# MEETING AGENDA
DIVISIONAL SENATE ASSEMBLY
ACADEMIC SENATE, IRVINE DIVISION
Thursday, February 3, 2022, 3:30-5:00 p.m.
Zoom Teleconference: [https://uci.zoom.us/j/93329968274](https://uci.zoom.us/j/93329968274)

<table>
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| ACTION | 1. **Conforming Changes to Appendix IX: Undergraduate and Graduate Degrees (3:30-3:35)**  
Issue: Annual review of degree listing under Appendix IX to update any changes approved during the prior academic year.  
Proposed action: Assembly will vote to approve the changes following the meeting. |
| ACTION | 2. **Conforming Change to Regulation 607: Donald Bren School of Information and Computer Sciences (3:35-3:40)**  
Issue: Regulation 607 needs to be updated to reflect an undergraduate major name change.  
Proposed action: Assembly will vote to approve the change following the meeting. |
| INFORMATION | 3. **Revisions to Appendix I: Bylaws of the Faculties (3:40-3:50)**  
Issue: Revisions to Bylaws of the Faculties are shared with Assembly as information only.  
- Chapter I: The Paul Merage School of Business  
- Chapter V: The Henry Samueli School of Engineering  
- Chapter XII: School of Law |
| IN MEMORIAM | 4. **In Memoriam (3:50-4:00)**  
- Lim, Henry (1936-2021)  
- Miller, J. Hillis (1928-2021)  
- Hill, Lamar (1938-2021)  
- Pike, Nelson (1930-2010)  
- Reeburgh, William (1940-2021)  
- Santos, Gerasimos (1931-2021)  
- Spear, Gerald (1928-2021) |
| INFORMATION DISCUSSION | 5. **Research Data Security and Related Issues (4:00-4:45)**  
Guests: Kian Colestock, Associate Vice Chancellor and Chief Information Officer and Phil Papadopoulos, Director, Research Cyberinfrastructure Center |
| | 6. **Announcements by Chair Joanna Ho (4:45-)** |
| | 7. **Annual Reports of 2020-21 Standing Committees**  
*All reports are available on the Senate website at: [https://senate.uci.edu/annual-reports/2020-21-annual-reports/](https://senate.uci.edu/annual-reports/2020-21-annual-reports/)* |
| | 8. **Announcements by Other Administrative Officers** |
9. Reports of Special Committees
10. Reports of Standing Committees
11. Petitions of Students
12. Unfinished Business
13. University and Faculty Welfare
14. New Business

* 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
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MINUTES OF MEETING
DIVISIONAL SENATE ASSEMBLY
ACADEMIC SENATE, IRVINE DIVISION
Thursday, February 3, 2022, 3:30-5:00 p.m.
Zoom Teleconference

Chair Joanna Ho called a regular meeting of the Irvine Divisional Senate Assembly to order at 3:30 pm on Thursday, February 3, 2022 via Zoom Teleconference. Chair Ho requested that any members of the press present make themselves known, and noted that no hands were raised.

1. **Conforming Changes to Appendix IX: Undergraduate and Graduate Degrees**
   Chair Ho explained that this is an annual review of degrees in the Senate Manual, updating it to conform to any changes made during the previous academic year. Chair Ho noted that the Cabinet approved these conforming changes on November 2, 2021.

   Members voted 29-0-0 to approve the modifications and 26-0-0 to make the changes effective immediately. The vote took place electronically following the meeting.

2. **Conforming Change to Regulation 607: Donald Bren School of Information and Computer Sciences**
   Chair Ho explained that the Donald Bren School of Information and Computer Sciences changed the name of its Computer Game Science degree to Game Design and Interactive Media, effective Fall 2021, requiring a conforming change to the ICS regulations in the Senate Manual. Chair Ho noted that the Cabinet approved this change on November 2, 2021.

   Members voted 27-0-0 to approve the modification and 25-0-2 to make the change effective immediately. The vote took place electronically following the meeting.

3. **Revisions to Appendix I: Bylaws of the Faculties**
   Chair Ho presented the following revisions to Faculty Bylaws noting that these items are informational only, having already been approved by the Senate Cabinet and requiring no vote by the Assembly:
   - Minor revisions to Chapter I: The Paul Merage School of Business to expand the pool of eligible candidates for Faculty Chair-Elect and Personnel Committee Chair-Elect; approved by Cabinet at its January 18, 2022 meeting.
   - Revisions to Chapter V: The Henry Samueli School of Engineering to add the Dean or Dean's designated representative, ex officio, to the school’s research committee; approved by Cabinet at its November 2, 2021 meeting.
   - Revisions to Chapter XII: School of Law made to add a process by which faculty can require the Dean to call a faculty meeting for urgent business and to clarify the counting of abstentions; approved by Cabinet at its January 4, 2022 meeting.

4. **In Memoriam**
   Chair Ho announced that the Academic Senate received notice of seven faculty colleagues’ passing and invited members to review extended remembrances in the meeting materials and on the Senate website.

   - Lim, Henry (1936-2021)
5. Research Data Security and Related Issues

Chair Ho introduced Kian Colestock, Associate Vice Chancellor and Chief Information Officer, and Phil Papadopoulos, Director of the Research Cyberinfrastructure Center, to make a presentation on research data security at UCI.

Assistant Vice Chancellor Colestock began by noting that these security initiatives will be introduced by the Chancellor and Provost to the schools directly. He explained that these changes are in response to the potential for cyberattacks, especially those that hold research data for ransom, and changes being made at federal funding agencies such as the Department of Defense and Department of Justice requiring contracting partners and grant recipients to maintain higher security standards. He noted that the National Institutes of Health and the National Science Foundation are expected to implement similar security requirements for universities. AVC Colestock provided an example of a high-profile data breach at UCSF, and said that ransomware attacks cost universities millions of dollars per incident due to being a forward-facing public entity with a ‘large attack surface.’

AVC Colestock explained that all data belongs to the University, and that ultimate responsibility for security lies with the Deans; according to policy, they are responsible for the costs associated with breaches in their units. He noted that the most frequent point of attack is at the individual level, targeting PIs to compromise their credentials. Faculty PIs and research teams should therefore take required security training; use campus-approved IT services and end points (computers, laptops, etc.); store and backup data to a secondary location; and follow all security regulations in contracts and grants.

Director Papadopoulos presented information about the existing research data storage options available:
- Sherlock, managed by the San Diego Supercomputer Center, provides the highest-level security and conforms to Department of Defense and National Security Agency specifications.
- Solutions such as Microsoft OneDrive provide medium-level security.
- The Campus Research Storage Pool (CRSP) and Google Drive provide the lowest level of security and are convenient for non-sensitive data and shared documents.

A member asked about graduate student access to Sherlock. Director Papadopoulos clarified that they can have access to the PI’s instance after completing the required training and onboarding process.

Other members asked about Dropbox and Box, and why they were left off the list of supported storage spaces. Director Papadopoulos explained that these platforms can be used to collaborate with others when it is their data, but they are not supported for UCI-owned data. He also noted that there is a limit to what UCI can support in terms of bandwidth and funding. AVC Colestock added that the University of California attempted to get contracts with both Box and Dropbox, but they did not meet the UC’s minimum-security requirements.
Director Papadopoulos expressed that individual faculty have thus far been left relatively on their own to set up research data spaces, but that changes in the coming year address data security and include backup solutions for laptops, desktops, and large data sets; additional cloud storage; additional campus IT services to comply with requirements; and a research security website.

AVC Colestock described a successful phishing attack over winter recess, pointing to the need for security changes related to email. These include enforcing use of Duo multi-factor authentication for Gmail and Office 365 and transitioning away from legacy email platforms to more secure options. He explained that Webmail is particularly vulnerable, and cannot be patched or updated to meet new security requirements; it will be phased out entirely in favor of more secure platforms such as Gmail and Office 365. Additionally, all email to and from campus will use a single gateway and will be scrubbed for malicious attachments and links. Several members expressed concern about a smooth email transition. Director Papadopoulos assured members that the transition will happen incrementally and will be coordinated with each school’s IT team.

Other expected changes include disconnection from the network of systems that do not meet required patching levels; implementation of a systemwide policy standardizing security requirements across the system; self-service and facilitated risk assessments; and the migration of large and high-risk data sets in Google Drive to other storage options.

6. **Announcements by Chair Joanna Ho**
Chair Ho referred members to the 2020-21 Annual Reports of the Standing Committees, available online.

Chair Ho also referred members to the Mitigating COVID-19 Impacts on Faculty Working Group Preliminary Report, noting the Senate Cabinet was asked to review the report and prioritize recommendations for future action at UCI in the context of measures already in place. Chair Ho reported that she and Chair Elect Striedter met with Vice Provost O’Dowd to share those recommendations.

Members had quite a bit of discussion about this report and these issues in general. One member felt that the administration never fully acknowledged how hard faculty were hit by COVID-19 with regard to childcare and other issues. They also thought that the Stop the Clock (STC) policy regarding tenure did not go far enough, and felt that some faculty needed 2-3 years of STC.

Several members raised concerns over disparities in different departments, schools, and fields as to the impacts of COVID-19. For example, book publications were significantly delayed during the pandemic; for colleagues in book fields, you either “have a book or you don’t” when you come up for tenure. Another member noted that for very junior colleagues who started during the pandemic, they lost 2-3 years of access to senior colleagues who serve as mentors during the early stages of their careers. Other issues raised included staffing issues in some fields; for example, some labs have been unable to retain personnel, citing the “Great Resignation.” Loss of staff in certain areas has also put an additional administrative burden on some faculty.
Many members also had concerns about salary gaps because of STC, particularly gender pay gaps, as colleagues who stop the clock may delay a step. Chair Ho noted that the UC budget includes a 4% increase for on-scale salary and a 1.5% equity adjustment. Some members suggested that the equity adjustment should be targeted to those faculty who used STC. Chair Ho reminded members that the STC policy includes a retroactive pay increase. Lastly, she noted that the Provost plans to continue the $1 million Interim COVID Research Recovery Program for another year, as well.

Finally, there was some discussion about “achievement relative to opportunity.” While CAP is conducting its reviews guided by this principle, it was also suggested that resources and effort should be put into training faculty and chairs on this concept. Chair Elect Striedter recommended that to help guide CAP, COVID impact statements should be provided not only by individual faculty but also by departments, describing how COVID impacted their faculty. He noted that even within a department there are varying impacts and it is important to have well-reasoned impact statements, and for the chair’s letters to put things in context.

Chair Ho adjourned the meeting at 5:00 p.m.

Minutes prepared by Matthew Hurley
Attest: Georg Striedter, Chair Elect-Secretary, Academic Senate, Irvine Division
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 CRJ Analyst Kate Brigman (kate.brigman@uci.edu), 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: Kate Brigman                           Phone: 824-6727                           Email: kate.brigman@uci.edu

Title/Capacity: Executive Director, Academic Senate                           Date: 9/15/2021

The Proposal

☐ Title: Proposed Modifications to… or (if new) Proposed Bylaws for the…
Appendix IX: Undergraduate and Graduate Degrees

☐ 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.
The Senate staff conducts an annual review of Appendix IX: Undergraduate and Graduate Degrees to update the degree listing and reflect any changes approved during the prior academic year.

☐ Proposed Language (bylaws): Attached.
Document format should be in Microsoft Word (Letter size with 1” margins), Times New Roman Font, Size 11 (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).
## Appendix IX: Undergraduate and Graduate Degrees

( CC 5 Aug 03) ( CC 8 Aug 07) ( CC 6 Dec 18) ( CC TBD)

UNDERGRADUATE AND GRADUATE DEGREES

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<td>Neurobiology</td>
<td>B.S.</td>
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<td>Nursing Science</td>
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</tr>
<tr>
<td>Visual Studies</td>
<td>M.A.(^2), Ph.D.</td>
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</tbody>
</table>

\(^1\) Degrees: B.A. = Bachelor of Arts; B.F.A. = Bachelor of Fine Arts; B.S. = Bachelor of Science; B.Mus. = Bachelor of Music; D.N.P. = Doctor of Nursing Practice; J.D. = Juris Doctor; LL.M. = Master of Laws; M.A. = Master of Arts; M.A.S. = Master of Advanced Study; M.A.T. = Master of Arts in Teaching; M.B.A. = Master of Business Administration; M.C.S. = Master of Computer Science; M.C.R.S. = Master of Conservation and Restoration Science; M.E.C.P.S. = Master of Embedded and Cyber-Physical Systems; M.Eng. = Master of Engineering; M.E. = Master of English; M.F.A. = Master of Fine Arts; M.H.C.I.D. = Master of Human--Computer Interaction and Design; M.I.E. = Master of Innovation and Entrepreneurship; M.L.F.P. = Master of Legal and Forensic Psychology; M.P.Ac. = Master of Professional Accountancy; M.P.H. = Master of Public Health; M.P.P. = Master of Public Policy; M.S. = Master of Science; M.S.E. = Master of Software Engineering; M.D. = Doctor of Medicine; M.U.R.P. = Master of Urban and Regional Planning; Pharm.D. = Doctor of Pharmacy; Ph.D. = Doctor of Philosophy. Titles of degrees may not correspond exactly with specific fields of study offered; see the Index and the academic unit sections for information.

\(^2\) Emphasis at the graduate level is on the Ph.D. degree; the master’s degree may be awarded to Ph.D. students after fulfillment of the requirements.

\(^3\) Admission to this program is no longer available.

\(^4\) Emphasis at the graduate level is on the Ph.D. degree; the M.S. degree may be awarded to Ph.D. students after fulfillment of the requirements. However, students may apply directly to the M.S. concentration in Biotechnology and to the M.S. concentration in Ecology and Evolutionary Biology.

\(^5\) In addition to the regular M.S. degree program, a program coordinated with the School of Education leads to an M.S. degree and a Teaching Credential.

\(^6\) UCI, UCR, and UCSD joint program.

\(^7\) UCI and UCSD joint program.

\(^8\) Emphasis at the graduate level is on the Ph.D. degree; the M.A. degree may be awarded to Ph.D. students after fulfillment of the requirements. However, an M.A. in
Social Science (concentration in Demographic and Social Analysis; Mathematical Behavioral Sciences; or Medicine, Science, and Technology Studies) is available.
Appendix IX: Undergraduate and Graduate Degrees
(CC 5 Aug 03) (CC 8 Aug 07) (CC 6 Dec 18)(CC TBD)

UNDERGRADUATE AND GRADUATE DEGREES

<table>
<thead>
<tr>
<th>Degree Title</th>
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<tbody>
<tr>
<td>Accountancy</td>
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<td>Biochemistry and Molecular Biology</td>
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<td>Biological Sciences</td>
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<td>Biomedical and Translational Science</td>
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<td>Biomedical Engineering: Premedical</td>
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<td>Chicano/Latino Studies</td>
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<td>Cognitive Neuroscience</td>
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<td>Culture and Theory</td>
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<td>Dance</td>
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<td>Innovation and Entrepreneurship</td>
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<td>Integrated Composition, Improvisation, and Technology</td>
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<tr>
<td>Social Ecology</td>
<td>B.A., M.A., Ph.D.</td>
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</tr>
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<td>Software Engineering</td>
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</tr>
<tr>
<td>Spanish</td>
<td>B.A., M.A.(^2), Ph.D.</td>
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<tr>
<td>Statistics</td>
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<td>Transportation Science</td>
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<tr>
<td>Visual Studies</td>
<td>M.A.(^2), Ph.D.</td>
</tr>
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\(^1\) Degrees: B.A. = Bachelor of Arts; B.F.A. = Bachelor of Fine Arts; B.S. = Bachelor of Science; B.Mus. = Bachelor of Music; D.N.P. = Doctor of Nursing Practice; J.D. = Juris Doctor; LL.M. = Master of Laws; M.A. = Master of Arts; M.A.S. = Master of Advanced Study; M.A.T. = Master of Arts in Teaching; M.B.A. = Master of Business Administration; M.C.S. = Master of Computer Science; M.C.R.S. = Master of Conservation and Restoration Science; M.E.C.P.S. = Master of Embedded and Cyber-Physical Systems; M.Engr. = Master of Engineering; M.E. = Master of English; M.Fin. = Master of Finance; M.F.A. = Master of Fine Arts; M.H.C.I.D. = Master of Human--Computer Interaction and Design; M.I.E. = Master of Innovation and Entrepreneurship; M.L.F.P. = Master of Legal and Forensic Psychology; M.P.Ac. = Master of Professional Accountancy; M.P.H. = Master of Public Health; M.P.P. = Master of Public Policy; M.S. = Master of Science; M.S.E. = Master of Software Engineering; M.D. = Doctor of Medicine; M.U.R.P. = Master of Urban and Regional Planning; Pharm.D. = Doctor of Pharmacy; Ph.D. = Doctor of Philosophy. Titles of degrees may not correspond exactly with specific fields of study offered; see the Index and the academic unit sections for information.

\(^2\) Emphasis at the graduate level is on the Ph.D. degree; the master's degree may be awarded to Ph.D. students after fulfillment of the requirements.

\(^3\) Admission to this program is no longer available.

\(^4\) Emphasis at the graduate level is on the Ph.D. degree; the M.S. degree may be awarded to Ph.D. students after fulfillment of the requirements. However, students may apply directly to the M.S. concentration in Biotechnology and to the M.S. concentration in Ecology and Evolutionary Biology.

\(^5\) In addition to the regular M.S. degree program, a program coordinated with the School of Education leads to an M.S. degree and a Teaching Credential.

\(^6\) UCI, UCR, and UCSD joint program.

\(^7\) UCI and UCSD joint program.

\(^8\) Emphasis at the graduate level is on the Ph.D. degree; the M.A. degree may be awarded to Ph.D. students after fulfillment of the requirements. However, an M.A. in
Social Science (concentration in Demographic and Social Analysis; Mathematical Behavioral Sciences; or Medicine, Science, and Technology Studies) is available.
Joanna Ho, CHAIR
IRVINE DIVISIONAL SENATE

RE: Revisions to Appendix IX: Undergraduate and Graduate Degrees

After review of the proposed modifications, I approve the editorial and conforming changes to Appendix IX of the Irvine Senate Manual on behalf of the committee.

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

Sincerely,

Knut Solna, Chair
Committee on Rules and Jurisdiction

C: Georg Striedter, Chair Elect, Academic Senate
   Gina Anzivino, Interim Executive Director, Academic Senate
   Matthew Hurley, Senate 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 CRJ Analyst Kate Brigman (kate.brigman@uci.edu), 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: Kate Brigman  Phone: 824-6727  Email: kate.brigman@uci.edu

Title/Capacity: Executive Director, Academic Senate  Date: 9/15/2021

The Proposal

□ Title: Proposed Modifications to… or (if new) Proposed Bylaws for the…
  Regulation 607: Donald Bren School of Information and Computer Sciences

□ 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.
  The Senate staff conducts an annual review of Regulations to update degree listings and reflect any changes approved during the prior academic year. Regulation 607 needs to be updated to reflect an undergraduate major name change.

□ Proposed Language (bylaws): Attached.
  Document format should be in Microsoft Word (Letter size with 1" margins), Times New Roman Font, Size 11 (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).
A. Majors
The Donald Bren School of Information and Computer Sciences offers the Bachelor of Science degree in Computer Science, Data Science, Game Design and Interactive Media, Informatics, Information and Computer Science, and Software Engineering. The School also offers a Bachelor of Science in Computer Science and Engineering, a joint program with the Henry Samueli School of Engineering and a Bachelor of Science in Business Information Management, a joint program with the Paul Merage School of Business.

B. Study List Requirements
Undergraduate students in the Donald Bren School of Information and Computer Sciences are responsible for selecting, with the assistance of a faculty advisor, a program of study consistent with the scholarship and degree.

C. Criteria for Honors at Graduation
Subject to the restrictions of IR 415, undergraduate honors at graduation in the Donald Bren School of Information and Computer Sciences are awarded on the basis of grade point average. However, students will be considered for honors at graduation if they have significantly contributed to school/departmental governance or to departmental research. Final selection of recipients of honors at graduation will be made by the Faculty of the Donald Bren School of Information and Computer Sciences.
A. Majors
The Donald Bren School of Information and Computer Sciences offers the Bachelor of Science degree in Computer Science, Data Science, Game Design and Interactive Media, Informatics, Information and Computer Science, and Software Engineering. The School also offers a Bachelor of Science in Computer Science and Engineering, a joint program with the Henry Samueli School of Engineering and a Bachelor of Science in Business Information Management, a joint program with the Paul Merage School of Business.

B. Study List Requirements
Undergraduate students in the Donald Bren School of Information and Computer Sciences are responsible for selecting, with the assistance of a faculty advisor, a program of study consistent with the scholarship and degree.

C. Criteria for Honors at Graduation
Subject to the restrictions of IR 415, undergraduate honors at graduation in the Donald Bren School of Information and Computer Sciences are awarded on the basis of grade point average. However, students will be considered for honors at graduation if they have significantly contributed to school/departmental governance or to departmental research. Final selection of recipients of honors at graduation will be made by the Faculty of the Donald Bren School of Information and Computer Sciences.
Joanna Ho, CHAIR
IRVINE DIVISIONAL SENATE

RE: Revisions to Regulation 607. Donald Bren School of Information and Computer Sciences

After review of the proposed modifications, I approve the conforming changes to Regulation 607 of the Irvine Senate Manual on behalf of the committee.

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

Sincerely,

Knut Solna, Chair
Committee on Rules and Jurisdiction

C: Georg Striedter, Chair Elect, Academic Senate
Gina Anzivino, Interim Executive Director, Academic Senate
Matthew Hurley, Senate Analyst
Appendix I: Bylaws of the Faculties
Chapter I: The Paul Merage School of Business

(Am 5 May 16) (Am 7 Dec 17) (Am 3 Jun 21) (11/2/2021)

Section 1: General Provisions

The Faculty of the Paul Merage School of Business are those specified in the Divisional Bylaws. Within these broad limits, the Paul Merage School of Business Faculty will determine its own membership and mission.

A. Membership and Duties:
   1. Membership
      All members of the Academic Senate with an appointment in the Paul Merage School of Business may attend and participate in the faculty meetings. Only those members may make motions, or vote, at these meetings or its Standing Committees. Exceptions may be granted as specified in the Divisional Bylaws to Emeritus Faculty on recall, on the basis of their active participation in the academic affairs of the School.

   2. Duties
      The members of the Faculty initiate, develop, and implement the educational, research, and service programs of the Faculty as a part of the program of the whole University. Within the framework of the policies of the Board of Regents, Academic Senate provisions and other relevant guidelines, the members of the Faculty consider, transact, or delegate business initiated by themselves or presented by the Senate, the Dean, or by other officers or bodies of administration. They determine the requirements for admission of students to educational programs of the School and for granting degrees. They also review, approve, and propose degree programs through appropriately established channels.

B. Representatives to the Irvine Divisional Senate Assembly
   The Faculty Chair and Faculty Chair-Elect will represent the Paul Merage School of Business in the Irvine Divisional Senate Assembly (Assembly). The Faculty Chair and Faculty Chair-Elect will hold two-year terms in the Assembly. Should future modifications to the scale of apportionment in Irvine Appendix IV result in their School needing more than two representatives to the Assembly, representatives beyond the Faculty Chair and Faculty Chair-Elect will be elected from the Personnel Committee.
C. Faculty Meetings (Department Meetings):

1. Frequency
The Faculty typically meets once per month, and at least once each quarter except for the summer quarter, and at the call of the Dean or the Faculty Chair.

2. Voting
Votes on administrative policies, academic curricular proposals, and school bylaws will occur at the regularly scheduled meetings. If a senate faculty member has a class scheduled in conflict with a meeting (this should be rare), s/he may appoint a proxy to vote in his/her stead. Faculty with conflicts other than teaching may not appoint a proxy.

Voting on substantial matters (such as personnel actions and policies) shall be conducted by secret ballot and recorded by rank where required. However, where the number of faculty members within a given rank is so small that anonymity would be breached by reporting such member’s rank, members of that rank will be grouped with faculty members of a different rank so as to preserve anonymity. Due to potential conflicts of interest, a faculty member cannot vote for him/herself in his/her own personnel review cases. The Paul Merage School of Business follows the voting policy as specified in Academic Senate Bylaw 55 except that voting privileges have been extended to (i) Assistant Professors in the cases of appointments to the rank of Assistant Professor and Assistant Professor of Teaching and (ii) Assistant Professor of Teaching in the cases of appointments into the rank of Assistant Professor of Teaching.

3. Agenda
The Faculty Chair and the Dean, after consulting with the chairs of standing committees, will set the agenda. Distribution of the agenda will be from the Dean’s office. If no agenda items are brought forward, the meeting shall be cancelled.

4. Quorum
One-half the voting members constitutes a quorum.

5. Rules of Order
Questions of order not covered by legislation are governed by Robert’s Rules of Order.

6. Staff
Staff members may be invited to the meeting when they are likely to have information about and/or be affected by an agenda item.
Section 2: Standing Committees

The committees established in these Bylaws are responsible to the Faculty for the performance of duties specified by it.

A. Executive Committee
The Executive Committee advises the Dean on school-wide policies, strategies and budget.

1. Membership
   This committee consists of an elected Faculty Chair and Faculty Chair-Elect, both of whom shall be Senate faculty at the ranks of Full Professor of Full Professor of Teaching. Additionally, Area Coordinators (faculty representatives of a functional research area within the School), the Dean, Senior Associate Dean of Academic Affairs, all Associate Deans, and the Assistant Dean of Finance and Administration will serve in an ex officio capacity. The Analyst to the Senior Associate Dean will act as the staff liaison.

2. The Faculty Chair and Faculty Chair-Elect
   Eligibility for the position of Faculty Chair-Elect is limited to those who will not be on sabbatical or leave during the elected term and who have not held an elected position in the last two years. All Senate faculty members may vote for one nominee for each open position. In any given year, the member being elected will become the Faculty Chair-Elect and will serve as the Faculty Chair in the second year of the two-year term.

   Candidates for the position of Faculty Chair-Elect shall be nominated and seconded by members of the faculty and shall be listed on the ballot after expressing a willingness to serve out the term.

   The election for position of Faculty Chair-Elect will be decided by a majority of those voting in the election. If a majority is not achieved by one candidate in the first round of the election, there will be a runoff election between the two candidates with the highest number of votes. If there is only one candidate on the ballot and a majority of those voting do not support the candidate, a new election will be required.

   If for any reason, a member of the Executive Committee is not able to complete his or her term, an election will be held to select a replacement for the balance of the term, following the established procedures for the election of the members to the Executive Committee.
B. Personnel Committee (PC):

The personnel committee shall consist of three senate faculty members, two senior and one junior, as specified in the next section.

1. Membership

The personnel committee shall consist of three senate faculty members, two senior and one junior, as specified in the next section.

2. Officers

Faculty members eligible for the personnel committee positions include those who will not be on sabbatical or leave during the elected term and who have not held an elected position in the last two years. The junior position shall be filled by an Associate Professor or Associate Professor of Teaching; the senior positions are filled by Full Professors or Full Professors of Teaching.

All Senate faculty are eligible to vote for the three members. In any given year, the most senior Full Professor being elected will become the Personnel Committee Chair-Elect, and will serve as Personnel Committee Chair in the second year of their two-year term.

Candidates for election to the positions of the Personnel Committee whose names appear on the ballot shall be nominated by another Senate faculty member, seconded by an additional Senate faculty member, and have expressed a willingness to serve the two-year term (or one year if it is a replacement position).

The election of members to the Personnel Committee will be decided by a majority of those voting in the election. If a majority of votes is not achieved by one candidate in the first round of the election, there will be a runoff election between the two candidates with the highest number of votes.

If for any reason, a member of the Personnel Committee is not able to complete his or her term, an election will be held to select a replacement for the balance of the term, following the established procedures for the election of the members to the Personnel Committee.

3. Duties

The Personnel Committee manages the relevant personnel processes for merits, promotions, and new hires. The departmental letter is written by the Personnel Committee.

4. Tenure

The Full Professor members will serve staggered terms. All elections to the Personnel
Committee are effective July 1 and are for two-year terms. One of the Full Professors will serve as Chair (second year) and the other will serve as Chair Elect (first year).

Section 3: Modification of Bylaws

Any of these Bylaws may be modified at any Faculty Meeting at the Paul Merage School of Business. The criteria for the votes are described above in section 1.3.2.
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 CRJ Analyst 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: Margarethe Wiersema
Phone: Click here to enter text.
Email: mfwierse@uci.edu

Title/Capacity: Faculty Chair, Merage School of Business
Date: 12/3/2021

The Proposal

☐ Title: Proposed Modifications to...The Paul Merge School of Business Bylaws

☐ 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.

The Merage School would like to broaden the pool of faculty eligible for the Faculty Chair Elect and Personnel Committee Chair Elect positions. We ask that all full faculty who have not held an elected position in the last two years. The Merage School also made a slight adjustment to the internal voting procedures. These changes are now reflected in the proposed bylaws.

☐ Proposed Language (bylaws): Attached.
Document format should be in Microsoft Word (Letter size with 1” margins), Times New Roman Font, Size 11 (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 see the attached markup copy for reference.

- 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).

Faculty Vote

On November 16, the senate faculty voted on the above changes to the bylaws. (Of the 51 senate faculty at the business school, 28 voted) The faculty divided the proposed bylaw changes into three different votes. The proposed changes were as follows
1. The expansion of eligibility of full faculty who can serve as Faculty Chair Elect (of the 28 votes, 25 voted in support, 2 voted against and 1 abstained)
2. The expansion of eligibility of full faculty who can serve as Personnel Committee Chair Elect (of the 28 votes, 25 voted in support, 2 voted against and 1 abstained)
3. Changes in the voting procedure, such that if there is only one candidate on the ballot and a majority of those voting do not support the candidate, a new election would be required (of the 28 votes, 28 voted in support)
Appendix I: Bylaws of the Faculties
Chapter I: The Paul Merage School of Business
(Am 5 May 16) (Am 7 Dec 17) (Am 3 Jun 21) (11/2/2021)

Section 1: General Provisions

The Faculty of the Paul Merage School of Business are those specified in the Divisional Bylaws. Within these broad limits, the Paul Merage School of Business Faculty will determine its own membership and mission.

A. Membership and Duties:
   1. Membership
      All members of the Academic Senate with an appointment in the Paul Merage School of Business may attend and participate in the faculty (a.k.a department) meetings. Only those members may make motions, or vote, at these meetings or its Standing Committees. Exceptions may be granted as specified in the Divisional Bylaws to Emeritus Faculty on recall, on the basis of their active participation in the academic affairs of the School.

   2. Duties
      The members of the Faculty initiate, develop, and implement the educational, research, and service programs of the Faculty as a part of the program of the whole University. Within the framework of the policies of the Board of Regents, Academic Senate provisions and other relevant guidelines, the members of the Faculty consider, transact, or delegate business initiated by themselves or presented by the Senate, the Dean, or by other officers or bodies of administration. They determine the requirements for admission of students to educational programs of the School and for granting degrees. They also review, approve, and propose degree programs through appropriately established channels.

B. Representatives to the Irvine Divisional Senate Assembly
   The Faculty Chair and Faculty Chair-Elect will represent the Paul Merage School of Business in the Irvine Divisional Senate Assembly (Assembly). The Faculty Chair and Faculty Chair-Elect will hold two-year terms in the Assembly. Should future modifications to the scale of apportionment in Irvine Appendix IV result in the Merage School needing more than two representatives to the Assembly, representatives beyond the Faculty Chair and Faculty Chair-Elect will be elected from the Personnel Committee.
C. Faculty Meetings (Department Meetings):

1. Frequency
The Faculty typically meets once per month, and at least once each quarter except for the summer quarter, and at the call of the Dean or the Faculty Chair.

2. Voting
Votes on administrative policies, academic curricular proposals, and school bylaws will occur at the regularly scheduled meetings. If a senate faculty member has a class scheduled in conflict with a meeting (this should be rare), s/he may appoint a proxy to vote in his/her stead. Faculty with conflicts other than teaching may not appoint a proxy.

Voting on substantial matters (such as personnel actions and policies) shall be conducted by secret ballot and recorded by rank where required. However, where the number of faculty members within a given rank is so small that anonymity would be breached by reporting such member’s rank, members of that rank will be grouped with faculty members of a different rank so as to preserve anonymity. Due to potential conflicts of interest, a faculty member cannot vote for him/herself in his/her own personnel review cases. The Paul Merage School of Business follows the voting policy as specified in Academic Senate Bylaw 55 except that voting privileges have been extended to (i) Assistant Professors in the cases of appointments to the rank of Assistant Professors and Assistant Professor of Teaching and (ii) Assistant Professor of Teaching in the cases of appointments into the rank of Assistant Professor of Teaching.

3. Agenda
The Faculty Chair and the Dean, after consulting with the chairs of standing committees, will set the agenda. Distribution of the agenda will be from the Dean’s office. If no agenda items are brought forward, the meeting shall be cancelled.

4. Quorum
One-half the voting members constitutes a quorum.

5. Rules of Order
Questions of order not covered by legislation are governed by Robert’s Rules of Order.

6. Staff
Staff members may be invited to the meeting when they are likely to have information about and/or be affected by an agenda item.
Section 2: Standing Committees

The committees established in these Bylaws are responsible to the Faculty for the performance of duties specified by it.

A. Executive Committee

The Executive Committee advises the Dean on school-wide policies, strategies and budget.

1. Membership

This committee consists of an elected Faculty Chair and Faculty Chair-Elect, both of whom shall be Senate faculty at the ranks of Full Professor of Full Professor of Teaching. Additionally, Area Coordinators (faculty representatives of a functional research area within the School), the Dean, Senior Associate Dean of Academic Affairs, all Associate Deans, and the Assistant Dean of Finance and Administration will serve in an ex officio capacity. The Analyst to the Senior Associate Dean will act as the staff liaison.

2. The Faculty Chair and Faculty Chair-Elect

Eligibility for the position of Faculty Chair-Elect is limited to those who have not held an elected position in the last two years. All Senate faculty members may vote for one nominee for each open position. In any given year, the member being elected will become the Faculty Chair-Elect and will serve as the Faculty Chair in the second year of the two-year term.

Candidates for the position of Faculty Chair-Elect shall be nominated and seconded by members of the faculty and shall be listed on the ballot after expressing a willingness to serve out the term.

The election for position of Faculty Chair-Elect will be decided by a majority of those voting in the election. If a majority is not achieved by one candidate in the first round of the election, there will be a runoff election between the two candidates with the highest number of votes. If there is only one candidate on the ballot and a majority of those voting do not support the candidate, a new election will be required.

If for any reason, a member of the Executive Committee is not able to complete his or her term, an election will be held to select a replacement for the balance of the term, following the established procedures for the election of the members to the Executive Committee.

B. Personnel Committee (PC):

The personnel committee shall consist of three senate faculty members, two senior and one junior, as specified in the next section.
1. Membership
The personnel committee shall consist of three senate faculty members, two senior and one junior, as specified in the next section.

2. Officers
Faculty members eligible for the personnel committee positions include those who have not held an elected position in the last two years. The junior position shall be filled by an Associate Professor or Associate Professor of Teaching; the senior positions are filled by Full Professors or Full Professors of Teaching.

All Senate faculty are eligible to vote for the three members. In any given year, the most senior Full Professor being elected will become the Personnel Committee Chair-Elect, and will serve as Personnel Committee Chair in the second year of their two-year term.

Candidates for election to the positions of the Personnel Committee whose names appear on the ballot shall be nominated by another Senate faculty member, seconded by an additional Senate faculty member, and have expressed a willingness to serve the two-year term (or one year if it is a replacement position).

The election of members to the Personnel Committee will be decided by a majority of those voting in the election. If a majority of votes is not achieved by one candidate in the first round of the election, there will be a runoff election between the two candidates with the highest number of votes.

If for any reason, a member of the Personnel Committee is not able to complete his or her term, an election will be held to select a replacement for the balance of the term, following the established procedures for the election of the members to the Personnel Committee.

3. Duties
The Personnel Committee manages the relevant personnel processes for merits, promotions, and new hires. The departmental letter is written by the Personnel Committee.

4. Tenure
The Full Professor members will serve staggered terms. All elections to the Personnel Committee are effective July 1 and are for two-year terms. One of the Full Professors will serve as Chair (second year) and the other will serve as Chair Elect (first year).

Section 3: Modification of Bylaws
Any of these Bylaws may be modified at any Faculty Meeting at the Paul Merage School of Business. The criteria for the votes are described above in section 1.3.2.
January 10, 2022

Joanna Ho, CHAIR
IRVINE DIVISIONAL SENATE

RE: Revisions to Appendix I: Bylaws of the Faculties, Chapter I: The Paul Merage School of Business

After review of the proposed modifications, I approve the changes to eligibility for Faculty Chair-Elect and Personnel Committee Chair-Elect positions, on behalf of the committee.

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

Sincerely,

Knut Solna, Chair
Committee on Rules and Jurisdiction

C: Georg Striedter, Chair Elect, Academic Senate
Gina Anzivino, Interim Executive Director, Academic Senate
Matthew Hurley, Senate Analyst
Chapter V: The Henry Samueli School of Engineering


Section 1: General Provisions

A. Membership and Duties

The membership and duties of the Faculty of the School of the Henry Samueli School of Engineering are consistent with those specified in Bylaws 45, 50 and 51 of the Academic Senate of the University of California. All members of the Academic Senate holding a faculty appointment in The Henry Samueli School of Engineering shall have the privilege of attendance and the privilege of the floor at Faculty meetings, but only those regular rank faculty whose FTE is partially or fully within the School may make or second motions, or vote at meetings of the Faculty or its Standing Committees. Exceptions may be granted by the School’s Executive Committee on an annual basis to Emeritus Faculty on recall, on the basis of their active participation in the academic affairs of the School. The members of the Faculty initiate, develop, and implement the educational, research, and service programs of the Faculty as a part of the program of the whole University. Within the framework of the policies of the Board of Regents, Academic Senate provisions and other relevant guidelines, the members of the Faculty consider, transact, or delegate business initiated by themselves or presented by the Senate, the Dean, or by other officers or bodies of administration. They determine the requirements for admission of students to educational programs of the School and for granting degrees. They also review, approve, and propose degree program through appropriately established channels. Whenever appropriate, members of the Faculty shall seek the advice of representatives of the students in the above described activities.

B. Officers

1. The Chair and Secretary of the Faculty shall be elected from the voting members of the Faculty. Elections shall be held before the 8th week of the Spring Quarter. The Executive Committee and all voting members of the Faculty may make nominations which shall be received by the Chair one week before the election. Results are determined by plurality vote. The terms of office of the Chair and Secretary will be two years and begin on September 1. The Chair and Secretary may not serve more than two consecutive terms.

2. The Chair shall preside at all meetings of the Faculty and shall function as liaison officer of the Faculty to the Office of Academic Affairs and the Academic Senate.

3. The Secretary shall (a) prepare the call and the minutes for each Faculty meeting and each Executive Committee meeting, (b) prepare and distribute mail ballots when required, (c) keep permanent records of the proceedings of all Faculty meetings and distribute the minutes of each meeting to each member of the Faculty.
C. Meetings
1. The faculty meets at the call of the Executive Committee, or at the written request of a quorum of the voting members of the Faculty.
2. At least three days of instruction before each meeting of the Faculty, the Secretary shall mail one copy of the call for the meeting together with any pertinent documents to every member of the Faculty and to student representatives.
3. Within 10 days of instruction after each meeting, the minutes shall be mailed to every member of the Faculty of the School and to student representatives.
4. The Secretary serves as Chair in the absence of the Chair.
5. A quorum shall consist of at least 20 percent of the voting members of the Faculty.
6. Questions of order not covered by legislation are governed by Robert’s Rules of Order.
7. Meetings of the Faculty are normally open to the press and to students and staff of the University. Others may attend at the invitation of any members and with the prior knowledge of the Chair. Meetings may be closed only for purposes of discussion on personnel cases.

Section 2: Committees

A. General Provisions
1. Besides the Executive Committee, the Undergraduate Studies Committee, the Graduate Studies Committee, and the Research Committee are the Standing Committees of the Faculty. Additional standing committees may be established by majority vote of the Faculty. Standing Committees are responsible to the Executive Committee for the performance of duties specified by it.
2. Each department and/or program selects its own representatives to the Executive Committee and the Standing Committees. The selection procedures should provide for additional nominations and a secret ballot upon the request of any voting faculty member. The names of the persons selected must be reported to the Executive Committee by the end of the 8th week of the Spring Quarter. Faculty members of the Executive Committee shall serve for one year. Faculty members of the Standing Committees shall serve for three years. Vacancies shall be filled promptly and reported to the Executive Committee.
3. Standing Committees elect a Chair from their members. Elected Chairs are approved by the Executive Committee in consultation with the Faculty Chair and Secretary. Chairs shall serve for one year.
4. Committees shall meet at the call of its Chair, but at least once each quarter. Special meetings may be called at the request of two members of a committee. Minutes shall be kept of all its meetings.
5. For each Standing Committee, a quorum consists of more than 50 percent of its voting members. A simple majority of the votes cast is needed for approval of motions made in each Standing Committee. Upon the request of any voting
member of a Standing Committee, vote shall be taken by a secret and/or off-line ballot.

6. An observer (from the members of the HSSoE Faculty) may be assigned by a voting member of a Standing Committee to monitor and participate in the Standing Committee meetings in their absence. An observer shall convey the thoughts of the voting member in their absence, they shall not present an independent viewpoint during Standing Committee meetings. Such observers do not have voting privileges nor can make or second motions.

B. Executive Committee

1. This committee consists of the Chair of the Faculty, the Secretary of the Faculty, one member from each department within the School and, serving ex officio, the Dean, the Chair of the Undergraduate Studies Committee, the Chair of the Graduate Studies Committee, the Chair of the Research Committee, voting School faculty serving on each of the Council on Educational Policy, Graduate Council, Council on Planning and Budget, Council on Research, Computing & Library Resources, and the School representatives to the Senate Assembly.

2. The Chair and Secretary of the Faculty shall serve as Chair and Secretary of the Executive Committee.

3. The Executive Committee shall:
   a. represent the Faculty in all aspects of the government and academic administration of the School of Engineering;
   b. authorize the Dean, at the Committee’s discretion, to administer Divisional and Senate regulations;
   c. appoint all committees of the Faculty not otherwise provided for.

C. Undergraduate Studies Committee

1. This committee consists of the Undergraduate Student Advisor for each academic undergraduate degree program selected by the Faculty associated with that program, an undergraduate student selected by the undergraduate student body of the School, and the Dean or the Dean’s designated representative, ex officio. The student member of the Committee shall serve for a one year term.

2. The Undergraduate Studies Committee shall:
   a. be the body of the Faculty which gives expression to its undergraduate educational philosophy and provides broad guidance for the formulation of its academic plans, for the establishment of its curricula, and for its other educational activities;
   b. concern itself with the general and specific aspects of undergraduate educational programs;
   c. be notified of proposals both for the creation of new courses and programs of study or for changes in existing courses and programs;
d. at appropriate intervals conduct reviews of the officially published rules and regulations established by the Faculty regarding undergraduate curricular requirements, admission and dismissal of students, graduation requirements, and make recommendations to the Faculty concerning any necessary adjustments, corrections or revisions;

e. at appropriate intervals conduct reviews of the engineering courses and programs of study offered by the School and make recommendations to the Faculty concerning any necessary adjustments or changes;

f. recommend scholastic standards and recommend candidates for degrees;

g. act for the Faculty on matters related to undergraduate affairs when necessary during the interim between Faculty meetings, any and all actions taken shall be subject to review by the Faculty;

h. receive, consider, and take appropriate action in response to requests and petitions by undergraduate students for exceptions to established rules, in those cases where the power to permit exceptions is not specifically delegated to other committees or officers.

D. Graduate Studies Committee

1. This committee consists of the Graduate Advisor for each academic graduate degree program selected by the Faculty associated with that department or program, a graduate student selected by the graduate student body of the School, and the Dean or the Dean’s designated representative, ex officio. The student member of the Committee shall serve for a one year term.

2. The Graduate Studies Committee shall be the body of the Faculty which gives expression to its graduate educational philosophy and provides broad guidance for the formulation of its academic plans, for the establishing of its curricula, and for other educational activities. The Committee shall concern itself with the general and educational concepts which permit the crossing of boundaries within the University’s educational programs.

E. Research Committee

1. This committee consists of one representative of each department selected by the Faculty associated with that department and the Dean or the Dean’s designated representative, ex officio.

2. The Research Committee shall:
   a. consult and advise the Associate Dean of Research on new research initiatives and programs;
   b. notify the Faculty of travel and research funds made available to the School by the Division of Research and Graduate Study and other sources whose funds may be distributed by this committee;
   c. publicize procedures for applications and award selection;
   d. make awards to faculty applicants and settle procedural matters;
   e. report to the Faculty and to the UCI Division of Research and Graduate Studies on the distribution of funds.
Section 3: The School of Engineering Delegation to the Representative Assembly of the Academic Senate, Irvine Division

The Executive Committee shall apportion the number of representatives allotted The Henry Samueli School of Engineering among the School’s departments and/or programs proportional to the size of the Faculties associated with the departments or programs. Allotments may be related if necessary to avoid fractional numbers. Nominations for School representatives to the Senate Assembly must be received by the Executive Committee by the end of the 4th week of the Spring Quarter. In the case of a vacancy, the Executive Committee of the School shall accept nominations from the department which has lost its representative and appoint a new representative to serve for the remainder of the academic year.

Section 4: Modification of Bylaws

The Bylaws may be amended by a simple majority of the Faculty. No amendment may be considered without ten days’ prior notice, in writing, to all of the members of the Faculty
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 CRJ Analyst Brandon Haskey-Valerius (bhaskeyv@uci.edu), 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: Hamid Jafarkhani  Phone: (949) 824-1755  Email: hamidj@uci.edu

Title/Capacity: Chancellor’s Professor / Chair of Faculty of HSSoE  Date: 7/27/2021

The Proposal

☐ Title: Proposed Modifications to Part III – Appendices of the Irvine Division, Appendix I: Bylaws of the Faculties, Chapter V: The Henry Samueli School of Engineering (HSSoE)
Addition of the following to the sentence of Section 2.E.1 “and the Dean or the Dean’s designated representative, ex officio”

☐ 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.
This revision was recommended via a motion by the HSSoE Executive Committee on 04/21/2021 and presented to the HSSoE Faculty during our school Faculty meeting on 05/13/2021. A ballot to approve/disapprove the change was created by the Secretary of HSSoE Faculty and voting started on 05/19/2021 and ended on 05/31/2021. The HSSoE Faculty and the Executive Committee of the HSSoE were informed by the Secretary of HSSoE Faculty that the change was approved. The rationale for the additional clause to our bylaws is to add the Dean or the Dean’s designated representative (currently Associate Dean for Research) as an ex officio to our Research Committee. The membership of all other standing committees of our school, i.e., Undergraduate Studies Committee and Graduate Studies Committee includes the same clause. This revision will include the Associate Dean for Research as an ex officio member of our Research Committee, the same way that the Associate Dean of Undergraduate is an ex officio member of Undergraduate Studies Committee and the Associate Dean of Graduate is an ex officio of Graduate Studies Committee.

☐ Proposed Language (bylaws): Attached.
Document format should be in Microsoft Word (Letter size with 1” margins), Times New Roman Font, Size 11 (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).
SECTION BELOW IS FOR SENATE USE ONLY

Received by CRJ: CRJ review: Forward to Senate Chair:
Cabinet review: Assembly review: Effective date:
Manual upload date:
Chapter V: The Henry Samueli School of Engineering


Section 1: General Provisions

A. Membership and Duties

The membership and duties of the Faculty of the School of the Henry Samueli School of Engineering are consistent with those specified in Bylaws 45, 50 and 51 of the Academic Senate of the University of California. All members of the Academic Senate holding a faculty appointment in The Henry Samueli School of Engineering shall have the privilege of attendance and the privilege of the floor at Faculty meetings, but only those regularrank faculty whose FTE is partially or fully within the School may make or second motions, or vote at meetings of the Faculty or its Standing Committees. Exceptions may be granted by the School’s Executive Committee on an annual basis to Emeritus Faculty on recall, on the basis of their active participation in the academic affairs of the School. The members of the Faculty initiate, develop, and implement the educational, research, and service programs of the Faculty as a part of the program of the whole University. Within the framework of the policies of the Board of Regents, Academic Senate provisions and other relevant guidelines, the members of the Faculty consider, transact, or delegate business initiated by themselves or presented by the Senate, the Dean, or by other officers or bodies of administration. They determine the requirements for admission of students to educational programs of the School and for granting degrees. They also review, approve, and propose degree program through appropriately established channels. Whenever appropriate, members of the Faculty shall seek the advice of representatives of the students in the above described activities.

B. Officers

1. The Chair and Secretary of the Faculty shall be elected from the voting members of the Faculty. Elections shall be held before the 8th week of the Spring Quarter. The Executive Committee and all voting members of the Faculty may make nominations which shall be received by the Chair one week before the election. Results are determined by plurality vote. The terms of office of the Chair and Secretary will be two years and begin on September 1. The Chair and Secretary may not serve more than two consecutive terms.

2. The Chair shall preside at all meetings of the Faculty and shall function as liaison officer of the Faculty to the Office of Academic Affairs and the Academic Senate.

3. The Secretary shall (a) prepare the call and the minutes for each Faculty meeting and each Executive Committee meeting, (b) prepare and distribute mail ballots when required, (c) keep permanent records of the proceedings of all Faculty meetings and distribute the minutes of each meeting to each member of the Faculty.
C. Meetings
1. The faculty meets at the call of the Executive Committee, or at the written request of a quorum of the voting members of the Faculty.
2. At least three days of instruction before each meeting of the Faculty, the Secretary shall mail one copy of the call for the meeting together with any pertinent documents to every member of the Faculty and to student representatives.
3. Within 10 days of instruction after each meeting, the minutes shall be mailed to every member of the Faculty of the School and to student representatives.
4. The Secretary serves as Chair in the absence of the Chair.
5. A quorum shall consist of at least 20 percent of the voting members of the Faculty.
6. Questions of order not covered by legislation are governed by Robert’s Rules of Order.
7. Meetings of the Faculty are normally open to the press and to students and staff of the University. Others may attend at the invitation of any members and with the prior knowledge of the Chair. Meetings may be closed only for purposes of discussion on personnel cases.

Section 2: Committees

A. General Provisions
1. Besides the Executive Committee, the Undergraduate Studies Committee, the Graduate Studies Committee, and the Research Committee are the Standing Committees of the Faculty. Additional standing committees may be established by majority vote of the Faculty. Standing Committees are responsible to the Executive Committee for the performance of duties specified by it.
2. Each department and/or program selects its own representatives to the Executive Committee and the Standing Committees. The selection procedures should provide for additional nominations and a secret ballot upon the request of any voting faculty member. The names of the persons selected must be reported to the Executive Committee by the end of the 8th week of the Spring Quarter. Faculty members of the Executive Committee shall serve for one year. Faculty members of the Standing Committees shall serve for three years. Vacancies shall be filled promptly and reported to the Executive Committee.
3. Standing Committees elect a Chair from their members. Elected Chairs are approved by the Executive Committee in consultation with the Faculty Chair and Secretary. Chairs shall serve for one year.
4. Committees shall meet at the call of its Chair, but at least once each quarter. Special meetings may be called at the request of two members of a committee. Minutes shall be kept of all its meetings.
5. For each Standing Committee, a quorum consists of more than 50 percent of its voting members. A simple majority of the votes cast is needed for approval of motions made in each Standing Committee. Upon the request of any voting
member of a Standing Committee, vote shall be taken by a secret and/or off-line ballot.

6. An observer (from the members of the HSSoE Faculty) may be assigned by a voting member of a Standing Committee to monitor and participate in the Standing Committee meetings in their absence. An observer shall convey the thoughts of the voting member in their absence, they shall not present an independent viewpoint during Standing Committee meetings. Such observers do not have voting privileges nor can make or second motions.

B. Executive Committee

1. This committee consists of the Chair of the Faculty, the Secretary of the Faculty, one member from each department within the School and, serving ex officio, the Dean, the Chair of the Undergraduate Studies Committee, the Chair of the Graduate Studies Committee, the Chair of the Research Committee, voting School faculty serving on each of the Council on Educational Policy, Graduate Council, Council on Planning and Budget, Council on Research, Computing & Library Resources, and the School representatives to the Senate Assembly.

2. The Chair and Secretary of the Faculty shall serve as Chair and Secretary of the Executive Committee.

3. The Executive Committee shall:
   a. represent the Faculty in all aspects of the government and academic administration of the School of Engineering;
   b. authorize the Dean, at the Committee’s discretion, to administer Divisional and Senate regulations;
   c. appoint all committees of the Faculty not otherwise provided for.

C. Undergraduate Studies Committee

1. This committee consists of the Undergraduate Student Advisor for each academic undergraduate degree program selected by the Faculty associated with that program, an undergraduate student selected by the undergraduate student body of the School, and the Dean or the Dean’s designated representative, ex officio. The student member of the Committee shall serve for a one year term.

2. The Undergraduate Studies Committee shall:
   a. be the body of the Faculty which gives expression to its undergraduate educational philosophy and provides broad guidance for the formulation of its academic plans, for the establishment of its curricula, and for its other educational activities;
   b. concern itself with the general and specific aspects of undergraduate educational programs;
   c. be notified of proposals both for the creation of new courses and programs of study or for changes in existing courses and programs;
   d. at appropriate intervals conduct reviews of the officially published rules and regulations established by the Faculty regarding undergraduate curricular requirements, admission and dismissal of students, graduation
requirements, and make recommendations to the Faculty concerning any necessary adjustments, corrections or revisions;

- at appropriate intervals conduct reviews of the engineering courses and programs of study offered by the School and make recommendations to the Faculty concerning any necessary adjustments or changes;
- recommend scholastic standards and recommend candidates for degrees;
- act for the Faculty on matters related to undergraduate affairs when necessary during the interim between Faculty meetings, any and all actions taken shall be subject to review by the Faculty;
- receive, consider, and take appropriate action in response to requests and petitions by undergraduate students for exceptions to established rules, in those cases where the power to permit exceptions is not specifically delegated to other committees or officers.

D. Graduate Studies Committee

1. This committee consists of the Graduate Advisor for each academic graduate degree program selected by the Faculty associated with that department or program, a graduate student selected by the graduate student body of the School, and the Dean or the Dean’s designated representative, ex officio. The student member of the Committee shall serve for a one year term.

2. The Graduate Studies Committee shall be the body of the Faculty which gives expression to its graduate educational philosophy and provides broad guidance for the formulation of its academic plans, for the establishing of its curricula, and for other educational activities. The Committee shall concern itself with the general and educational concepts which permit the crossing of boundaries within the University’s educational programs.

E. Research Committee

1. This committee consists of one representative of each department selected by the Faculty associated with that department and the Dean or the Dean’s designated representative, ex officio.

2. The Research Committee shall:
   a. consult and advise the Associate Dean of Research on new research initiatives and programs;
   b. notify the Faculty of travel and research funds made available to the School by the Division of Research and Graduate Study and other sources whose funds may be distributed by this committee;
   c. publicize procedures for applications and award selection;
   d. make awards to faculty applicants and settle procedural matters;
   e. report to the Faculty and to the UCI Division of Research and Graduate Studies on the distribution of funds.
Section 3: The School of Engineering Delegation to the Representative Assembly of the Academic Senate, Irvine Division

The Executive Committee shall apportion the number of representatives allotted The Henry Samueli School of Engineering among the School’s departments and/or programs proportional to the size of the Faculties associated with the departments or programs. Allotments may be related if necessary to avoid fractional numbers. Nominations for School representatives to the Senate Assembly must be received by the Executive Committee by the end of the 4th week of the Spring Quarter. In the case of a vacancy, the Executive Committee of the School shall accept nominations from the department which has lost its representative and appoint a new representative to serve for the remainder of the academic year.

Section 4: Modification of Bylaws

The Bylaws may be amended by a simple majority of the Faculty. No amendment may be considered without ten days’ prior notice, in writing, to all of the members of the Faculty
Joanna Ho, CHAIR
IRVINE DIVISIONAL SENATE

RE: Proposed Modifications to Part III – Appendices of the Irvine Division, Appendix I: Bylaws of the Faculties, Chapter V: The Henry Samueli School of Engineering (HSSoE)

After review of the proposed modifications, the Committee approves the bylaw revision to add the Dean or the Dean’s designated representative (currently Associate Dean for Research) as an ex officio member of the school’s Research Committee.

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

Sincerely,

Knut Solna, Chair
Committee on Rules and Jurisdiction

C: Georg Striedter, Chair Elect, Academic Senate
   Gina Anzivino, Interim Executive Director, Academic Senate
   Matthew Hurley, Senate Analyst
Joanna Ho, CHAIR
IRVINE DIVISIONAL SENATE

RE: Revisions to Chapter XII: School of Law Faculty Bylaws

After review of the proposed modifications regarding faculty meetings and abstentions, CRJ has the following comments:

1. While there is no consistent rule across individual schools or committees regarding abstentions, these changes would codify standard procedure for Robert’s Rules of Order and thus are reflective of existing practices and the committee approved the modification regarding abstentions.

2. Clarification may be required as to what constitutes an ‘urgent matter’ for faculty meetings to be called, though it is already at the discretion of faculty to decide what issues are urgent.

With these comments, the Council has endorsed the modifications to be submitted to Cabinet for approval.

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

Respectfully,

Knut Solna, Chair
Committee on Rules and Jurisdiction

C: Gina Anzivino, Interim Director
Matthew Hurley, CRJ Analyst
Appendix I: Bylaws of the Faculties
Chapter XII: School of Law
(Am 20 Jun 15) (Am XX XX XX)

The members of the faculty of the University of California, Irvine School of Law initiate, develop, and implement the educational, research, and service programs of the School of Law as a part of the whole University. Within the framework of the policies of the Board of Regents, Academic Senate provisions, and other relevant guidelines, the members of the faculty are the primary governing body of the School of Law. They determine the requirements for admission of students to the educational programs of the School, the curriculum, the requirements for the granting of degrees, and the hiring, promotion, and tenure of faculty.

Section 1: Meetings of the faculty

A. The Dean is responsible for convening meetings of the faculty. In the absence of the Dean, the Senior Associate Dean for Academic Affairs may convene a meeting of the faculty. The faculty shall meet at least once each semester. Notice of a meeting should be circulated at least one week prior to the meeting unless there is an important reason for meeting with shorter notice.

B. The Dean and the Senior Associate Dean for Academic Affairs are responsible for preparing the agenda for each faculty meeting. The agenda shall be circulated prior to the meeting. Any faculty member may request that an item be brought to the faculty for consideration and the Dean and Senior Associate Dean for Academic Affairs will then put the matter on the agenda for a faculty meeting as soon as is reasonably possible within that academic year.

C. The Dean may place a matter on a “consent calendar” for faculty approval. Additionally, all Promotion and Tenure Committee recommendations in favor of promotion to Professor of Law, Step VI, or to Professor of Law, Above Scale, shall be placed on a consent calendar and promotion files shall be available for review by the faculty at least a week prior to the meeting in which such consent calendar items are to be discussed.

D. If a matter is placed on the consent calendar, the agenda for the faculty meeting where this will be considered shall clearly indicate this. A matter may be taken off the consent calendar and be considered by the faculty if any faculty member requests this. A request that the matter be discussed may be submitted anonymously prior to the faculty meeting or at the faculty meeting. For Promotion and Tenure Committee recommendations in favor of advancement to Professor of Law, Step VI, or to Professor of Law, Above Scale, if any faculty member requests that the matter be discussed, a vote to end discussion on the case may not take place before there has been an opportunity for appropriate discussion. Absent such a request, the faculty will vote on matters on the consent calendar without discussion, except for Promotion and Tenure Committee recommendations in favor of advancement to Professor of Law, Step VI, or to Professor of Law, Above Scale, which shall be voted on by secret ballot in accordance with the provisions of these bylaws.
E. A quorum must be present at the faculty meeting where a matter is discussed and/or a vote on that matter is called. A quorum sufficient to take a vote on a matter is a majority of the individuals in the Academic Senate with primary appointments in the Law School.

F. All faculty meetings are open to all individuals on the faculty who are members of the Academic Senate, all librarians, and all assistant deans. The Dean may call an executive session of just members of the Academic Senate, which can be overruled by a majority of the faculty, or the faculty by majority vote of those who are members of the Academic Senate may go into executive session. All discussions of matters concerning candidates for faculty appointments shall be conducted in executive session.

G. The President of the Student Bar Association (SBA) will be provided a copy of the agenda for faculty meetings at the same time that the agenda is circulated to the faculty.

H. After receiving the agenda, the President of the SBA may request of the Dean the ability to participate (or have other students participate) on specific items on the agenda. The President of the SBA (or other students that he or she designates) may express views on these items at the beginning of the faculty meeting and then will be excused after expressing views on the matters. The SBA also is encouraged to provide written comments to the faculty prior to the meeting so that the faculty may have the opportunity to fully consider these views.

I. The President of the SBA will have access to minutes of faculty meetings after they have been approved by the faculty.

**Section 2: Voting**

A. All individuals in the Academic Senate with a faculty appointment in the Law School may vote on all matters. However, only faculty members with academic tenure may vote on the issue of whether to grant academic tenure. Likewise, for votes on whether to grant security of employment, only those with security of employment or tenure may vote. (Thus, in voting on an offer to a faculty candidate who would be hired with academic tenure, there must be two votes: one of all faculty and one of faculty with academic tenure. Both would need to be positive.) For votes on proposed promotions to Step VI or Above Scale, all faculty with security of employment or tenure are eligible to vote.

B. For all matters upon which a vote is taken, a simple majority of the faculty members casting votes is necessary. In the event that a vote on a candidate for faculty appointment or for tenure/security of employment in connection with a new faculty appointment is more than 50% but less than 60%, the Dean shall consult with the faculty before extending the offer. Any member of the faculty may move for reconsideration of the offer.

C. Faculty members may vote if they are present in person or participating electronically at the meeting where a vote is taken. For votes taken by secret ballot where ballots are due subsequent to the meeting, all law school faculty members
may cast ballots regardless of whether they are at the meeting.

D. Voting faculty members may vote yea, nay, or abstain on matters for which a vote is taken. Voting on appointments to the faculty, on promotion, and on tenure shall be by secret, anonymous ballot. **A vote to abstain will not count in the denominator for purposes of determining whether the matter has passed by a majority vote.** Other voting will be conducted by a voice vote, a show of hands, or similar open manifestation of voting. However, any faculty member may call for a secret ballot on any matter, in which case the voting will be anonymous.

E. For votes on appointments, promotion, and tenure, secret ballots shall be distributed at the meeting in which the discussion of the matter concludes. Ballots will be due in the Dean’s office no sooner than 48 hours after the completion of the meeting. The specific time at which ballots are due will be announced for each vote. A faculty member may vote by submitting a paper ballot to the Dean’s office, or by notifying the Director of Personnel of his or her vote by telephone or by email. When votes are cast telephonically or electronically, the Director of Personnel shall in turn create a paper ballot that records the vote of the faculty member voting telephonically or electronically. The Director of Personnel will submit this ballot to the Dean’s office by the close of voting.

F. In accord with the request of the University’s Committee on Academic Personnel, secret ballots shall request the voting faculty member’s academic rank and status. However, no ballot shall be refused to be counted for failure to indicate academic rank and status. The Dean’s office will collate this information for submission to the Committee on Academic Personnel, except in cases where information on rank would reveal the identity of the individual voting (for example, if there is only one Acting Professor in the School), in which case such information on rank will not be submitted. Except as provided otherwise by the preceding sentence, the Dean’s office will report separately the votes of (1) professors, senior lecturers and lecturers with security of employment; (2) acting professors, and senior lecturers and lecturers with the possibility of security of employment; (3) faculty members who decline to state their rank, and will report the total number of faculty eligible to vote on the matter in categories (1) and (2).

Section 3: Committees

A. **Appointment of Committees**

The Dean shall create such committees as are needed to conduct the work of the Law School and to facilitate the efficient consideration of issues by the faculty. In consultation with the faculty and the Faculty Advisory Committee, the Dean shall make appointments to these committees, except where these By-Laws provide an alternative method of selection. Committees for each academic year should be announced in the prior spring, though additional committees and ad hoc committees may be created as needed.

B. **Eligibility for Committees**

Except where otherwise provided in these By-Laws, all faculty, librarians, and assistant deans are eligible to serve on Law School committees. Student participation is vital to the development and success of a vibrant academic community. One student shall be a member, including with voting rights, on all
faculty committees, except faculty appointments, promotions and tenure, mentoring, or as otherwise decided by the faculty. Only third-year students are eligible to serve on the admissions committee. The Dean, in consultation with student government, shall appoint student members of these committees.

C. Faculty Advisory Committee
1. The members of the Academic Senate who are eligible to vote on Law School matters shall elect annually an Advisory Committee of three (3) members. The Advisory Committee exists to represent the views of the faculty or any of its members to the Dean and to advise the Dean on all matters that it wishes to raise or that the Dean wishes to consult with it about. The faculty, in creating the Advisory Committee, is not delegating to the Committee any of the faculty’s decision-making authority, including any authority that the faculty delegates to any other committee. The Advisory Committee functions as the Faculty Executive Committee for purposes of the rules and procedures of the U.C. Irvine Academic Senate Rules, not exceeding the jurisdiction stated above.
2. Members of the Advisory Committee shall be elected the first week of April and shall serve beginning at the end of the spring term until new members are elected and begin to serve the following year.
3. Members of the Advisory Committee shall be elected in a two-ballot process. The first ballot shall list any member of the Academic Senate who is eligible to vote on Law School matters who has not requested to be removed from the list of candidates. The ballot shall state if the candidate will be on leave for all or any part of the following year. All individuals in the Academic Senate with a faculty appointment in the Law School shall be entitled to vote for three candidates on the initial ballot. The second ballot shall list the five candidates who received the most votes in the initial ballot. All individuals in the Academic Senate with a faculty appointment in the Law School shall be entitled to vote for three of the candidates on the second ballot.
4. The members of the Advisory Committee will be the three candidates who receive the most votes in the second ballot, except that the committee must include at least one faculty member from the Professor Series and one faculty member from the Lecturer with Security of Employment Series. In the event that the top five vote getters in the first ballot all come from only one of these two categories, the fifth ranking vote-getter shall be removed from the list of candidates on the second ballot and in this person’s place shall be the highest vote-getter coming from the other category. In the event that the top three vote getters in the second ballot all come from only one of these two categories, the third ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category.
5. In the event of a tie vote on the initial ballot, the second ballot shall list the five highest vote-getters from the initial ballot plus any additional candidates who received the same number of votes as the fifth highest vote-getter. In the event of a tie vote on the second ballot, the faculty will choose among the tied candidates in a runoff election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.
6. The procedures for casting votes for members of the Advisory Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued. In the event that any elected member of the Advisory Committee should not be able to serve for any period during the elected service period, alternates (who will be those who received the
4th and 5th highest votes on the second ballot) will serve in order of the number of votes received on the second ballot.

D. The Promotion and Tenure Committee

1. The Promotion and Tenure Committee makes recommendations to the faculty on all matters of promotion and tenure of members of the Law School faculty. However, the faculty by unanimous vote has delegated to the Promotion and Tenure Committee its authority to consider all “merit increases”. This delegation (and any subsequent delegation) shall remain in effect for at least one calendar year (twelve months). Thereafter, upon the request of any faculty member entitled to vote on the cases in question under the provisions of the Bylaws of the Academic Senate, the eligible voters shall reconsider the question of how such cases shall be handled, and may again delegate the authority for such actions by a two-third majority vote. The Promotion and Tenure Committee will make its recommendations on merit increases, as appropriate, to the Dean of the Law School (for dean's delegated decisions) and to the Council on Academic Personnel (for non-Dean's delegated decisions). In accord with the request from the Council on Academic Personnel, recommendations from the Promotion and Tenure Committee for merit advancements to Professor of Law, Step VI, and Professor of Law, Above Scale, shall be forwarded to the full faculty for its vote in accord with the procedures specified in these By-Laws.

2. A Promotion and Tenure Committee merit decision (whether related to a Step VI merit decision, an above-scale merit decision, an accelerated merit decision, or any other merit decision) may be appealed by the concerned faculty member or by any faculty member to the full faculty, unless the concerned faculty member objects. The full faculty will make its determination by majority vote. Any such appeal must be brought within thirty days of the date when the concerned faculty member actually received notice of the Promotion and Tenure Committee’s decision, and the Dean must be notified of any such appeal.

3. The recommendation of the initial Step at the time of a person’s hiring is delegated by the Law School faculty to its Faculty Appointments Committee and the Dean who will make recommendations to the Council on Academic Personnel, the Executive Vice Chancellor/Provost, and the Chancellor. A determination of the likely approximate initial step shall be made prior to soliciting outside review letters and those letters shall indicate if the likely approximate initial step is at or above Step VI.

4. The Promotion and Tenure Committee shall be elected by the faculty.

5. Members of the Promotion and Tenure Committee shall be elected the third week of March and shall serve beginning at the end of the spring term until new members are elected and begin to serve the following year.

6. The ballot shall list all members of the Academic Senate who have tenure or security of employment who have not requested to be removed from the list of candidates. The ballot shall state if the candidate will be on leave for all or any part of the following year. The list also shall include all eligible incoming faculty members who join the faculty by July 1 of the next academic year who have not requested to be removed from the list of candidates. The faculty strongly encourages all faculty members eligible to serve not to regularly remove themselves from the list of candidates.

7. Members of the Promotion and Tenure Committee shall be elected in a two-ballot process. All individuals in the Academic Senate with a faculty appointment in the law school are entitled to vote for up to five candidates on the initial ballot. The second ballot shall list the eight candidates who received the most votes in the
initial ballot. All individuals in the Academic Senate with a faculty appointment in the law school are entitled to vote for up to five of the candidates on the second ballot. The procedures for casting votes for members of the Promotion and Tenure Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued.

8. The members of the Promotion and Tenure Committee will be the five candidates who receive the most votes in the second ballot, except that the committee must include at least one tenured faculty member and one faculty member with security of employment. In the event that the top eight vote getters in the first ballot all come from only one of these two categories, the eighth ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category. In the event that the top five vote getters in the second ballot all come from only one of these two categories, the fifth ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category.

9. In the event of a tie vote on the initial ballot, the second ballot shall list the eight highest vote-getters from the initial ballot plus any additional candidates who received the same number of votes as the eighth highest vote-getter. In the event of a tie vote on the second ballot, the faculty will choose among the tied candidates in a runoff election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.

10. The elected members of the Promotion and Tenure Committee shall determine who shall chair the committee.

11. If a member of the committee is recused in a specific matter, then for that matter the next highest vote-getter who is not otherwise precluded from serving on the committee shall participate in place of the recused committee member.

12. The Promotion and Tenure Committee may create sub-committees as it deems appropriate.

13. For each sub-committee considering tenure or security of employment, the subcommittee will have a majority of those with that academic status (i.e., for tenure, the sub-committee should be comprised of a majority of individuals who have tenure, and for security of employment, the sub-committee should be comprised of a majority with security of employment.) Any member of the faculty with tenure or security of employment is eligible to serve on a subcommittee of the Promotion and Tenure Committee.

E. Timing of Committee Reports

1. Faculty deliberations are aided by receiving reports from committees in sufficient time before meetings to facilitate informed discussions. The goal, when possible, should be receiving a committee report a week in advance of the faculty meeting where it will be discussed. However, reports from committees, except in extenuating circumstances, should be circulated to the faculty at least 72 hours before the matter is to be discussed at a faculty meeting.

2. The Faculty Appointments Committee, which is appointed by the Dean in consultation with the Faculty Advisory Committee, shall inform the faculty of a candidate to whom it is recommending an offer as soon as possible after the decision is made, which, except in extenuating circumstances, should be no more than 24 hours after the end of the committee meeting. The Faculty Appointments Committee’s complete file on an appointments candidate (including the letters requesting outside reviews of the candidate) shall be available for review by any
Section 4: Law School Representative to the Academic Senate

A. The UCI Law Faculty will elect every two years, by majority vote, one faculty member to represent us in the UCI Academic Senate. Any member of the Academic Senate with a full-time appointment in the Law School is eligible to stand for election to the position and eligible to vote for the position. The election for the representative to the Academic Senate will be held in the spring with the representative’s term beginning on July 1. The individual chosen will not have any other responsibilities in conjunction with this position. In order to be consistent with other UCI Departments/Schools, the person elected to this position will have the title of Faculty Chair.

B. Procedure for voting: Faculty who do not wish to be on the ballot for this position will let the Director of Academic Personnel know of this. A ballot will be created listing those who are willing to serve if elected. Each faculty member may vote for one candidate; if no one receives a majority vote on the first ballot, there will be a runoff election between the top two candidates.

Section 5: Minutes of faculty meetings

A. Minutes will be taken at each faculty meeting. Except for academic personnel matters (such as appointments, promotion, and tenure), the minutes shall reflect each decision made, the vote on the matter, and a summary of the major arguments on each side of the matter without attribution to specific speakers. For topics discussed but not voted on, the minutes will briefly summarize the discussion. For personnel actions (including discussions of lecturers and visitors), the minutes shall not summarize the discussion or report the votes (which are counted separately from the meeting), though the votes will be kept apart from the minutes for purposes of reports to the Committee on Academic Personnel.

B. The minutes will be taken by a faculty member. Faculty members are expected to volunteer to take minutes. A sign up sheet will be circulated for each semester and each faculty member is expected to sign up for this responsibility. Where necessary, the Dean will assign a faculty member to take the minutes.

C. The minutes for a faculty meeting shall be considered for approval at the next meeting of the faculty. The minutes shall be circulated prior to the meeting of the faculty where they will be considered.

D. A copy of all minutes will be kept by the Executive Assistant to the Dean.

Section 6: Policies with regard to appointment of joint appointments, visiting faculty, and lecturers

A. Joint appointments
1. Courtesy appointments to the UCI School of Law are available to members of the UCI Academic Senate who are in good standing in the department of their primary
appointment.
2. Courtesy appointments to the UCI School of Law will be made by vote of the law faculty, upon recommendation by the Appointments Committee, consistent with the voting procedures outlined in the faculty bylaws.
3. Applications for courtesy appointments to the UCI School of Law will be referred to the faculty Appointments Committee for consideration and recommendation to the full faculty, on the basis of the criteria set forth for courtesy appointments.
4. It is not anticipated that courtesy appointees will serve on law school committees or otherwise participate in the governance of the Law School.
5. Courtesy appointments requested by other departments for purposes of retention or recruitment of new faculty will be taken up as expeditiously as practicable, consistent with the procedures for faculty appointments. Courtesy appointments may be extended to faculty members in other departments whose work relates to law, legal institutions, or legal issues.
6. Applicants for a courtesy appointment at the UCI School of Law shall provide for review and consideration by the Appointments Committee a current CV, and the Appointments Committee or the faculty may request a short statement summarizing as to how the faculty member’s work relates to law, legal institutions, or legal issues.

B. Visiting Professors and Unit 18 Lecturers Policy
1. Visiting faculty are subject to faculty approval through the faculty appointment process. Unit 18 Lecturers will be appointed by the Dean and Senior Associate Dean as an administrative matter.
2. For any person who is a visiting professor at the University of California, Irvine, School of Law:
   a. The Law School will make no distinction which divides visiting professors into categories reflecting that they are either being considered for a permanent appointment on the faculty, or merely providing curricular coverage without being considered for a permanent appointment;
   b. Notwithstanding subpart (a) above, there is no prohibition on considering a visiting professor for a permanent appointment during the pendency of the person’s visit;
   c. As soon as it is practicable, the Dean and Faculty Appointments Committee (FAC) will communicate to the faculty and any affected visiting professor any FAC decision to have the faculty consider that visiting professor for a permanent appointment, whether during or after the completion of the visit.
3. For any person who is a Unit 18 lecturer at the University of California, Irvine, School of Law:
   a. The lecturer may be considered for an appointment to the Law School faculty during the pendency of the person’s term of teaching;
   b. As soon as it is practicable, the Dean and FAC will communicate to the faculty and any affected lecturer any FAC decision to have the faculty consider that lecturer for an appointment to the Law School faculty, whether during or after the person’s term of teaching.

C. Policy on the hiring of Unit 18 lecturers
Unit 18 lecturers are hired in accord with the Memorandum of Understanding.

1. The appointment of Unit 18 lecturers is the responsibility of the Associate Dean for Academic Affairs in consultation with the Dean.

2. As soon as practical, the Associate Dean will notify the faculty of courses that will be taught by Unit 18 lecturers and will provide the names of the individuals who have been selected to teach these courses.

3. If a faculty member wishes to discuss the appointment of a particular Unit 18 lecturer, the faculty member may request that the matter be placed on the agenda for a faculty meeting. The matter will be placed on the agenda for a faculty meeting as soon as possible. On a motion of a faculty member, the faculty may decide by majority vote that a person should not be appointed.

Section 7: Modification of Bylaws

Any of these Bylaws may be modified at any faculty meeting at the UCI School of Law. A simple majority of the faculty members casting votes is necessary to approve a modification to these Bylaws, subject to the quorum requirements in Section 1, Paragraph E of these Bylaws.
Appendix I: Bylaws of the Faculties
Chapter XII: School of Law
(Am 20 Jun 15) (Am XX XX XX)

The members of the faculty of the University of California, Irvine School of Law initiate, develop, and implement the educational, research, and service programs of the School of Law as a part of the whole University. Within the framework of the policies of the Board of Regents, Academic Senate provisions, and other relevant guidelines, the members of the faculty are the primary governing body of the School of Law. They determine the requirements for admission of students to the educational programs of the School, the curriculum, the requirements for the granting of degrees, and the hiring, promotion, and tenure of faculty.

Section 1: Meetings of the faculty

A. The Dean is responsible for convening meetings of the faculty. In the absence of the Dean, the Senior Associate Dean for Academic Affairs may convene a meeting of the faculty. The faculty shall meet at least once each semester. Notice of a meeting should be circulated at least one week prior to the meeting unless there is an important reason for meeting with shorter notice.

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A “regular faculty meeting” is any faculty meeting not scheduled exclusively to consider appointments matters or promotion and tenure matters.

What constitutes an “urgent matter” for purposes of calling an emergency faculty meeting under this rule is within the discretion of those faculty members calling for such a meeting.

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Affairs will then put the matter on the agenda for a faculty meeting as soon as is reasonably possible within that academic year.

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Section 2: Voting

A. All individuals in the Academic Senate with a faculty appointment in the Law School may vote on all matters. However, only faculty members with academic tenure may vote on the issue of whether to grant academic tenure. Likewise, for votes on whether to grant security of employment, only those with security of employment or tenure may vote. (Thus, in voting on an offer to a faculty candidate who would be hired with academic tenure, there must be two votes: one of all faculty and one of faculty with academic tenure. Both would need to be positive.) For votes on proposed promotions to Step VI or Above Scale, all faculty with security of employment or tenure are eligible to vote.

B. For all matters upon which a vote is taken, a simple majority of the faculty members casting votes is necessary. In the event that a vote on a candidate for faculty appointment or for tenure/security of employment in connection with a new faculty appointment is more than 50% but less than 60%, the Dean shall consult with the faculty before extending the offer. Any member of the faculty may move for reconsideration of the offer.

C. Faculty members may vote if they are present in person or participating electronically at the meeting where a vote is taken. For votes taken by secret ballot where ballots are due subsequent to the meeting, all law school faculty members may cast ballots regardless of whether they are at the meeting.

D. Voting faculty members may vote yea, nay, or abstain on matters for which a vote is taken. Voting on appointments to the faculty, on promotion, and on tenure shall be by secret, anonymous ballot. A vote to abstain will not count in the denominator for purposes of determining whether the matter has passed by a majority vote. Other voting will be conducted by a voice vote, a show of hands, or similar open manifestation of voting. However, any faculty member may call for a secret ballot on any matter, in which case the voting will be anonymous.

E. For votes on appointments, promotion, and tenure, secret ballots shall be distributed at the meeting in which the discussion of the matter concludes. Ballots will be due in the Dean’s office no sooner than 48 hours after the completion of the meeting. The specific time at which ballots are due will be announced for each vote. A faculty member may vote by submitting a paper ballot to the Dean’s office, or by notifying the Director of Personnel of his or her vote by telephone or by email. When votes are cast telephonically or electronically, the Director of Personnel shall in turn create a paper ballot that records the vote of the faculty member voting telephonically or electronically. The Director of Personnel will submit this ballot to the Dean’s office by the close of voting.

F. In accord with the request of the University’s Committee on Academic Personnel, secret ballots shall request the voting faculty member’s academic rank and status. However, no ballot shall be refused to be counted for failure to indicate academic rank and status. The Dean’s office will collate this information for submission to the Committee on Academic Personnel, except in cases where information on rank
would reveal the identity of the individual voting (for example, if there is only one Acting Professor in the School), in which case such information on rank will not be submitted. Except as provided otherwise by the preceding sentence, the Dean’s office will report separately the votes of (1) professors, senior lecturers and lecturers with security of employment; (2) acting professors, and senior lecturers and lecturers with the possibility of security of employment; (3) faculty members who decline to state their rank, and will report the total number of faculty eligible to vote on the matter in categories (1) and (2).

Section 3: Committees

A. Appointment of Committees
The Dean shall create such committees as are needed to conduct the work of the Law School and to facilitate the efficient consideration of issues by the faculty. In consultation with the faculty and the Faculty Advisory Committee, the Dean shall make appointments to these committees, except where these By-Laws provide an alternative method of selection. Committees for each academic year should be announced in the prior spring, though additional committees and ad hoc committees may be created as needed.

B. Eligibility for Committees
Except where otherwise provided in these By-Laws, all faculty, librarians, and assistant deans are eligible to serve on Law School committees. Student participation is vital to the development and success of a vibrant academic community. One student shall be a member, including with voting rights, on all faculty committees, except faculty appointments, promotions and tenure, mentoring, or as otherwise decided by the faculty. Only third-year students are eligible to serve on the admissions committee. The Dean, in consultation with student government, shall appoint student members of these committees.

C. Faculty Advisory Committee
1. The members of the Academic Senate who are eligible to vote on Law School matters shall elect annually an Advisory Committee of three (3) members. The Advisory Committee exists to represent the views of the faculty or any of its members to the Dean and to advise the Dean on all matters that it wishes to raise or that the Dean wishes to consult with it about. The faculty, in creating the Advisory Committee, is not delegating to the Committee any of the faculty’s decision- making authority, including any authority that the faculty delegates to any other committee. The Advisory Committee functions as the Faculty Executive Committee for purposes of the rules and procedures of the U.C. Irvine Academic Senate Rules, not exceeding the jurisdiction stated above.

2. Members of the Advisory Committee shall be elected the first week of April and shall serve beginning at the end of the spring term until new members are elected and begin to serve the following year.

3. Members of the Advisory Committee shall be elected in a two-ballot process. The first ballot shall list any member of the Academic Senate who is eligible to vote on Law School matters who has not requested to be removed from the list of candidates. The ballot shall state if the candidate will be on leave for all or any part of the following year. All individuals in the Academic Senate with a faculty appointment in the Law School shall be entitled to vote for three candidates on the initial ballot. The second ballot shall list the five candidates who received the most
votes in the initial ballot. All individuals in the Academic Senate with a faculty appointment in the Law School shall be entitled to vote for three of the candidates on the second ballot.

4. The members of the Advisory Committee will be the three candidates who receive the most votes in the second ballot, except that the committee must include at least one faculty member from the Professor Series and one faculty member from the Lecturer with Security of Employment Series. In the event that the top five vote getters in the first ballot all come from only one of these two categories, the fifth ranking vote-getter shall be removed from the list of candidates on the second ballot and in this person’s place shall be the highest vote-getter coming from the other category. In the event that the top three vote getters in the second ballot all come from only one of these two categories, the third ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category.

5. In the event of a tie vote on the initial ballot, the second ballot shall list the five highest vote-getters from the initial ballot plus any additional candidates who received the same number of votes as the fifth highest vote-getter. In the event of a tie vote on the second ballot, the faculty will choose among the tied candidates in a runoff election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.

6. The procedures for casting votes for members of the Advisory Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued. In the event that any elected member of the Advisory Committee should not be able to serve for any period during the elected service period, alternates (who will be those who received the 4th and 5th highest votes on the second ballot) will serve in order of the number of votes received on the second ballot.

D. The Promotion and Tenure Committee

1. The Promotion and Tenure Committee makes recommendations to the faculty on all matters of promotion and tenure of members of the Law School faculty. However, the faculty by unanimous vote has delegated to the Promotion and Tenure Committee its authority to consider all “merit increases”. This delegation (and any subsequent delegation) shall remain in effect for at least one calendar year (twelve months). Thereafter, upon the request of any faculty member entitled to vote on the cases in question under the provisions of the Bylaws of the Academic Senate, the eligible voters shall reconsider the question of how such cases shall be handled, and may again delegate the authority for such actions by a two-third majority vote. The Promotion and Tenure Committee will make its recommendations on merit increases, as appropriate, to the Dean of the Law School (for dean’s delegated decisions) and to the Council on Academic Personnel (for non-dean’s delegated decisions). In accord with the request from the Council on Academic Personnel, recommendations from the Promotion and Tenure Committee for merit advancements to Professor of Law, Step VI, and Professor of Law, Above Scale, shall be forwarded to the full faculty for its vote in accord with the procedures specified in these By-Laws.

2. A Promotion and Tenure Committee merit decision (whether related to a Step VI merit decision, an above-scale merit decision, an accelerated merit decision, or any other merit decision) may be appealed by the concerned faculty member or by any faculty member to the full faculty, unless the concerned faculty member objects. The full faculty will make its determination by majority vote. Any such appeal must
be brought within thirty days of the date when the concerned faculty member actually received notice of the Promotion and Tenure Committee’s decision, and the Dean must be notified of any such appeal.

3. The recommendation of the initial Step at the time of a person’s hiring is delegated by the Law School faculty to its Faculty Appointments Committee and the Dean who will make recommendations to the Council on Academic Personnel, the Executive Vice Chancellor/Provost, and the Chancellor. A determination of the likely approximate initial step shall be made prior to soliciting outside review letters and those letters shall indicate if the likely approximate initial step is at or above Step VI.

4. The Promotion and Tenure Committee shall be elected by the faculty.

5. Members of the Promotion and Tenure Committee shall be elected the third week of March and shall serve beginning at the end of the spring term until new members are elected and begin to serve the following year.

6. The ballot shall list all members of the Academic Senate who have tenure or security of employment who have not requested to be removed from the list of candidates. The ballot shall state if the candidate will be on leave for all or any part of the following year. The list also shall include all eligible incoming faculty members who join the faculty by July 1 of the next academic year who have not requested to be removed from the list of candidates. The faculty strongly encourages all faculty members eligible to serve not to regularly remove themselves from the list of candidates.

7. Members of the Promotion and Tenure Committee shall be elected in a two-ballot process. All individuals in the Academic Senate with a faculty appointment in the law school are entitled to vote for up to five candidates on the initial ballot. The second ballot shall list the eight candidates who received the most votes in the initial ballot. All individuals in the Academic Senate with a faculty appointment in the law school are entitled to vote for up to five of the candidates on the second ballot. The procedures for casting votes for members of the Promotion and Tenure Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued.

8. The members of the Promotion and Tenure Committee will be the five candidates who receive the most votes in the second ballot, except that the committee must include at least one tenured faculty member and one faculty member with security of employment. In the event that the top eight vote getters in the first ballot all come from only one of these two categories, the eighth ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category. In the event that the top five vote getters in the second ballot all come from only one of these two categories, the fifth ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category.

9. In the event of a tie vote on the initial ballot, the second ballot shall list the eight highest vote-getters from the initial ballot plus any additional candidates who received the same number of votes as the eighth highest vote-getter. In the event of a tie vote on the second ballot, the faculty will choose among the tied candidates in a runoff election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.

10. The elected members of the Promotion and Tenure Committee shall determine who shall chair the committee.

11. If a member of the committee is recused in a specific matter, then for that matter the next highest vote-getter who is not otherwise precluded from serving on the
committee shall participate in place of the recused committee member.

12. The Promotion and Tenure Committee may create sub-committees as it deems appropriate.

13. For each sub-committee considering tenure or security of employment, the subcommittee will have a majority of those with that academic status (i.e., for tenure, the sub-committee should be comprised of a majority of individuals who have tenure, and for security of employment, the sub-committee should be comprised of a majority with security of employment.) Any member of the faculty with tenure or security of employment is eligible to serve on a subcommittee of the Promotion and Tenure Committee.

E. Timing of Committee Reports

1. Faculty deliberations are aided by receiving reports from committees in sufficient time before meetings to facilitate informed discussions. The goal, when possible, should be receiving a committee report a week in advance of the faculty meeting where it will be discussed. However, reports from committees, except in extenuating circumstances, should be circulated to the faculty at least 72 hours before the matter is to be discussed at a faculty meeting.

2. The Faculty Appointments Committee, which is appointed by the Dean in consultation with the Faculty Advisory Committee, shall inform the faculty of a candidate to whom it is recommending an offer as soon as possible after the decision is made, which, except in extenuating circumstances, should be no more than 24 hours after the end of the committee meeting. The Faculty Appointments Committee’s complete file on an appointments candidate (including the letters requesting outside reviews of the candidate) shall be available for review by any faculty member at least 72 hours before the candidate’s possible appointment is to be discussed at a faculty meeting, except in extenuating circumstances.

Section 4: Law School Representative to the Academic Senate

A. The UCI Law Faculty will elect every two years, by majority vote, one faculty member to represent us in the UCI Academic Senate. Any member of the Academic Senate with a full-time appointment in the Law School is eligible to stand for election to the position and eligible to vote for the position. The election for the representative to the Academic Senate will be held in the spring with the representative’s term beginning on July 1. The individual chosen will not have any other responsibilities in conjunction with this position. In order to be consistent with other UCI Departments/Schools, the person elected to this position will have the title of Faculty Chair.

B. Procedure for voting: Faculty who do not wish to be on the ballot for this position will let the Director of Academic Personnel know of this. A ballot will be created listing those who are willing to serve if elected. Each faculty member may vote for one candidate; if no one receives a majority vote on the first ballot, there will be a runoff election between the top two candidates.

Section 5: Minutes of faculty meetings

A. Minutes will be taken at each faculty meeting. Except for academic personnel matters (such as appointments, promotion, and tenure), the minutes shall reflect each decision made, the vote on the matter, and a summary of the major
arguments on each side of the matter without attribution to specific speakers. For topics discussed but not voted on, the minutes will briefly summarize the discussion. For personnel actions (including discussions of lecturers and visitors), the minutes shall not summarize the discussion or report the votes (which are counted separately from the meeting), though the votes will be kept apart from the minutes for purposes of reports to the Committee on Academic Personnel.

B. The minutes will be taken by a faculty member. Faculty members are expected to volunteer to take minutes. A sign up sheet will be circulated for each semester and each faculty member is expected to sign up for this responsibility. Where necessary, the Dean will assign a faculty member to take the minutes.

C. The minutes for a faculty meeting shall be considered for approval at the next meeting of the faculty. The minutes shall be circulated prior to the meeting of the faculty where they will be considered.

D. A copy of all minutes will be kept by the Executive Assistant to the Dean.

Section 6: Policies with regard to appointment of joint appointments, visiting faculty, and lecturers

A. Joint appointments
1. Courtesy appointments to the UCI School of Law are available to members of the UCI Academic Senate who are in good standing in the department of their primary appointment.
2. Courtesy appointments to the UCI School of Law will be made by vote of the law faculty, upon recommendation by the Appointments Committee, consistent with the voting procedures outlined in the faculty bylaws.
3. Applications for courtesy appointments to the UCI School of Law will be referred to the faculty Appointments Committee for consideration and recommendation to the full faculty, on the basis of the criteria set forth for courtesy appointments.
4. It is not anticipated that courtesy appointees will serve on law school committees or otherwise participate in the governance of the Law School.
5. Courtesy appointments requested by other departments for purposes of retention or recruitment of new faculty will be taken up as expeditiously as practicable, consistent with the procedures for faculty appointments.
6. Courtesy appointments may be extended to faculty members in other departments whose work relates to law, legal institutions, or legal issues.
7. Applicants for a courtesy appointment at the UCI School of Law shall provide for review and consideration by the Appointments Committee a current CV, and the Appointments Committee or the faculty may request a short statement summarizing as to how the faculty member's work relates to law, legal institutions, or legal issues.

B. Visiting Professors and Unit 18 Lecturers Policy
1. Visiting faculty are subject to faculty approval through the faculty appointment process. Unit 18 Lecturers will be appointed by the Dean and Senior Associate Dean as an administrative matter.
2. For any person who is a visiting professor at the University of California, Irvine, School of Law:
   a. The Law School will make no distinction which divides visiting professors into categories reflecting that they are either being considered for a permanent appointment on the faculty, or merely providing curricular coverage without being considered for a permanent appointment;
   b. Notwithstanding subpart (a) above, there is no prohibition on considering a visiting professor for a permanent appointment during the pendency of the person’s visit;
   c. As soon as it is practicable, the Dean and Faculty Appointments Committee (FAC) will communicate to the faculty and any affected visiting professor any FAC decision to have the faculty consider that visiting professor for a permanent appointment, whether during or after the completion of the visit.

3. For any person who is a Unit 18 lecturer at the University of California, Irvine, School of Law:
   a. The lecturer may be considered for an appointment to the Law School faculty during the pendency of the person’s term of teaching;
   b. As soon as it is practicable, the Dean and FAC will communicate to the faculty and any affected lecturer any FAC decision to have the faculty consider that lecturer for an appointment to the Law School faculty, whether during or after the person’s term of teaching.

C. Policy on the hiring of Unit 18 lecturers
   Unit 18 lecturers are hired in accord with the Memorandum of Understanding.
   1. The appointment of Unit 18 lecturers is the responsibility of the Associate Dean for Academic Affairs in consultation with the Dean.
   2. As soon as practical, the Associate Dean will notify the faculty of courses that will be taught by Unit 18 lecturers and will provide the names of the individuals who have been selected to teach these courses.
   3. If a faculty member wishes to discuss the appointment of a particular Unit 18 lecturer, the faculty member may request that the matter be placed on the agenda for a faculty meeting. The matter will be placed on the agenda for a faculty meeting as soon as possible. On a motion of a faculty member, the faculty may decide by majority vote that a person should not be appointed.

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Any of these Bylaws may be modified at any faculty meeting at the UCI School of Law. A simple majority of the faculty members casting votes is necessary to approve a modification to these Bylaws, subject to the quorum requirements in Section 1, Paragraph E of these Bylaws.
Committee on Rules and Jurisdiction

Revision to Law school bylaws with regards to faculty meetings

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A. All individuals in the Academic Senate with a faculty appointment in the Law School may vote on all matters. However, only faculty members with academic tenure may vote on the issue of whether to grant academic tenure. Likewise, for votes on whether to grant security of employment, only those with security of employment or tenure may vote. (Thus, in voting on an offer to a faculty candidate who would be hired with academic tenure, there must be two votes: one of all faculty and one of faculty with academic tenure. Both would need to be positive.) For votes on proposed promotions to Step VI or Above Scale, all faculty with security of employment or tenure are eligible to vote.

B. For all matters upon which a vote is taken, a simple majority of the faculty members casting votes is necessary. In the event that a vote on a candidate for faculty appointment or for tenure/security of employment in connection with a new faculty appointment is more than 50% but less than 60%, the Dean shall consult with the faculty before extending the offer. Any member of the faculty may move for reconsideration of the offer.

C. Faculty members may vote if they are present in person or participating electronically at the meeting where a vote is taken. For votes taken by secret ballot where ballots are due subsequent to the meeting, all law school faculty members may cast ballots regardless of whether they are at the meeting.

D. Voting faculty members may vote yea, nay, or abstain on matters for which a vote is taken. Voting on appointments to the faculty, on promotion, and on tenure shall be by secret, anonymous ballot. A vote to abstain will not count in the denominator for purposes of determining whether the matter has passed by a majority vote. Other voting will be conducted by a voice vote, a show of hands, or similar open manifestation of voting. However, any faculty member may call for a secret ballot on any matter, in which case the voting will be anonymous.

E. For votes on appointments, promotion, and tenure, secret ballots shall be distributed at the meeting in which the discussion of the matter concludes. Ballots will be due in the Dean’s office no sooner than 48 hours after the completion of the meeting. The specific time at which ballots are due will be announced for each vote. A faculty member may vote by submitting a paper ballot to the Dean’s office, or by notifying the Director of Personnel of his or her vote by telephone or by email. When votes are cast telephonically or electronically, the Director of Personnel shall in turn create a paper ballot that records the vote of the faculty member voting telephonically or electronically. The Director of Personnel will submit this ballot to the Dean’s office by the close of voting.

F. In accord with the request of the University’s Committee on Academic Personnel, secret ballots shall request the voting faculty member’s academic rank and status. However, no ballot shall be refused to be counted for failure to indicate academic rank and status. The Dean’s office will collate this information for submission to the
Committee on Academic Personnel, except in cases where information on rank would reveal the identity of the individual voting (for example, if there is only one Acting Professor in the School), in which case such information on rank will not be submitted. Except as provided otherwise by the preceding sentence, the Dean’s office will report separately the votes of (1) professors, senior lecturers and lecturers with security of employment; (2) acting professors, and senior lecturers and lecturers with the possibility of security of employment; (3) faculty members who decline to state their rank, and will report the total number of faculty eligible to vote on the matter in categories (1) and (2).

Section 3: Committees

A. Appointment of Committees
The Dean shall create such committees as are needed to conduct the work of the Law School and to facilitate the efficient consideration of issues by the faculty. In consultation with the faculty and the Faculty Advisory Committee, the Dean shall make appointments to these committees, except where these By-Laws provide an alternative method of selection. Committees for each academic year should be announced in the prior spring, though additional committees and ad hoc committees may be created as needed.

B. Eligibility for Committees
Except where otherwise provided in these By-Laws, all faculty, librarians, and assistant deans are eligible to serve on Law School committees. Student participation is vital to the development and success of a vibrant academic community. One student shall be a member, including with voting rights, on all faculty committees, except faculty appointments, promotions and tenure, mentoring, or as otherwise decided by the faculty. Only third-year students are eligible to serve on the admissions committee. The Dean, in consultation with student government, shall appoint student members of these committees.

C. Faculty Advisory Committee
1. The members of the Academic Senate who are eligible to vote on Law School matters shall elect annually an Advisory Committee of three (3) members. The Advisory Committee exists to represent the views of the faculty or any of its members to the Dean and to advise the Dean on all matters that it wishes to raise or that the Dean wishes to consult with it about. The faculty, in creating the Advisory Committee, is not delegating to the Committee any of the faculty’s decision-making authority, including any authority that the faculty delegates to any other committee. The Advisory Committee functions as the Faculty Executive Committee for purposes of the rules and procedures of the U.C. Irvine Academic Senate Rules, not exceeding the jurisdiction stated above.

2. Members of the Advisory Committee shall be elected the first week of April and shall serve beginning at the end of the spring term until new members are elected and begin to serve the following year.

3. Members of the Advisory Committee shall be elected in a two-ballot process. The first ballot shall list any member of the Academic Senate who is eligible to vote on Law School matters who has not requested to be removed from the list of candidates. The ballot shall state if the candidate will be on leave for all or any part of the following year. All individuals in the Academic Senate with a faculty appointment in the Law School shall be entitled to vote for three candidates on the
initial ballot. The second ballot shall list the five candidates who received the most votes in the initial ballot. All individuals in the Academic Senate with a faculty appointment in the Law School shall be entitled to vote for three of the candidates on the second ballot.

4. The members of the Advisory Committee will be the three candidates who receive the most votes in the second ballot, except that the committee must include at least one faculty member from the Professor Series and one faculty member from the Lecturer with Security of Employment Series. In the event that the top five vote getters in the first ballot all come from only one of these two categories, the fifth ranking vote-getter shall be removed from the list of candidates on the second ballot and in this person’s place shall be the highest vote-getter coming from the other category. In the event that the top three vote getters in the second ballot all come from only one of these two categories, the third ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category.

5. In the event of a tie vote on the initial ballot, the second ballot shall list the five highest vote-getters from the initial ballot plus any additional candidates who received the same number of votes as the fifth highest vote-getter. In the event of a tie vote on the second ballot, the faculty will choose among the tied candidates in a runoff election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.

6. The procedures for casting votes for members of the Advisory Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued. In the event that any elected member of the Advisory Committee should not be able to serve for any period during the elected service period, alternates (who will be those who received the 4th and 5th highest votes on the second ballot) will serve in order of the number of votes received on the second ballot.

D. The Promotion and Tenure Committee

1. The Promotion and Tenure Committee makes recommendations to the faculty on all matters of promotion and tenure of members of the Law School faculty. However, the faculty by unanimous vote has delegated to the Promotion and Tenure Committee its authority to consider all “merit increases”. This delegation (and any subsequent delegation) shall remain in effect for at least one calendar year (twelve months). Thereafter, upon the request of any faculty member entitled to vote on the cases in question under the provisions of the Bylaws of the Academic Senate, the eligible voters shall reconsider the question of how such cases shall be handled, and may again delegate the authority for such actions by a two-third majority vote. The Promotion and Tenure Committee will make its recommendations on merit increases, as appropriate, to the Dean of the Law School (for dean’s delegated decisions) and to the Council on Academic Personnel (for non-Dean’s delegated decisions). In accord with the request from the Council on Academic Personnel, recommendations from the Promotion and Tenure Committee for merit advancements to Professor of Law, Step VI, and Professor of Law, Above Scale, shall be forwarded to the full faculty for its vote in accord with the procedures specified in these By-Laws.

2. A Promotion and Tenure Committee merit decision (whether related to a Step VI merit decision, an above-scale merit decision, an accelerated merit decision, or any other merit decision) may be appealed by the concerned faculty member or by any faculty member to the full faculty, unless the concerned faculty member objects.
The full faculty will make its determination by majority vote. Any such appeal must be brought within thirty days of the date when the concerned faculty member actually received notice of the Promotion and Tenure Committee’s decision, and the Dean must be notified of any such appeal.

3. The recommendation of the initial Step at the time of a person’s hiring is delegated by the Law School faculty to its Faculty Appointments Committee and the Dean who will make recommendations to the Council on Academic Personnel, the Executive Vice Chancellor/Provost, and the Chancellor. A determination of the likely approximate initial step shall be made prior to soliciting outside review letters and those letters shall indicate if the likely approximate initial step is at or above Step VI.

4. The Promotion and Tenure Committee shall be elected by the faculty.

5. Members of the Promotion and Tenure Committee shall be elected the third week of March and shall serve beginning at the end of the spring term until new members are elected and begin to serve the following year.

6. The ballot shall list all members of the Academic Senate who have tenure or security of employment who have not requested to be removed from the list of candidates. The ballot shall state if the candidate will be on leave for all or any part of the following year. The list also shall include all eligible incoming faculty members who join the faculty by July 1 of the next academic year who have not requested to be removed from the list of candidates. The faculty strongly encourages all faculty members eligible to serve not to regularly remove themselves from the list of candidates.

7. Members of the Promotion and Tenure Committee shall be elected in a two-ballot process. All individuals in the Academic Senate with a faculty appointment in the law school are entitled to vote for up to five candidates on the initial ballot. The second ballot shall list the eight candidates who received the most votes in the initial ballot. All individuals in the Academic Senate with a faculty appointment in the law school are entitled to vote for up to five of the candidates on the second ballot. The procedures for casting votes for members of the Promotion and Tenure Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued.

8. The members of the Promotion and Tenure Committee will be the five candidates who receive the most votes in the second ballot, except that the committee must include at least one tenured faculty member and one faculty member with security of employment. In the event that the top eight vote getters in the first ballot all come from only one of these two categories, the eighth ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category. In the event that the top five vote getters in the second ballot all come from only one of these two categories, the fifth ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category.

9. In the event of a tie vote on the initial ballot, the second ballot shall list the eight highest vote-getters from the initial ballot plus any additional candidates who received the same number of votes as the eighth highest vote-getter. In the event of a tie vote on the second ballot, the faculty will choose among the tied candidates in a runoff election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.

10. The elected members of the Promotion and Tenure Committee shall determine who shall chair the committee.
11. If a member of the committee is recused in a specific matter, then for that matter the next highest vote-getter who is not otherwise precluded from serving on the committee shall participate in place of the recused committee member.

12. The Promotion and Tenure Committee may create sub-committees as it deems appropriate.

13. For each sub-committee considering tenure or security of employment, the subcommittee will have a majority of those with that academic status (i.e., for tenure, the sub-committee should be comprised of a majority of individuals who have tenure, and for security of employment, the sub-committee should be comprised of a majority with security of employment.) Any member of the faculty with tenure or security of employment is eligible to serve on a subcommittee of the Promotion and Tenure Committee.

E. Timing of Committee Reports

1. Faculty deliberations are aided by receiving reports from committees in sufficient time before meetings to facilitate informed discussions. The goal, when possible, should be receiving a committee report a week in advance of the faculty meeting where it will be discussed. However, reports from committees, except in extenuating circumstances, should be circulated to the faculty at least 72 hours before the matter is to be discussed at a faculty meeting.

2. The Faculty Appointments Committee, which is appointed by the Dean in consultation with the Faculty Advisory Committee, shall inform the faculty of a candidate to whom it is recommending an offer as soon as possible after the decision is made, which, except in extenuating circumstances, should be no more than 24 hours after the end of the committee meeting. The Faculty Appointments Committee’s complete file on an appointments candidate (including the letters requesting outside reviews of the candidate) shall be available for review by any faculty member at least 72 hours before the candidate’s possible appointment is to be discussed at a faculty meeting, except in extenuating circumstances.

Section 4: Law School Representative to the Academic Senate

A. The UCI Law Faculty will elect every two years, by majority vote, one faculty member to represent us in the UCI Academic Senate. Any member of the Academic Senate with a full-time appointment in the Law School is eligible to stand for election to the position and eligible to vote for the position. The election for the representative to the Academic Senate will be held in the spring with the representative’s term beginning on July 1. The individual chosen will not have any other responsibilities in conjunction with this position. In order to be consistent with other UCI Departments/Schools, the person elected to this position will have the title of Faculty Chair.

B. Procedure for voting: Faculty who do not wish to be on the ballot for this position will let the Director of Academic Personnel know of this. A ballot will be created listing those who are willing to serve if elected. Each faculty member may vote for one candidate; if no one receives a majority vote on the first ballot, there will be a runoff election between the top two candidates.

Section 5: Minutes of faculty meetings
A. Minutes will be taken at each faculty meeting. Except for academic personnel matters (such as appointments, promotion, and tenure), the minutes shall reflect each decision made, the vote on the matter, and a summary of the major arguments on each side of the matter without attribution to specific speakers. For topics discussed but not voted on, the minutes will briefly summarize the discussion. For personnel actions (including discussions of lecturers and visitors), the minutes shall not summarize the discussion or report the votes (which are counted separately from the meeting), though the votes will be kept apart from the minutes for purposes of reports to the Committee on Academic Personnel.

B. The minutes will be taken by a faculty member. Faculty members are expected to volunteer to take minutes. A sign up sheet will be circulated for each semester and each faculty member is expected to sign up for this responsibility. Where necessary, the Dean will assign a faculty member to take the minutes.

C. The minutes for a faculty meeting shall be considered for approval at the next meeting of the faculty. The minutes shall be circulated prior to the meeting of the faculty where they will be considered.

D. A copy of all minutes will be kept by the Executive Assistant to the Dean.

Section 6: Policies with regard to appointment of joint appointments, visiting faculty, and lecturers

A. Joint appointments
1. Courtesy appointments to the UCI School of Law are available to members of the UCI Academic Senate who are in good standing in the department of their primary appointment.
2. Courtesy appointments to the UCI School of Law will be made by vote of the law faculty, upon recommendation by the Appointments Committee, consistent with the voting procedures outlined in the faculty bylaws.
3. Applications for courtesy appointments to the UCI School of Law will be referred to the faculty Appointments Committee for consideration and recommendation to the full faculty, on the basis of the criteria set forth for courtesy appointments.
4. It is not anticipated that courtesy appointees will serve on law school committees or otherwise participate in the governance of the Law School.
5. Courtesy appointments requested by other departments for purposes of retention or recruitment of new faculty will be taken up as expeditiously as practicable, consistent with the procedures for faculty appointments.
6. Courtesy appointments may be extended to faculty members in other departments whose work relates to law, legal institutions, or legal issues.
7. Applicants for a courtesy appointment at the UCI School of Law shall provide for review and consideration by the Appointments Committee a current CV, and the Appointments Committee or the faculty may request a short statement summarizing as to how the faculty member’s work relates to law, legal institutions, or legal issues.

B. Visiting Professors and Unit 18 Lecturers Policy
1. Visiting faculty are subject to faculty approval through the faculty appointment process. Unit 18 Lecturers will be appointed by the Dean and Senior Associate Dean as an administrative matter.

2. For any person who is a visiting professor at the University of California, Irvine, School of Law:
   2.a. The Law School will make no distinction which divides visiting professors into categories reflecting that they are either being considered for a permanent appointment on the faculty, or merely providing curricular coverage without being considered for a permanent appointment;
   2.b. Notwithstanding subpart (a) above, there is no prohibition on considering a visiting professor for a permanent appointment during the pendency of the person’s visit;
   2.c. As soon as it is practicable, the Dean and Faculty Appointments Committee (FAC) will communicate to the faculty and any affected visiting professor any FAC decision to have the faculty consider that visiting professor for a permanent appointment, whether during or after the completion of the visit.

3. For any person who is a Unit 18 lecturer at the University of California, Irvine, School of Law:
   3.a. The lecturer may be considered for an appointment to the Law School faculty during the pendency of the person’s term of teaching;
   3.b. As soon as it is practicable, the Dean and FAC will communicate to the faculty and any affected lecturer any FAC decision to have the faculty consider that lecturer for an appointment to the Law School faculty, whether during or after the person’s term of teaching.

C. Policy on the hiring of Unit 18 lecturers
Unit 18 lecturers are hired in accord with the Memorandum of Understanding.

1. The appointment of Unit 18 lecturers is the responsibility of the Associate Dean for Academic Affairs in consultation with the Dean.

2. As soon as practical, the Associate Dean will notify the faculty of courses that will be taught by Unit 18 lecturers and will provide the names of the individuals who have been selected to teach these courses.

3. If a faculty member wishes to discuss the appointment of a particular Unit 18 lecturer, the faculty member may request that the matter be placed on the agenda for a faculty meeting. The matter will be placed on the agenda for a faculty meeting as soon as possible. On a motion of a faculty member, the faculty may decide by majority vote that a person should not be appointed.

Section 7: Modification of Bylaws

Any of these Bylaws may be modified at any faculty meeting at the UCI School of Law. A simple majority of the faculty members casting votes is necessary to approve a modification to these Bylaws, subject to the quorum requirements in Section 1, Paragraph E of these Bylaws.
Appendix I: Bylaws of the Faculties
Chapter XII: School of Law
(Am 20 Jun 15) (Am XX XX XX)

The members of the faculty of the University of California, Irvine School of Law initiate, develop, and implement the educational, research, and service programs of the School of Law as a part of the whole University. Within the framework of the policies of the Board of Regents, Academic Senate provisions, and other relevant guidelines, the members of the faculty are the primary governing body of the School of Law. They determine the requirements for admission of students to the educational programs of the School, the curriculum, the requirements for the granting of degrees, and the hiring, promotion, and tenure of faculty.

Section 1: Meetings of the faculty

A. The Dean is responsible for convening meetings of the faculty. In the absence of the Dean, the Senior Associate Dean for Academic Affairs may convene a meeting of the faculty. The faculty shall meet at least once each semester. Notice of a meeting should be circulated at least one week prior to the meeting unless there is an important reason for meeting with shorter notice.

Faculty members can require the Dean (or the Senior Associate Dean for Academic Affairs) to convene a faculty meeting when necessary to consider any urgent matter, as follows:

If no regular faculty meeting is currently scheduled in the following 14 days, the Dean (or the Senior Associate Dean for Academic Affairs) shall convene a faculty meeting as soon as reasonably possible if 10 individuals who would count towards a quorum at a faculty meeting under these bylaws request in writing that the Dean do so.

If a regular faculty meeting is currently scheduled in the following 14 days, the Dean (or the Senior Associate Dean for Academic Affairs) shall convene a faculty meeting as soon as reasonably possible if 15 individuals who would count towards a quorum under these bylaws request in writing that the Dean do so.

A “regular faculty meeting” is any faculty meeting not scheduled exclusively to consider appointments matters or promotion and tenure matters.

What constitutes an “urgent matter” for purposes of calling an emergency faculty meeting under this rule is within the discretion of those faculty members calling for such a meeting.

Notice of a meeting convened under this provision should be given as far in advance as reasonably practicable.

B. The Dean and the Senior Associate Dean for Academic Affairs are responsible for preparing the agenda for each faculty meeting. The agenda shall be circulated prior to the meeting. Any faculty member may request that an item be brought to the faculty for consideration and the Dean and Senior Associate Dean for
Academic Affairs will then put the matter on the agenda for a faculty meeting as soon as is reasonably possible within that academic year.

C. The Dean may place a matter on a “consent calendar” for faculty approval. Additionally, all Promotion and Tenure Committee recommendations in favor of promotion to Professor of Law, Step VI, or to Professor of Law, Above Scale, shall be placed on a consent calendar and promotion files shall be available for review by the faculty at least a week prior to the meeting in which such consent calendar items are to be discussed.

D. If a matter is placed on the consent calendar, the agenda for the faculty meeting where this will be considered shall clearly indicate this. A matter may be taken off the consent calendar and be considered by the faculty if any faculty member requests this. A request that the matter be discussed may be submitted anonymously prior to the faculty meeting or at the faculty meeting. For Promotion and Tenure Committee recommendations in favor of advancement to Professor of Law, Step VI, or to Professor of Law, Above Scale, if any faculty member requests that the matter be discussed, a vote to end discussion on the case may not take place before there has been an opportunity for appropriate discussion. Absent such a request, the faculty will vote on matters on the consent calendar without discussion, except for Promotion and Tenure Committee recommendations in favor of advancement to Professor of Law, Step VI, or to Professor of Law, Above Scale, which shall be voted on by secret ballot in accordance with the provisions of these bylaws.

E. A quorum must be present at the faculty meeting where a matter is discussed and/or a vote on that matter is called. A quorum sufficient to take a vote on a matter is a majority of the individuals in the Academic Senate with primary appointments in the Law School.

F. All faculty meetings are open to all individuals on the faculty who are members of the Academic Senate, all librarians, and all assistant deans. The Dean may call an executive session of just members of the Academic Senate, which can be overruled by a majority of the faculty, or the faculty by majority vote of those who are members of the Academic Senate may go into executive session. All discussions of matters concerning candidates for faculty appointments shall be conducted in executive session.

G. The President of the Student Bar Association (SBA) will be provided a copy of the agenda for faculty meetings at the same time that the agenda is circulated to the faculty.

H. After receiving the agenda, the President of the SBA may request of the Dean the ability to participate (or have other students participate) on specific items on the agenda. The President of the SBA (or other students that he or she designates) may express views on these items at the beginning of the faculty meeting and then will be excused after expressing views on the matters. The SBA also is encouraged to provide written comments to the faculty prior to the meeting so that the faculty may have the opportunity to fully consider these views.
I. The President of the SBA will have access to minutes of faculty meetings after they have been approved by the faculty.

Section 2: Voting

A. All individuals in the Academic Senate with a faculty appointment in the Law School may vote on all matters. However, only faculty members with academic tenure may vote on the issue of whether to grant academic tenure. Likewise, for votes on whether to grant security of employment, only those with security of employment or tenure may vote. (Thus, in voting on an offer to a faculty candidate who would be hired with academic tenure, there must be two votes: one of all faculty and one of faculty with academic tenure. Both would need to be positive.) For votes on proposed promotions to Step VI or Above Scale, all faculty with security of employment or tenure are eligible to vote.

B. For all matters upon which a vote is taken, a simple majority of the faculty members casting votes is necessary. In the event that a vote on a candidate for faculty appointment or for tenure/security of employment in connection with a new faculty appointment is more than 50% but less than 60%, the Dean shall consult with the faculty before extending the offer. Any member of the faculty may move for reconsideration of the offer.

C. Faculty members may vote if they are present in person or participating electronically at the meeting where a vote is taken. For votes taken by secret ballot where ballots are due subsequent to the meeting, all law school faculty members may cast ballots regardless of whether they are at the meeting.

D. Voting faculty members may vote yea, nay, or abstain on matters for which a vote is taken. Voting on appointments to the faculty, on promotion, and on tenure shall be by secret, anonymous ballot. A vote to abstain will not count in the denominator for purposes of determining whether the matter has passed by a majority vote. Other voting will be conducted by a voice vote, a show of hands, or similar open manifestation of voting. However, any faculty member may call for a secret ballot on any matter, in which case the voting will be anonymous.

E. For votes on appointments, promotion, and tenure, secret ballots shall be distributed at the meeting in which the discussion of the matter concludes. Ballots will be due in the Dean’s office no sooner than 48 hours after the completion of the meeting. The specific time at which ballots are due will be announced for each vote. A faculty member may vote by submitting a paper ballot to the Dean’s office, or by notifying the Director of Personnel of his or her vote by telephone or by email. When votes are cast telephonically or electronically, the Director of Personnel shall in turn create a paper ballot that records the vote of the faculty member voting telephonically or electronically. The Director of Personnel will submit this ballot to the Dean’s office by the close of voting.

F. In accord with the request of the University’s Committee on Academic Personnel, secret ballots shall request the voting faculty member’s academic rank and status. However, no ballot shall be refused to be counted for failure to indicate academic rank and status. The Dean’s office will collate this information for submission to the
Committee on Academic Personnel, except in cases where information on rank would reveal the identity of the individual voting (for example, if there is only one Acting Professor in the School), in which case such information on rank will not be submitted. Except as provided otherwise by the preceding sentence, the Dean’s office will report separately the votes of (1) professors, senior lecturers and lecturers with security of employment; (2) acting professors, and senior lecturers and lecturers with the possibility of security of employment; (3) faculty members who decline to state their rank, and will report the total number of faculty eligible to vote on the matter in categories (1) and (2).

Section 3: Committees

A. Appointment of Committees
The Dean shall create such committees as are needed to conduct the work of the Law School and to facilitate the efficient consideration of issues by the faculty. In consultation with the faculty and the Faculty Advisory Committee, the Dean shall make appointments to these committees, except where these By-Laws provide an alternative method of selection. Committees for each academic year should be announced in the prior spring, though additional committees and ad hoc committees may be created as needed.

B. Eligibility for Committees
Except where otherwise provided in these By-Laws, all faculty, librarians, and assistant deans are eligible to serve on Law School committees. Student participation is vital to the development and success of a vibrant academic community. One student shall be a member, including with voting rights, on all faculty committees, except faculty appointments, promotions and tenure, mentoring, or as otherwise decided by the faculty. Only third-year students are eligible to serve on the admissions committee. The Dean, in consultation with student government, shall appoint student members of these committees.

C. Faculty Advisory Committee
1. The members of the Academic Senate who are eligible to vote on Law School matters shall elect annually an Advisory Committee of three (3) members. The Advisory Committee exists to represent the views of the faculty or any of its members to the Dean and to advise the Dean on all matters that it wishes to raise or that the Dean wishes to consult with it about. The faculty, in creating the Advisory Committee, is not delegating to the Committee any of the faculty’s decision-making authority, including any authority that the faculty delegates to any other committee. The Advisory Committee functions as the Faculty Executive Committee for purposes of the rules and procedures of the U.C. Irvine Academic Senate Rules, not exceeding the jurisdiction stated above.
2. Members of the Advisory Committee shall be elected the first week of April and shall serve beginning at the end of the spring term until new members are elected and begin to serve the following year.
3. Members of the Advisory Committee shall be elected in a two-ballot process. The first ballot shall list any member of the Academic Senate who is eligible to vote on Law School matters who has not requested to be removed from the list of candidates. The ballot shall state if the candidate will be on leave for all or any part of the following year. All individuals in the Academic Senate with a faculty appointment in the Law School shall be entitled to vote for three candidates on the
initial ballot. The second ballot shall list the five candidates who received the most votes in the initial ballot. All individuals in the Academic Senate with a faculty appointment in the Law School shall be entitled to vote for three of the candidates on the second ballot.

4. The members of the Advisory Committee will be the three candidates who receive the most votes in the second ballot, except that the committee must include at least one faculty member from the Professor Series and one faculty member from the Lecturer with Security of Employment Series. In the event that the top five vote getters in the first ballot all come from only one of these two categories, the fifth ranking vote-getter shall be removed from the list of candidates on the second ballot and in this person’s place shall be the highest vote-getter coming from the other category. In the event that the top three vote getters in the second ballot all come from only one of these two categories, the third ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category.

5. In the event of a tie vote on the initial ballot, the second ballot shall list the five highest vote-getters from the initial ballot plus any additional candidates who received the same number of votes as the fifth highest vote-getter. In the event of a tie vote on the second ballot, the faculty will choose among the tied candidates in a runoff election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.

6. The procedures for casting votes for members of the Advisory Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued. In the event that any elected member of the Advisory Committee should not be able to serve for any period during the elected service period, alternates (who will be those who received the 4th and 5th highest votes on the second ballot) will serve in order of the number of votes received on the second ballot.

D. The Promotion and Tenure Committee

1. The Promotion and Tenure Committee makes recommendations to the faculty on all matters of promotion and tenure of members of the Law School faculty. However, the faculty by unanimous vote has delegated to the Promotion and Tenure Committee its authority to consider all “merit increases”. This delegation (and any subsequent delegation) shall remain in effect for at least one calendar year (twelve months). Thereafter, upon the request of any faculty member entitled to vote on the cases in question under the provisions of the Bylaws of the Academic Senate, the eligible voters shall reconsider the question of how such cases shall be handled, and may again delegate the authority for such actions by a two-third majority vote. The Promotion and Tenure Committee will make its recommendations on merit increases, as appropriate, to the Dean of the Law School (for dean’s delegated decisions) and to the Council on Academic Personnel (for non-Dean’s delegated decisions). In accord with the request from the Council on Academic Personnel, recommendations from the Promotion and Tenure Committee for merit advancements to Professor of Law, Step VI, and Professor of Law, Above Scale, shall be forwarded to the full faculty for its vote in accord with the procedures specified in these By-Laws.

2. A Promotion and Tenure Committee merit decision (whether related to a Step VI merit decision, an above-scale merit decision, an accelerated merit decision, or any other merit decision) may be appealed by the concerned faculty member or by any faculty member to the full faculty, unless the concerned faculty member objects.
The full faculty will make its determination by majority vote. Any such appeal must be brought within thirty days of the date when the concerned faculty member actually received notice of the Promotion and Tenure Committee’s decision, and the Dean must be notified of any such appeal.

3. The recommendation of the initial Step at the time of a person’s hiring is delegated by the Law School faculty to its Faculty Appointments Committee and the Dean who will make recommendations to the Council on Academic Personnel, the Executive Vice Chancellor/Provost, and the Chancellor. A determination of the likely approximate initial step shall be made prior to soliciting outside review letters and those letters shall indicate if the likely approximate initial step is at or above Step VI.

4. The Promotion and Tenure Committee shall be elected by the faculty.

5. Members of the Promotion and Tenure Committee shall be elected the third week of March and shall serve beginning at the end of the spring term until new members are elected and begin to serve the following year.

6. The ballot shall list all members of the Academic Senate who have tenure or security of employment who have not requested to be removed from the list of candidates. The ballot shall state if the candidate will be on leave for all or any part of the following year. The list also shall include all eligible incoming faculty members who join the faculty by July 1 of the next academic year who have not requested to be removed from the list of candidates. The faculty strongly encourages all faculty members eligible to serve not to regularly remove themselves from the list of candidates.

7. Members of the Promotion and Tenure Committee shall be elected in a two-ballot process. All individuals in the Academic Senate with a faculty appointment in the law school are entitled to vote for up to five candidates on the initial ballot. The second ballot shall list the eight candidates who received the most votes in the initial ballot. All individuals in the Academic Senate with a faculty appointment in the law school are entitled to vote for up to five of the candidates on the second ballot. The procedures for casting votes for members of the Promotion and Tenure Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued.

8. The members of the Promotion and Tenure Committee will be the five candidates who receive the most votes in the second ballot, except that the committee must include at least one tenured faculty member and one faculty member with security of employment. In the event that the top eight vote getters in the first ballot all come from only one of these two categories, the eighth ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category. In the event that the top five vote getters in the second ballot all come from only one of these two categories, the fifth ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category.

9. In the event of a tie vote on the initial ballot, the second ballot shall list the eight highest vote-getters from the initial ballot plus any additional candidates who received the same number of votes as the eighth highest vote-getter. In the event of a tie vote on the second ballot, the faculty will choose among the tied candidates in a runoff election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.

10. The elected members of the Promotion and Tenure Committee shall determine who shall chair the committee.
11. If a member of the committee is recused in a specific matter, then for that matter the next highest vote-getter who is not otherwise precluded from serving on the committee shall participate in place of the recused committee member.

12. The Promotion and Tenure Committee may create sub-committees as it deems appropriate.

13. For each sub-committee considering tenure or security of employment, the subcommittee will have a majority of those with that academic status (i.e., for tenure, the sub-committee should be comprised of a majority of individuals who have tenure, and for security of employment, the sub-committee should be comprised of a majority with security of employment.) Any member of the faculty with tenure or security of employment is eligible to serve on a subcommittee of the Promotion and Tenure Committee.

E. Timing of Committee Reports

1. Faculty deliberations are aided by receiving reports from committees in sufficient time before meetings to facilitate informed discussions. The goal, when possible, should be receiving a committee report a week in advance of the faculty meeting where it will be discussed. However, reports from committees, except in extenuating circumstances, should be circulated to the faculty at least 72 hours before the matter is to be discussed at a faculty meeting.

2. The Faculty Appointments Committee, which is appointed by the Dean in consultation with the Faculty Advisory Committee, shall inform the faculty of a candidate to whom it is recommending an offer as soon as possible after the decision is made, which, except in extenuating circumstances, should be no more than 24 hours after the end of the committee meeting. The Faculty Appointments Committee’s complete file on an appointments candidate (including the letters requesting outside reviews of the candidate) shall be available for review by any faculty member at least 72 hours before the candidate’s possible appointment is to be discussed at a faculty meeting, except in extenuating circumstances.

Section 4: Law School Representative to the Academic Senate

A. The UCI Law Faculty will elect every two years, by majority vote, one faculty member to represent us in the UCI Academic Senate. Any member of the Academic Senate with a full-time appointment in the Law School is eligible to stand for election to the position and eligible to vote for the position. The election for the representative to the Academic Senate will be held in the spring with the representative’s term beginning on July 1. The individual chosen will not have any other responsibilities in conjunction with this position. In order to be consistent with other UCI Departments/Schools, the person elected to this position will have the title of Faculty Chair.

B. Procedure for voting: Faculty who do not wish to be on the ballot for this position will let the Director of Academic Personnel know of this. A ballot will be created listing those who are willing to serve if elected. Each faculty member may vote for one candidate; if no one receives a majority vote on the first ballot, there will be a runoff election between the top two candidates.

Section 5: Minutes of faculty meetings
A. Minutes will be taken at each faculty meeting. Except for academic personnel matters (such as appointments, promotion, and tenure), the minutes shall reflect each decision made, the vote on the matter, and a summary of the major arguments on each side of the matter without attribution to specific speakers. For topics discussed but not voted on, the minutes will briefly summarize the discussion. For personnel actions (including discussions of lecturers and visitors), the minutes shall not summarize the discussion or report the votes (which are counted separately from the meeting), though the votes will be kept apart from the minutes for purposes of reports to the Committee on Academic Personnel.

B. The minutes will be taken by a faculty member. Faculty members are expected to volunteer to take minutes. A sign up sheet will be circulated for each semester and each faculty member is expected to sign up for this responsibility. Where necessary, the Dean will assign a faculty member to take the minutes.

C. The minutes for a faculty meeting shall be considered for approval at the next meeting of the faculty. The minutes shall be circulated prior to the meeting of the faculty where they will be considered.

D. A copy of all minutes will be kept by the Executive Assistant to the Dean.

Section 6: Policies with regard to appointment of joint appointments, visiting faculty, and lecturers

A. Joint appointments
1. Courtesy appointments to the UCI School of Law are available to members of the UCI Academic Senate who are in good standing in the department of their primary appointment.
2. Courtesy appointments to the UCI School of Law will be made by vote of the law faculty, upon recommendation by the Appointments Committee, consistent with the voting procedures outlined in the faculty bylaws.
3. Applications for courtesy appointments to the UCI School of Law will be referred to the faculty Appointments Committee for consideration and recommendation to the full faculty, on the basis of the criteria set forth for courtesy appointments.
4. It is not anticipated that courtesy appointees will serve on law school committees or otherwise participate in the governance of the Law School.
5. Courtesy appointments requested by other departments for purposes of retention or recruitment of new faculty will be taken up as expeditiously as practicable, consistent with the procedures for faculty appointments.
6. Courtesy appointments may be extended to faculty members in other departments whose work relates to law, legal institutions, or legal issues.
7. Applicants for a courtesy appointment at the UCI School of Law shall provide for review and consideration by the Appointments Committee a current CV, and the Appointments Committee or the faculty may request a short statement summarizing as to how the faculty member’s work relates to law, legal institutions, or legal issues.

B. Visiting Professors and Unit 18 Lecturers Policy
1. Visiting faculty are subject to faculty approval through the faculty appointment process. Unit 18 Lecturers will be appointed by the Dean and Senior Associate Dean as an administrative matter.

2. For any person who is a visiting professor at the University of California, Irvine, School of Law:
   
   2.a. The Law School will make no distinction which divides visiting professors into categories reflecting that they are either being considered for a permanent appointment on the faculty, or merely providing curricular coverage without being considered for a permanent appointment;
   
   2.b. Notwithstanding subpart (a) above, there is no prohibition on considering a visiting professor for a permanent appointment during the pendency of the person’s visit;
   
   2.c. As soon as it is practicable, the Dean and Faculty Appointments Committee (FAC) will communicate to the faculty and any affected visiting professor any FAC decision to have the faculty consider that visiting professor for a permanent appointment, whether during or after the completion of the visit.

3. For any person who is a Unit 18 lecturer at the University of California, Irvine, School of Law:
   
   3.a. The lecturer may be considered for an appointment to the Law School faculty during the pendency of the person’s term of teaching;
   
   3.b. As soon as it is practicable, the Dean and FAC will communicate to the faculty and any affected lecturer any FAC decision to have the faculty consider that lecturer for an appointment to the Law School faculty, whether during or after the person’s term of teaching.

C. Policy on the hiring of Unit 18 lecturers

Unit 18 lecturers are hired in accord with the Memorandum of Understanding.

1. The appointment of Unit 18 lecturers is the responsibility of the Associate Dean for Academic Affairs in consultation with the Dean.

2. As soon as practical, the Associate Dean will notify the faculty of courses that will be taught by Unit 18 lecturers and will provide the names of the individuals who have been selected to teach these courses.

3. If a faculty member wishes to discuss the appointment of a particular Unit 18 lecturer, the faculty member may request that the matter be placed on the agenda for a faculty meeting. The matter will be placed on the agenda for a faculty meeting as soon as possible. On a motion of a faculty member, the faculty may decide by majority vote that a person should not be appointed.

Section 7: Modification of Bylaws

Any of these Bylaws may be modified at any faculty meeting at the UCI School of Law. A simple majority of the faculty members casting votes is necessary to approve a modification to these Bylaws, subject to the quorum requirements in Section 1, Paragraph E of these Bylaws.

DMS 87 - Item 5-39
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 CRJ Analyst Matthew Hurley (mjhurley@uci.edu) 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: Rick Hasen  Phone: 818 439 9914  Email: rhasen@law.uci.edu
Title/Capacity: Chancellor’s Professor/Law school chair, Rules and Policies  Date: 11/5/2021

The Proposal

☐ Title: Proposed Modifications to… or (if new) Proposed Bylaws for the…
Proposed modification to law school Bylaw I

☐ 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 least once during the pandemic, several faculty members felt that the public health situation called for the faculty to consider changing the grading policies for the current semester of instruction. If the faculty was going to adopt any changes, it was important to do so before the exam period started; that would not have been possible if the matter was not taken up until the next regularly scheduled faculty meeting. Several faculty members requested that a meeting be convened before the next scheduled meeting; the meeting was then scheduled, and the faculty adopted certain changes to the grading policies. These events, though, highlighted the lack of a formal process for faculty members to have a faculty meeting convened when it is felt necessary to do so to consider an urgent matter. The law school’s Rules and Policies Committee advanced a proposal to allow a sufficiently large group of faculty members to require the dean to call a faculty meeting under urgent circumstances. At an October 19, 2021 faculty meeting, the faculty approved rules to allow faculty to require the dean to call a faculty meeting by a vote of 33 yes, 0 no, and 1 abstention. [Note that the attached proposed language already incorporates the other proposed change to the bylaws, on the treatment of abstentions, that the law school has submitted concurrently with this proposal.]

☐ 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).
Committee on Rules and Jurisdiction

Revision to School of Law Faculty Bylaws for Abstention

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Appendix I: Bylaws of the Faculties
Chapter XII: School of Law
(Am 20 Jun 15) (Am XX XX XX)

The members of the faculty of the University of California, Irvine School of Law initiate, develop, and implement the educational, research, and service programs of the School of Law as a part of the whole University. Within the framework of the policies of the Board of Regents, Academic Senate provisions, and other relevant guidelines, the members of the faculty are the primary governing body of the School of Law. They determine the requirements for admission of students to the educational programs of the School, the curriculum, the requirements for the granting of degrees, and the hiring, promotion, and tenure of faculty.

Section 1: Meetings of the faculty

A. The Dean is responsible for convening meetings of the faculty. In the absence of the Dean, the Senior Associate Dean for Academic Affairs may convene a meeting of the faculty. The faculty shall meet at least once each semester. Notice of a meeting should be circulated at least one week prior to the meeting unless there is an important reason for meeting with shorter notice.

B. The Dean and the Senior Associate Dean for Academic Affairs are responsible for preparing the agenda for each faculty meeting. The agenda shall be circulated prior to the meeting. Any faculty member may request that an item be brought to the faculty for consideration and the Dean and Senior Associate Dean for Academic Affairs will then put the matter on the agenda for a faculty meeting as soon as is reasonably possible within that academic year.

C. The Dean may place a matter on a “consent calendar” for faculty approval. Additionally, all Promotion and Tenure Committee recommendations in favor of promotion to Professor of Law, Step VI, or to Professor of Law, Above Scale, shall be placed on a consent calendar and promotion files shall be available for review by the faculty at least a week prior to the meeting in which such consent calendar items are to be discussed.

D. If a matter is placed on the consent calendar, the agenda for the faculty meeting where this will be considered shall clearly indicate this. A matter may be taken off the consent calendar and be considered by the faculty if any faculty member requests this. A request that the matter be discussed may be submitted anonymously prior to the faculty meeting or at the faculty meeting. For Promotion and Tenure Committee recommendations in favor of advancement to Professor of Law, Step VI, or to Professor of Law, Above Scale, if any faculty member requests that the matter be discussed, a vote to end discussion on the case may not take place before there has been an opportunity for appropriate discussion. Absent such a request, the faculty will vote on matters on the consent calendar without discussion, except for Promotion and Tenure Committee recommendations in favor of advancement to Professor of Law, Step VI, or to Professor of Law, Above Scale, which shall be voted on by secret ballot in accordance with the provisions of these bylaws.

DMS 91 - Item 5-43
E. A quorum must be present at the faculty meeting where a matter is discussed and/or a vote on that matter is called. A quorum sufficient to take a vote on a matter is a majority of the individuals in the Academic Senate with primary appointments in the Law School.

F. All faculty meetings are open to all individuals on the faculty who are members of the Academic Senate, all librarians, and all assistant deans. The Dean may call an executive session of just members of the Academic Senate, which can be overruled by a majority of the faculty, or the faculty by majority vote of those who are members of the Academic Senate may go into executive session. All discussions of matters concerning candidates for faculty appointments shall be conducted in executive session.

G. The President of the Student Bar Association (SBA) will be provided a copy of the agenda for faculty meetings at the same time that the agenda is circulated to the faculty.

H. After receiving the agenda, the President of the SBA may request of the Dean the ability to participate (or have other students participate) on specific items on the agenda. The President of the SBA (or other students that he or she designates) may express views on these items at the beginning of the faculty meeting and then will be excused after expressing views on the matters. The SBA also is encouraged to provide written comments to the faculty prior to the meeting so that the faculty may have the opportunity to fully consider these views.

I. The President of the SBA will have access to minutes of faculty meetings after they have been approved by the faculty.

Section 2: Voting

A. All individuals in the Academic Senate with a faculty appointment in the Law School may vote on all matters. However, only faculty members with academic tenure may vote on the issue of whether to grant academic tenure. Likewise, for votes on whether to grant security of employment, only those with security of employment or tenure may vote. (Thus, in voting on an offer to a faculty candidate who would be hired with academic tenure, there must be two votes: one of all faculty and one of faculty with academic tenure. Both would need to be positive.) For votes on proposed promotions to Step VI or Above Scale, all faculty with security of employment or tenure are eligible to vote.

B. For all matters upon which a vote is taken, a simple majority of the faculty members casting votes is necessary. In the event that a vote on a candidate for faculty appointment or for tenure/security of employment in connection with a new faculty appointment is more than 50% but less than 60%, the Dean shall consult with the faculty before extending the offer. Any member of the faculty may move for reconsideration of the offer.

C. Faculty members may vote if they are present in person or participating electronically at the meeting where a vote is taken. For votes taken by secret
ballot where ballots are due subsequent to the meeting, all law school faculty members may cast ballots regardless of whether they are at the meeting.

D. Voting faculty members may vote yea, nay, or abstain on matters for which a vote is taken. Voting on appointments to the faculty, on promotion, and on tenure shall be by secret, anonymous ballot. A vote to abstain will not count in the denominator for purposes of determining whether the matter has passed by a majority vote. Other voting will be conducted by a voice vote, a show of hands, or similar open manifestation of voting. However, any faculty member may call for a secret ballot on any matter, in which case the voting will be anonymous.

E. For votes on appointments, promotion, and tenure, secret ballots shall be distributed at the meeting in which the discussion of the matter concludes. Ballots will be due in the Dean’s office no sooner than 48 hours after the completion of the meeting. The specific time at which ballots are due will be announced for each vote. A faculty member may vote by submitting a paper ballot to the Dean’s office, or by notifying the Director of Personnel of his or her vote by telephone or by email. When votes are cast telephonically or electronically, the Director of Personnel shall in turn create a paper ballot that records the vote of the faculty member voting telephonically or electronically. The Director of Personnel will submit this ballot to the Dean’s office by the close of voting.

F. In accord with the request of the University’s Committee on Academic Personnel, secret ballots shall request the voting faculty member’s academic rank and status. However, no ballot shall be refused to be counted for failure to indicate academic rank and status. The Dean’s office will collate this information for submission to the Committee on Academic Personnel, except in cases where information on rank would reveal the identity of the individual voting (for example, if there is only one Acting Professor in the School), in which case such information on rank will not be submitted. Except as provided otherwise by the preceding sentence, the Dean’s office will report separately the votes of (1) professors, senior lecturers and lecturers with security of employment; (2) acting professors, and senior lecturers and lecturers with the possibility of security of employment; (3) faculty members who decline to state their rank, and will report the total number of faculty eligible to vote on the matter in categories (1) and (2).

Section 3: Committees

A. Appointment of Committees
The Dean shall create such committees as are needed to conduct the work of the Law School and to facilitate the efficient consideration of issues by the faculty. In consultation with the faculty and the Faculty Advisory Committee, the Dean shall make appointments to these committees, except where these By-Laws provide an alternative method of selection. Committees for each academic year should be announced in the prior spring, though additional committees and ad hoc committees may be created as needed.

B. Eligibility for Committees
Except where otherwise provided in these By-Laws, all faculty, librarians, and assistant deans are eligible to serve on Law School committees. Student participation is vital to the development and success of a vibrant academic
community. One student shall be a member, including with voting rights, on all faculty committees, except faculty appointments, promotions and tenure, mentoring, or as otherwise decided by the faculty. Only third-year students are eligible to serve on the admissions committee. The Dean, in consultation with student government, shall appoint student members of these committees.

C. Faculty Advisory Committee

1. The members of the Academic Senate who are eligible to vote on Law School matters shall elect annually an Advisory Committee of three (3) members. The Advisory Committee exists to represent the views of the faculty or any of its members to the Dean and to advise the Dean on all matters that it wishes to raise or that the Dean wishes to consult with it about. The faculty, in creating the Advisory Committee, is not delegating to the Committee any of the faculty’s decision-making authority, including any authority that the faculty delegates to any other committee. The Advisory Committee functions as the Faculty Executive Committee for purposes of the rules and procedures of the U.C. Irvine Academic Senate Rules, not exceeding the jurisdiction stated above.

2. Members of the Advisory Committee shall be elected the first week of April and shall serve beginning at the end of the spring term until new members are elected and begin to serve the following year.

3. Members of the Advisory Committee shall be elected in a two-ballot process. The first ballot shall list any member of the Academic Senate who is eligible to vote on Law School matters who has not requested to be removed from the list of candidates. The ballot shall state if the candidate will be on leave for all or any part of the following year. All individuals in the Academic Senate with a faculty appointment in the Law School shall be entitled to vote for three candidates on the initial ballot. The second ballot shall list the five candidates who received the most votes in the initial ballot. All individuals in the Academic Senate with a faculty appointment in the Law School shall be entitled to vote for three of the candidates on the second ballot.

4. The members of the Advisory Committee will be the three candidates who receive the most votes in the second ballot, except that the committee must include at least one faculty member from the Professor Series and one faculty member from the Lecturer with Security of Employment Series. In the event that the top five vote getters in the first ballot all come from only one of these two categories, the fifth ranking vote-getter shall be removed from the list of candidates on the second ballot and in this person’s place shall be the highest vote-getter coming from the other category. In the event that the top three vote getters in the second ballot all come from only one of these two categories, the third ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category.

5. In the event of a tie vote on the initial ballot, the second ballot shall list the five highest vote-getters from the initial ballot plus any additional candidates who received the same number of votes as the fifth highest vote-getter. In the event of a tie vote on the second ballot, the faculty will choose among the tied candidates in a runoff election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.

6. The procedures for casting votes for members of the Advisory Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued. In the event that any elected member of the Advisory Committee should not be able to serve for any period...
during the elected service period, alternates (who will be those who received the 4th and 5th highest votes on the second ballot) will serve in order of the number of votes received on the second ballot.

D. The Promotion and Tenure Committee

1. The Promotion and Tenure Committee makes recommendations to the faculty on all matters of promotion and tenure of members of the Law School faculty. However, the faculty by unanimous vote has delegated to the Promotion and Tenure Committee its authority to consider all “merit increases”. This delegation (and any subsequent delegation) shall remain in effect for at least one calendar year (twelve months). Thereafter, upon the request of any faculty member entitled to vote on the cases in question under the provisions of the Bylaws of the Academic Senate, the eligible voters shall reconsider the question of how such cases shall be handled, and may again delegate the authority for such actions by a two-third majority vote. The Promotion and Tenure Committee will make its recommendations on merit increases, as appropriate, to the Dean of the Law School (for dean’s delegated decisions) and to the Council on Academic Personnel (for non-Dean’s delegated decisions). In accord with the request from the Council on Academic Personnel, recommendations from the Promotion and Tenure Committee for merit advancements to Professor of Law, Step VI, and Professor of Law, Above Scale, shall be forwarded to the full faculty for its vote in accord with the procedures specified in these By-Laws.

2. A Promotion and Tenure Committee merit decision (whether related to a Step VI merit decision, an above-scale merit decision, an accelerated merit decision, or any other merit decision) may be appealed by the concerned faculty member or by any faculty member to the full faculty, unless the concerned faculty member objects. The full faculty will make its determination by majority vote. Any such appeal must be brought within thirty days of the date when the concerned faculty member actually received notice of the Promotion and Tenure Committee’s decision, and the Dean must be notified of any such appeal.

3. The recommendation of the initial Step at the time of a person’s hiring is delegated by the Law School faculty to its Faculty Appointments Committee and the Dean who will make recommendations to the Council on Academic Personnel, the Executive Vice Chancellor/Provost, and the Chancellor. A determination of the likely approximate initial step shall be made prior to soliciting outside review letters and those letters shall indicate if the likely approximate initial step is at or above Step VI.

4. The Promotion and Tenure Committee shall be elected by the faculty.

5. Members of the Promotion and Tenure Committee shall be elected in a two-ballot process. All individuals in the Academic Senate with a faculty appointment in the

6. The ballot shall list all members of the Academic Senate who have tenure or security of employment who have not requested to be removed from the list of candidates. The ballot shall state if the candidate will be on leave for all or any part of the following year. The list also shall include all eligible incoming faculty members who join the faculty by July 1 of the next academic year who have not requested to be removed from the list of candidates. The faculty strongly encourages all faculty members eligible to serve not to regularly remove themselves from the list of candidates.

7. Members of the Promotion and Tenure Committee shall be elected in a two-ballot process. All individuals in the Academic Senate with a faculty appointment in the
law school are entitled to vote for up to five candidates on the initial ballot. The second ballot shall list the eight candidates who received the most votes in the initial ballot. All individuals in the Academic Senate with a faculty appointment in the law school are entitled to vote for up to five of the candidates on the second ballot. The procedures for casting votes for members of the Promotion and Tenure Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued.

8. The members of the Promotion and Tenure Committee will be the five candidates who receive the most votes in the second ballot, except that the committee must include at least one tenured faculty member and one faculty member with security of employment. In the event that the top eight vote getters in the first ballot all come from only one of these two categories, the eighth ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category. In the event that the top five vote getters in the second ballot all come from only one of these two categories, the fifth ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category.

9. In the event of a tie vote on the initial ballot, the second ballot shall list the eight highest vote-getters from the initial ballot plus any additional candidates who received the same number of votes as the eighth highest vote-getter. In the event of a tie vote on the second ballot, the faculty will choose among the tied candidates in a runoff election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.

10. The elected members of the Promotion and Tenure Committee shall determine who shall chair the committee.

11. If a member of the committee is recused in a specific matter, then for that matter the next highest vote-getter who is not otherwise precluded from serving on the committee shall participate in place of the recused committee member.

12. The Promotion and Tenure Committee may create sub-committees as it deems appropriate.

13. For each sub-committee considering tenure or security of employment, the subcommittee will have a majority of those with that academic status (i.e., for tenure, the sub-committee should be comprised of a majority of individuals who have tenure, and for security of employment, the sub-committee should be comprised of a majority with security of employment.) Any member of the faculty with tenure or security of employment is eligible to serve on a subcommittee of the Promotion and Tenure Committee.

E. Timing of Committee Reports

1. Faculty deliberations are aided by receiving reports from committees in sufficient time before meetings to facilitate informed discussions. The goal, when possible, should be receiving a committee report a week in advance of the faculty meeting where it will be discussed. However, reports from committees, except in extenuating circumstances, should be circulated to the faculty at least 72 hours before the matter is to be discussed at a faculty meeting.

2. The Faculty Appointments Committee, which is appointed by the Dean in consultation with the Faculty Advisory Committee, shall inform the faculty of a candidate to whom it is recommending an offer as soon as possible after the decision is made, which, except in extenuating circumstances, should be no more than 24 hours after the end of the committee meeting. The Faculty Appointments
Committee’s complete file on an appointments candidate (including the letters requesting outside reviews of the candidate) shall be available for review by any faculty member at least 72 hours before the candidate’s possible appointment is to be discussed at a faculty meeting, except in extenuating circumstances.

Section 4: Law School Representative to the Academic Senate

A. The UCI Law Faculty will elect every two years, by majority vote, one faculty member to represent us in the UCI Academic Senate. Any member of the Academic Senate with a full-time appointment in the Law School is eligible to stand for election to the position and eligible to vote for the position. The election for the representative to the Academic Senate will be held in the spring with the representative’s term beginning on July 1. The individual chosen will not have any other responsibilities in conjunction with this position. In order to be consistent with other UCI Departments/Schools, the person elected to this position will have the title of Faculty Chair.

B. Procedure for voting: Faculty who do not wish to be on the ballot for this position will let the Director of Academic Personnel know of this. A ballot will be created listing those who are willing to serve if elected. Each faculty member may vote for one candidate; if no one receives a majority vote on the first ballot, there will be a runoff election between the top two candidates.

Section 5: Minutes of faculty meetings

A. Minutes will be taken at each faculty meeting. Except for academic personnel matters (such as appointments, promotion, and tenure), the minutes shall reflect each decision made, the vote on the matter, and a summary of the major arguments on each side of the matter without attribution to specific speakers. For topics discussed but not voted on, the minutes will briefly summarize the discussion. For personnel actions (including discussions of lecturers and visitors), the minutes shall not summarize the discussion or report the votes (which are counted separately from the meeting), though the votes will be kept apart from the minutes for purposes of reports to the Committee on Academic Personnel.

B. The minutes will be taken by a faculty member. Faculty members are expected to volunteer to take minutes. A sign up sheet will be circulated for each semester and each faculty member is expected to sign up for this responsibility. Where necessary, the Dean will assign a faculty member to take the minutes.

C. The minutes for a faculty meeting shall be considered for approval at the next meeting of the faculty. The minutes shall be circulated prior to the meeting of the faculty where they will be considered.

D. A copy of all minutes will be kept by the Executive Assistant to the Dean.

Section 6: Policies with regard to appointment of joint appointments, visiting faculty, and lecturers

A. Joint appointments
1. Courtesy appointments to the UCI School of Law are available to members of the UCI Academic Senate who are in good standing in the department of their primary appointment.

2. Courtesy appointments to the UCI School of Law will be made by vote of the law faculty, upon recommendation by the Appointments Committee, consistent with the voting procedures outlined in the faculty bylaws.

3. Applications for courtesy appointments to the UCI School of Law will be referred to the faculty Appointments Committee for consideration and recommendation to the full faculty, on the basis of the criteria set forth for courtesy appointments.

4. It is not anticipated that courtesy appointees will serve on law school committees or otherwise participate in the governance of the Law School.

5. Courtesy appointments requested by other departments for purposes of retention or recruitment of new faculty will be taken up as expeditiously as practicable, consistent with the procedures for faculty appointments.

6. Courtesy appointments may be extended to faculty members in other departments whose work relates to law, legal institutions, or legal issues.

7. Applicants for a courtesy appointment at the UCI School of Law shall provide for review and consideration by the Appointments Committee a current CV, and the Appointments Committee or the faculty may request a short statement summarizing as to how the faculty member's work relates to law, legal institutions, or legal issues.

B. Visiting Professors and Unit 18 Lecturers Policy

1. Visiting faculty are subject to faculty approval through the faculty appointment process. Unit 18 Lecturers will be appointed by the Dean and Senior Associate Dean as an administrative matter.

2. For any person who is a visiting professor at the University of California, Irvine, School of Law:
   2.a. The Law School will make no distinction which divides visiting professors into categories reflecting that they are either being considered for a permanent appointment on the faculty, or merely providing curricular coverage without being considered for a permanent appointment;
   2.b. Notwithstanding subpart (a) above, there is no prohibition on considering a visiting professor for a permanent appointment during the pendency of the person's visit;
   2.c. As soon as it is practicable, the Dean and Faculty Appointments Committee (FAC) will communicate to the faculty and any affected visiting professor any FAC decision to have the faculty consider that visiting professor for a permanent appointment, whether during or after the completion of the visit.

3. For any person who is a Unit 18 lecturer at the University of California, Irvine, School of Law:
   3.a. The lecturer may be considered for an appointment to the Law School faculty during the pendency of the person's term of teaching;
   3.b. As soon as it is practicable, the Dean and FAC will communicate to the faculty and any affected lecturer any FAC decision to have the faculty consider
that lecturer for an appointment to the Law School faculty, whether during or after the person’s term of teaching.

C. Policy on the hiring of Unit 18 lecturers
Unit 18 lecturers are hired in accord with the Memorandum of Understanding.

1. The appointment of Unit 18 lecturers is the responsibility of the Associate Dean for Academic Affairs in consultation with the Dean.

2. As soon as practical, the Associate Dean will notify the faculty of courses that will be taught by Unit 18 lecturers and will provide the names of the individuals who have been selected to teach these courses.

3. If a faculty member wishes to discuss the appointment of a particular Unit 18 lecturer, the faculty member may request that the matter be placed on the agenda for a faculty meeting. The matter will be placed on the agenda for a faculty meeting as soon as possible. On a motion of a faculty member, the faculty may decide by majority vote that a person should not be appointed.

Section 7: Modification of Bylaws

Any of these Bylaws may be modified at any faculty meeting at the UCI School of Law. A simple majority of the faculty members casting votes is necessary to approve a modification to these Bylaws, subject to the quorum requirements in Section 1, Paragraph E of these Bylaws.
Appendix I: Bylaws of the Faculties
Chapter XII: School of Law
(Am 20 Jun 15) (Am XX XX XX)

The members of the faculty of the University of California, Irvine School of Law initiate, develop, and implement the educational, research, and service programs of the School of Law as a part of the whole University. Within the framework of the policies of the Board of Regents, Academic Senate provisions, and other relevant guidelines, the members of the faculty are the primary governing body of the School of Law. They determine the requirements for admission of students to the educational programs of the School, the curriculum, the requirements for the granting of degrees, and the hiring, promotion, and tenure of faculty.

Section 1: Meetings of the faculty

A. The Dean is responsible for convening meetings of the faculty. In the absence of the Dean, the Senior Associate Dean for Academic Affairs may convene a meeting of the faculty. The faculty shall meet at least once each semester. Notice of a meeting should be circulated at least one week prior to the meeting unless there is an important reason for meeting with shorter notice.

B. The Dean and the Senior Associate Dean for Academic Affairs are responsible for preparing the agenda for each faculty meeting. The agenda shall be circulated prior to the meeting. Any faculty member may request that an item be brought to the faculty for consideration and the Dean and Senior Associate Dean for Academic Affairs will then put the matter on the agenda for a faculty meeting as soon as is reasonably possible within that academic year.

C. The Dean may place a matter on a “consent calendar” for faculty approval. Additionally, all Promotion and Tenure Committee recommendations in favor of promotion to Professor of Law, Step VI, or to Professor of Law, Above Scale, shall be placed on a consent calendar and promotion files shall be available for review by the faculty at least a week prior to the meeting in which such consent calendar items are to be discussed.

D. If a matter is placed on the consent calendar, the agenda for the faculty meeting where this will be considered shall clearly indicate this. A matter may be taken off the consent calendar and be considered by the faculty if any faculty member requests this. A request that the matter be discussed may be submitted anonymously prior to the faculty meeting or at the faculty meeting. For Promotion and Tenure Committee recommendations in favor of advancement to Professor of Law, Step VI, or to Professor of Law, Above Scale, if any faculty member requests that the matter be discussed, a vote to end discussion on the case may not take place before there has been an opportunity for appropriate discussion. Absent such a request, the faculty will vote on matters on the consent calendar without discussion, except for Promotion and Tenure Committee recommendations in favor of advancement to Professor of Law, Step VI, or to Professor of Law, Above Scale, which shall be voted on by secret ballot in accordance with the provisions of these bylaws.
E. A quorum must be present at the faculty meeting where a matter is discussed and/or a vote on that matter is called. A quorum sufficient to take a vote on a matter is a majority of the individuals in the Academic Senate with primary appointments in the Law School.

F. All faculty meetings are open to all individuals on the faculty who are members of the Academic Senate, all librarians, and all assistant deans. The Dean may call an executive session of just members of the Academic Senate, which can be overruled by a majority of the faculty, or the faculty by majority vote of those who are members of the Academic Senate may go into executive session. All discussions of matters concerning candidates for faculty appointments shall be conducted in executive session.

G. The President of the Student Bar Association (SBA) will be provided a copy of the agenda for faculty meetings at the same time that the agenda is circulated to the faculty.

H. After receiving the agenda, the President of the SBA may request of the Dean the ability to participate (or have other students participate) on specific items on the agenda. The President of the SBA (or other students that he or she designates) may express views on these items at the beginning of the faculty meeting and then will be excused after expressing views on the matters. The SBA also is encouraged to provide written comments to the faculty prior to the meeting so that the faculty may have the opportunity to fully consider these views.

I. The President of the SBA will have access to minutes of faculty meetings after they have been approved by the faculty.

Section 2: Voting

A. All individuals in the Academic Senate with a faculty appointment in the Law School may vote on all matters. However, only faculty members with academic tenure may vote on the issue of whether to grant academic tenure. Likewise, for votes on whether to grant security of employment, only those with security of employment or tenure may vote. (Thus, in voting on an offer to a faculty candidate who would be hired with academic tenure, there must be two votes: one of all faculty and one of faculty with academic tenure. Both would need to be positive.) For votes on proposed promotions to Step VI or Above Scale, all faculty with security of employment or tenure are eligible to vote.

B. For all matters upon which a vote is taken, a simple majority of the faculty members casting votes is necessary. In the event that a vote on a candidate for faculty appointment or for tenure/security of employment in connection with a new faculty appointment is more than 50% but less than 60%, the Dean shall consult with the faculty before extending the offer. Any member of the faculty may move for reconsideration of the offer.

C. Faculty members may vote if they are present in person or participating electronically at the meeting where a vote is taken. For votes taken by secret
ballot where ballots are due subsequent to the meeting, all law school faculty members may cast ballots regardless of whether they are at the meeting.

D. Voting faculty members may vote yea, nay, or abstain on matters for which a vote is taken. Voting on appointments to the faculty, on promotion, and on tenure shall be by secret, anonymous ballot. A vote to abstain will not count in the denominator for purposes of determining whether the matter has passed by a majority vote. Other voting will be conducted by a voice vote, a show of hands, or similar open manifestation of voting. However, any faculty member may call for a secret ballot on any matter, in which case the voting will be anonymous.

E. For votes on appointments, promotion, and tenure, secret ballots shall be distributed at the meeting in which the discussion of the matter concludes. Ballots will be due in the Dean’s office no sooner than 48 hours after the completion of the meeting. The specific time at which ballots are due will be announced for each vote. A faculty member may vote by submitting a paper ballot to the Dean’s office, or by notifying the Director of Personnel of his or her vote by telephone or by email. When votes are cast telephonically or electronically, the Director of Personnel shall in turn create a paper ballot that records the vote of the faculty member voting telephonically or electronically. The Director of Personnel will submit this ballot to the Dean’s office by the close of voting.

F. In accord with the request of the University’s Committee on Academic Personnel, secret ballots shall request the voting faculty member’s academic rank and status. However, no ballot shall be refused to be counted for failure to indicate academic rank and status. The Dean’s office will collate this information for submission to the Committee on Academic Personnel, except in cases where information on rank would reveal the identity of the individual voting (for example, if there is only one Acting Professor in the School), in which case such information on rank will not be submitted. Except as provided otherwise by the preceding sentence, the Dean’s office will report separately the votes of (1) professors, senior lecturers and lecturers with security of employment; (2) acting professors, and senior lecturers and lecturers with the possibility of security of employment; (3) faculty members who decline to state their rank, and will report the total number of faculty eligible to vote on the matter in categories (1) and (2).

Section 3: Committees

A. Appointment of Committees
The Dean shall create such committees as are needed to conduct the work of the Law School and to facilitate the efficient consideration of issues by the faculty. In consultation with the faculty and the Faculty Advisory Committee, the Dean shall make appointments to these committees, except where these By-Laws provide an alternative method of selection. Committees for each academic year should be announced in the prior spring, though additional committees and ad hoc committees may be created as needed.

B. Eligibility for Committees
Except where otherwise provided in these By-Laws, all faculty, librarians, and assistant deans are eligible to serve on Law School committees. Student participation is vital to the development and success of a vibrant academic
community. One student shall be a member, including with voting rights, on all faculty committees, except faculty appointments, promotions and tenure, mentoring, or as otherwise decided by the faculty. Only third-year students are eligible to serve on the admissions committee. The Dean, in consultation with student government, shall appoint student members of these committees.

C. Faculty Advisory Committee

1. The members of the Academic Senate who are eligible to vote on Law School matters shall elect annually an Advisory Committee of three (3) members. The Advisory Committee exists to represent the views of the faculty or any of its members to the Dean and to advise the Dean on all matters that it wishes to raise or that the Dean wishes to consult with it about. The faculty, in creating the Advisory Committee, is not delegating to the Committee any of the faculty’s decision-making authority, including any authority that the faculty delegates to any other committee. The Advisory Committee functions as the Faculty Executive Committee for purposes of the rules and procedures of the U.C. Irvine Academic Senate Rules, not exceeding the jurisdiction stated above.

2. Members of the Advisory Committee shall be elected the first week of April and shall serve beginning at the end of the spring term until new members are elected and begin to serve the following year.

3. Members of the Advisory Committee shall be elected in a two-ballot process. The first ballot shall list any member of the Academic Senate who is eligible to vote on Law School matters who has not requested to be removed from the list of candidates. The ballot shall state if the candidate will be on leave for all or any part of the following year. All individuals in the Academic Senate with a faculty appointment in the Law School shall be entitled to vote for three candidates on the initial ballot. The second ballot shall list the five candidates who received the most votes in the initial ballot. All individuals in the Academic Senate with a faculty appointment in the Law School shall be entitled to vote for three of the candidates on the second ballot.

4. The members of the Advisory Committee will be the three candidates who receive the most votes in the second ballot, except that the committee must include at least one faculty member from the Professor Series and one faculty member from the Lecturer with Security of Employment Series. In the event that the top five vote getters in the first ballot all come from only one of these two categories, the fifth ranking vote-getter shall be removed from the list of candidates on the second ballot and in this person’s place shall be the highest vote-getter coming from the other category. In the event that the top three vote getters in the second ballot all come from only one of these two categories, the third ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category.

5. In the event of a tie vote on the initial ballot, the second ballot shall list the five highest vote-getters from the initial ballot plus any additional candidates who received the same number of votes as the fifth highest vote-getter. In the event of a tie vote on the second ballot, the faculty will choose among the tied candidates in a runoff election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.

6. The procedures for casting votes for members of the Advisory Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued. In the event that any elected member of the Advisory Committee should not be able to serve for any period
during the elected service period, alternates (who will be those who received the
4th and 5th highest votes on the second ballot) will serve in order of the number of
votes received on the second ballot.

D. The Promotion and Tenure Committee

1. The Promotion and Tenure Committee makes recommendations to the faculty on
all matters of promotion and tenure of members of the Law School faculty.
However, the faculty by unanimous vote has delegated to the Promotion and
Tenure Committee its authority to consider all “merit increases”. This delegation
(and any subsequent delegation) shall remain in effect for at least one calendar
year (twelve months). Thereafter, upon the request of any faculty member entitled
to vote on the cases in question under the provisions of the Bylaws of the
Academic Senate, the eligible voters shall reconsider the question of how such
cases shall be handled, and may again delegate the authority for such actions by a
two-third majority vote. The Promotion and Tenure Committee will make its
recommendations on merit increases, as appropriate, to the Dean of the Law
School (for dean’s delegated decisions) and to the Council on Academic Personnel
(for non- Dean’s delegated decisions). In accord with the request from the Council
on Academic Personnel, recommendations from the Promotion and Tenure
Committee for merit advancements to Professor of Law, Step VI, and Professor of
Law, Above Scale, shall be forwarded to the full faculty for its vote in accord with
the procedures specified in these By-Laws.

2. A Promotion and Tenure Committee merit decision (whether related to a Step VI
merit decision, an above-scale merit decision, an accelerated merit decision, or any
other merit decision) may be appealed by the concerned faculty member or by any
faculty member to the full faculty, unless the concerned faculty member objects.
The full faculty will make its determination by majority vote. Any such appeal must
be brought within thirty days of the date when the concerned faculty member
actually received notice of the Promotion and Tenure Committee’s decision, and
the Dean must be notified of any such appeal.

3. The recommendation of the initial Step at the time of a person’s hiring is delegated
by the Law School faculty to its Faculty Appointments Committee and the Dean
who will make recommendations to the Council on Academic Personnel, the
Executive Vice Chancellor/Provost, and the Chancellor. A determination of the
likely approximate initial step shall be made prior to soliciting outside review letters
and those letters shall indicate if the likely approximate initial step is at or above
Step VI.

4. The Promotion and Tenure Committee shall be elected by the faculty.

5. Members of the Promotion and Tenure Committee shall be elected the third week
of March and shall serve beginning at the end of the spring term until new members
are elected and begin to serve the following year.

6. The ballot shall list all members of the Academic Senate who have tenure or
security of employment who have not requested to be removed from the list of
candidates. The ballot shall state if the candidate will be on leave for all or any part
of the following year. The list also shall include all eligible incoming faculty
members who join the faculty by July 1 of the next academic year who have not
requested to be removed from the list of candidates. The faculty strongly
encourages all faculty members eligible to serve not to regularly remove
themselves from the list of candidates.

7. Members of the Promotion and Tenure Committee shall be elected in a two-ballot
process. All individuals in the Academic Senate with a faculty appointment in the
law school are entitled to vote for up to five candidates on the initial ballot. The second ballot shall list the eight candidates who received the most votes in the initial ballot. All individuals in the Academic Senate with a faculty appointment in the law school are entitled to vote for up to five of the candidates on the second ballot. The procedures for casting votes for members of the Promotion and Tenure Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued.

8. The members of the Promotion and Tenure Committee will be the five candidates who receive the most votes in the second ballot, except that the committee must include at least one tenured faculty member and one faculty member with security of employment. In the event that the top eight vote getters in the first ballot all come from only one of these two categories, the eighth ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category. In the event that the top five vote getters in the second ballot all come from only one of these two categories, the fifth ranking vote-getter shall be removed from the list of committee members and in this person’s place shall be the highest vote-getter coming from the other category.

9. In the event of a tie vote on the initial ballot, the second ballot shall list the eight highest vote-getters from the initial ballot plus any additional candidates who received the same number of votes as the eighth highest vote-getter. In the event of a tie vote on the second ballot, the faculty will choose among the tied candidates in a runoff election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.

10. The elected members of the Promotion and Tenure Committee shall determine who shall chair the committee.

11. If a member of the committee is recused in a specific matter, then for that matter the next highest vote-getter who is not otherwise precluded from serving on the committee shall participate in place of the recused committee member.

12. The Promotion and Tenure Committee may create sub-committees as it deems appropriate.

13. For each sub-committee considering tenure or security of employment, the subcommittee will have a majority of those with that academic status (i.e., for tenure, the sub-committee should be comprised of a majority of individuals who have tenure, and for security of employment, the sub-committee should be comprised of a majority with security of employment.) Any member of the faculty with tenure or security of employment is eligible to serve on a subcommittee of the Promotion and Tenure Committee.

E. Timing of Committee Reports

1. Faculty deliberations are aided by receiving reports from committees in sufficient time before meetings to facilitate informed discussions. The goal, when possible, should be receiving a committee report a week in advance of the faculty meeting where it will be discussed. However, reports from committees, except in extenuating circumstances, should be circulated to the faculty at least 72 hours before the matter is to be discussed at a faculty meeting.

2. The Faculty Appointments Committee, which is appointed by the Dean in consultation with the Faculty Advisory Committee, shall inform the faculty of a candidate to whom it is recommending an offer as soon as possible after the decision is made, which, except in extenuating circumstances, should be no more than 24 hours after the end of the committee meeting. The Faculty Appointments
Committee’s complete file on an appointments candidate (including the letters requesting outside reviews of the candidate) shall be available for review by any faculty member at least 72 hours before the candidate’s possible appointment is to be discussed at a faculty meeting, except in extenuating circumstances.

Section 4: Law School Representative to the Academic Senate

A. The UCI Law Faculty will elect every two years, by majority vote, one faculty member to represent us in the UCI Academic Senate. Any member of the Academic Senate with a full-time appointment in the Law School is eligible to stand for election to the position and eligible to vote for the position. The election for the representative to the Academic Senate will be held in the spring with the representative’s term beginning on July 1. The individual chosen will not have any other responsibilities in conjunction with this position. In order to be consistent with other UCI Departments/Schools, the person elected to this position will have the title of Faculty Chair.

B. Procedure for voting: Faculty who do not wish to be on the ballot for this position will let the Director of Academic Personnel know of this. A ballot will be created listing those who are willing to serve if elected. Each faculty member may vote for one candidate; if no one receives a majority vote on the first ballot, there will be a runoff election between the top two candidates.

Section 5: Minutes of faculty meetings

A. Minutes will be taken at each faculty meeting. Except for academic personnel matters (such as appointments, promotion, and tenure), the minutes shall reflect each decision made, the vote on the matter, and a summary of the major arguments on each side of the matter without attribution to specific speakers. For topics discussed but not voted on, the minutes will briefly summarize the discussion. For personnel actions (including discussions of lecturers and visitors), the minutes shall not summarize the discussion or report the votes (which are counted separately from the meeting), though the votes will be kept apart from the minutes for purposes of reports to the Committee on Academic Personnel.

B. The minutes will be taken by a faculty member. Faculty members are expected to volunteer to take minutes. A sign up sheet will be circulated for each semester and each faculty member is expected to sign up for this responsibility. Where necessary, the Dean will assign a faculty member to take the minutes.

C. The minutes for a faculty meeting shall be considered for approval at the next meeting of the faculty. The minutes shall be circulated prior to the meeting of the faculty where they will be considered.

D. A copy of all minutes will be kept by the Executive Assistant to the Dean.

Section 6: Policies with regard to appointment of joint appointments, visiting faculty, and lecturers

A. Joint appointments
1. Courtesy appointments to the UCI School of Law are available to members of the UCI Academic Senate who are in good standing in the department of their primary appointment.

2. Courtesy appointments to the UCI School of Law will be made by vote of the law faculty, upon recommendation by the Appointments Committee, consistent with the voting procedures outlined in the faculty bylaws.

3. Applications for courtesy appointments to the UCI School of Law will be referred to the faculty Appointments Committee for consideration and recommendation to the full faculty, on the basis of the criteria set forth for courtesy appointments.

4. It is not anticipated that courtesy appointees will serve on law school committees or otherwise participate in the governance of the Law School.

5. Courtesy appointments requested by other departments for purposes of retention or recruitment of new faculty will be taken up as expeditiously as practicable, consistent with the procedures for faculty appointments. Courtesy appointments may be extended to faculty members in other departments whose work relates to law, legal institutions, or legal issues.

6. Applicants for a courtesy appointment at the UCI School of Law shall provide for review and consideration by the Appointments Committee a current CV, and the Appointments Committee or the faculty may request a short statement summarizing as to how the faculty member’s work relates to law, legal institutions, or legal issues.

B. Visiting Professors and Unit 18 Lecturers Policy

1. Visiting faculty are subject to faculty approval through the faculty appointment process. Unit 18 Lecturers will be appointed by the Dean and Senior Associate Dean as an administrative matter.

2. For any person who is a visiting professor at the University of California, Irvine, School of Law:
   2.a. The Law School will make no distinction which divides visiting professors into categories reflecting that they are either being considered for a permanent appointment on the faculty, or merely providing curricular coverage without being considered for a permanent appointment;
   2.b. Notwithstanding subpart (a) above, there is no prohibition on considering a visiting professor for a permanent appointment during the pendency of the person’s visit;
   2.c. As soon as it is practicable, the Dean and Faculty Appointments Committee (FAC) will communicate to the faculty and any affected visiting professor any FAC decision to have the faculty consider that visiting professor for a permanent appointment, whether during or after the completion of the visit.

3. For any person who is a Unit 18 lecturer at the University of California, Irvine, School of Law:
   3.a. The lecturer may be considered for an appointment to the Law School faculty during the pendency of the person’s term of teaching;
   3.b. As soon as it is practicable, the Dean and FAC will communicate to the faculty and any affected lecturer any FAC decision to have the faculty consider that lecturer for an appointment to the Law School faculty, whether during or after the person’s term of teaching.
C. Policy on the hiring of Unit 18 lecturers
Unit 18 lecturers are hired in accord with the Memorandum of Understanding.

1. The appointment of Unit 18 lecturers is the responsibility of the Associate Dean for Academic Affairs in consultation with the Dean.

2. As soon as practical, the Associate Dean will notify the faculty of courses that will be taught by Unit 18 lecturers and will provide the names of the individuals who have been selected to teach these courses.

3. If a faculty member wishes to discuss the appointment of a particular Unit 18 lecturer, the faculty member may request that the matter be placed on the agenda for a faculty meeting. The matter will be placed on the agenda for a faculty meeting as soon as possible. On a motion of a faculty member, the faculty may decide by majority vote that a person should not be appointed.

Section 7: Modification of Bylaws

Any of these Bylaws may be modified at any faculty meeting at the UCI School of Law. A simple majority of the faculty members casting votes is necessary to approve a modification to these Bylaws, subject to the quorum requirements in Section 1, Paragraph E of these Bylaws.
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 CRJ Analyst Matthew Hurley (mjhurley@uci.edu) 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: Rick Hasen       Phone: 818 439 9914       Email: rhasen@law.uci.edu
Title/Capacity: Chancellor’s Professor/Law school chair, Rules and Policies
Date: 11/5/2021

Committee

The Proposal

☐ Title: Proposed Modifications to… or (if new) Proposed Bylaws for the…
Proposed modification to law school Bylaw II

☐ 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.
Last May, the law faculty met to decide curricular issues including a proposal on whether to have an international law, transnational law, and comparative law requirement in the curriculum. The vote was held publicly, and the results were 14 in favor, 13 opposed, and 3 abstentions. In determining the vote outcome, whether or not the motion carried depended upon whether abstentions counted as “no” votes to be considered in the denominator. If they were so considered, the motion would fail (with 14/30 votes for the proposal). If they were not, the motion would carry (with 14/27 votes for the proposal). The faculty by-laws do not mention the treatment of abstentions. The meeting ended without resolution as to whether the motion carried. The dean directed the Rules and Policies committee to consider whether the bylaws needed an explicit statement about the effects of the abstention. At an October 19, 2021 faculty meeting, the faculty considered a proposal from the committee, and, after discussion and amendment, the faculty approved the change to state that abstentions do not count in the denominator for purposes of determining a majority vote by a vote of 29 yes, 1 no, and 1 abstention.

☐ 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).

DMS 109 - Item 5-61
IN MEMORIAM

J. Hillis Miller
Distinguished Professor Emeritus of Comparative Literature and English
UC Irvine
1928 – 2021

An immensely productive and influential literary critic and theorist over a period of nearly seventy years—as well as a remarkably generous and effective mentor to several generations of doctoral students in literary studies, including many of the best-known figures in the field—Professor Miller made tremendous contributions to the humanities at UCI as scholar, as teacher, and as campus citizen.

J. Hillis Miller’s path traversed not one but at least four careers. The first of these was his nearly twenty years at Johns Hopkins University (1953-1972) where he distinguished himself as a talented scholar of Victorian literature and as the American “ambassador”—and himself an important member—of the Geneva School of literary theory. His second career spanned his years at Yale University (1972-1986) where (along with Paul de Man, Harold Bloom, and Geoffrey Hartman) he gained fame as a member of the “Yale School” of deconstructive literary criticism. Professor Miller was known as the “Yale School” member willing to explain “deconstruction” to a wider world, including efforts in Newsweek and The New York Times Sunday Magazine. The third career would be his years (1986-2001) as indefatigable Distinguished Professor of English and Comparative Literature at UCI where he, along with Jacques Derrida (whom Professor Miller brought to UCI), was the main shaper of UCI’s reputation as a center for the rigorous study of “theory.” It was during these years that the highest ranked Ph.D. programs at UCI were all in Humanities, in great part due to Professor Miller’s stature and to his successful recruiting of other major scholars. But his fourth career would be his years since retirement. Professor Miller’s achievements in “retirement” constituted what would be a full and very distinguished scholarly career for lesser mortals. This is the case not only in...
regard to the volume of publications—at least fifteen books, with more in production, and numerous articles—and, for a good number of years, an international lecturing schedule (particularly in China) that many a younger scholar would not be able to keep up with. It is also true of Professor Miller’s work as teacher and mentor. After “retirement,” he served as chair or member on the dissertation committees of at least twenty students in Comparative Literature and English, while also supervising many dissertations at UCLA, Berkeley, and the University of Queensland. As all who knew him within the academic context would affirm, Professor Miller was the most generous teacher that anyone will ever come across. His was above all an intellectual generosity: a willingness to see students’ thoughts and projects through to the end without either preemptive acceptance or dismissal. But it was also a simply personal generosity with his time and effort that was a response to a genuinely ethical imperative to treat others with the respect due to “the other.” If Professor Miller was what one calls a “beloved” teacher, it is no doubt because students recognized this trait and appreciated being treated with respect—intellectual and personal.

Professor Miller received his B.A. from Oberlin College and the Ph.D. from Harvard University (1952). He was active in professional organizations like the Modern Language Association, serving as the President of the MLA in 1986. Remarkably prolific, Professor Miller authored thirty-five influential books and countless articles. His wife Dorothy Miller and Hillis were known for years as gracious and generous presences on campus and at University Hills. Dorothy Miller passed away a few weeks before Hillis. They will both be sorely missed.

Andrzej Warminski, Associate Dean and Professor
School of Humanities, Department of English, UC Irvine
(on behalf of the Departments of Comparative Literature and English)

UCI Library’s Video Interviews with J. Hillis Miller:
• The History of Critical Theory at UCI
• The Future of Critical Theory at UCI
• UCI Libraries’ Critical Theory Archive

*Photo credit: Jeremy Maryott*
IN MEMORIAM

Nelson Pike
Professor Emeritus of Philosophy
UC Irvine
December 26, 1930 – January 24, 2010

UCI Professor Emeritus of Philosophy, Nelson Pike has passed away.

Professor Pike was a highly influential philosopher of religion, author of God and Timelessness (1970), Mystic Union: An Essay in the Phenomenology of Mysticism (1994), and numerous articles including “Divine Omniscience and Voluntary Action” (1965), which was itself the theme of a recent article in a journal on re-reading classic articles (*). Pike also edited two widely read editions, one on Hume’s Dialogues on Natural Religion and a collection on God and Evil.

Nelson Pike was born on December 26, 1930. He earned an M.A. at the University of Michigan and his Ph.D. from Harvard. After teaching briefly at UCLA and Brown, he taught at Cornell from 1960-1968. He taught at UC Irvine from 1968 until his retirement in 1991. Professor Pike was a famously charismatic teacher, widely admired by students at all levels, winning teaching awards at Cornell and at UCI. He directed numerous doctoral dissertations at Irvine. He was indeed an active and engaging colleague, chairing the Philosophy Department for two periods, and leaving the Department all the better for his multi-dimensional contributions.

*Engaging with Pike: God, Freedom, and Time
John Martin Fischer, Patrick Todd, and Neal Tognazzini
David Woodruff Smith, Professor
Department of Philosophy, UC Irvine
IN MEMORIAM

William S. Reeburgh
Professor of Earth System Science
UC Irvine
February 25, 1940 – July 9, 2021

Born in Port Arthur, Texas, Bill received his B.S. in chemistry from the University of Oklahoma in 1961, and his Ph.D. in oceanography from Johns Hopkins University in 1967. Before joining the UCI faculty in 1993, he was professor and chair of Marine Science at the University of Alaska, Fairbanks.

Bill was recruited to UCI by former chancellor and ESS chair Ralph Cicerone, and was one of the key people who helped propose and found ESS — the first department in the nation founded specifically to study how humans interact with the earth system to alter climate, element cycles and atmospheric chemistry. He served as chair of ESS from 2000 to 2003. Along with his wife, Carolyn, Bill established the Carelyn Y. and William S. Reeburgh Endowed Earth System Science Lecture Series.

Bill Reeburgh’s research contributed enormously to our understanding of the global methane cycle, and it was once said that he was to methane what Dave Keeling was to CO₂. He recognized that methane entering the atmosphere and oceans represents the small imbalance between very large methane production and oxidation sinks resulting from microbial activity in sediments and soils. He demonstrated an important new sink mechanism for methane in oxygen-free environments, but had to convince skeptical microbiologists, as no microbe had then been discovered with this metabolism. To do this, Bill used what he called “the 3R’s” — documenting routes, reactions and rates by combining tools ranging from sediment reaction-diffusion modeling, isotope labeling and stable isotope distributions to build an incontrovertible case. Many of the measurements came from favorite field sites in Skan Bay, Alaska and the Black Sea.
With his students, Bill Reeburgh vastly expanded our understanding of methane biogeochemistry in marine and terrestrial environments. To his work on ocean chemistry, Bill added research on methane fluxes from tundra soils, doing one of the first regional upscalings to estimate the balance of sources and sinks along the “Haul Road”, the Dalton Highway that runs from Livengood to Deadhorse, Alaska. Bill enjoyed working outdoors, whether on ocean-going vessels or in the Arctic.

Among his many academic distinctions, Bill was a fellow of the American Geophysical Union, the Geochemical Society, the American Academy of Microbiology and the American Association for the Advancement of Science. He served as the Chief Editor of the American Geophysical Union journal, *Global Biogeochemical Cycles*, from 1998 to 2004, and was a major influence in shaping the journal in a period of rapid growth. He was active in the growth of AGU’s Biogeosciences section, serving as its President, and sponsoring the William S. and Carelyn Y. Reeburgh Lecture, which recognizes scientists making significant contributions to the fields of global biogeochemistry and marine geochemistry through novel measurements.

In addition to his commitment to his research and to UCI, Bill enjoyed woodworking and was always on the lookout for the Norfolk Pine that had to be cut down on the UCI campus for use in his projects. Bill and his wife, Carelyn, met while studying in Bermuda, and were married for 54 years until Carelyn’s death in 2017. Bill was very proud of his three children, Scott, Nancy and Peter and kept his colleagues up to date on their growing families. On retiring from UCI, Bill moved to Vancouver, Washington where he was active in the East Woods Presbyterian Church, serving as Deacon since 2019. He continued to enjoy his woodworking, spending time with grandchildren, and serving on various scientific advisory committees.

Bill is survived by his three children, six grandchildren and two sisters. He also inspired his graduate students and postdocs, many of whom continued to work in biogeochemistry.

François Primeau, Professor and Chair
Earth System Science, UC Irvine
On behalf of the Earth System Science faculty members
IN MEMORIAM

Gerasimos Santas
Professor Emeritus of Philosophy
UC Irvine
March 23, 1931 – June 20, 2021

UCI Professor Emeritus Philosophy, Gerasimos Santas has passed away June 20, 2021.

Professor Santas was a highly influential philosopher of ancient Greek philosophy, author of *The Blackwell Guide to Plato’s Republic* (2006), *Understanding Plato’s Republic* (2010), and numerous articles including “Methods of Reasoning about Justice in Plato’s Republic” (2014).

Gerasimos Santas was born on March 23, 1931. He earned an M.A. and Ph.D. at Cornell University. After teaching briefly at UC Berkeley and Brandeis University, he taught at John Hopkins from 1968-1969. He taught at UC Irvine from 1969 until his retirement in 2014. Professor Santas has long enjoyed a reputation as one of the top interpreters of ethical and social-political theory in the ancient Greeks, especially in Plato but also in Aristotle. His teaching has contributed greatly to the mission of UCI and his sound leadership in his past service of two terms as Department Chair. Professor Santas will be remembered as internationally respected scholar in Greek philosophy, drawing implications for contemporary moral and political philosophy.

David Woodruff Smith, Professor
Department of Philosophy, UC Irvine
IN MEMORIAM

Gerald S. Spear, M.D.
Professor of Pathology and Laboratory Medicine
UC Irvine
March 3, 1928 – April 11, 2021

Gerald (“Jerry”) S. Spear, M.D., was born on March 3, 1928, in Providence Rhode Island and passed away in Newport Beach, California on April 11, 2021.

After Jerry graduated from Harvard College in 1948, he began to pursue his study of medicine. First, he completed all medical requirements at the Johns Hopkins School of Medicine in 1952 and then move to Barnes Hospital in St Louis, Missouri, where he did an internship in internal medicine. From 1953-1956 he served as Assistant Pathologist and Assistant Resident in Pathology at Johns Hopkins Hospital. Jerry was deployed to Japan in 1956 where he was the founding Chief of the Histopathology Center at the 6407th USAF hospital at Tachikawa and remained there until 1958. Jerry then returned to Hopkins where he served as Resident from 1958-1959. In 1959, he became an Assistant Professor and then an Associate Professor. In 1977, Jerry was named Professor of Pathology at the California College of Medicine, University of California, Irvine. After his retirement in 2003, Jerry became an Emeritus in 2005.

Jerry started his contributions to science in 1946, when he wrote a paper in the “Journal of Heredity” entitled, “The inheritance of flexed fingers”. From 1955 till 1962, Jerry published extensively on the characterization of the Forssman antibody. His interest in renal pathology developed early in his career and in 1960, published a study about the pathology of the glomerulus in cyanotic heart disease. This interest in renal pathology continued for many years and he published extensively on this topic. As Chief of Autopsy Pathology he had the opportunity to publish several very interesting case reports.
When we view the past through a prism of the present, Jerry’s contributions to the department were immense. He was a gentleman and a responsible team member. He worked on consensus and shared openly with others regarding personal feelings, thoughts and opinions. He also believed in free speech that played a vital function in education. Throughout his tenure in the department, he was truly interested in the teaching and welfare of medical students and residents. Thus, he created a fellowship program that shared with The John’s Hopkins’ Anatomic Pathology Program for additional learning experience for our trainees. In addition, he was the director of the UCI Pathology course for the medical students.

In addition to Jerry’s devotion to pathology, he was deeply in love with music. He was a violist with impeccable knowledge of what and how he wanted to play. On one occasion, he wrote to his daughter with “great excitement” that he was to be introduced to a “new faculty of whom he’s sure he’ll become fond” and also played a string instrument. Indeed, Jerry went to take additional lessons in order to play well. Similar to his knowledge and teaching of pathology, his playing was meticulous.

His love for music extended to the community. Though Jerry played the violin, he was also a dedicated violist and played in the viola section of the UCI Symphony Orchestra. Jerry opened his residence for regular evening chamber music provided by world renowned musicians. As a child, Jerry “dreamed of becoming a concert violinist”. As an adult sadly, he “was neglectful”. After his retirement in 2003, Jerry “obsessively” complete an eBook that he began sporadically as a biography at an early age. Jerry wrote that “the book will substitute as my violin legacy”. The book is the story of a cousin, Josef Hassid, a renowned violinist and child prodigy.

Jerry is now gone but he will always be remembered for his contributions as a family man, friend and as a professional. Jerry is survived by his wife Ilene, three children and eight grandchildren.

Fritz Lin, M.D., Professor Emeritus
Department of Pathology and Laboratory Medicine, UC Irvine

Luis M. de la Maza, M.D., Ph.D., Professor
Department of Pathology and Laboratory Medicine, UC Irvine
IN MEMORIAM

Lamar Hill
Professor Emeritus of History
UC Irvine
1938 – September 2, 2021

Lamar Hill joined the Department of History in 1968 three years after the founding of the University of California, Irvine. A well-respected scholar of Tudor and Stuart Britain, his undergraduate teaching, contributions to the graduate program, and research activity focused on the intersection of the law and politics in the formation of the state and in shaping society.

Completing his doctoral training at the University of London, Hill formed part of a generation of scholars in the field that deconstructed institutions and settled assumptions while illuminating the agency of individuals who were neither kings nor queens but were indispensable to the functioning of the state. This was particularly the case of Sir Julius Caesar, an accomplished lawyer and consummate bureaucrat active during the reigns of Queen Elizabeth and James I. Hill’s well-received biography entitled Bench and Bureaucracy: The Public Career of Sir Julius Caesar (Stanford University Press, 1988) charted the rise of Caesar to the Chancellor of the Exchequer through a series of appointments to the bench and other offices. In the process Hill brought to light the inter-play of political interests and personal connections in mediating the operation of the law and on-going consolidation of state power. The extensive research that supported this study was anticipated by Hill’s edited volume of Caesar’s treatise The Ancient State, Authoritie, and Proceedings of the Court of Requests (Cambridge Studies in Legal History: University of Cambridge Press, 1975). Early modern religion as much as the law provided a lens through which Hill explored the everyday life and reconstructed the mental world of men and women who inhabited the
archipelago in a steady stream of articles and chapters as well as in the doctoral
dissertations he supervised.

During a career that spanned over three decades Hill helped build the field on both sides
of the Atlantic through his service, particularly in support of young scholars. He was
generous in sharing his time, insight and constructive criticism as panel chair,
presenter, or commentator at many gatherings of the North American Conference on
British Studies and Pacific Coast Conference on British Studies. In 2006 he co-chaired
the first ever meeting of the Pacific Coast Conference held at UCI. Hill too was a
presence at seminars at major research venues near and far, including the Huntington
Library in San Marino, the Folger Library in New York, and the Institution of Historical
Research in London.

Douglas Haynes, Vice Chancellor for Equity, Diversity & Inclusion and Professor
Department of History, UC Irvine
(on behalf of the Department of History)
With the death of Henry Lim on February 12, 2021 at the age of 85, UC Irvine lost the singular person most responsible for establishing the discipline of Chemical and Biomolecular Engineering at UC Irvine.

Prof. Lim was a native of Seoul, Korea who came to the United States in 1953 to pursue undergraduate studies in Chemical Engineering at Oklahoma State University. Following the completion of his Bachelor’s degree, he would complete a Master’s degree in Chemical Engineering at the University of Michigan in 1959. With an interest in Bioreactor Design and Optimization, he became Process Development Engineer with Pfizer in Groton, Connecticut. Four years later, he left Pfizer to pursue doctoral studies at Northwestern which he completed in 1966 under the direction of Prof. S. George Bankoff. He joined the faculty of the School of Chemical Engineering at Purdue University immediately thereafter and was influential in establishing biochemical engineering as an accepted sub-field within Chemical Engineering. At Purdue, his research and educational interests spanned applied mathematics, biochemical engineering, environmental engineering and process control.

Prof. Lim was subsequently recruited to UC Irvine in 1987 by then Dean Bill Sirignano to establish Chemical and Biochemical Engineering. This was a critical time for the emerging School of Engineering which had only 31 faculty members and three departments. There was campuswide support to build Biochemical Engineering at UCI. Henry provided the image, the energy, and the wisdom needed for spearheading this
initiative and strengthening Engineering’s connection with the Schools of Physical Sciences, Biological Sciences & Medicine.

The process started with the development of a graduate program in Biochemical Engineering in 1988. In the following years Prof. Lim, working with now Prof. Emeritus Juan Hong and current faculty member Prof. Nancy Da Silva, would develop the full undergraduate and graduate curriculum and educational laboratories leading to the establishment of the Department of Chemical and Biochemical Engineering in 1994. Prof. Lim also managed the inclusion of Materials Science faculty into the department in 1995 and served as Founding Department Chair of the Department of Chemical and Biochemical Engineering and Materials Science until 1997. He remained an active member of the UCI faculty in the combined Department of Chemical Engineering & Materials Science until 2009. He was well remembered for his kindness, generosity, and supportive mentorship of young faculty. “A decent man with a noble heart,” as remembered by our colleague, Professor Emeritus Farghalli Mohamed.

Over his career, in addition to over 120 journal articles, Prof. Lim co-authored influential books: “Biological Wastewater Treatment” published by Dekker with Leslie Grady in 1980 and “Fed-Batch Cultures” published by Cambridge University Press with Hwa Sung Shin in 2013. Several of his doctoral students are prominent Chemical Engineering faculty including Terry Papoutsakis at Univ. of Delaware, David DiBiaso at Worcester Polytechnic Institute, Jayant Modak at the Indian Institute of Science, and Tai Hyun Park at Seoul National University. Prof. Lim received important recognition as an elected member of the Korean Academy of Science and Technology in 1997 and a senior member of the Korean Academy of Science and Technology in 2004.

Sadly, Mrs. Sun Boo (Sunny) Lim passed away shortly thereafter on February 19. The Lim’s are survived by their three children, David, Carol, and Michael.

Vasan Venugopalan, Professor and Chair
Department of Chemical and Biomolecular Engineering, UC Irvine
This item has no accessible documents associated with it.