

MEETING CALL
REGULAR MEETING OF THE REPRESENTATIVE ASSEMBLY
OF THE DAVIS DIVISION OF THE ACADEMIC SENATE

Thursday, February 24, 2011

2:10 – 4:00 p.m.

Activities & Recreation Center (ARC), Ballroom A

	<u>Page No.</u>
1. Meeting Summary of the November 1, 2010 Meeting	2
2. Announcements by the President - None	
3. Announcements by the Vice Presidents - None	
4. Announcements by the Chancellor	
a. State of the Campus – Chancellor Linda Katehi	
5. Announcements by the Deans, Directors or other Executive Officers	
6. Special Orders	
a. Remarks by Academic Senate Chair Robert Powell	
7. Reports of Standing Committees	
a. CERJ Bylaw Changes	
i. DDB 48: Membership on the Instructional Space Advisory Group (ISAG)	7
ii. DDB 80: Membership on the Graduate Council	9
iii. DDB 121: Membership on the Committee on Undergraduate Instruction & Program Review	12
iv. DDR A540: Grades	16
b. Faculty Research Lecture (To be honored on May 11)	
i. Confirmation of 2010-2011 Faculty Research Lecture Award Recipient	20
c. Public Service (To be honored on May 11)	
i. Confirmation of 2010-2011 Distinguished Scholarly Public Service Award Recipients	21
8. Petitions of Students	
9. Unfinished Business	
10. University and Faculty Welfare	
11. New Business	
a. *College/School Bylaw and Regulations Update: School of Medicine	25
b. *College/School Bylaw and Regulations Update: School of Veterinary Medicine	46
12. Informational Item	
a. CERJ advice on the CAPAC appeal process	50
b. CERJ advice on Intramural Letters in Personnel Actions	52

Ines Hernandez-Avila, Secretary
Representative Assembly of the
Davis Division of the Academic Senate

*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

All voting members of the Academic Senate (and others on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote.

Meeting Summary
REGULAR MEETING OF THE REPRESENTATIVE ASSEMBLY
OF THE DAVIS DIVISION OF THE ACADEMIC SENATE

Monday, November 1, 2010
2:10 – 4:00 p.m.
Activities & Recreation Center (ARC), Ballroom A

Page No.

1. Transcript of the June 4, 2010 Meeting

ACTION: Motion to approve 6/4/10 RA transcript. Motion seconded and no further discussion. Motion passed by affirmation.

4

2. Announcements by the President – None
3. Announcements by the Vice Presidents – None
4. Announcements by the Chancellor – None
5. Announcements by the Deans, Directors or other Executive Officers – None
6. Special Orders

- a. Remarks by ASUCD President – Jack Zwald

ASUCD President Zwald made remarks on current status of minimum progress. He indicated more than 50% of students work and a relaxation of the standards for minimum progress was necessary. He made some announcements, such as the new Coffee House was now open for business. ASUCD's future plans include strengthening the environment.

- b. Remarks by GSA Chair – Brian Riley

GSA Chair Riley touched upon two topics: Shared governance and Social responsibility. He stressed that shared governance should not be merely rhetoric. Unilateral administrative actions do not have moral standing. Social justice, equity, and newer visions of academic excellence are values to be pursued. Cultural pluralism, bravery, competence and wisdom are necessary. Shared governance must include all sectors of the campus. Fair treatment of both undergraduate and graduate students is a must.

- c. Remarks by the Divisional Chair – Robert Powell

Chair Powell welcomed everyone. He recognized Chancellor Linda Katehi who was in attendance. Chair Powell thanked Dan Potter for his work on the Special Committee on Student Evaluation of Teaching Report.

*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

All voting members of the Academic Senate (and others on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote.

Meeting Summary
REGULAR MEETING OF THE REPRESENTATIVE ASSEMBLY
OF THE DAVIS DIVISION OF THE ACADEMIC SENATE

Monday, November 1, 2010
2:10 – 4:00 p.m.
Activities & Recreation Center (ARC), Ballroom A

Page No.

Chair Powell touched on several topics as noted below:

Minimum progress - the Academic Senate takes this issue seriously.

Post Employment Benefits – a modified version of Option C is being recommended by the President. The state has not provided money and the issue now is how to finance it.

Curricula and streamlining - the Senate is looking at curricula and streamlining possibilities across the campus. A task force is being formed to look into this issue.

Downsizing of UC – What does it look like for UC to downsize? Systemwide is undertaking possibility very seriously.

Futures Committee - How do we want UC Davis to move forward? A report is prepared for presentation at the next Executive Council meeting.

- d. Remarks by and Discussion with UC Academic Senate Vice Chair - Robert Anderson

UC Academic Senate Vice Chair Anderson, elected in March 2010, is slated to be the next Chair of UC's Academic Council. He made remarks on Post Employment Benefits (PEB) and the university budget.

Post Employment Benefits (PEB) - At the age of 65 faculty and staff will enjoy a 2.5% age factor, the maximum allowable. The idea is to have cost reduction. Most faculty are retiring at 65 and will see little effect, but staff who tend to retire earlier, will see reduction in benefits. The president's choice (option C) requires higher employee contributions. Current Chair of UC Academic Council Dan Simmons and R. Anderson both support the president on this issue. The new pension plan will be reasonably competitive.

The budget: This is a daunting task. We are down about 50% in state support. The quality of our operations is affected. How are we going to continue to deliver top notch

*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

All voting members of the Academic Senate (and others on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote.

Meeting Summary
REGULAR MEETING OF THE REPRESENTATIVE ASSEMBLY
OF THE DAVIS DIVISION OF THE ACADEMIC SENATE

Monday, November 1, 2010
2:10 – 4:00 p.m.
Activities & Recreation Center (ARC), Ballroom A

Page No.

education? There will be quality reductions. The Gould Commission did not address this issue. We are under pressure from the Regents for transfer students to complete their degrees on time. The students see different requirements at different UC campuses for different majors. This is an issue.

Annual Reports for Discussion:

- e. Annual Report of the Committee on Academic Personnel:
 - i. Oversight Committee – Ahmet Palazoglu

Ahmet Palazoglu presented the report. The committee met 40 times and had a total of 410 personnel actions. Although a reduction from the previous year, it was compensated with several policy items, among which were a resolution in spring 2009 regarding faculty searches and streamlining proposals to reduce the workload on FPCs. Since the resolution passed, all faculty appointments that now come before CAP are accompanied by full search plans.

8

- ii. Appellate Committee – Bryce Falk

Bryce Falk, current Appellate Chair, presented the report. Walter Stone chaired the Committee last year. The committee met 8 times and considered a total of 37 appeals.

20

- f. Annual Report of the Undergraduate Council: General Education – Chris Thaiss

Chris Thaiss presented the report. The GE Committee and the GE Implementation Task Force worked together. Over 3000 courses were proposed last year which went through a two phase process: one direct approval of 55% of the courses and the remainder sent back to departments for revision. Those were reviewed again and approved. The Senate Committee on Courses of Instruction is now looking at them. The new GE program is going into effect Fall 2011.

23

*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

All voting members of the Academic Senate (and others on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote.

Meeting Summary
REGULAR MEETING OF THE REPRESENTATIVE ASSEMBLY
OF THE DAVIS DIVISION OF THE ACADEMIC SENATE

Monday, November 1, 2010

2:10 – 4:00 p.m.

Activities & Recreation Center (ARC), Ballroom A

	<u>Page No.</u>
<i>Annual Reports on Consent Calendar:</i>	
g. *Annual Report of the Committee on Academic Freedom and Responsibility	28
h. *Annual Report of the Committee on Admissions and Enrollment	30
i. *Annual Report of the Committee on Affirmative Action and Diversity	35
j. *Annual Report of the Committee on Committees (not available)	
k. *Annual Report of the Committee on Courses of Instruction	39
l. *Annual Report of the Committee on Distinguished Teaching Awards	42
m. *Annual Report of the Committee on Elections, Rules and Jurisdiction	44
n. *Annual Report of the Emeriti Committee	74
o. *Annual Report of the Faculty Research Lecture Award Committee	76
p. *Annual Report of the Committee on Faculty Welfare	78
q. *Annual Report of the Grade Changes Committee	84
r. *Annual Report of the Graduate Council	89
s. *Annual Report of the Committee on Information Technology	97
t. *Annual Report of the Committee on International Studies and Exchanges	105
u. *Annual Report of the Joint Academic Federation/Senate Personnel	109
v. *Annual Report of the Library Committee	120
w. *Annual Report of the Committee on Planning and Budget (not available)	
x. *Annual Report of the Committee on Privilege and Tenure	130
y. *Annual Report of the Committee on Public Service	132
z. *Annual Report of the Committee on Research	135
aa. *Annual Report of the Committee on Transportation and Parking	141
bb. *Annual Report of the Undergraduate Council	145
i. Annual Report of the Committee on Preparatory Education	149
ii. Annual Report of the Committee on Special Academic Programs (not available)	
iii. Annual Report of the Committee on Undergraduate Instruction and Program Review	151
cc. *Annual Report of the Committee on Undergraduate Scholarships, Honors and Prizes	

Motion: To approve all the Annual Reports. Seconded and approved by affirmation.

153

*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

All voting members of the Academic Senate (and others on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote.

Meeting Summary
REGULAR MEETING OF THE REPRESENTATIVE ASSEMBLY
OF THE DAVIS DIVISION OF THE ACADEMIC SENATE

Monday, November 1, 2010
2:10 – 4:00 p.m.
Activities & Recreation Center (ARC), Ballroom A

Page No.

- | | |
|---|-----|
| 7. Reports of standing committees | |
| 8. Petitions of Students | |
| 9. Unfinished Business | |
| 10. University and Faculty Welfare | |
| 11. New Business | |
| 12. Informational Item | |
| a. Special Committee on Student Evaluation of Teaching Report | 156 |
| 13. Consent Item | |
| a. External Advisory Committee Guidelines (reporting of action taken by the Divisional Chair in response to Representative Assembly resolution of February 24, 2009). | 164 |

Item 13 was removed from the consent calendar for discussion. No further action.

Ines Hernandez-Avila, Secretary
Representative Assembly of the
Davis Division of the Academic Senate

*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

All voting members of the Academic Senate (and others on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote.

**PROPOSED REVISION OF DAVIS DIVISION BYLAW 48
COMMITTEE ON PLANNING AND BUDGET**

Submitted by the Committee on Elections, Rules and Jurisdiction

Endorsed by the Committee on Planning and Budget and the Executive Council.

Davis Division Bylaw 48(C) establishes the membership on the Instructional Space Advisory Subcommittee of the Committee on Planning and Budget. At present, one of the ex officio members is listed as the Director of the Teaching Resources Center. The amendment would change that title to Director of the Center for Excellence in Teaching and Learning.

Rationale.

The name of the Center was changed from “Teaching Resources Center” to “Center for Excellence in Teaching and Learning.”

It is proposed that this amendment to Bylaw 48 become effective immediately upon adoption.

Proposed Revision: Davis Division Bylaw 48 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

48. Planning and Budget

A. This committee shall consist of nine members appointed by the Committee on Committees, and one representative appointed by the Davis Academic Federation with due regard given to breadth of experience in planning and budgetary matters. Members of the committee shall serve for terms normally of three years' duration and a rotation to be determined by the Committee on Committees (Am. 6/6/00)

B. The committee shall have the following duties:

1. To meet with the Chancellor or the Chancellor's designate at the beginning of each academic year for a briefing on all sources of revenue for the Davis campus, the allocation of revenue to units of the campus, and budgetary planning for the succeeding academic year. (Am. 06/09/05)
2. To assess budgetary proposals and requests, including requests for allocation of faculty positions (FTE) for succeeding academic years. (Am. 06/09/05)
3. To confer with and advise the Chief Campus Officer and Divisional administrative agencies regarding policy on academic planning, budget and resource allocations; to forward recommendations on staff allocations to the Committee on Academic Personnel for their review.
4. To initiate and coordinate studies or reviews of existing and proposed academic programs as they relate to local matters of academic planning, budget and resource allocation, and to report thereon to the Chief Campus Officer and/or to the Representative Assembly as it may deem appropriate.

5. On matters relating to academic planning and budget, to receive reports from, and maintain liaison with, the Committee on Educational Policy, the Graduate Council, and the Library Committee.
6. To examine funding of transportation and parking projects and the effects of all new campus construction on transportation and parking. (En. 9/1/2010)
7. To report regularly to the Executive Council and the Representative Assembly on matters under consideration.
8. To receive reports from, and maintain liaison with, the University Committee on Planning and Budget. (En. 12/15/1967)

C. Instructional Space Advisory Subcommittee

1. 1. This committee shall consist of four regular Senate members and three regular representatives. The Senate members shall be: two selected by the Committee on Committees, two selected by the Committee on Academic Planning and Budget Review from its members (one of whom will serve as Chair of this subcommittee). The representatives shall be: one appointed by each of the Davis Academic Federation, the Office of Resource Management and Planning, and the Office of Architects and Engineers. In addition, subject to system wide Academic Senate Bylaw 35.C.2 and 3, the following shall serve as ex officio, the Registrar as a member; the Director of the ~~Teaching Resources~~ **Center for Excellence in Teaching and Learning** as a member when also a member of the Senate and as a representative when not; the Assistant Registrar and the Manager of Classroom Technology as representatives. (Am. 6/10/03)
2. This subcommittee shall have the following duties:
 - a. To review classroom scheduling and utilization policies to ensure the efficient use of classroom space.
 - b. Advise the Chief Campus Officer on campus needs for new instructional space and on needs for improvements and upgrades to existing instructional space.
 - c. To consult with faculty and identify the needs for instructional technology in classrooms.
 - d. To establish design criteria for instructional space based on an understanding of the arrangements, layouts and sizes that provide effective learning environments for various instructional activities.

PROPOSED REVISION OF DAVIS DIVISION BYLAW 80 GRADUATE COUNCIL

Submitted by the Committee on Elections, Rules and Jurisdiction

Endorsed by the Committee on Committees, the Graduate Council, and the Executive Council.

Davis Division Bylaw 80(A) establishes the membership on the Graduate Council. At present, there are 13 members, of whom 12 have voting privileges. This proposal would reduce the number of total members to 12 and voting members to 11.

Rationale.

This proposal is part of an ongoing effort by the Committee on Committees to reduce the size of standing committees where feasible. Such reduction is desirable because it helps to decrease the administrative burden on a faculty that is facing increasing demands on its time as traditional staff functions are pushed down to the faculty.

Historically, the Graduate Council operated with twelve members. In 1997, the committee was enlarged to thirteen members when the Dean of Graduate Studies lost voting status. During the past year, due to unforeseen circumstances, the Graduate Council operated effectively with twelve members. A review by the Council of its workload responsibilities indicates that the work of the Council can be carried out in the future with twelve members.

Proposed Revision: Davis Division Bylaw 80 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

80. Graduate Council

A. This council shall consist of ~~thirteen~~ **twelve** Senate members (including a chair, a vice chair, and the Dean of Graduate Studies non-voting ex officio), four graduate student representatives (the Graduate Student Assistant to the Dean and Chancellor selected by Graduate Studies, the Graduate Student Association Chair, the GSA Vice Chair, a fourth graduate student selected by GSA) two postdoctoral scholar representatives (the Postdoctoral Scholar Association Chair and another postdoctoral scholar selected by the PSA) and two representatives appointed by the Davis Academic Federation. The Dean of Graduate Studies shall not be chair or vice chair. A chair and vice-chair of this council shall be named by the Committee on Committees. Any member from the Davis Division on the Coordinating Committee on Graduate Affairs who is not a regular member of the Graduate Council shall be an additional ex officio member of this council. The council shall be organized into subcommittees to facilitate the conduct of its business. Subcommittees of the Graduate Council shall be appointed by the Chair and shall serve from the first day of September each year. Deans of Graduate Studies may be appointed to subcommittees but shall not serve as chair of any subcommittee. The Chair of the Graduate Council shall appoint additional Academic Senate members to the subcommittees as deemed necessary. (Am. 6/7/1983)

B. It shall be the duty of the Graduate Council with respect to the Davis campus:

1. To grant certificates of admission to qualified applicants for graduate status; to admit qualified students to candidacy for degrees to be conferred on graduate students; to appoint committees in charge of candidates' studies, who shall certify for every candidate

before recommendation for a higher degree that the candidate has fulfilled the requirements of the University pertaining to that degree. (Am. 11/25/96)

2. To make final reports to the Executive Council concerning the conferring of graduate degrees.
3. To advise the Chief Campus Officer concerning relations with educational and research foundations.
4. To regulate the conduct of graduate work of the Division with a view to the promotion of research and learning. (Am. 10/22/2002)
5. To supervise the conduct of public and other examinations for higher degrees.
6. To make recommendations to the Representative Assembly and to the statewide Coordinating Committee on Graduate Affairs concerning the establishment of new graduate degrees.
7. To report and to make recommendations to the Representative Assembly on matters pertaining to graduate work.
8. To coordinate the procedures of the various departments and schools on the campus insofar as they relate to the conferring of degrees higher than the Bachelor's degree.
9. To recommend and supervise all new, changed, or deleted graduate courses of instruction in the Division. In discharging this responsibility, the Graduate Council presents its recommendations to and shall maintain liaison with the Committee on Courses. (Am. 12/15/1967)
10. To determine for the Division and to make recommendations to the statewide Coordinating Committee on Graduate Affairs concerning the qualifications of departments and graduate groups for initiating new programs and for making changes in established programs leading to existing graduate degrees. (Am. 11/1/2005)
11. To set policies and standards for admission to full- and part-time graduate status. (Am. 10/19/1971)
12. To make rules governing the form of presentation and the disposition of dissertations. (Am. 12/15/1967)
13. To recommend the award of fellowships and graduate scholarships, including honorary travel fellowships, according to the terms of the various foundations. (Am. 12/15/1967)
14. To set policies and standards for appointment of graduate students to be Teaching Assistants, Teaching Fellows, Research Assistants, and recipients of University Fellowships. (Am. 12/15/1967)
15. To limit at its discretion the study lists of students who are employed.
16. To set policies and standards for appointment of postdoctoral scholars or their academic equivalent and for their enrollment by the Graduate Division. (Am. 12/15/1967)
17. To conduct regular reviews of current graduate programs for their quality and appropriateness. (Am. 11/25/1996)

18. To establish policy on and exercise authority on academic disqualifications and/or dismissals as well as over all graduate academic transcript notations. (En. 12/15/1967)
19. To recommend the award of the Outstanding Graduate Student Teaching Award, according to the terms of the Academic Senate.

C. The annual report of the Graduate Council will be presented at the first regular meeting of the Representative Assembly in the fall term. (En. 6/4/85)

D. At its discretion and consistent with Senate Bylaws 20 and 330(C), the Graduate Council may delegate to the Dean of Graduate Studies administrative decisions related to the academic regulations and policies of the Graduate Council. The Dean of Graduate Studies will report on and Graduate Council will review these delegated decisions annually. (En. 2/28/05 & eff. 2/28/05)

PROPOSED REVISION OF DAVIS DIVISION BYLAW 121 UNDERGRADUATE COUNCIL

Submitted by the Committee on Elections, Rules and Jurisdiction

Endorsed by the Undergraduate Council and the Committee on Undergraduate Instruction and Program Review, and the Executive Council.

Davis Division Bylaw 121(F) establishes the membership on the Undergraduate Council Committee on Undergraduate Instruction and Program Review. At present, one of the ex officio members is listed as the Director of the Teaching Resources Center. The amendment would change that title to Director of the Center for Excellence in Teaching and Learning.

Rationale.

The name of the Center was changed from “Teaching Resources Center” to “Center for Excellence in Teaching and Learning.”

It is proposed that this amendment to Bylaw 121 become effective immediately upon adoption.

Proposed Revision: Davis Division Bylaw 121 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

121. Undergraduate Council

A. This council shall consist of twelve members, three undergraduate student representatives, one graduate student representative and two representatives appointed by the Davis Academic Federation. The members shall include a chairperson and vice-chairperson, a member of the Committee on Admissions and Enrollment, ex officio, the Davis campus Vice Provost - Undergraduate Studies, non-voting ex officio, the Registrar of the Davis campus, ex officio and the chairpersons of the four committees of the council. The ex officio members shall not serve as chairperson or vice chairperson of the council or any of its committees. Members of the council and its committees other than ex officio members shall be nominated by the Committee on Committees and shall serve from the first day of September each year. The membership shall reflect balanced representation from the academic departments, programs and colleges that offer undergraduate curricula and from the professional schools.

B. This council shall have the following duties:

1. 1. Consistent with the rights of the Faculties under the Standing Orders of the Regents (105.2.b), to establish policy for undergraduate education on the Davis campus and to advise the Chief Campus Officer on all matters pertaining to undergraduate education. (Am. 5/4/04)
2. To define the goals and establish criteria for use in reviewing the quality and effectiveness of undergraduate teaching programs and/or majors.
3. Consistent with the rights of the Faculties under the Standing Orders of the Regents (105.2.b), to approve or decline to approve the establishment and discontinuation of undergraduate programs. (Am. 5/4/04)

4. To establish policy on and exercise authority on academic disqualifications and/or dismissals as well as over all undergraduate academic transcript notations.
5. To develop and review campuswide educational objectives and criteria for evaluating educational effectiveness.
6. To consider and report on matters referred to it by the Chief Campus Officer, the Chair of the Division, the Representative Assembly or any other standing committee of the Davis Division, or by the Faculty of any college or school located wholly or in part on the Davis campus.
7. To initiate appropriate studies and make reports thereon to the Chief Campus Officer and/or to the Representative Assembly as it may deem appropriate upon local matters of a fundamental character involving questions of undergraduate educational policy.
8. To identify one of its members to be nominated by Committee on Committees to serve as the Davis campus representative to the University Committee on Educational Policy and one of its members to be nominated by Committee on Committees to serve as the Davis campus representative to the University Committee on Preparatory Education.

C. Committee on General Education

1. This committee shall consist of six members, with balanced representation from the colleges offering undergraduate instruction and from the professional schools, and one member who is a member of the Committee on Courses of Instruction. In addition, there shall be one undergraduate student representative and one representative from the Academic Federation.
2. This committee shall supervise the General Education program by carrying out the following duties.
 - a. Establishment of the criteria that govern certification of courses for the General Education Program.
 - b. Periodic review of the rosters of courses that are approved for General Education credit in the components of the program and supervision of their inclusion in the General Catalog, together with other appropriate information regarding General Education.
 - c. Determination, on an individual basis, of the extent to which multidisciplinary individual majors satisfy General Education requirements in the components of the program.
 - d. Active promotion of the development of new General Education courses and clusters.
 - e. Continuous review of the effectiveness of the General Education program and advice to the Representative Assembly on matters relating to the program including desirable changes in Guidelines, Regulations, and Bylaws.

D. Committee on Preparatory Education

1. This committee shall consist of five members, with broad representation from the colleges offering undergraduate instruction. The membership of this committee shall include one member from each of the Departments of Mathematics and English. In

addition, there shall be one undergraduate student representative and one representative from the Academic Federation.

2. This committee shall have the following duties:
 - a. To monitor and conduct periodic reviews and evaluations of remedial education.
 - b. Under the direction of the University Committee on Undergraduate Preparatory Education, to oversee the administration of the examination in Subject A and related remedial courses on the Davis campus.
 - c. To oversee the use of placement examinations in mathematics.
 - d. To be responsible for implementation of University Academic Senate Regulation 761 on the Davis campus.
 - e. To monitor and conduct periodic reviews and evaluations of the English as a Second Language Program on the Davis campus.

E. Committee on Special Academic Programs

1. This committee shall consist of five members, with balanced representation from the colleges offering undergraduate instruction and from the professional schools. In addition, there shall be one undergraduate student representative and one representative from the Academic Federation.
2. This committee shall have the following duties:
 - a. To oversee all special undergraduate academic programs like the Davis Honors Challenge and the Integrated Studies program and to advise the faculty and the administration on the establishment and operation of newly initiated programs.
 - b. To review periodically all programmatic functions of the special programs, including but not limited to the following: the publications of material defining/describing the program; the recruitment, orientation and advising of students in each program; guidance in the selection of mentors for students in the programs; coordination of special activities; oversight of the general welfare of students in the programs; and the effectiveness of the programs in meeting their stated educational objectives.

F. Committee on Undergraduate Instruction and Program Review

1. 1. This committee shall consist of seven members, including four members representing each of the executive or program review committees of the College of Agricultural and Environmental Sciences, the College of Biological Sciences, the College of Engineering, and the College of Letters and Science, and the Director of the ~~Teaching Resources~~ **Center for Excellence in Teaching and Learning** ex officio. In addition there shall be two undergraduate student representatives, one graduate student representative and one representative from the Academic Federation. (Am. 6/5/2009)
2. The duties of the committee include the following:
 - a. To study the effectiveness and efficiency of undergraduate instruction on the campus and to make recommendations for improvements thereto.

- b. To stimulate efforts to foster, recognize and reward good teaching.
- c. To recommend methods for evaluating the educational effectiveness of individual instructors, in the context of academic advancement, and of the major and special educational programs, in the context of program review.
- d. In collaboration with the Faculties of the colleges offering undergraduate instruction, to assure timely initiation and completion of program reviews.
- e. To evaluate undergraduate program reviews to ascertain that the established educational objectives for programs have been addressed in a meaningful way.
- f. To work with the Office of the Provost to insure that undergraduate instructional programs and program reviews are considered in the planning and support of campus activities.

G. All committees of the Undergraduate Council shall report their actions through the council. Copies of all reports submitted by the Undergraduate Council to the Representative Assembly shall be forwarded annually to the University Committee on Educational Policy for its records.

PROPOSED REVISIONS OF DAVIS DIVISION REGULATION A540

GRADES

Submitted by the Committee on Elections, Rules and Jurisdiction

Endorsed by the Undergraduate Council, the Graduate Council, and the Grade Change Committee, and the Executive Council.

A revision of Regulation A540 is proposed. The revision clarifies policies governing the grade Incomplete.

The policy governing the grade Incomplete was amended in the June, 2010 Representative Assembly meeting. The major change to existing policy was to impose a three-year limit on students who are not “in residence.” If the Incomplete is not made up during this period, it remains permanently on the student’s record unless the student re-takes the course. The revisions would make clear how the policy applies to students who have graduated and to students who have not graduated but have returned to residence after a period out of residence.

The proposed language restricts the three-year limit to students who have not yet graduated. Students who have graduated are subject to a three-term limit as with the original policy.

The proposed language also restricts the three-year limit to students who have not returned to residency during the three-year period. For students who have returned to residence at any time during that period, the limit of three terms in residence applies, as with the original policy.

There is also a new reference to the definition of ‘residence’ that appears in Regulation C610.

It is proposed that the amendment to Regulation A540 be effective immediately.

Rationale.

The three-year time limit on the completion of the grade Incomplete was not intended to apply to students who have graduated. The problem addressed by the limit was that students who had not graduated have attempted to complete their courses many years after the I grade was received. Students who had graduated and thus were subject to a three-term limit posed no such problem, so there was no need to apply the three-year limit to them.

Students who have returned to residency before the three-year limit has expired do not pose a problem, since they will have taken the course relatively recently. Subjecting them to the three-term-in-residence limit that applies to continuing students makes the policy consistent for all resident students. It could be a hardship for returning students to complete the course in one or two quarters if they return near the end of the three-year limit that applies to students not in residence.

The term ‘academic residence’ may be confusing given the possibility of student taking courses remotely, so reference is made to the definition of that term elsewhere in the Regulations.

Proposed Revision: Davis Division Regulation A540 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

A540.

Except as provided otherwise in Davis Division Regulations A545 and A548, and in Regulation 70 of the Faculty of the School of Medicine, the following provisions apply to the grading of the work of all students subject to Davis Division Regulations.

(A) The work of each student shall be reported in terms of the following grades: A (excellent), B (good), C (fair), D (poor), F (failure), I (incomplete), and IP (in progress). Grades of A, B, C, and D may be modified by plus (+) or minus (-) suffixes. (Am. 4/23/78, App. by Assembly 11/28/79)

(B) Grade points per unit shall be assigned by the Registrar as follows: A - 4; B -3; C - 2; D - 1; F, I, or IP - none. "Minus" grades shall be assigned three-tenths grade point less per unit than unsuffixed grades, and "plus" grades (except A+) shall be assigned three-tenths grade point more per unit. The grade of A+ shall be assigned 4.0 grade points per unit, the same as for an unsuffixed A; but when A+ is reported it represents extraordinary achievement.

(C) The grade Incomplete shall be assigned only when the student's work is of passing quality and represents a significant portion of the requirements for a final grade, but is incomplete for good cause as determined by the instructor. "Good cause" may include illness, serious personal problems, an accident, a death in the immediate family, a large and necessary increase in working hours, or other situations deemed to be of equal gravity. The student is entitled to replace this grade by a passing grade and to receive appropriate grade points and unit credit provided he or she satisfactorily completes the work of the course in a way specified by the instructor before the end of the third succeeding term of the student's academic residence **as defined in Regulation 610**. If a degree is conferred upon the student before the expiration of the time limit for conversion, the time limit for conversion for the graduated student shall be the end of the third regular term succeeding the term in which the Incomplete grade was assigned. If the time limit for conversion expires before a degree is conferred upon the student and the Incomplete grade has not been replaced, the grade shall revert to an F, a Not Passed, or an Unsatisfactory, depending on the grading system in effect in the particular instance. If the time limit expires after a degree has been conferred and the Incomplete grade has not been replaced, the Incomplete grade shall remain on the student's record. If the **degree has not been conferred, and the** work has not been completed before the end of the term three calendar years after the grade Incomplete has been assigned, **and during which the student has not been in academic residence as defined in Regulation 610**, the grade Incomplete shall remain on the student's record, unless the course is repeated. This time-limit for the completion of courses assigned the grade Incomplete shall apply to all and only those courses in which the grade Incomplete is assigned on or after September 1, 2010. (Am. 1/20/75, App. by Assembly 5/29/75, effective Fall 1975; Am. 10/25/76, effective Winter 1977; Am. 6/4/79, App. by Assembly 11/28/79, effective Fall 1980; Am. 6/3/80, App. by Assembly 12/3/80; Am. 4/25/83; App. Assembly 11/30/83)

In calculating an undergraduate student's grade point average, grade points and units for courses graded Incomplete shall not be counted except that, in ascertaining compliance with the 2.000 minimum grade point average required for the receipt of a bachelor's degree, all incomplete units attempted for a letter grade shall be counted and assigned a grade point value of zero. Any undergraduate student who accumulates more than 16 units of Incomplete for which final grades

have not been assigned shall be subject to academic probation or disqualification. (Am. 1/27/81)

In calculating a graduate student's grade point average, grade points and units for courses graded Incomplete shall not be counted except that, in ascertaining compliance with the minimum grade point average required for receipt of a degree, all incomplete units attempted for a letter grade shall not be counted and assigned a grade point value of zero. Any graduate student who accumulates more than 8 units of Incomplete for which final grades have not been assigned shall be subject to academic probation. (Am. 10/25/76, effective Winter 1977; Am. 1/27/81)

(D) For a course extending over more than one term, where the evaluation of the student's performance is deferred until the end of the final term, provisional grades of In Progress shall be assigned in the intervening terms. Subject to the provisions of Academic Senate Regulation 634, grade points and units for courses graded In Progress shall not be counted in calculating a student's grade point average. Provisional grades shall be replaced by final grades if the student completes the full sequence. The student may receive final grades, grade points, and unit credit for completed terms when he or she has not completed the entire sequence if the instructor certifies that the course was not completed for good cause.

(E) All grades except Incomplete or In Progress are final when filed by the instructor in the end-of-term course report. The correction of clerical and procedural errors shall be governed by guidelines established by the Davis Division and shall be under the supervision of the Davis Division Grade Changes Committee. No change of grade may be made on the basis of reassessment of the quality of a student's work or, with the exception of Incomplete or In Progress grades, the completion of additional work. No term grade except Incomplete may be revised by re-examination.

(F) Repetition of courses not authorized by the Davis Division Committee on Courses of Instruction to be taken more than once for credit is subject to the following conditions.

(1) An undergraduate student may repeat only those courses in which he or she received a grade of D, F, or Not Passed, as well as courses in which a grade of I has become permanent on the student's record because the work was not completed within three years, as described in (C) above. Departments may restrict repetition of a course if it is a prerequisite to a course already completed with a grade of C- or better. Courses in which a grade of D or F has been earned may not be repeated on a Passed or Not Passed basis. (Am. 4/21/80, Assembly approval 3/11/81)

(2) A graduate student, with the consent of the appropriate graduate adviser and the Dean of Graduate Studies, may repeat any course in which he or she received a grade of C, D, F or Unsatisfactory, as well as courses in which a grade of I has become permanent on the student's record because the work was not completed within three years, as described in (C) above, up to a maximum of nine units for all courses repeated. Courses in which a grade of C, D, or F has been earned may not be repeated on a Satisfactory or Unsatisfactory basis. (Am. 10/25/76, effective Winter 1977)

(3) Repetition of a course more than once requires approval by the appropriate dean in all instances.

(4) Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded. (Am. by mail ballot 5/7/74)

(5) In computing the grade point average of an undergraduate who repeats courses in which he or she received a grade of D or F, only the most recently earned grade for each course and corresponding grade points shall be used for the first 16 units repeated. In the case of further repetitions, the grade point average shall be based on all grades assigned and total units attempted.

(6) In computing the grade point average of a graduate student who repeats courses in which he or she received a grade of C, D, or F, only the most recently earned grade for each course and corresponding grade points shall be used.

(G) The instructor in charge of a course shall enter the notation "Enrolled-No Work Submitted" (E-NWS) on the end-of-term course report for a student who, to the best of the instructor's knowledge, did not present any work subject to grading. The course number and the notation shall be omitted from the official transcript. (Am. 11/30/98; eff. immediately and retroactive)

(H) The Registrar shall enter the notation "NG" on the end-of-term course report and on the student's record for a student whose instructor has not yet submitted an appropriate grade (letter grade or P, NP, S, U, I, or IP) nor designated the student as E-NWS. The instructor must indicate in the "memorandum" column on the course report the reason for not submitting a grade. Conditions for removing the NG are:

(1) The NG notation shall be replaced by the appropriate grade upon written submission of that grade by the instructor.

(2) The NG and relevant course notation both shall be deleted from the student's transcript if it is established that an administrative error resulted in improper assignment of NG to the student.

(3) The Registrar shall change the NG notation to an F grade if the NG has not been removed under the provisions of 1 or 2, unless the instructor in charge indicates otherwise to the Registrar. To ensure that the student is aware that an NG must be removed, the Registrar shall provide the following written notification to all affected students: NG must be removed within one term or the NG will be changed to a grade of F. If this course appeared on your midterm course check list, see your instructor immediately; if it did not appear, see the Registrar.

**Brief Biography of Professor Margaret Ferguson
Nominee for the 2011 Academic Senate Faculty Research Lecture Award**

After reviewing twelve extremely strong nominations, the Faculty Research Lecture Committee unanimously recommends Professor Margaret Ferguson, Distinguished Professor of English, as the 2011 Faculty Research Lecturer.

Professor Ferguson has been a faculty member at UC Davis since 1997. She received her Ph.D. in 1974 from Yale University and held faculty positions at Yale University, Columbia University and the University of Colorado – Boulder prior to her position at UC Davis.

Professor Ferguson is an extraordinary scholar, whose prize-winning publications and transformative co-edited scholarly texts and collections place her at the very center of current developments in the study of early modern (Renaissance) literature. She has won numerous fellowships, including a Guggenheim Fellowship, an NEH Fellowship for Senior Scholars, and a Woodrow Wilson Fellowship. She has also held named visiting lectureships at the University of Alabama and at the Bread Loaf School of English in Vermont. She is a gifted teacher and mentor with four teaching or mentoring awards to her credit, including the Outstanding Mentor Award given by the UC Davis Consortium for Research on Women and Gender (2008). Professor Ferguson is the author of two award winning books, more than 35 refereed articles and book chapters, and 15 reviews and miscellaneous publications. She is editor or co-editor of 11 books, including the widely used *Norton Anthology of Poetry* and *Teaching Early Modern Prose*.

Professor Ferguson established herself as a significant critic of Renaissance literature with her first book, *Trials of Desire: Renaissance Defenses of Poetry*. This work was followed by *Dido's Daughters: Literacy, Gender, and Empire in Early Modern England and France* in which she worked in three language traditions (Latin, English and French). This book is considered among the most significant books on Renaissance women writers to have been published in at least a decade. The book received several prestigious awards, including the Bainton Prize from the Society for Sixteenth-Century Studies, the Society for the Study of Early Modern Women Book Prize, Honorable Mention for the American Comparative Literature Association's René Wellek Prize and the Renaissance Society of America's Phyllis Goodhart Gordan Book Prize. The Modern Language Association of America recently hosted a session on the book at its annual convention, exploring its contribution and importance. Professor Ferguson also has a highly anticipated book in progress entitled *Missing the Maidenhead: Early Modern Cultural Debates about the Hymen*.

In addition to her excellence in scholarly achievements and teaching, Professor Ferguson's tenure as department chair resulted in the rejuvenation of the English Department. Her records of service to the department, campus and her profession are truly exceptional.

Professor Ferguson has a strong reputation for delivering excellent presentations that are engaging and elegant in phrasing, and for her ability to demonstrate the relevance of her topic to specialist and non-specialist alike. Thus, Professor Ferguson promises to deliver an especially accessible and lucid presentation as this year's Faculty Research Lecturer.

Amparo Villablanca (Cardiovascular Medicine)
Nominee for the Distinguished Scholarly Public Service Award

The Committee on Public Service recommends Dr. Amparo Villablanca for the Distinguished Scholarly Public Service Award in recognition of her leadership in women's cardiovascular medicine and advocacy for better heart health for women. For more than 20 years, she has been actively engaged with diverse communities, striving to reduce mortality from heart disease—the leading cause of death among women in the United States.

In 1994, a visionary Dr. Villablanca founded the nation's first program dedicated to women's heart health—the UC Davis Women's Cardiovascular Medicine Program. The California Governor's Office later praised this groundbreaking program as “revolutionary.” Today, Dr. Villablanca is one of only four spokeswomen nationwide for the Heart Truth Campaign, an initiative of the National Institutes of Health (NIH) Heart Blood and Lung Institute. As the campaign's West Coast partner, Dr. Villablanca establishes numerous community collaborations for the Heart Truth program.

Through her annual Heart Care Education and Awareness Forum and model women's cardiovascular medicine program, Dr. Villablanca partners with community leaders throughout the region to increase awareness and appreciation of lifestyles and behaviors that foster women's heart health. For six years she has engaged hundreds of participants who receive free heart-health education, an action plan and health-monitoring aids. Her efforts have assured that Latinas, a high-risk group for heart disease, and African Americans, who represent an especially high-risk population for heart disease, would receive the event's heart-health messages.

A gifted and highly regarded public educator, Dr. Villablanca has delivered nearly 200 lectures and presentations to health professionals, community organizations and state government officials. She developed and organized the Mini Medical School in Women's Health and was a speaker for three years at both the event and at the UC Davis Mini Medical School in Healthy Aging. She has participated in health fairs and events for the Hispanic Women's Health Association, the American Heart Association, Soroptimist International, The Links Inc., the Organization of 100 Black Women and the Sacramento Healthy Women, Healthy Lives Community Conference. She successfully obtained funding from the NIH Heart Truth and the Special Populations Community Partnership Initiatives to support these activities. For her substantial efforts to advance women's health, the Capitol Business and Professional Women Association honored her with a Woman of Achievement in Medicine Award.

In 2005, she was the only University of California representative appointed to the California Governor's Task Force for Heart Disease and Stroke Prevention and Treatment, which resulted in her co-authoring the Heart Disease and Stroke Prevention Master Plan for the state. In 2009, she received a UC Davis Health System National Board of Advisors Vision Grant for innovative, interdisciplinary and translational research that combines academic excellence with a commitment to social responsibility to transform health care.

The Committee on Public Service is pleased to recommend Dr. Amparo Villablanca for the Distinguished Scholarly Public Service Award in acknowledgment of her work at the forefront of her field, increasing knowledge of cardiovascular disease in women and advancing health in the community.

**Neal Fleming (Anesthesiology and Pain Medicine)
Nominee for the Distinguished Scholarly Public Service Award**

The Committee on Public Service recommends Dr. Neal Fleming for the Distinguished Scholarly Public Service Award in recognition of his work with Rotaplast International. Rotaplast International is a humanitarian organization dedicated to eliminating untreated cleft lip and palate deformities in children throughout the world. Dr. Fleming has served as a volunteer anesthesiologist with this organization for over a decade. He also served on their Board of Directors for two terms, helping to guide the growth and development of the organization. In addition, as a member of their Medical Committee and their Chief Anesthesiologist, he has developed and promoted guidelines for maintaining first world quality of care in third world settings. Perhaps most importantly, Dr. Fleming has campaigned persistently to offer doctors in training the opportunity to participate in this program as part of their professional education. Exposing physicians early in their careers to the rewards of volunteer medical care is steadily building a legacy, since these same residents will return as experienced physicians to volunteer again and mentor a new generation of young physicians.

Dr. Fleming was first invited to volunteer with Rotaplast International in 1999 as part of a team traveling to Maracaibo, Venezuela. The need for a qualified anesthesiologist and the benefits both for the children and for the volunteer physicians were immediately apparent. Since that time he has volunteered as an anesthesiologist with Rotaplast on 13 additional trips.

As part of the Medical Committee of Rotaplast International, Dr. Fleming became aware of the persistent and at times rate limiting absence of qualified anesthesiologists. His approach to this shortfall is what distinguishes his service to Rotaplast International and to the University of California, Davis. Dr. Fleming championed a program that pairs faculty from residency training programs in anesthesiology with senior residents in anesthesiology or senior nurse anesthetists, as part of the medical volunteer teams. Since starting this program, nearly 125 faculty, residents and anesthetists from UC Davis have volunteered with Rotaplast International. Moreover, Dr. Fleming's program of encouraging younger physicians to volunteer their time and talent has formed a model for other institutions. To date, the University of North Carolina, Stanford, University of Minnesota and the University of Iowa have all provided faculty and resident volunteer teams for Rotaplast International.

The true scope and impact of the program championed by Dr. Fleming becomes apparent when it is seen that residents introduced to humanitarian volunteer activity early in their training appear much more likely to continue to participate throughout their careers. Indeed, this anticipated response has come to fruition in that many anesthesiologists who volunteered with Rotaplast International as residents have subsequently returned to volunteer and mentor new resident volunteers.

As a result of Dr. Fleming's efforts, the number of children cared for through the program now numbers into the thousands and will continue to grow in exponential fashion. The Committee on Public Service is pleased to recommend Dr. Neil Fleming for the Distinguished Scholarly Public Service Award in acknowledgement of his humanitarian aid to children worldwide.

**Jeffrey Williams (Agriculture and Resource Economics)
Nominee for the Distinguished Scholarly Public Service Award**

The Committee on Public Service recommends Jeffrey Williams, a Professor of Agriculture and Resource Economics, for the Distinguished Scholarly Public Service Award in recognition of his work on The California Inspection and Maintenance Review Committee (IMRC). First appointed by Governor Gray Davis and reappointed by Governor Arnold Schwarzenegger, Professor Williams has served on the committee without remuneration for nearly eight years, the last three years as its chair. During this time he has advised the Governor and Legislature about matters related to the Smog Check Program that concern the environmental health of the State. In addition to his participation on the committee, Professor Williams has conducted extensive analysis on the effectiveness of the State's smog-check regulations and program. Due in part to his efforts, the IMRC meetings have become a venue for the education of legislative staff.

In 2004, Professor Williams asked to examine some of the underlying data collected by the State to try to understand why some vehicles repeatedly fail to pass their biennial smog checks, something that had not been done previously. To investigate this problem, Professor Williams has examined all smog-check tests since mid 1996, more than 150 million records. Professor Williams spent countless hours working through record after record, developing software tools to screen for coding errors, linking test results across different years of data, and numerous other innovative procedures that would not exist had he not developed them. His analysis revealed that previous smog-check regulations permitted vehicle owners to be weeks or months late in their smog checks, which procrastination of 21% of Californians meant unanticipated increases to the State's air pollution. Corrective legislation changed this behavior and caught problem vehicles earlier. In addition, Professor Williams' study of millions of smog-check records revealed that on-board diagnostic systems, introduced in 1996, became quite reliable by 2001. In 2009, requesting and personally analyzing the underlying data related to a never-released State study, he prompted the release of the report while bringing to the attention of legislators an important issue for the control of vehicle emissions. As a result, legislation chaptered this past fall allows owners of vehicles built in 2001 and later to forego a test; this legislation is projected to pass on to vehicle owners an annual cost-savings of a \$100 million.

Professor Williams' reports of his analysis have resulted in legislation that has saved the California taxpayers hundreds of millions of dollars while ensuring cleaner air. His efforts form a clear demonstration of the important role of careful data analysis in informing public policy and improving regulations and legislation. Professor Williams' research and education constitutes the best of scholarship in the service of the public. It brought original research, motivated by an important policy concern, to the problem of improving legislation and regulation of a critical State program. The Committee on Public Service is pleased to acknowledge these contributions to the environmental and public health of the State of California by recommending Professor Williams for the Distinguished Scholarly Public Service Award.

Ross Thompson (Psychology)
Nominee for the Distinguished Scholarly Public Service Award

The Committee on Public Service recommends Dr. Ross Thompson for the Distinguished Scholarly Public Service Award. Professor Thompson is an internationally acclaimed developmental psychologist with a special focus on issues of early childhood development.

Professor Thompson is one of the world's pre-eminent developmental psychologists involved in the translation of research into writing that is accessible to national and state policy groups and policy makers. He regularly speaks and writes on the applications of developmental research to child and family policy problems, including divorce and custody policy, child maltreatment, day care, grandparent visitation rights, early intervention, welfare reform, early conscience and moral development, globalization, and early brain development. He contributes directly to public policy initiatives through his work with the California Department of Education (CDE) and various national and state councils. He regularly contributes to the *Handbook on Child Psychology*, the standard work in the field, and his many talks bring science to policy concerning early child development.

Professor Thompson's work with CDE in the development of preschool learning standards predicting school readiness focused on articulating the social and emotional foundations of school readiness and their implications for best teaching practices in an early childhood classroom. CDE has adopted the initial learning standards he is currently working on developing in the areas of history and social studies, and the CDE is in the process of publishing a set of curriculum guidelines that he has prepared. Learning materials for community college instructors who train early childhood educators and internet-based instructional materials for educators of young children contain contributions from him.

The Committee on Public Service is pleased to recommend Dr. Ross Thompson for the Distinguished Scholarly Public Service Award in acknowledgment of his prolific and important contributory writings and his many talks on social policy issues concerning children and families. Few academics have made such important contributions to public policy for children.

Proposed Bylaws Changes
Non-Academic Senate Voting Rights

- The proposed bylaws change is to permit fuller involvement of faculty in the Health Sciences Clinical series and Adjunct series in shared governance.
- This proposal was presented at the General Faculty meeting on October 27, 2010.

Bylaws of the School of Medicine

Article 1.0 Function

The Faculty of the School of Medicine shall form and conduct the governance of the School of Medicine, subject to the Bylaws and Regulations of the Academic Senate of the University of California.

Article 2.0 Membership

2.1 The President of the University *ex officio*. (Am. 12/31/94)

2.2 The Chancellor of the Davis campus *ex officio*. (Am. 12/31/94)

2.3 The Deans of the Schools, Colleges and Divisions of the Davis campus *ex officio*. (Am. 12/31/94)

2.4 ~~All~~ Academic Senate Faculty of the School of Medicine. (Am. 12/31/94)

2.5 Faculty of the School of Medicine in all other series, ~~without vote~~. (Am. 12/31/94, 6/22/01)

Article 3.0 Officers

3.1 The officers of the Faculty shall consist of a Chairperson, a Vice Chairperson, and a Secretary.

3.11 Chairperson

3.111 The Executive Committee of the Faculty shall elect from its elected membership a Chairperson.

3.112 The Chairperson of the Executive Committee shall serve as the Chairperson of the Faculty.

3.12 Vice Chairperson

3.121 The Executive Committee of the Faculty shall elect from its elected membership a Vice Chairperson.

3.122 The Vice Chairperson of the Executive Committee shall serve as the Vice Chairperson of the Faculty, and shall act on behalf of the Chairperson in his/her absence.

3.123 The Vice Chairperson of the Faculty shall serve as an *ex officio* member of the Committee on Student Progress.

3.13 Secretary

3.131 The Executive Committee of the Faculty shall elect from its elected membership a Secretary.

3.132 The Secretary of the Executive Committee shall serve as the Secretary of the Faculty.

3.133 The Secretary of the Faculty shall:

3.1331 Maintain minutes of all Faculty and Executive Committee meetings.

3.1332 Maintain a current roster of the membership of the Faculty.

3.1333 Make arrangements for elections and meetings of the Faculty and the Executive Committee.

3.1334 Serve as *ex officio* member of the Admissions Steering Committee. (Am. 3/20/98)

Article 4.0 Organization

4.1 The Faculty shall be organized into three/four Groups in order to facilitate Faculty elections and interaction in areas of mutual concern. These Groups and their constituent departments are:

4.11 **The Preclinical Sciences:**

Biological Chemistry and Molecular Medicine
Cell Biology and Human Anatomy
Physiology and Membrane Biology
Medical Microbiology and Immunology
Pharmacology and Toxicology
(Am. 12/31/94; 3/1/04)

4.12 **The Medical Clinical Sciences:**

Dermatology
Emergency Medicine
Family and Community Medicine
Internal Medicine
Neurology
Pediatrics
Physical Medicine and Rehabilitation
Psychiatry and Behavioral Sciences
Public Health Sciences
(Am. 12/31/94; 11/22/96, 6/28/04; 7/1/04)

4.13 **The Surgical Clinical Sciences:**

Anesthesiology and Pain Medicine
Neurological Surgery
Obstetrics/Gynecology
Ophthalmology and Visual Sciences
Orthopaedic Surgery
Otolaryngology
Pathology and Laboratory Medicine
Radiation Oncology
Radiology
Surgery
Urology
(Am. 10/28/83; 11/22/96; 3/1/04; 8/4/04)

4.14 Faculty with appointments in the School of Medicine with Academic Senate titles who also hold appointments in the VA Northern California ~~Health Care System~~ System of Hospitals and Clinics. (Am. 12/31/94)

4.15 Additions or deletions from these groups will be made in accordance with Article 4.22123. (Am. 12/31/94)

4.2 Committees

4.21 Appointments, Tenure, ~~and~~ Quorum, and Voting.

4.211 Except for the Executive Committee or as otherwise indicated in these Bylaws, all Standing Committees of the Faculty shall be appointed annually prior to July 1. (Am. 12/31/94)

4.212 Ad hoc Committees may be appointed by the Executive Committee, who shall designate chairpersons for these committees, and the duration of the committees. ~~Non-Academic Senate faculty may serve on such committees without vote.~~ (Am. 12/31/94, 6/22/01)

4.213 Except for the Executive Committee, all Committees of the Faculty shall have a quorum defined as a simple majority of the voting members. (En. 6/22/01)

4.214 All members of the Standing Committees of the Faculty and Ad hoc Committees appointed by the Executive Committee, unless otherwise indicated in these Bylaws, may vote on questions that will be referred to the Faculty Executive Committee for approval and on questions that will be referred for final Academic Senate action to another Academic Senate agency. Voting rights are extended to Faculty who are non-members of the Academic Senate to the fullest degree permitted by Legislative Ruling 12.75 of the Academic Senate of the University, which states that "Only members of the Academic Senate may vote in Senate agencies when those agencies are taking final action on any matter for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may be given the right to vote on other questions, such as those that involve only recommendations to other Senate agencies, but only by explicit Bylaw provisions."

4.22 Standing Committees of the Faculty.

4.221 **Executive Committee**

4.2211 Membership: The Executive Committee of the Faculty shall consist of the following members: (Am. 6/5/78; 7/14/79; 12/31/94)

4.22111 Six faculty, who are members of the Academic Senate and who hold the rank of Associate Professor or above, but do not hold an appointment as dean, shall be elected: two each by the Faculty of the Preclinical Sciences, the Medical Clinical Sciences and the Surgical Clinical Sciences. One member from each group shall be elected each year for a two-year term of office. No individual shall serve more than two consecutive terms. Only one faculty member from a department may represent a Group on the Executive Committee at one time. For the purpose of these elections, organized divisions having three or more faculty members will be considered as departments. (Am. 7/1/83; 12/31/94)

4.22112 The Dean of the School of Medicine *ex officio*, who may delegate his/her proxy, to serve without vote. (Am. 12/31/94; 11/30/07)

4.22113 Two faculty, who are members of the Academic Senate and who do not also hold an appointment as dean, shall be elected at-large from and by the entire faculty. The term of office shall be two years. One at-large member shall be elected each year. (Am. 7/22/80; 7/1/83; 12/31/94)

4.22114 One member of the faculty with appointment in the School of Medicine who also holds an appointment in the VA Northern California System of Hospitals and Clinics at the Associate Professor level or higher, who is a member of the Academic Senate but does not hold an appointment as dean, shall be elected every other year by the members of the faculty who hold appointment in the VA Northern California System of Hospitals and Clinics. (En. 7/1/83; Am. 12/31/94)

4.22115 The Chief of the Medical Staff UCD Medical Center *ex officio*. (En. 6/5/78; Am. 7/14/83)

4.22116 One member from the non-Academic Senate faculty, to be elected by non-Academic Senate faculty every other year, to serve without vote. The term of office shall be two years. (En. 12/31/94)

4.22117 The immediate past Chairperson of the Faculty *ex officio*. (En. 6/5/78; Am. 7/14/83; 12/31/94)

4.22118 Election to the Executive Committee shall be in accord with the following:

4.221181 Each of the constituent groups shall elect one member of the Executive Committee annually. Prior to the last week of April, the

Secretary of the Faculty will solicit nominations by mail from all voting members of each group. No nominations will be accepted after May 10. A ballot will be prepared by the Secretary listing all nominees and distributed to voting members of the appropriate group by mail. Ballots shall be returned within 14 working days to be valid. In the event of no nominee gaining a plurality of votes, election shall be determined by a runoff election between the 2 persons receiving the largest number of votes. (Am. 7/1/83; 12/31/94)

4.2212 Duties and Responsibilities. This Committee shall:

4.22121 Consider all matters of general concern to the Faculty.

4.22122 Bring before the Faculty any recommendations generated by it, by the other Standing Committees and by Special Committees of the Faculty.

4.22123 Make recommendations to the Faculty concerning the disposition of existing or new departments and organized divisions into groups defined in Article 4.0.

4.22124 Circulate to the Faculty all important motions at least two days in advance of the regular meeting of the Faculty.

4.22125 Act for the Faculty within the Bylaws and Regulations of the Faculty of the School of Medicine. All actions taken on behalf of the Faculty shall be reported to the Faculty at the next meeting. (En. 6/5/78)

4.22126 Appoint ad hoc committees as necessary. (Am. 12/31/94)

4.22127 Approve for the Faculty all questions voted on by the Standing Committees of the Faculty and Ad hoc Committees appointed by the Executive Committee, and to submit the approved questions to the Dean of the School of Medicine and/or his/her proxy as indicated in the Bylaws.

4.2213 The quorum for the Executive Committee shall be one-half plus one of the elected voting members. (En. 6/5/78; 12/31/94; 11/22/96)

4.222 **Committee on Committees**

4.2221 Membership: The members of the Executive Committee.

4.2222 The Chairperson of the Executive Committee shall act as Chairperson of the Committee on Committees.

4.2223 Duties and Responsibilities

4.22231 Appointment of all Standing Committees of the Faculty.

4.22232 Appointment of other committees. (Am. 12/31/94)

4.22233 Selection of chairpersons of all Standing and other committees except as specified otherwise in the Bylaws.

4.22234 Appointment of replacements for the Executive Committee from the appropriate Group and for members elected at-large in the event of a vacancy. (En. 6/5/78; Am. 11/75; 12/31/94)

4.223 **Admissions Committee**

4.2231 Membership

- 4.22311 Each member of the Admissions Committee will belong to one or more of the subcommittees described below. (Am. 6/5/78; 7/14/79; 12/31/94; 3/20/98; 11/17/06)
- 4.22312 The Committee and subcommittees shall be chaired by an Academic Senate faculty member, with some of the subcommittees chaired by the Chair of the Admissions Committee (where noted). (Am. 12/31/94; 11/17/06; 11/30/07; 6/25/08)
- 4.22313 Unless specifically stated otherwise below, membership on the Committee shall be for a term of three years with a renewal option by the Committee on Committees. Members shall represent the diversity of the faculty with participation from both basic and clinical sciences. The subcommittees may include volunteer clinical faculty and other non-Senate faculty. Housestaff officer/fellow and medical student terms will be conditional based on feasibility, being one year with the option of renewing twice. (Am. 12/31/94; 3/20/98; 11/17/06; 6/25/08)
- 4.22314 All appointments will be carried out by the Committee on Committees, in consultation with the Dean-level administrative officer with the most appropriate portfolio (hereafter referred to as the “Dean of Admissions”). (Am. 6/25/08)
- 4.22315 A Steering Subcommittee shall include the chairs of all subcommittees described below (Screening, Selection, Interview, and Policy). The Secretary of the Faculty and the Dean of Admissions shall serve ex officio, the latter without vote. The Chair of the Admissions Committee shall chair the Steering Subcommittee. (En. 11/5/85; Am. 12/31/94; 3/20/98; 11/17/06; 11/30/07; 6/25/08)
- 4.22316 A Screening Subcommittee will consist of at least seven faculty, including at least two Academic Senate members. It shall also include, if feasible, one or more senior housestaff officers/fellows and a medical student. (En. 3/20/98; Am. 11/17/06; 6/25/08)
- 4.22317 The Interview Subcommittee will consist of at least seven faculty, including at least two Academic Senate members. It shall include, if feasible, one or more housestaff officers/fellows and a medical student. The subcommittee will be chaired by the Chair of Admissions. (Am. 6/25/08)
- 4.22318 One or more Selection Subcommittees will consist of at least four faculty, including at least two Academic Senate members. The Subcommittees shall also include two student representatives and a housestaff officers/fellow, if feasible. (En. 11/17/06; 6/25/08)
- 4.22319 A Policy Subcommittee with at least four faculty members, two of whom belong to the Academic Senate, shall be convened from Admission Committee members from above, ad hoc. The subcommittee will also have a student and housestaff officer/fellow representative from above, if feasible. The subcommittee will be chaired by the Chair of Admissions. (En. 11/17/06; 6/25/08)
- 4.22320 A Rural-PRIME (Program in Medical Education) Admission Subcommittee will consist of at least four faculty members, two of whom belong to the Academic Senate. It shall also include two student representatives and a housestaff officer/fellow, if feasible. (Am. 6/25/08)
- 4.2232 Duties and Responsibilities
- 4.22321 The Committee shall evaluate the credentials of applicants for admission to the School of Medicine. It will meet at least once each year (a joint meeting of all of

the subcommittees) to hear reports from each subcommittee chair. It will also provide an annual report to the Faculty Executive Committee. (Am. 6/5/78; 11/17/06)

- 4.22322 The Steering Subcommittee will provide oversight and integration of the admissions process, inform changes as necessary, and make the final recommendation regarding admissions taking into consideration the advice of the Selection Subcommittee(s) (see 4.22324). Its recommendations for admissions will be submitted to the Executive Committee for expeditious approval, who in turn will submit approved recommendations to the Dean of Admissions and the Dean of the School of Medicine. It will also provide advice to the Selection Subcommittee(s) on questions raised. The subcommittee shall meet at least quarterly. (Am. 11/17/06)
- 4.22323 The Screening Subcommittee will conduct initial screening of applications and prioritize applicants for interviews by following the policies and procedures developed by the Policy Subcommittee. (En. 11/17/06)
- 4.22324 The Interview Subcommittee will undergo training on methods, conduct interviews and prioritize applicants for the Selection Subcommittees by following the policies and procedures developed by the Policy Subcommittee. (Am. 6/25/08)
- 4.22325 The Selection Subcommittee(s) will review all data available during the admissions process and assemble a list of applicants whose acceptance is recommended, ranked numerically in order of overall preference, and present this information to the Steering Subcommittee and the Dean of Admissions. (En. 11/17/06; 6/25/08)
- 4.22326 The Policy Subcommittee shall assess, review, and enhance the admissions process in coordination with the other admissions subcommittees. (En. 11/17/06; 6/25/08)
- 4.22327 The Rural-PRIME (Program in Medical Education) Admission Subcommittee will screen, interview and prioritize applicants for the Selection Subcommittees by following the policies and procedures developed by the Policy Subcommittee. Applicants will need to be accepted for MD and Rural-PRIME criteria sets, with the Selection Subcommittees determining the former and the Rural-PRIME Subcommittee determining the latter. (Am. 6/25/08)

4.224 **Committee on Educational Policy**

4.2241 Membership

- 4.22411 The Committee shall consist of at least nine faculty members representative of the courses of all four years. At least two-thirds of the Committee's members, including its chair, shall be members of the Academic Senate. ~~Non-senate members shall serve without vote.~~ At least one member shall also be a member of the Faculty Executive Committee. (Am. 12/31/94; 3/20/98, 6/22/01)
- 4.22412 One or two Dean-level administrative officers whose portfolios include medical education and the curriculum, to serve *ex officio* and without vote. (Am. 1/19/79; 12/31/94; 11/30/07)
- 4.22413 One medical student representative and one alternate from each class, selected by that class and appointed by the Committee on Committees, to serve without vote. ~~to serve without vote.~~ (Am. 12/14/76; 11/5/85; 12/31/94, 3/20/98)
- 4.22414 Faculty membership on the Committee shall be for a term of three years. (Am. 12/31/94)

- 4.22415 The Fourth Year Oversight Subcommittee of the Committee shall be composed of at least three Instructors of Record or department representatives of clinical clerkships. Faculty members of the Subcommittee shall be appointed by the Chair of the Committee for a term of three years. One faculty member who serves on the Committee on Student Progress shall be appointed by the Chair of the Committee on Student Progress to serve on the Subcommittee. One Dean-level administrative officer whose portfolio includes medical education or student affairs shall also serve on the Subcommittee *ex officio* and without vote. The Chair of the Subcommittee shall be nominated by the Chair of the Committee for approval by the Committee on Committees. (Am. 2/23/09)
- 4.22416 The Level Two Course Evaluation Subcommittee will be composed of at least two current Committee faculty members familiar with the curriculum, one from Basic Science and one from Clinical Science courses. Faculty members of the Subcommittee shall be appointed by the Chair of the Committee for a term of three years. The Subcommittee shall include at least one medical student representative from each medical school class, if feasible. The Chair of the Subcommittee shall be a member of the Committee, and shall be nominated by the Chair of the Committee for approval by the Committee on Committees. (Am. 2/23/09)
- 4.22417 The Block Council shall be composed of at least one Instructor of Record from each of the first three curricular years. In addition, the Chair of the Level Two Course Evaluation Subcommittee shall serve on the Block Council. The Block Council is appointed by the Chair of the Committee for a term of three years. The Chair of the Block Council shall be a member of the Committee, and shall be nominated by the Chair of the Committee for approval by the Committee on Committees. (Am. 2/23/09)
- 4.2242 Duties and Responsibilities
- 4.22421 To define and implement, with the consent of the Faculty Senate, the goals, objectives, and structure of the curriculum including the competencies, attitudes, skills, and knowledge expected of each student. (En. 3/20/98)
- 4.22422 To oversee curricula and evaluate course content on the basis of definitions derived per 4.22421, to identify areas of deficiency and redundancy in the curriculum, and to work with instructors to correct these where appropriate. (Am. 12/31/94; 3/20/98)
- 4.22423 To assign, with the consent of the departments involved, the responsibility for teaching of curricular areas. (En. 3/20/98)
- 4.22424 To assess teaching and student evaluation methods and to establish teaching and student evaluation guidelines for instructors. (En. 3/20/98)
- 4.22425 To prepare for the vote of the Faculty pursuant to articles 4.22122 and 5.1 proposals for major changes in the curriculum or course structure involving a change of more than one credit unit of a required course or change of the year a required course is offered, or the addition of a new required course. (En. 3/20/98)
- 4.22426 To report to the Faculty Executive Committee unresolved problems in the teaching of the curriculum. (En. 3/20/98)
- 4.22427 To consult with the Admissions Committee on the academic prerequisites for admission, and to recommend any changes to the Faculty Executive Committee. (Am. 12/31/94)
- 4.22428 To recommend to appropriate faculty criteria for the evaluation and promotion

of students. (Am. 12/14/76; 3/20/98)

- 4.22429 To recommend to appropriate faculty criteria for student evaluation of faculty teaching performance. (Am. 12/14/76; 12/31/94; 3/20/98)
- 4.22430 The Fourth Year Oversight Subcommittee is responsible for approval of fourth year curriculum programs submitted by students and their advisors and making recommendations for changes to the Committee in fourth year requirements. (Am. 2/23/09)
- 4.22431 The Level Two Course Evaluation Subcommittee is an advisory subcommittee responsible for periodic, in-depth evaluation of courses and clerkships. (Am. 2/23/09)
- 4.22432 The Block Council is an advisory subcommittee responsible for integration of the curriculum for the first three years. (Am. 2/23/09)

4.225 **Committee on Student Progress**

4.2251 Membership

- 4.22511 Eight members of the Academic Senate will be named by the Committee on Committees for four-year-staggered terms, and members may be re-appointed for consecutive terms. Initial appointments shall be for a term of from one to four years to accommodate future four-year staggered terms. Members shall be faculty who have been major contributors to the teaching of medical students. There shall at all times be at least two representatives of basic science departments. Additionally, up to two non-Academic Senate faculty may be appointed ~~to serve without vote~~. (En. 3/20/98, Am. 6/22/01)
- 4.22512 One or two Dean-level administrative officers whose portfolios include curriculum and student affairs, *ex officio* and without vote, and the Vice Chair of the Faculty, *ex officio*. (Am. 1/19/79; 12/31/94; 3/20/98; 3/26/07; 11/30/07)
- 4.22513 The Chair and Vice Chair of the Committee on Student Progress shall be members who have been members of the Committee for at least one year and will be selected annually by the Committee on Committees. (En. 3/20/98; 3/26/07)

4.2252 Duties and Responsibilities (Am. 3/20/98)

- 4.22521 The Committee on Student Progress shall ensure the formulation and application of effective procedures for the evaluation of student performance, which is defined to include both academic achievement and professional competence, as stated in Regulation 70 (A).
- 4.22522 The Committee shall review the progress of all students and shall certify that each student has met the stated criteria for academic advancement in all phases of the curriculum. Academic advancement must be certified by the Committee for the promotion of students into the "Required Clerkship Curriculum/Additional Courses" (formerly years 3 & 4). (Am. 3/26/07)
- 4.22523 The Committee shall determine, in coordination with Instructors of Record, a course of remediation for each student for whom performance deficiencies have been identified, and shall notify those students with performance deficiencies, in writing, of the required course of remediation. (Am. 3/26/07)
- 4.22524 The Committee, at its discretion, may communicate with the appropriate Instructors of Record about the status of any student who is on academic probation for performance deficiencies and/or professional competence. The Committee shall assist in determining a course of remediation (when

appropriate) and monitoring of the students' performance or professional competence. (Am. 11/30/07)

- 4.22525 The Committee shall provide an opportunity for the student with performance deficiencies, and the student's academic advisors and/or College advisor and Director, to meet with the Committee prior to a decision as to remediation or dismissal. (Am. 3/26/07)
- 4.22526 The Committee shall have the authority in accord with Regulation 80 to: place a student on academic probation, establish the duration of probation, prescribe appropriate steps for the remediation of a student's performance deficiencies, remove a student from academic probation, and to recommend dismissal of a student to the Executive Committee, who will be responsible for notifying the Dean of the School of Medicine of dismissals of which they approve in a timely fashion. (Am. 3/26/07)
- 4.22527 The ~~Committee shall communicate a recommendation to dismiss a student to the Dean who~~ shall notify the student of the Dean's decision regarding dismissal within 10 working days of receiving the approved recommendation of the Executive Committee. (Am. 3/26/07)
- 4.22528 The Committee shall consider and may meet with any students whose academic progress, although not failing, is such as to be a cause of concern that future difficulties may ensue, and will provide the student guidance as to possible ways to be more successful.
- 4.22529 Annually, the Committee shall recommend to the Executive Committee ~~Faculty~~ the candidates for the degree of Doctor of Medicine.
- 4.22530 In the case of a successful appeal of dismissal from the School of Medicine the Committee shall approve the course of study required of the student in order to graduate from the School of Medicine. (Am. 3/26/07)
- 4.22531 The Committee shall seek to ensure that course grades are reported to the student and to the School of Medicine Registrar in a timely manner. (Am. 3/26/07)

4.226 **Committee for Research Affairs**

4.2261 Membership

- 4.22611 Nine or more individuals of any professorial category and may include individuals in the Professional Research Series. At least two-thirds of the Committee, including its chair, shall be members of the Academic Senate. ~~Only Academic Senate members may vote.~~ The term of office normally shall be for three years. (Am. 12/31/94, 6/22/01)
- 4.22612 The Dean-level administrative officer or officers (up to two) whose portfolios include research affairs *ex officio* and without vote. (Am. 12/31/94; 11/30/07)

4.2262 Duties and Responsibilities

- 4.22621 To review applications for research support awarded within the School of Medicine and UCDMC. (Am. 12/31/94)
- 4.22622 To advise the Executive Committee on matters relating to research. (Am. 12/31/94)
- 4.22623 To review and recommend to the Executive Committee ~~select~~ candidates from any of the medical classes or from the medical faculty for research awards. (Am.

12/31/94)

4.227 **Health Sciences Library Committee**
(A joint committee with the School of Veterinary Medicine)

4.2271 Membership

- 4.22711 Six members, of any professorial category, shall be appointed; three from the School of Veterinary Medicine and three from the School of Medicine. Committee members from the School of Medicine shall be members of the Academic Senate. Additionally, two non-Academic Senate faculty members, one each from the School of Medicine and School of Veterinary Medicine may be appointed to serve without vote. The term of office normally shall be for three years. (Am. 1/19/79, 6/22/01, 11/14/08)
- 4.22712 One medical student representative from each class, if feasible, who shall be an associate member without vote, selected by that class and appointed by the Committee on Committees. (Am. 12/14/76; 12/31/94, 11/14/08)
- 4.22713 Up to two UC Davis Medical Center or UC Davis School of Veterinary Medicine housestaff representatives, if feasible, may be appointed by the Committee on Committees. They shall be associate members without vote. The term of office normally shall be for one year. (Am. 11/14/08)
- 4.22714 The Health Sciences Librarian, *ex officio* and non-voting. (Am. 11/14/08)
- 4.22715 The Chair shall alternate between the two schools annually. (Am. 11/14/08)

4.2272 Duties and Responsibilities

To recommend on acquisitions, operating policy, capital improvements and personnel of the Health Science Libraries. (Am. 11/14/08)

4.228 **Committee on Rules, Jurisdiction and Organization**

4.2281 Membership: Three or more members of the Academic Senate. (Am. 12/31/94)

4.2282 Duties and Responsibilities

- 4.22821 Upon request of the Faculty Executive Committee to view recommendations of Committees of the Faculty in order to assure consistency with existing rules and regulations of the School of Medicine. (Am. 12/31/94)
- 4.22822 To assure due process for the consideration and adjudication of requests for grade changes in accordance with the provisions of Regulation 540(E) of the Davis Division. (En. 6/5/78; Am. 11/5/85; 12/31/94)
- 4.22823 To act as a Committee to evaluate and recommend action on formal appeals of dismissal as allowed by Regulation 80(D). (Am. 12/31/94, 3/20/98)

4.229 **Committee for Honors and Awards**

4.2291 Membership

- 4.22911 ~~Two Three~~ or more members of the Academic Senate and one or more members of the non-Senate faculty. (Am. 12/31/94)
- 4.22912 Two student representatives, preferably from the third and fourth year medical classes, to be selected by the Chair and appointed by the Committee on Committees, to serve without vote. (Am. 12/31/94, 6/22/01, 2/23/09)

4.2292 Duties and Responsibilities

- 4.22921 To develop and maintain an effective system for the distribution of honors and awards to students. (Am. 12/31/94)
- 4.22922 To select as recipients of awards those students in the senior class who have demonstrated consistent excellence. To recommend to the Executive Committee Faculty the distribution of such awards. (Am. 12/31/94)
- 4.22923 To select and recommend to the Executive Committee recipients from any of the medical classes or medical faculty for specifically defined awards.
- 4.22924 To advise on criteria for the establishment of new awards and guidelines for selecting recipients. (En. 8/22/80)

4.230 **Committee on Faculty Affairs**

- 4.2301 Membership: At least four faculty at the full Professor rank, with appointment of emeriti faculty encouraged. At least three of the four shall be members of the Academic Senate. ~~Only Academic Senate members may vote.~~ The term of office normally would be three years. (Am. 6/22/01)
- 4.2302 Duties and Responsibilities
 - 4.23021 To act as an ombudsman.
 - 4.23022 To advise the Executive Committee on publication matters such as plagiarism, censorship and right of authorship.
 - 4.23023 To advise the Executive Committee in matters involving academic freedom, including issues related to discrimination.
 - 4.23024 To consider appeals and special problems relating to faculty appointments and promotions.
 - 4.23025 To consider other matters pertinent to faculty welfare. (Am. 6/14/96; 11/22/96)

4.231 **Research Space Advisory Committee**

- 4.2311 Membership
 - 4.23111 Three or more faculty members with appointments in the School of Medicine with Academic Senate titles or adjunct professor titles at the associate or full professor rank. At least two-thirds of the Committee shall be members of the Academic Senate. Those with adjunct professor titles shall serve without vote. Deans are excluded from service on this committee. At least one member shall have a primary appointment in a preclinical department and at least one member shall have a primary appointment in a clinical department. The term of office normally shall be for three years. (Am. 6/22/01)
 - 4.23112 The Dean-level administrative officer of officers (up to two) whose portfolios include research space, *ex officio* and without vote. (Am. 11/30/07)
- 4.2312 Duties and Responsibilities
 - 4.23121 To advise the Executive Committee, who in turn will vote to approve and communicate this advice to -the Dean or Deans with portfolios including research space on the setting of policy for allocation of research space to the Faculty of the School of Medicine, both preclinical and clinical, and to advise the Executive Committee, who in turn will vote to approve and communicate this advice to Dean or Deans with portfolios including research space regarding the implementation of these policies. (En. 11/22/96; 11/30/07)

4.232 **Research Space Allocation Appeals Committee**

4.2321 Membership: Three or more faculty members with appointments in the School of Medicine with Academic Senate titles at the associate or full professor rank as defined in Standing Order of the Regents, 105.1. Department chairs and deans are excluded from service on this committee. At least one member shall have a primary appointment in a preclinical department and at least one member shall have a primary appointment in a clinical department. The term of office normally shall be for three years.

4.2322 Duties and Responsibilities

4.23221 To hear complaints and appeals of individual faculty members with regard to intradepartmental assignment of research space, and to transmit their findings and recommendations regarding such appeals to the Executive Committee, who in turn will vote to approve and communicate these findings and recommendations to the Dean or Deans with portfolios including research_space and the department chair. (En. 11/22/96; 11/30/07)

Article 5.0 Meetings of the Faculty

5.1 Ordinarily, the Faculty will meet quarterly with a minimum of two week's notice prior to each meeting. A meeting can conduct business with 10 percent of the Academic Senate Voting Faculty, but all actions and/or decisions regarding substantive issues, including changes in Bylaws or Regulations, and changes in the medical curriculum, shall be determined by a ~~mail~~-ballot of the Faculty. On those occasions when the Faculty vote on any matter for the Academic Senate or advising in the name of the Academic Senate, votes of Academic Senate and non-Academic Senate members shall be recorded separately. The specific votes of Academic Senate members will be transmitted, together with the overall approval or disapproval of issues by the non-Senate members of the Faculty. (Am. 12/31/94)

5.2 The agenda of a regular meeting of the Faculty shall include, in the following order:

- Consideration of the minutes of the preceding Faculty meeting
- Announcements by the President of the University of California
- Announcements by the Chancellor of the Davis Campus
- Announcements by the Dean of the School of Medicine
- Announcements by the Director of Hospitals and Clinics
- Announcements by the Chairperson of the Faculty
- Reports of Standing Committees
- Reports of Special Committees
- Petitions of Students
- Unfinished Business
- New Business

5.3 The Chairperson of the Faculty shall preside. In the absence of the Chairperson, the Vice Chairperson shall preside. Should the Vice Chairperson also be absent, the Secretary shall preside.

5.4 All Faculty members of the School of Medicine shall have the privilege of the floor. (Am. 12/31/94)

5.5 Robert's Rules of Order shall govern meetings of the Faculty and all meetings and activities of Committees herein allowed or specified. (Am. 12/31/94)

5.6 The Faculty may meet in special session with at least 24 hours notice, under the following circumstances:

5.61 After a call to meeting by the Chairperson.

5.62 After delivery to the Secretary of a written request.
The request must:

5.621 Include the subject of the meeting and any resolutions proposed by those requesting the meeting.

5.622 Be signed by eight ~~voting~~ members of the Faculty.

- 5.623 Be acted upon within 48 hours by the scheduling of a meeting to occur within five calendar days from receipt of the request.
- 5.63 The call to meeting shall include the subject of the meeting and any resolutions proposed by those requesting the meeting.
- 5.64 The agenda of a special session shall be confined to the subjects announced in the call to meeting and will not follow the provisions of Article 5.2 unless desired by a majority of those present.

Article 6.0 Amendment of Bylaws and Regulations

- 6.1 These Bylaws and Regulations may be amended by a two-thirds vote of the Academic Senate Faculty casting ballots. A written notice of the proposed change must be ~~transmitted mailed~~ to each member of the Faculty at least five calendar days before the meeting at which the change is considered. Voting shall be by ballots ~~transmitted mailed~~ by the Secretary of the Faculty within ten calendar days after the meeting. Voting shall close 14 calendar days after ~~transmission mailing~~ of the ballot. (En. 6/5/78; Am. 12/31/94)
- 6.2 No change in the Bylaws may be made that will be in conflict with the Bylaws, Regulations, or Legislative Rulings of the Academic Senate of the University.

Proposed Bylaws and Regulations Changes

Committee on Student Progress

- The proposed bylaws and regulations changes will clarify the procedures and regulations for the Committee on Student Progress in handling students with academic deficiencies.
- This proposal was presented at the General Faculty meeting on October 27, 2010.

4.225 Committee on Student Progress

4.2251 Membership

- 4.22511 Eight members of the Academic Senate will be named by the Committee on Committees for four-year-staggered terms, and members may be re-appointed for consecutive terms. Initial appointments shall be for a term of from one to four years to accommodate future four-year staggered terms. Members shall be faculty who have been major contributors to the teaching of medical students. There shall at all times be at least two representatives of basic science departments. Additionally, up to two non-Academic Senate faculty may be appointed to serve without vote. (En. 3/20/98, Am. 6/22/01)
- 4.22512 One or two Dean-level administrative officers whose portfolios include curriculum and student affairs, *ex officio* and without vote, and the Vice Chair of the Faculty, *ex officio* (Am. 1/19/79; 12/31/94; 3/20/98; 3/26/07; 11/30/07)
- 4.22513 The Chair and Vice Chair of the Committee on Student Progress shall be members who have been members of the Committee for at least one year and will be selected annually by the Committee on Committees. (En. 3/20/98; 3/26/07)

4.2252 Duties and Responsibilities (Am. 3/20/98)

- 4.22521 The Committee on Student Progress shall ensure the formulation and application of effective procedures for the evaluation of student performance, which is defined to include both academic achievement and professional competence, as stated in Regulation 70 (A).
- 4.22522 The Committee shall review the progress of all students and shall certify that each student has met the stated criteria for academic advancement in all phases of the curriculum. Academic advancement must be certified by the Committee for the promotion of students into the “Required Clerkship Curriculum/Additional Courses” (formerly years 3 & 4). (Am. 3/26/07)
- 4.22523 The Committee shall determine, in coordination with Instructors of Record, a course of remediation for each student for whom performance deficiencies have been identified, and shall notify those students with performance deficiencies, in writing, of the required course of remediation. (Am. 3/26/07)
- 4.22524 The Committee, at its discretion, may communicate with the appropriate Instructors of Record about the status of any student who is on academic probation for performance deficiencies and/or professional competence. The Committee shall assist in determining a course of remediation (when appropriate) and monitoring of the students’ performance or professional competence. (Am. 11/30/07)

- 4.22525 The Committee shall provide an opportunity for the student with performance deficiencies, ~~to bring a School of Medicine faculty member for personal support and the student's academic advisors and/or College advisor and Director,~~ to meet with the Committee prior to a decision as to remediation or dismissal. (Am. 3/26/07)
- 4.22526 The Committee shall have the authority in accord with Regulation 80 to: place a student on academic probation, establish the duration of probation, prescribe appropriate steps for the remediation of a student's performance deficiencies, remove a student from academic probation, and to recommend dismissal of a student to the Dean of the School of Medicine. (Am. 3/26/07)
- 4.22527 The Committee shall communicate a recommendation to dismiss a student to the Dean who shall notify the student of the Dean's decision regarding dismissal within 10 working days of receiving the recommendation of the Committee. (Am. 3/26/07)
- 4.22528 The Committee shall consider and may meet with any students whose academic progress, although not failing, is such as to be a cause of concern that future difficulties may ensue, and will provide the student guidance as to possible ways to be more successful.
- 4.22529 Annually, the Committee shall recommend to the Faculty the candidates for the degree of Doctor of Medicine.
- 4.22530 In the case of a successful appeal of dismissal from the School of Medicine the Committee shall approve the course of study required of the student in order to graduate from the School of Medicine. (Am. 3/26/07)
- 4.22531 The Committee shall seek to ensure that course grades are reported to the student and to the School of Medicine Registrar in a timely manner. (Am. 3/26/07)

Regulations of the Faculty of the School of Medicine

50. (A) Admission to Regular Status. To be admitted to the School of Medicine, students must have completed successfully at least three academic years at the university level, and must have met other requirements prescribed by the Faculty of the School of Medicine. The Faculty may recommend to the Dean limiting the enrollment of students to a number consistent with the facilities available for instruction. (Am. 12/31/94)
- (B) Waiver of Academic Criteria for Admission. Waivers of the minimum academic criteria for admission to the School of Medicine are granted only by the Faculty of the School through the action of the Executive Committee. Waivers are considered only for individual applicants and upon request by the Chairperson of the Admissions Committee.
- (C) Admission to Advanced Standing. A student may be admitted by action of the Admissions Committee at a level more advanced than the regular entering level, but not beyond the beginning of Year Three, provided that the applicant meets the entrance requirements for regular status in the School of Medicine, the applicant has satisfactorily completed courses elsewhere that are substantially equivalent to those offered by the School of Medicine, and has met all other requirements necessary for the advanced status requested. An applicant for advanced standing may be required to pass a special examination to establish his/her qualifications for admission to Advanced Standing.
60. Requirements for the Degree of Doctor of Medicine.
- (A) Academic requirements for the degree of Doctor of Medicine are:

- (1) Students are expected to adhere to a schedule that will result in graduation 4 years after matriculation. Requests for exception to this 4-year rule require approval by the Committee on Student Progress. Failure to adhere to the 4-year timetable without written approval from the Committee on Student Progress may result in academic probation. Standing exceptions include approved leaves and approved dual degree/research tracks which require a modified curriculum. Committee on Student Progress recommendations that involve/require extensions of the 4-year rule are de facto approval of the extension time. Extension of the time allowed for satisfaction of the requirements for graduation beyond six years from time of matriculation will require specific action by the Committee on Student Progress. (Am. 11/5/85; 12/31/94; 3/26/07)
 - (2) The candidate must have completed and successfully passed the “Pre-Clerkship Curriculum” (formerly years 1 & 2) before beginning the “Required Clerkship Curriculum/Additional Courses” (formerly years 3 & 4). The candidate must have taken and passed Step I of the United States Medical Licensing Examination before continuing the courses of the “Required Clerkship Curriculum/Additional Courses.” The candidate must have taken and passed Step II, both Clinical Knowledge and Clinical Skills components, prior to graduation. (Am. 6/22/81; 5/27/92; 6/14/99; 6/27/02; 3/26/07)
 - (3) The candidate must have satisfactorily completed the required clinical clerkships at either the University of California Davis Medical Center (UCDMC) or other training sites in programs approved by the clerkship Instructors of Record and the Committee on Educational Policy. (Am. 8/22/80; 12/31/94; 3/26/07)
 - (4) The candidate must have behaved and performed in a manner consistent with professional standards necessary for the practice of medicine, and must have achieved the general competencies required by the School of Medicine, including established competencies in patient care, medical knowledge, interpersonal and communication skills, professionalism, system-based practice, life-long learning skills, and practice-based learning. (En. 7/1/82; Am. 11/5/85; 3/26/07)
- (B) Prior to graduation the Committee on Student Progress shall present to the Executive Committee of the Faculty the list of recommended candidates for their presentation to the Faculty for action. (Am. 12/31/94)

70. Grades and Grading.

- (A) The Instructor of Record of each course shall on or before the first day of instruction have provided to each student the goals and objectives of the course, including knowledge and performance standards, how the student is to be evaluated, and criteria for specific grades. The performance of a physician requires competency in interpersonal relations, integrity, dependability, communication and English language skills, as well as knowledge and technical skills. Therefore, the academic standards of every course, to the extent the course requires and can assess, shall include, but not be limited to: reliability in attendance and participation; respect for individuals; demeanor which engenders confidence by patients and colleagues; interaction and procedures with patients which are within legal and ethical bounds and meet requirements of professional supervision; ability to work effectively with classmates, faculty, and in clinical courses with housestaff, other health professionals and patients. (En. 3/20/98; Am. 3/26/07; Am. 6/19/09)
- (B) The work of all students in any of the required courses in the “Pre-Clerkship Curriculum” for the M.D. degree shall be reported only in terms of two grades, P (Pass) or F (Failure), or as one of three provisional marks: I (incomplete but work of passing quality), Y (provisional, work of non-passing quality), and IP (in progress). For the “Required Clerkship Curriculum/Additional Courses” the work shall be reported in three grades, H (Honors), P, or F, or as one of three provisional marks: I, Y, and IP. (Am. 12/2/88; 1/7/92; 12/31/94; 6/14/99; 11/20/00; 3/26/07; 2/20/08)
- (C) The provisional mark of Incomplete (I) shall be assigned only when the student's work is of passing quality, but is incomplete for good cause, as determined by the Instructor of Record. The student is entitled to replace the I by a P grade and to receive unit credit provided he/she satisfactorily completes the work of the course in a way specified by the Instructor of Record. If course requirements have not been completed within the time limit specified by the Committee on Student Progress, the Instructor of Record will submit an F grade. (Am. 7/1/83; 12/31/94; 3/26/07; 02/20/08)
- (D) The numerical scores for courses in the “Pre-Clerkship Curriculum”, which use quantitative measures of

performance, will be retained by the Office of Medical Education for at least as long as a student remains in medical school. This information is for advising purposes, remediation plans, awards and honors, or for IRB-approved educational research purposes, and will not be recorded in official transcripts. (En. 11/20/00; Am. 3/26/07)

- (E) The Y is a provisional mark that will be assigned to allow a student the opportunity to remediate a deficiency and improve a failing grade. A P grade will be awarded with remediation of the Y. Failure to remediate the Y will result in an F grade. (Am. 7/1/83; 12/31/94; 3/20/98; 6/14/99; 11/20/00; 3/26/07; 2/20/08)

Each student during the course of their School of Medicine training may be assigned the Y and given the opportunity to remediate this provisional mark for a maximum total of three courses. After three Ys are accumulated, further non-passing performance according to course criteria must be assigned the F grade. (Am. 6/27/03; 3/26/07; 2/20/08)

For courses in the "Pre-Clerkship Curriculum", until the maximum number of three Ys allowed per student has been reached, a student will be assigned a Y if they otherwise would have received an F grade following the completion of all required examinations, with the exception of failure of a course taken by Credit by Examination [70(I)(3)]. This student is to be given the opportunity for reexamination within 30 days after grades are available to the student. The Instructor of Record must assign the final grade within 45 days of the original grade. The grade assigned following completion of the reexamination is to be based either solely on the results of the reexamination or on some aggregate of all examinations as specified by the Instructor of Record at the beginning of the course. If the student decides not to take the reexamination, the Instructor of Record must submit an F grade. (Am. 6/27/02; 3/26/07; 2/20/08)

For "Required Clerkship Curriculum/Additional Courses", until the maximum number of three Ys allowed per student has been reached, the student is to be assigned the Y if they otherwise would have received an F grade *and* if the Instructor of Record believes that the student might be able to meet satisfactorily the requirements of the clerkship by repeating part but not all of the clerkship. For "Required Clerkship Curriculum/Additional Courses", each student assigned the Y must complete the clerkship requirements as specified by the Committee on Student Progress in response to the recommendations of the Instructor of Record of the clerkship. An F grade is to be assigned directly by the Instructor of Record if the student is to be required to repeat the clerkship in its entirety. (Am. 12/31/94; 3/20/98; 6/14/99; 11/20/00; 6/27/03; 3/26/07; 2/20/08)

When a student receives an F because the student has 3 prior Ys, then for purposes of remediation only, the F grade may be treated as a Y.

- (F) For a course extending over more than one quarter, where the evaluation of a student's performance is deferred until the end of the final quarter, the provisional mark of IP (in progress, grade deferred) shall be assigned in the intervening quarters. (Am. 12/31/94; 3/20/98; 2/20/08)
- (G) Repetition of courses is subject to the following conditions:
- (1) A student may repeat only those courses in which he/she received a grade of F, except in circumstances of G (3) below regarding students eligible for dismissal. (Am. 12/31/94; 3/20/98; 11/20/00; 3/26/07)
 - (2) Degree credit for a course may be given only once, but the final grade assigned at each enrollment must be entered into the permanent record.
 - (3) The Committee on Student Progress may require that a student, who is eligible for dismissal, to repeat a course or courses for which the student has received a passing grade. (En. 3/20/98; 3/26/07)
- (H) All grades are final when filed by the Instructor of Record. A grade may be changed only for the correction of clerical or procedural error. The petition of a student or Instructor of Record seeking to have a grade in a professional course changed must be submitted to the School of Medicine Registrar by the end of the fifth week of instruction of the succeeding quarter after the student has been notified of the grade. Routine, uncontested grade changes requested may be recorded by the School of Medicine Registrar and be reported to the Main Campus Registrar. Contested petitions for grade changes shall be considered by the Rules, Jurisdiction and Organization Committee, who within 30 days will review the matter to ascertain whether

clerical or procedural error has occurred. The decision of the Rules, Jurisdiction and Organization Committee shall be final and without appeal within the Faculty of the School of Medicine. The Dean-level administrative officer whose portfolio includes student affairs shall be responsible for reporting the decision to the parties involved and shall report any change in grade to the Main Campus Registrar. (Am. 12/31/94; 3/20/98; 3/26/07; 2/20/08)

The Instructor of Record may establish a course-specific policy that governs the student's option to drop that course. Where a course-specific drop policy is established, it must be made available to the student in the course syllabus or in writing at the time of course enrollment. If a course-specific drop policy has not been established then the drop policy for the course defaults to the School of Medicine drop policy. Exceptions to the course-specific or School of Medicine drop policy may be granted only with the approval of both the Dean-level administrative officer whose portfolio includes curriculum and the Instructor of Record. The default School of Medicine policy allows students to drop a course at or before:

- (1) 40% of the scheduled course hours have been completed (scheduled course hours is defined as the number of all scheduled contact hours for that student, in that course. This includes, but is not limited to laboratory, discussion, and lecture); or,
- (2) 40% of the available course credits have been assigned (e.g., a course that includes ten 5 point quizzes and a 50 point final would permit a drop up to the eighth 5 point quiz), if this occurs before 40% of the scheduled course hours have been completed. (Am. 6/25/08)

(I) Credit by Examination is available to students registered in the School of Medicine under the following rules:

- (1) Students may apply to obtain Credit by Examination in any required course of the medical curriculum in which such credit is offered by the responsible department.
- (2) Application, which must occur prior to any examination that is to be used for assignment of credit, shall be presented on a form obtained from the School of Medicine Registrar and must be approved by the Instructor of Record, the Department Chairperson and the Dean-level administrative officer whose portfolio includes curricular affairs. (Am. 3/26/07; 2/20/08)
- (3) The grade shall be recorded for the academic quarter in which the examination for credit was taken. The Y is not permitted. (Am. 12/31/94; 2/20/08)
- (4) Credit by examination for a course previously taken in which a student received F as the final grade (recorded in the transcript) requires approval of the Instructor of Record and, for students on probation, approval of the Committee on Student Progress. For such students, Credit by Examination is a repetition of the course, for which degree credit will be given only once, but the grade assigned at each enrollment shall be entered into the permanent record. (Am. 12/31/94)

76. Courses and Credit Units.

- (A) For other than clinical clerkships, course credit units shall be assigned at the rate of one unit for 30 hours of programmed work on the part of the student (i.e., faculty-student contact time, time required to acquire professional skills, and additional study time).
- (B) (1) The calculation of credit units for courses other than clinical clerkships shall be based on the formula that one unit shall be awarded for each 10 hours of lecture, or each 20 hours of discussion, or each 30 hours of laboratory. (Am. 12/31/94)

(2) In establishing courses for which student-patient contact is required other than clinical clerkships, additional credit units may be assigned by the Committee on Educational Policy in accordance with Regulation 76(A).
- (C) For clinical clerkships, one week of full-time clerkship shall equal 1.5 credit units.
- (D) Credit for all courses shall be assigned only as integer or half-integer values. If for a course the calculated value in accord with Regulation 76(B) or 76(C) is not an integer or half-integer value, the course is to be assigned the next lowest such value.

80. Remediation, Probation, Dismissal and Appeal.

(A) Remediation

- (1) Remediation of an F grade requires that the course be retaken either at the next time offered in the regular schedule or by means of Credit by Examination or at a time in accord with other recommendations by the Committee on Student Progress. If a student fails United States Medical Licensing Examination Step I or II, he or she must ~~retake it before the end of the following quarter take and complete the retake on or before the date set by the Committee on Student Progress, typically the end of the following quarter, or at another time as specified by the Committee on Student Progress.~~ (Am. 6/14/99; 3/26/07)
- (2) The term “remediation” shall be taken to mean converting a Y as specified, or retaking and passing a course for which an F grade has been received, correcting other deficiencies as specified by the Committee on Student Progress, or passing previously failed USMLE I or II (either component). (Am. 3/26/07; 2/20/08)
- (3) The Committee on Student Progress may require the student to modify his/her curricular pace, if judged necessary to increase probability of academic progression. (En. 7/1/98)
- (4) The Committee may recommend assessment and remediation of study skills, test-taking skills, or clinical skills, or may recommend evaluation for ~~a learning~~ learning, or other disability. The Committee may also recommend psychiatric evaluation and/or counseling/psychotherapy. The Committee may require a written clearance from a Committee-approved, qualified professional before the student is allowed to return to duty. (En. 7/1/98; Am. 3/26/07)
- (5) A student who has an unremediated F grade or Y in a required clinical course, or who is on probation as described below, may not participate in rotations outside the course catalog unless approved by the Committee on Student Progress. (Am. 12/31/94; 3/20/98; 6/14/99; 3/26/07; 2/20/08)
- (6) Under all circumstances, the deficiencies of a student who otherwise would be subject to dismissal must be removed within one calendar year of being placed on academic probation. (Am. 12/31/94; 3/20/98)

(B) Academic Probation:

(En. 7/1/98)

- (1) A candidate for the degree of Doctor of Medicine must be placed on academic probation by the Committee on Student Progress for the following ~~causes~~ deficiencies:
 - (a) A student receives an F grade. (Am. 12/31/94; 3/20/98; 11/20/00; 3/26/07)
 - (b) A student in the “Required Clerkship Curriculum/Additional Courses” receives a Y. (En. 3/26/07; 2/20/08)
 - (c) A student fails the United States Medical Licensing Examination, Step I or Step II (either component). (En. 12/31/94; Am. 3/26/07)
 - (e) A student fails to fulfill the terms of a remediation plan approved by the Committee on Student Progress.
- (2) A candidate for the degree of Doctor of Medicine may be placed on academic probation by the Committee on Student Progress for performance deficiencies indicating lack of professional competence.
 - (a) Performance deficiencies indicating a lack of professional competence include, but are not limited to, the following:

- (i) professional dishonesty;
- (ii) failure to take adequate responsibility for patient care;
- (iii) inability to work effectively with patients;
- (iv) inability to work effectively with classmates or other health professionals;
- (v) exceeding the authority of a student in matters of patient care;
- (vi) behavior that is disruptive to class or to clinical team performance; or
- (vii) other behavior of equal gravity sufficient to compromise his/her professional competence.
(En. 3/20/98; Am. 3/26/07)

(viii) failure to consistently meet administrative deadlines

(vii) failure to abide by the Principles of Community

- (b) A student who is deemed to exhibit any of the deficiencies stated in (a) may be considered for placement on academic probation by the following procedures: (Am. 12/31/94; 3/20/98; 3/26/07)
 - (i) An Instructor(s) of Record shall, in writing, apprise the Dean-level administrative officer whose portfolio includes student affairs of the student's name and the performance deficiency(ies) indicating a lack of professional competence and/or (Am. 12/31/94; 3/20/98; 3/26/07; 2/20/08)
 - (ii) Two or more members of the faculty or staff may submit to the Dean-level administrative officer whose portfolio includes student affairs a written petition documenting their observations and concerns relative to the student. (Am. 3/20/98; 3/26/07; 2/20/08)
 - (iii) The Dean-level administrative officer whose portfolio includes student affairs shall refer the matter to the Committee on Student Progress. The Committee may place the student on probation and prescribe appropriate remediation to be achieved within a specified period of time, or recommend dismissal of a student if deemed appropriate. (Am. 12/31/94; 3/20/98; 3/26/07; 2/20/08)
- (3) Students placed on academic probation will be informed in writing of the specific deficiency(ies) for which probation is being imposed, the specific steps to be taken to remediate the deficiency(ies), and the duration of probation, within two weeks of notification of probation. The specific steps will include a plan that delineates the courses in which a student can and cannot enroll before the deficiency is remediated. (En. 3/20/98; Am. 06/19/09)
- (4) Removal from Probation (Am. 6/14/99; 3/26/07)
 - (a) Any student who has received a single F grade or a Y on a clinical clerkship will be placed on probation at the time of receipt of the deficiency and be removed from probation when that deficiency is remediated. (En. 3/20/98; Am. 11/20/00; 2/20/08)
 - (b) Any student who is placed on probation for defined lack of professional competence, rather than academic deficiency will have a defined period of probation established by the Committee on Student Progress, and defined methods whereby the deficiency can be demonstrated to have been removed. (En. 3/20/98; 3/26/07)
 - (c) The Committee on Student Progress may remove a student from probation at an earlier time than initially defined but cannot extend probation unless a second circumstance occurs that is alone a sufficient cause for a student to be placed on probation. (En. 3/20/98)

(5) Promotion While on Probation

If, in the judgment of the Committee on Student Progress, a student on academic probation can remove his/her deficiency while enrolled in the curriculum of the subsequent year, the student may be promoted provisionally on a case-by-case basis, but will remain on academic probation until all deficiencies have been corrected. (Am. 3/26/07)

(C) Academic Dismissal:

Dismissal of a student from the School of Medicine may be recommended to the Dean by the Committee on Student Progress for one or more of the following reasons:

- (1) A student on academic probation has failed to remove his/her deficiency within ~~the specified period~~the period of time specified by the Committee on Student Progress.
- (2) A student who, while on academic probation, accumulates another deficiency. Receiving a Y in the "Required Clerkship Curriculum/Additional Courses" is considered a deficiency. A student who is placed on probation (see section 80.B.b) because of a Y and subsequently fails to remediate and receives an F grade in that course is considered to have failed a single course and has not accumulated another deficiency. (Am. 3/20/98; 3/26/07; 2/20/08)
- (3) A student receiving a total of two F grades is subject to dismissal whether or not he/she is on probation at the time this criterion is met. (En. 3/20/98; Am. 6/14/99; 11/20/00; 6/27/03; 3/26/07; 2/20/08)
- (4) A student fails to pass the United States Medical Licensing Examination Step I or Step II (either component) after three attempts. (En. 6/22/81; Am. 5/27/92; 12/31/94; 3/26/07)
- (5) A student on academic probation for defined lack of professional competence, other than failure in a course or clerkship, fails to demonstrate that the conduct has been corrected within the time and by the methods specified by the Committee on Student Progress. (En. 3/20/98; Am. 3/26/07)

(D) Appeal: Any student who has been dismissed may appeal in writing to the Dean of the School of Medicine. The only valid basis of appeal shall be assertion of procedural error, or of failure to have received due process. The student must submit his/her appeal to the Dean of the School of Medicine within 30 days, which is the date of the Dean's letter. Notice of the dismissal will be sent by certified mail to the student. The Dean must, within 14 days of receipt of the appeal, refer the written appeal and any related information to a Board of Appeal composed of the members of the Committee on Rules, Jurisdiction and Organization. This Board will examine the record and will recommend by majority vote of its entire membership, after full and fair evaluation of the appeal and the record, whether the student should remain dismissed or be reinstated. The Board shall take no longer than 60 days after its receipt of the appeal and submit its recommendation directly to the Dean. No dismissed student can be enrolled in School of Medicine courses after receiving the Dean's dismissal letter. The Dean shall act to notify the student in writing of his or her final decision with a copy to the Committee on Student Progress Chair and School of Medicine Registrar. Students readmitted after dismissal must remediate any unsatisfactory grades which led to the dismissal, and their course of study shall be solely determined by the decision of the Committee on Student Progress. (Am. 1/7/82; 7/1/83; 12/31/94; 3/20/98; 3/26/07)

(E) Students are also subject to dismissal as disciplinary action for misconduct in violation of University, Campus, and School of Medicine rules governing student conduct. (En. 3/20/98)



UC Davis: School of Veterinary Medicine
Dean's Office
Phone: 752-7695
Fax: 752-2801

February 1, 2011

To: Davis Division of the Academic Senate

RE: SVM BYLAW CHANGES

On Thursday, January 20, 2011 the Academic Senate Faculty of the School of Veterinary Medicine voted to update the School's Bylaws. Specifically, the following changes were made:

Part II: Membership (2B): the following sentence has been omitted: "Instructors of less than two years' service shall not be entitled to vote". This is a basic "housekeeping" change to eliminate an antiquated statement which has historically not been in effect. The statement limits academic senate faculty from participating in elections and voting actions, and would be extremely difficult to enforce since individual eligibility would have to be determined prior to all voting actions. This change was endorsed by the campus Committee on Elections, Rules and Jurisdiction (CERJ).

Bylaw 22: the highlighted language has been added or altered to incorporate electronic voting in the School. This has been requested by many faculty and would offer several benefits to the School: 1) more faculty would be able to participate in SVM voting actions (especially those traveling and unable to attend a faculty meeting or to receive or send a paper ballot), 2) representation of the collective faculty opinion in elections and on issues could improve, and as a result, more faculty members would be involved in the decision-making process, 3) the current challenge of reaching the minimum quorums required to pass various actions in the School may be alleviated, 4) SVM business could be conducted more expediently and efficiently, and 5) eliminating the paper-processing, tallying, and report assembly phases of voting actions will save faculty and staff time, improve efficiency and accuracy, and cut administrative costs. These language changes were also endorsed by CERJ.

Below please find the new versions of Part II and Bylaw 22 of the SVM Bylaws. If you have any questions please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Peter Pascoe".

Peter Pascoe, Chair
Executive Committee

AMENDMENT TO SVM BYLAWS – PART II: MEMBERSHIP

SVM BYLAWS

PART I. FUNCTIONS

1. The Faculty of the School of Veterinary Medicine shall conduct the government of the School of Veterinary Medicine, subject, however, to the rules and coordinating powers of the Graduate Council respecting graduate study and the degree of Doctor of Veterinary Medicine. (Academic Senate Bylaw 30)

PART II. MEMBERSHIP

- 2 (A) The Faculty of the School of Veterinary Medicine shall consist of:
 - (1) The President of the University;
 - (2) The Vice President--Agriculture and Natural Resources;
 - (3) The Chancellor at Davis;
 - (4) The Director for the Agricultural Experiment Station;
 - (5) The Dean of the School of Veterinary Medicine;
 - (6) The Dean of the College of Agricultural and Environmental Sciences at Davis;
 - (7) The Dean of the College of Letters and Science at Davis;
 - (8) The Dean of the School of Medicine at Davis;
 - (9) The Dean of the Graduate Division at Davis;
 - (10) All staff members of the School of Veterinary Medicine who are members of the Academic Senate;
 - (11) The chairperson, or his or her representative, of the departments at Davis offering courses required in the curriculum of the School of Veterinary Medicine;
 - (12) The University of California at Davis Chief Librarian or his or her representative;
 - (13) University of California at Davis Registrar.

~~(B) Instructors of less than two years' service shall not be entitled to vote.~~

AMENDMENT TO SVM BYLAWS: BYLAW 22

22. **Membership and Elections.** This committee shall consist of three members. It shall determine and count membership as defined in Part II of these Bylaws. A report to the faculty consisting of a list of the voting membership shall be made at the first official faculty meeting of each fall quarter. A statement of the number constituting a quorum as defined under Part V shall be part of this report. This committee shall be responsible for the conduct of elections and voting on all other matters submitted to the membership for written ballot, including elections, resolutions, and Bylaw revisions. Ballots shall be counted and recorded by the three members, or their duly appointed substitutes, jointly and together. The committee annual report shall include a summary report of all balloting or elections so conducted and not previously reported.

- (A) Voting can be performed at a faculty meeting, electronically or by mail. To simplify procedures, electronic voting should be used preferentially unless determined in special situations by the Executive Committee. Throughout these Bylaws the term "ballot" shall indicate either electronic or mail ballot.

When balloting is requested, the balloting shall be conducted by the Chairperson of the Executive Committee with the assistance of the Committee on Membership and Elections and with the assistance also of other persons that this committee deems necessary. Voting exclusively electronically or by mail will be at the request of the Chairperson of the Executive Committee or by written petition of ten members of the Faculty of the School of Veterinary Medicine.

- (1) **Electronic Ballots.** If the voting is performed by electronic methods, each faculty allowed to vote should receive access to a secure, online voting system. The voting procedure should meet the following criteria:

- (a) The system should verify the identity of all voters and prevent voters from voting more than once
- (b) It should not be possible to determine how a member has voted.
- (c) Once a vote has been submitted, nobody should be able to change the vote
- (d) Nobody should be able to determine the results of the election or the number of votes until after the voting deadline.

- (2) **Ballot by Mail.** If voting is performed by mail ballot each voter receives a plain envelope in which to enclose his or her marked ballot, and an additional envelope addressed to the Chairperson of the Executive Committee to be used for the return of the sealed ballot. On this envelope addressed to the Chairperson is a space for the voter's signature and ballots lacking this validating signature are void. Any voter who spoils a ballot may, by tearing it across once and returning it to the Chairperson, obtain another ballot.

- (B) Elections

- (1) **Notice of Elections.** Not less than 30 days prior to any election, the Chairperson shall initiate such election by sending to each member of the

Faculty of the School of Veterinary Medicine a notice that nominations for the position(s) in question will be received during the next ten days and specifying the date and time after which nominations will no longer be received. These nominations shall be in writing and shall contain a statement that the nominee will accept the nomination. The nominations shall be signed by five members of the Faculty of the School of Veterinary Medicine.

(2) Balloting

- (a) Not less than ten days after the time for receiving nominations has expired, the Chairperson shall send to the members of the Faculty a ballot containing, in alphabetical order, the names of those persons who have been nominated.
- (b) This ballot shall be accompanied by instructions concerning the proper method of returning the ballot and a statement that the ballot is to be returned to the Chairperson within ten days.
- (c) Counting of ballots, unless otherwise specified, shall be conducted as outlined in Bylaw 16 of the Davis Division of Academic Senate.

(C) Matters Other Than Elections

- (1) The Chairperson will notify the members of the nature of the impending mail ballot and the ballot will be prepared. The ballot shall be distributed to the voters not less than 10 days or more than 20 days after the members are notified of the impending ballot, and ballots shall be returned by the members within seven days. Balloting shall be conducted as described under (A) and (B) (2) (b) and (c) of this Bylaw.
- (2) When ballots are distributed to the voters, they shall be accompanied by at least a summary of the arguments pro and con. Arguments for or against the proposal may be submitted by any member or group of members, and, if submitted, shall be distributed with the ballots.

CERJ Advice on the CAPAC Appeal Process
January 12, 2011

CERJ has been asked by the Chair of the Davis Division for advice concerning the appeal process for faculty to the Committee on Academic Personnel, Appellate Subcommittee (CAPAC).

The appeals function of CAPAC is specified in Davis Division Bylaw 42(C)(1): “To provide advice independent of the Oversight Subcommittee to the Chief Campus Officer on any review of a personnel action beyond the original review conducted by the Oversight Subcommittee or the Faculty Personnel Committee [CAPOC] subject to the requirements of Davis Division Bylaw 45.” This advice offers an interpretation of Bylaw 45.

A fundamental distinction is made in Bylaw 45 between two kinds of review by Senate personnel committees: reconsideration and appeal.

The necessary condition for reconsideration is that “a Senate member wishes to supply additional substantial or contextual information relevant to a personnel action.” That is, the only way that reconsideration may take place appropriately is when new information would be supplied. Reconsideration is done by the committee that made the original evaluation. While DDB 45(A) only makes the submission of additional information a necessary condition for reconsideration, it was clearly the intent of the authors of the legislation that it be a sufficient condition as well. The following quotation is from the Final Report of the Academic Senate Committee on Procedures for Appealing Recommendation of CAP (PARC), which accompanied the legislation establishing CAPAC. “This [appeals] procedure would not apply to ‘reconsiderations’ based on new information, which would continue to be considered by CAPOC or a faculty personnel committee.” Thus, reconsideration is appropriate if and only if new information would be submitted to the appropriate committee.

The necessary condition for the appropriateness of an appeal is “when a Senate member believes that a personnel committee has failed to apply established standards of merit or has failed to follow established procedures.” A member of the Division who so believes is to consult with an Academic Personnel Adviser, who “shall review the relevant information in light of the established standards and procedures and consult with the Senate member.” DDB 45(D) states that “the recommendations of committees duly constituted to consider appeals are the definitive advice of the Senate to the Chief Campus Officer on personnel actions, except in those cases in which the Committee on Privilege and Tenure makes a recommendation on particular matters within the scope of its authority.”

CERJ advises that CAPAC should only receive cases which are based on a perceived failure to apply established standards of merit or to follow established procedures. All other cases should either be referred to the relevant committee if reconsideration is appropriate or not heard. It should be the prerogative of CAPAC to determine whether the case is in fact of this kind.

If a case is accepted by CAPAC, new information may become relevant if it is determined that it was excluded from the case due to a failure to apply established standards of merit or to follow established procedures. Most likely, the reason for introducing new information would be that it had been excluded from the record due to a failure to follow established procedures. Any other information would be the basis for reconsideration, and reconsideration should take place before the appeal proceeds. The appeals process is clearly intended to exist as a means to correct procedural errors and not as means for re-evaluation except insofar as it is determined that established standards of merit were not correctly applied. The PARC report makes this clear: “The proposed procedure and By-law 45, permits a candidate to appeal on the basis of failure to follow ‘established’ standards of merit or defects in procedure. This practice is desirable because CAP (through CAPAC) should have an opportunity to remedy defects in its own recommendations, if the administration desires to seek the advice of the Senate concerning the appeal.” Clearly the “defects” cited here concern standards and procedure.

The advice given by CAPAC should be of one of two kinds. Either it finds that there has been no defect in the

evaluation of the case by the relevant committee, or it finds defects. If no defects are found, the advice of the relevant committee should be sustained by CAPAC. If defects are found, then the case should be re-evaluated on the basis of the standards or procedures that CAPAC deems to be correct. CAPAC should be sensitive to the evaluations made by the relevant committee which are correctly based and should reverse the recommendations of the committee only if those parts of the record on which the appeal is based, when weighed against those that have been handled correctly, are compelling enough to override the latter.

CERJ Advice on Intramural Letters in Personnel Actions
January 7, 2011

A department inquired about the use of letters for personnel actions from members of research units to which the subject of the actions belongs. Three questions were asked, and they will be addressed separately.

Question 1. Are such supplementary letters appropriate for inclusion in the merit or promotion files?

The letters in question are classified as intramural letters, whose role is described in APM UCD-220(IV)(F)(3) (f):

f. Intramural letters

The only intramural letters accepted are those solicited by the department chair for providing:

- 1) Peer evaluation of teaching performance.
- 2) Evaluation of clinical activities, if applicable.
- 3) Input on the specific role of the candidate in collaborative research.
- 4) Evaluation of graduate group chair service.
- 5) Evaluation of Academic Senate committee service, if requested by candidate.

Letters from departmental colleagues or from colleagues in other departments on campus (others than those above) should not be included in the candidate's file.

Clause 3) is the key clause. It allows the letters to be included *if solicited by the department chair*.

Question 2. Does the department Chair have the right to decide whether or not to include such letters in the file if they are received?

APM UCD-220(IV)(F)(3)(c) applies to *extramural* letters:

- 1) All solicited letters must be included in the file.

Since there is no corresponding clause in (3)(f) regarding *intramural* letters, there is no requirement that all solicited letters must be included.

Question 3. Sometimes, the director's letter will include a vote of the faculty within the faculty member's residence unit. Is it appropriate for such non-departmental votes on the merit or promotion action to be included in the merit file?

Because there is no reference in UCD-220 to votes other than departmental votes, and only mention of the solicitation of letters, reporting such votes might be inappropriate. On the other hand, if such a vote is part of the content of a solicited letter, then removing reference to it would amount to censorship. Of course, the department chair's solicitation of the letter might state that a vote should not be reported or that it should be reported.