choose to require either a three-, four- or five-member Candidacy Committee consistent with the requirements above. They
may also choose to require that one member of the Candidacy Committee be an "outside member," i.e., a member of the Irvine Division of the UC Academic Senate, who does not hold a primary appointment in the student's department or academic unit.

Whichever options are chosen, they must apply to all students in the degree program, be on record in the Graduate Division, and be published in a student handbook and/or on a departmental website.

E. The Oversight Member
If the Chair, Research/Thesis advisor or other member of the committee has a financial interest in an outside entity that carries a possibility of a conflict of interest potentially harmful to the graduate student, an oversight member must be appointed in addition to the three general members. It is understood that the Oversight Member shall not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of their role as Oversight Member.*

F. Role of the Oversight Member
The Oversight Member shall participate on all student research advisory and/or thesis committees. An additional role of the Oversight Member is to be fully cognizant of the issues related to the possible conflict of interest and its potential impact on the student, and to be fully cognizant of the UCI resources available should a conflict of interest problem arise. If there do not appear to be any harmful results from the conflict of interest, the Oversight Member shall sign a statement to that effect after each committee meeting and the statement shall be placed in the student's file as well as forwarded to the Dean of Graduate Division. If the Oversight Member perceives that there is a problem arising from conflict of interest issues, then they shall not sign off on the committee deliberation, but shall instead inform the Dean of Graduate Division in writing.*

G. Appointment Procedures
The qualifications of all committee members must be evaluated and approved by the academic unit Chair or designee. When the membership of the proposed committee conforms to Senate policy as defined in this regulation, the Dean of Graduate Division, on behalf of the Graduate Council, may delegate to the academic unit the authority to appoint, evaluate and approve the committee. When the proposed membership deviates from this policy, as in the case of non-voting Senate members, faculty members from other universities, non-Senate faculty with equivalent scholarly standing, or when appointment of an Oversight Member is perceived to be necessary, a request for an exception or nomination must be submitted in writing to the Dean of Graduate Division (see below).

1. Non-voting Senate members, faculty holding professorial titles at other Universities or non-Senate faculty with equivalent scholarly standing will be considered on an exception-only basis. The Dean of Graduate Division retains sole authority to grant these exceptions, which must be submitted in
writing by the Chair of the academic unit at least two weeks prior to the scheduled exam, and must be accompanied by a curriculum vitae of the individual for whom the exception is being requested. A list of the faculty holding primary or joint appointments with the student's department or academic unit may be required by the Dean of Graduate Division.

2. Oversight Member: The Dean of Graduate Division shall select the Oversight Member from a list of three nominees agreed upon by the student, the faculty research advisor and the departmental representative. If no agreement can be reached on three nominees, the departmental representative — either the graduate advisor or the chair if the advisor is conflicted — will select the nominations. The request for appointment of an Oversight Member must be submitted in writing to the Dean of Graduate Division no less than two weeks prior to the date of the exam to allow a reasonable time for review. This request will also include background information describing the circumstances of the possible conflict. The Dean of Graduate Division will retain sole authority to appoint the Oversight Member. No exceptions to this requirement will be considered.*

It is the responsibility of the Chair of the academic unit, the Departmental Faculty Advisor/ Mentor or Associate Dean for Graduate Affairs as appropriate, and the Chair of the Candidacy Committee: 1) to inform the student regarding the policy on Candidacy Committees — including full disclosure of issues pertaining to the possibility of a conflict of interest that is potentially harmful to graduate students; 2) to provide graduate students with a policy statement on such possible conflict of interest prior to the student designating a research topic, forming a graduate committee, or being employed as a research or teaching assistant, whichever comes first; and 3) to ensure that these Academic Senate policies are followed.* Should these Senate policies not be followed the student will be required to retake the Exam.

* Note: Areas of assigned responsibility are further defined in the UCI Academic Senate policy statement dated March 2, 2000 and entitled "Proposed Policy and Procedures for Implementation of Academic Senate Policy on Conflict of Interest and Graduate Education." (See Appendix XII.)

1 Definitions of Academic Unit

a. Department.

b. If "a" fails, Interdisciplinary Program.

c. If "a" and "b" fail, the graduate program which oversees the student's progress.

d. If "a", "b" and "c" fail, the School (or DOE).

e. In cases where multicampus programs are involved, the same definitions will apply across all campuses relevant to the program.
Regulation 918. Candidacy Committee.
(Am 1 Oct 98) (Am 11 May 00) (Am 18 Mar 10) (CC and EC 18 Jan 05) (Am 6 Jun 19)

A. Membership
The Candidacy Committee is comprised of three to five faculty who are voting members of the University of California Academic Senate or by equivalent scholarly standing, by exception. Non-voting Senate members, faculty members from other universities, or non-Senate faculty with equivalent scholarly standing will be considered for general membership on the committee on an exception basis only. Candidacy committee members need not necessarily be from the Irvine Division — but a majority must hold primary or joint appointments in the student's department. If the student is not affiliated with an individual department, a majority of the committee must hold either primary or joint appointments with the academic unit granting the doctoral degree. The following additional criteria apply to the membership of the committee.

B. The Chair
The Chair of the Candidacy Committee must hold either a primary or joint appointment in the student's department (or academic unit) and must be a voting member of the UC Academic Senate. No exceptions to these requirements will be considered. [Please see Footnote 1 for "Definitions of Academic Unit".]

C. General Membership
A majority of the committee must hold either a primary or joint appointment in the student's department or academic unit. The requirement that a majority of voting members hold appointments in the student's department or academic unit may be waived under exceptional circumstances. Non-voting Senate members, faculty members from other universities, or non-Senate faculty with equivalent scholarly standing will be considered for general membership on the committee on an exception only basis. Exceptions will be granted by the Dean of the Graduate Division.

D. Additional Membership:
Degree granting programs can choose to require either a three-, four- or five-member Qualifying Examination Committee consistent with the requirements above. They may also choose to require that one member of the Candidacy Committee be an "outside member," i.e., a member of the Irvine Division of the UC Academic Senate, who does not hold a primary appointment in the student's department or academic unit.

Whichever options are chosen, they must apply to all students in the degree program, be on record in the Graduate Division, and be published in a student handbook and/or on a departmental website.
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If the Chair, Research/Thesis advisor or other member of the committee has a financial interest in an outside entity that carries a possibility of a conflict of interest potentially harmful to the graduate student, an oversight member must be appointed in addition to the three general members. It is understood that the Oversight Member shall not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of their role as Oversight Member.*

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G. Appointment Procedures
The qualifications of all committee members must be evaluated and approved by the academic unit Chair or designee. When the membership of the proposed committee conforms to Senate policy as defined in this regulation, the Dean of Graduate Division, on behalf of the Graduate Council, may delegate to the academic unit the authority to appoint, evaluate and approve the committee. When the proposed membership deviates from this policy, as in the case of non-voting Senate members, faculty members from other universities, non-Senate faculty with equivalent scholarly standing, or when appointment of an Oversight Member is perceived to be necessary, a request for an exception or nomination must be submitted in writing to the Dean of Graduate Division (see below).

1. Non-voting Senate members, faculty holding professorial titles at other Universities or non-Senate faculty with equivalent scholarly standing will be considered on an exception-only basis. The Dean of Graduate Division retains sole authority to grant these exceptions, which must be submitted in writing by the Chair of the academic unit at least two weeks prior to the scheduled exam, and must be accompanied by a curriculum vitae of the individual for whom the exception is being requested. A list of the faculty holding primary or joint appointments with the student's department or academic unit may be required by the Dean of Graduate Division.

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It is the responsibility of the Chair of the academic unit, the Departmental Faculty Advisor/ Mentor or Associate Dean for Graduate Affairs as appropriate, and the Chair of the Candidacy Committee: 1) to inform the student regarding the policy on Candidacy Committees — including full disclosure of issues pertaining to the possibility of a conflict of interest that is potentially harmful to graduate students; 2) to provide graduate students with a policy statement on such possible conflict of interest prior to the student designating a research topic, forming a graduate committee, or being employed as a research or teaching assistant, whichever comes first; and 3) to ensure that these Academic Senate policies are followed.* Should these Senate policies not be followed the student will be required to retake the Exam.

* Note: Areas of assigned responsibility are further defined in the UCI Academic Senate policy statement dated March 2, 2000 and entitled "Proposed Policy and Procedures for Implementation of Academic Senate Policy on Conflict of Interest and Graduate Education." (See Appendix XII.)

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   a. Department.
   b. If "a" fails, Interdisciplinary Program.
   c. If "a" and "b" fail, the graduate program which oversees the student's progress.
   d. If "a", "b" and "c" fail, the School (or DOE).
   e. In cases where multicampus programs are involved, the same definitions will apply across all campuses relevant to the program.
Dear Associate Deans,

At its meetings in February, March, and April 2022, Grad Council considered Irvine Regulation 918. Candidacy Committee. Candidacy committees at UCI are comprised of five faculty who are Senate voting members or with equivalent scholarly standing, by exception. Candidacy committee members need not necessarily be from the Irvine Division — but a majority and not all must hold primary or joint appointments in the student’s department.

The membership requirement often makes it challenging to identify eligible faculty members to serve due to conflicts with courtesy appointments. In an effort to allow for more flexibility, Grad Council voted unanimously to approve the attached revisions to IR 918. These revisions allow for candidacy committees of fewer than five faculty, and relax the eligibility requirements of outside members.

The revised IR 918 is being circulated to Associate Deans for comments by Friday, May 27, 2022. As required for revisions to Irvine Regulations, it will be presented next to the Committee on Rules and Jurisdiction, the Cabinet, and the Assembly for review.

Sincerely,

Arvind Rajaraman, Grad Council Chair

Attachments:
Revised IR 918. Candidacy Committee
Policies at Other UC Campuses
June 14, 2022

Joanna Ho, Chair
Academic Senate, Irvine Division

RE: Revisions to Irvine Regulation 918. Candidacy Committee

The Committee on Rules and Jurisdiction (CRJ) reviewed the proposed revisions to Irvine Regulation 918. Candidacy Committee. The Committee had two minor comments.

Under item C. General Membership, the specification that “a majority of the committee must hold either a primary or joint appointment in the student’s department or academic unit” is already stated under A. Membership using slightly different wording. This does not need to be stated twice.

In Item D. Additional Membership, the first sentence refers to the Qualifying Examination Committee, while the second sentence refers to the Candidacy Committee. CRJ found this confusing and recommended that it be clarified.

If these sections are corrected, the Committee approves the proposed revisions to IR 918.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Knut Solna, Chair
Committee on Rules and Jurisdiction

Cc: Georg Striedter, Chair Elect
Jisoo Kim, Executive Director
Gina Anzivino, Associate Director
Arvind Rajaraman, Chair, Graduate Council
Thao Nguyen, Graduate Council Analyst
UC Irvine
Candidacy Committee Membership

Excerpts from Current UC Irvine Policy:

The Candidacy Committee is comprised of five faculty who are voting members of the University of California Academic Senate or by equivalent scholarly standing, by exception. Non-voting Senate members, faculty members from other universities, or non-Senate faculty with equivalent scholarly standing will be considered for general membership on the committee on an exception basis only. Candidacy committee members need not necessarily be from the Irvine Division — but a majority and not all must hold primary or joint appointments in the student's department. Also:

A. The Chair of the Candidacy Committee must hold either a primary or joint appointment in the student's department (or academic unit) and must be a voting member of the UC Academic Senate.

B. At least two members in addition to the Chair must hold either a primary or joint appointment in the student's department or academic unit.

C. One member of the Candidacy Committee, designated the "outside member," must be from the Irvine Division and may not hold either a primary or joint appointment in the student's department or academic unit. The outside member represents the faculty at large. The role of the "outside member" is to serve as an unbiased and independent judge of both the quality and fairness of the exam. It is therefore desirable that this individual be familiar with the student's research field.

D. [There are also rules for the Dean of Graduate Division to select an additional "Oversight Member" when the faculty advisor has a potential conflict of interest from external financial interests. Here, we do not contrast this part of policy with other UC campuses.]

Policies at Other UC Campuses:

- UC Santa Barbara: To be advanced to candidacy for a doctoral degree a student must ... have passed such written examinations as required by the department and an oral qualifying examination conducted by a doctoral committee nominated by the department and appointed by, and responsible to, the Dean of the Graduate Division under policies established by the Graduate Council. This committee consists of at least three UC Academic Senate members with a tenure-track faculty member from the student's major department serving as chair or co-chair. At least two members of every doctoral committee must be tenure-track faculty. The majority of the members shall be from the student's UCSB major department.

- UC Merced: The Candidacy Committee is comprised of a minimum of three faculty who are voting members of the University of California Academic Senate. Non-faculty members (i.e., Professional Researchers) or faculty holding professorial titles at
other Universities will be considered on an exception-only basis with approval of the Graduate Dean. Candidacy Committee members need not necessarily be from the Merced Division, but a majority must be members of the student's Graduate Group.

- **UC Santa Cruz:** *The qualifying examination committee shall consist of at least four examiners*, one of whom is not a member of the student's department. … The Chair of the Examination Committee must be a tenured faculty member. The student's thesis advisor cannot chair the examination committee unless this is specifically allowed by departmental policy. The outside member must be either a tenured faculty member from a different discipline on the University of California, Santa Cruz, campus, a tenured faculty member of the same or different discipline from another academic institution involved in research and graduate education, or a qualified person outside of academia with significant research experience.

- **UC San Diego:** The Doctoral Committee is tasked with determining if the candidate is qualified to advance to candidacy for the Ph.D. degree. … In consultation with their faculty dissertation advisor and following their Ph.D. program guidelines, candidates shall request to appoint a **Doctoral Committee consisting of at least four members with faculty appointments at UC San Diego**. … At least one Doctoral Committee member must have their primary appointment in a different department than the one in which the candidate’s dissertation advisor/Doctoral Committee Chair holds their primary appointment. (Doctoral Committee Co-Chairs from different departments or programs satisfy this requirement; note that, even with evenly split appointments, faculty are primary in one department).

- **UC San Francisco:** A committee of four faculty is nominated by the student and approved by the student’s advisor. The Dean of the Graduate Division must be notified of the topic and the committee members. At least one member of the committee must be from outside the student's major department or graduate program. A student's primary dissertation advisor may not serve as chair of the qualifying examination committee.

- **UC Los Angeles:** All committee members will be responsible for reviewing your work periodically, advising you on your direction and independent research, assessing your university oral qualifying exam, and approving your dissertation. … **All doctoral committees require a minimum of four members among whom a minimum of three members must hold current UCLA Academic Senate faculty appointments** limited to Professor (any rank), Professor or Associate Professor Emeritus, Professor in Residence (any rank), or Acting Professor or Acting Associate Professor.

- **UC Davis:** *The qualifying examination committee shall include four or five members, as required by the students’ graduate program*; whichever number is required by the program must apply to all students in the program and be specified in the program degree requirements; a student or program may petition Graduate Studies for one additional member beyond the number required by the program; at least three of the members shall be members of the student’s graduate program. … In order to ensure that a breadth of knowledge is tested and to provide external oversight, the committee should include at least one committee member who is not a member of the student's graduate program”, except when the program has an approved exception.
● UC Berkeley: **Degree granting programs can require either a four- or five-member Qualifying Examination Committee.** Whichever option is chosen, it must apply to all students in the degree program, be on record in the Graduate Division, and be published in a student handbook and/or on a departmental website. One Additional Member beyond the number required by the degree granting program may be added.

● UC Riverside: **Must consist of 5 members, the majority of whom must be affiliated with the student's graduate program.** All committee members should normally be voting members of the UC Academic Senate.
October 7, 2022

George Striedter, Chair
Academic Senate, Irvine Division

RE: Revisions to Senate Bylaw 48: Council on Academic Personnel

On behalf of the Committee on Rules and Jurisdiction, I have reviewed the proposed revisions to Bylaw 48: Council on Academic Personnel. The proposed modification of Bylaw 48 is important to avoid actual or appearance of conflict of interest and reflects current practice and the committee approves this modification.

The Committee appreciates the opportunity to comment. If you have any further questions, please do not hesitate to contact me.

Sincerely,

Knut Solna, Chair
Committee on Rules and Jurisdiction

Cc: Arvind Rajaraman, Chair Elect
    Jisoo Kim, Executive Director
    Gina Anzivino, Associate Director
    Michelle Garfinkel, CAP Chair
    Casey Lough, CAP Analyst
REQUEST FOR REVIEW BY CRJ

The proposal must adhere to the following specifications. Failure to do so will result in the return of the proposal and a delay in the review process.

Please send electronic copies to Gina Anzivino (ganzivin@uci.edu), Associate Director of Academic Senate, until otherwise notified, who will ensure that the proposal meets CRJ guidelines and is ready to be forwarded to the Chair of the Committee on Rules and Jurisdiction.

Main Contact Information

Name: Casey Lough
Phone: Click here to enter text.
Email: clough@uci.edu
Title/Capacity: Senate Analyst, CAP
Date: 7/21/2022

The Proposal

☐ Title: Proposed Modifications to… or (if new) Proposed Bylaws for the…

Proposed modification to Bylaw 48. Academic Personnel, Council on

☐ Statement of rationale: Briefly explain why the proposed modifications are necessary to the existing legislation or organizational practice. Please include information on when the executive committee or governing body approved these modifications.

CAP has clear guidelines on conflicts of interest to maintain the integrity of the council and more generally the academic review process. Equity Advisors provide guidance to faculty on their personnel files, and inform faculty members and departments within their schools about this process. CAP members have the responsibility of reviewing and making recommendations to the Chancellor and the Provost on faculty personnel files. A member of CAP concurrently serving as a school’s Equity Advisor would give rise to a conflict of interest or, in the very least, the appearance thereof. The proposed modification to Bylaw 48 would codify current accepted practices that do not allow CAP members to serve as an Equity Advisor. Putting forth this clear communication is vital to current practices and campus stakeholders, allows future members to plan for a smooth transition of roles, and maintains the integrity of the council and the academic review process.

CAP Recommendation: 12-0-0 for the Proposed Modification to Bylaw 48.

☐ Proposed Language (bylaws): Attached.

Document format should be in Microsoft Word (Letter size with 1” margins), Arial Font, Size 12 (please do not change font size within the document). If this a proposal for new bylaws, just include the original copy. Please submit all documents in Microsoft Word and not as a PDF.

Please attach two copies:
- One markup copy, indicating deletions by strikeout type and additions by underscore type.
- One clean copy with the proposed modifications already in place (no mark ups).
Bylaw 48. Academic Personnel, Council on
(Am 21 Nov 02) (Am 5 Jun 03) (CC 3 Jun 04) (CC 15 May 06) (CC 24 May 06) (Am 5 Apr 07) (Am 13 Jan 09) (Am 15 Dec 11) (Am 3 Jun 21)

A. Membership
1. The Council on Academic Personnel shall consist of fourteen elected Division members serving three-year terms.
   1a. One member shall be elected from each of the following: The Claire Trevor School of the Arts, the School of Biological Sciences, the Henry Samueli School of Engineering, the Paul Merage School of Business, the School of Humanities, the Donald Bren School of Information and Computer Sciences, the School of Law, the School of Physical Sciences, the School of Social Ecology, and the School of Social Sciences. Two members shall be elected from the School of Medicine, representing respectively the clinical departments and the basic science departments; to maintain continuity, their terms shall not expire in the same year. To allow all ladder rank faculty the opportunity to serve on CAP, two at-large members shall be elected from the following schools: Education, Nursing, Pharmacy and Pharmaceutical Sciences, and Population and Public Health. The two at-large members cannot be from the same school.

   1b. The only exceptions to CAP members being elected for three-year terms are when COC must appoint a member to complete the term of a CAP member who ceases their participation as described in Bylaw 181 or when the length of the term needs to be shortened to achieve or maintain staggering of new members within clusters. The clusters are defined as follows:
   Cluster 1: Arts, Humanities
   Cluster 2: Biological Sciences, Medicine (Basic Science), Medicine (Clinical), College of Health Sciences (at large)
   Cluster 3: Engineering, ICS, Physical Sciences
   Cluster 4: Business, Education (at large), Law
   Cluster 5: Social Ecology, Social Sciences.

2. Candidates for each of the fourteen seats shall be elected by the members of the Division as a whole to represent the Division at large.

3. No Dean, Department Chair, or Equity Advisor shall serve on the Council. In addition, no Associate Dean or other administrative officer, whose duties include or could include (in an interim or surrogate role) involvement in the academic personnel review process, shall serve on the Council.

B. Duties
1. Confer with and make recommendations to the Chancellor and Provost on appointments, advancement, and other personnel matters.
2. Maintain liaison with the University Committee on Academic Personnel.
Bylaw 48. Academic Personnel, Council on

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