

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

Friday, June 4, 2010

2:10 – 4:00 p.m.

Walter A. Buehler Alumni & Visitors Center, AGR Hall

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1. Transcript of the February 11, 2010 Meeting	
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 the Divisional Chair – Bob Powell	
b. Remarks by the Academic Federation Chair – Michael Johnson	
c. Remarks by the Staff Assembly Vice Chair – Rob Kerner	
d. Remarks by NCAA Faculty Athletics Representative – Kim Elsbach	
7. Reports of standing committees	
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12. Information Item	
a. CERJ Advice on CA&ES Voting Rights on Personnel Actions	96
b. CAPOC Proposal to Streamline the Academic Personnel Review Process	99

Don Price, Secretary
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.

TRANSCRIPT
REGULAR MEETING OF THE REPRESENTATIVE ASSEMBLY
OF THE DAVIS DIVISION OF THE ACADEMIC SENATE
Thursday, February 11, 2010

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1. Transcript of the October 15, 2009 Meeting

Action: Unanimous approval of the transcript.

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 (*available via live webcast*)

Action: Full text of Chancellor's Address is enclosed

5. Announcements by the Deans, Directors or other Executive Officers
6. Special Orders

- a. Remarks by Academic Senate Chair Robert Powell

Action: Chair Powell discussed:

- Academic Senate Special Committee on the Future of UC Davis
- Revised general education requirement implementation should be completed by the end of spring quarter 2010.
- Academic Senate Special Committee on Student Evaluation of Teaching.
- Furloughs to end after one year.
- Systemwide the Academic Council is discussing faculty salaries and the need to return to a salary plan (new or revised)
- Retirement contribution to restart in spring 2010. He noted that the Academic Senate has been calling for the restart of contribution to begin sooner than planned.
- The Academic Senate/Administrative partnership to establish the School of Nursing was successful. The systemwide Coordinating Committee on Graduate Affairs has approved the Nursing Graduate Group which facilitates the enrollment of graduate students to commence fall 2010
- It is important for faculty to advocate for the campus and UC. It is important to send memos of support to local and state legislators in order to sustain state funding to the campus and university.

7. Reports of Standing Committees

- a. Committee on Committees

- i. Confirmation of Davis Division Chair appointment 2010 through 2012

Action: Approved unanimously.

- b. CERJ Bylaw Changes

- i. DDB 14(B): Divisional Representatives to the Assembly

Action: Approved unanimously.

- ii. DDB 45 (C): Appellate Subcommittee of the Committee on Academic Personnel

Action: 46 in favor; 1 opposed; 1 abstain

- iii. DDB 52: Affirmative Action & Diversity Committee Membership

Action: Amendment from the floor to change the wording to reflect
seconded "Designee of the Chancellor" to replace administrative title

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“Associate Executive Vice Chancellor for Campus Community Relations;
because administrative titles change often.
The amendment was seconded. The amendment was **opposed**
unanimously

**The vote on the original DDB 52 proposal was: 47 for, 0 opposed; 2
abstain**

iv. DDB 126: Joint Academic Senate/Academic Federation Personnel
Committee Membership

Action: 43 for, 0 opposed; 2 abstain

c. Faculty Research Lecture

i. Confirmation of 2009-2010 Faculty Research Lecturer Award
Recipient

Action: Confirmation by acclimation

d. Public Service

i. Confirmation of 2009-2010 Distinguished Scholarly Public Service
Award Recipients

Action: Confirmation by acclimation

8. Petitions of Students

9. Unfinished Business

10. University and Faculty Welfare

11. New Business

a. Academic Personnel Review Special Committee Report

Action: Report Accepted: Approved unanimously

b. HArCS Special Review Committee Report

Action: Report Received: 39 for; 0 opposed; 4 abstain

12. Informational Item

a. Letter to Vice Provost Horwitz re: CAPOC initiated resolution on Resolution on
Hiring Practices and Faculty Searches

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State-of-the-Campus Address
UC Davis Chancellor Linda P.B. Katehi
Academic Senate Meeting
February 11, 2010
2:10 p.m.
Conference Center Ballroom

Thank you and Outline

Thank you, Bob.

Chair Powell, Vice Chair Oakley, Members of the
Academic Senate, Colleagues:

I am honored to be speaking before the Academic Senate
for the first time as Chancellor of UC Davis to:

- Provide an assessment of the present status of the
campus

- Discuss the emerging vision for its future

- And continue the dialogue and hear your feedback about our directions, plans and actions.

***Assessing Campus Strengths and Fiscal Realities;
addressing it all with our Vision Statement***

UC Davis has just entered its second century with a great list of accomplishments that have already established the institution as one of the top public research universities.

We have a lot to be proud of—great recognitions that highlight our strengths in teaching, research, public service and patient care.

These past few months, many of our colleagues have been recognized nationally and internationally. Just to name a few:

- This past fall, Bernie Alder, professor emeritus of applied science, was awarded the National Medal of Science by President Obama.
- Chemistry Professor Susan Kauzlarich received one of the nation's highest awards—*the 2009 Presidential Award for Excellence in Science, Mathematics and Engineering Mentoring ...*
- ...and English Professor Frances Dolan and Evolution and Ecology Assistant Professor Artyom Kopp received prestigious Guggenheim Fellowships to study in Europe.

- And the Bill & Melinda Gates Foundation was so impressed with nutrition professor Kathryn Dewey's work that they have awarded her and her UC Davis team of researchers a grant to help formulate and evaluate a cost-effective nutritional supplement aimed not only at saving children's lives today, but also at helping parents raise healthy children in the future.

Our alumni have excelled, as well, and some of their success is literally out of this world:

- Astronaut Steve Robinson lifted off on the space shuttle Endeavor earlier this week—his fourth space mission—for a two-week assignment on the International Space Station.

- Ann Veneman champions the rights and welfare of children around the world as executive director of UNICEF, which is playing a prominent role in Haiti relief efforts.
- Chevron's new Chairman and Chief Executive, alumnus John Watson, has taken a leading role in supporting energy research at UC Davis that will change the transportation paradigm for decades to come.
- And the new U.S. Undersecretary of Commerce, alumnus Dave Kappos, is leading efforts to reform patent law and protect intellectual property.

Yet our campus is poised for even more: We want to establish ourselves as *the* leader in higher education driven by our land-grant mission to provide affordability and access to ***EXCELLENCE***.

Fiscal Realities

Since I arrived here in August, we have come together to envision our future in the face of some very difficult challenges. We know that the issues not only affect our immediate circumstances, but also have the potential to undermine the very principles upon which this institution was founded.

But we are determined to transform today's problems into opportunities for tomorrow. And it is important to keep forward-looking wisdom and optimism in mind as we address the very real challenges we face today—the furloughs and lay-offs, the issues of affordability and accessibility for our students.

Since July 2008, the campus has lost \$150 million in state funds (with \$115 million lost since May 2009). We have taken many drastic measures to address this cut and balance our campus budget:

- We instituted graduated furloughs.
- We eliminated positions.
- And we were forced to increase student fees by 32%.

All were very difficult solutions with very personal consequences for our staff, our faculty and our students.

At the same time, though, we have taken actions to soften the impact of these decisions:

- We are **determined to limit furloughs to this year only**: the UC President and the Chancellors have made the commitment to terminate them this August.
- We are aggressively promoting UC's Blue and Gold Opportunity Plan, which covers all systemwide fees for families that earn less than \$60,000 a year. And for 2010-11, the family income level goes up to \$70,000.
- The University launched Project You Can, a UC commitment to raise \$1 billion for student support over the next four years. For our part, we have committed to raise \$120 million.

To help us get there, we recently announced a new matching fund for graduate student support through the estate of the late Charlie Soderquist—a dedicated volunteer, benefactor and alumnus of UC Davis.

The new initiative provides matching funds to faculty, emeriti faculty and staff who give to help create named fellowships that will attract the best and brightest graduate students.

Graduate Studies Dean Jeff Gibeling and Professor Emeritus Walter Jennings of Food Science and Technology were the first ones to create named fellowships, and Jeff played an integral role in creating the program.

We are grateful to Jeff and Walter for their generosity and leadership in this initiative, which is part of the broader effort to secure support for all UC Davis students at a time when they need it most.

Vision for Excellence

So, in the midst of this financial crisis, we are making progress. But we all need to do more. And we need a roadmap—a vision for excellence—if we are to work together effectively and productively toward a set of goals that are bold and sustainable.

To do so, we cannot simply look ahead; we must dream our future, develop a plan and accept its risks, and take actions to realize our collective aspirations.

And there is no better time for our campus than now to think boldly, take risks and act decisively.

We have many indicators that speak to our readiness for the next big step forward:

- A substantial increase in student quality over the past five years
- A doubling of our research enterprise over the past five years—to more than \$620 million last fiscal year
- Our phenomenal success in attracting federal stimulus funds—nearing \$100 million.

To refine our vision for excellence and ensure its ultimate success, feedback is critical from all corners of our campus community. While our vision document is still under review, I would like to give you a sense of the possibilities and of the directions we might pursue, as they emerge from your aspirations about our campus.

- We could build upon the diversity of our campus and expand opportunities for transformative and multicultural education that is deeply immersed in a global context and understanding.
- We might also leverage our reputation for interdisciplinary and collaborative research so that we become a center of innovation at the intersections of knowledge.

- We can position ourselves as a global resource and make UC Davis first choice for international students, post-doctoral scholars, prestigious international and governmental exchange programs and globally focused research enterprises.
- In addition, we could be the pre-eminent university partner in advancing the economic prosperity of our region.
- And, guided by our commitment to social responsibility and community engagement, we could lead the way in supporting and sustaining healthy, equitable communities.
- These are just some of the ideas that have been put forth as we work to define UC Davis' vision.

- In the coming weeks, we will be sharing the latest draft of this vision statement with the broader campus community. Please read it and offer your suggestions.
- I ask for your participation in this process and welcome your ideas. Your involvement will help ensure that the directions we ultimately pursue reflect the wisdom of our community and the insight of our collective thinking.

To achieve the strategic goals we are formulating for our campus, we must stabilize our state budget, protect our academic programs and create a financially strong foundation upon which to build our future. To achieve this, we are doing the following:

(1) Advocating for UC to Stabilize our State Budget

- We are playing an active role in the effort and steps that President Yudof and the UC Board of Regents have employed in making the case for UC to the governor, lawmakers and the people of California.
- Recent events suggest that this approach is effective. Governor Schwarzenegger's proposal for a guarantee of support to higher education provides some hope and, at the very least, opens the door for important conversations about how California can restore higher education's place as a top priority for the state.
- So we have made progress in this regard, but we need to do more. I know that many of you have been advocating for UC Davis, and I urge you to continue doing so.

- We need to remind the public of the many benefits they receive from the great work that you do. And we need to remind the public of the value of higher education to achieving social mobility and boosting economic growth.
- Support for our national universities is not only a state responsibility but a national responsibility as well.
- Some of you may be aware that I spoke recently at the World Universities Forum in Davos, Switzerland, about the need for a Morrill Act for the 21st century and for the federal government's reinvestment in public higher education....

-I also spoke about the need for the public to reaffirm its support for higher education as the highest priority. We must parallel the commitments made by our parents, a generation that built this country for the benefit of their children, and for our children and our children's children....
-It is now our time to continue the building.

(2) Protecting our Academic Excellence

In addition to stabilizing our state budget, we are also developing a plan to improve our organizational effectiveness, reduce administrative cost and—in the process—increase revenue and quality of service.

- The campus has launched an “*Organizational Excellence*” initiative, recognizing that academic excellence cannot be achieved unless the academic units are supported by an administration that is lean, effective, transparent, service-oriented and innovative.
- As part of this new initiative, we are developing *Shared Service Centers* for human resources, accounting and payroll.
- We anticipate that—depending on the types of changes we make and if we do them well—we can achieve administrative savings in the range of 20 percent to 50 percent.

- As we go about this process, we will present our findings, discuss our proposed actions and report on outcomes regularly. This process will be informed by the input and feedback from the community.
- As part of achieving “organizational excellence,” we are committed to reducing central administration and redeploying resources to the academic units in ways that maintain the integrity of the institution.
- For instance, excluding the UC Davis Health System, the current ratio of staff in central administration to staff in academic units is 1.3 to 1. We are committed to reversing this ratio. Current efforts are contributing to this goal: the budget cuts

assigned to central administrative units average 30%, compared with 15% for academic units.

(3) Diversifying and Increasing Our Revenue Sources

- UC Davis' first comprehensive fundraising campaign will be key to ensuring our financial stability and academic success.
- We are currently in the Quiet Phase of the campaign, with our **gift total now surpassing a half-billion dollars.** We are still in the planning process, but we hope to publicly launch the campaign this fall, announcing an aggressive fundraising goal of **\$1 billion.**
- Your role as faculty members will be paramount to our success in the campaign. It is, after all, the

important work that you do that inspires people and organizations to give.

- UC Davis' philanthropic partners are extraordinarily committed, and I feel certain that we will succeed in raising an endowment to support our outstanding students, faculty and programs.

Present Efforts Underway

I'd like to also share with you some other efforts currently underway.

At Convocation last September, I expressed my confidence that UC Davis will emerge as one of the nation's top five public research universities.

We have established several committees aimed at helping us to achieve this goal:

- Two *blue ribbon* committees have been created, each with a different charge:

✓ *A blue ribbon committee to review and improve our research enterprise:* Led by Vice Chancellor and Dean Claire Pomeroy, this committee will focus on finding ways to substantially grow the university's research funding over the next five years;

✓ *A blue ribbon committee to review and improve our intellectual property and tech transfer*

practices: Led by Management Professor Andy Hargadon, this committee will recommend specific ways and means by which the university can improve its support of technology transfer and commercialization.

- We have also organized two committees aimed at increasing UC Davis' visibility and improving our academic standing:

✓ *The Chancellor's Awards Committee:* will help the campus develop a strategy for increasing the external recognition of our outstanding scholars and scientists through nominations for important awards;

- ✓ *The Academic Assessments Committee:* will examine current practices and policies on national and international quality assessment efforts and help us analyze and respond to related surveys and data requests.
- In addition, the *Academic Senate Committee on the Future of UC Davis* has just been formed and is chaired by Senate Chair Bob Powell and Professor Linda Bisson. Much like the UC Commission on the Future, this committee will address a number of questions about our optimal size and shape in the future and how best to support our teaching, research and public service mission in a way that *provides affordability and access to excellence*.
- We are also initiating several searches to fill key administrative positions.

- We are in the process of confirming our search committees—which will include representatives from all of our constituencies—and we will soon be ready to launch the searches:

- ✓ Dean Neal Van Alfen will lead the *search for our next Provost*;

- ✓ Vice Chancellor and Dean Claire Pomeroy will lead the search for the *Vice Chancellor for Research position*;

- ✓ Vice Chancellor for University Relations Babs Sandeen will lead the search for the *Executive Director of the Comprehensive Campaign*;
and

- ✓ Dean Harold Levine will lead the *search for University Librarian*.

Each of these committees will have a faculty co-chair.

So, as you can see, there has been *much progress and we are moving forward on many fronts*.

Pursuing Excellence through Sustainability

- While it is true that these are very challenging times, this is also a time of great opportunity for UC Davis.
- We have many strengths upon which to build, and I would like now to share with you what I see as one of our most promising opportunities.

- **Sustainability** is an area of both tremendous strength and opportunity for UC Davis.
- Sustainability spans all of UC Davis—from the humanities to the sciences, from research in global climate change to the upholding of human rights.
- For example, there is the School of Medicine’s Shifa Clinic, which treats underserved patients in our Middle Eastern and East Indian communities.
- Our School of Education is helping our K-12 partner schools apply best practices to prepare at-risk students.
- The TANA art center in Woodland, just opened by our Department of Chicana/Chicano Studies, cultivates the cultural and artistic life of the community.

- As well, we are helping to preserve and revitalize languages, with a particular focus on California Native languages, helping to bring lost or dying languages back to life.
- We are sustaining a competitive economy by producing entrepreneurial business leaders and sustaining the health of the world through our innovations in both human and animal health, and in our practical developments in nutrition, crop improvement and other innovations.
- Recognizing our leadership, the U.S. Agency for International Development awarded us a major grant to launch an unprecedented international effort to find and control diseases that move between animals and people.

Sustainability is indeed an area of tremendous strength for UC Davis. We need only look around us to see that this is true:

- From the overhead lights in the parking structures that seem to magically brighten as we approach them to our hi-tech irrigation system that responds to the weather, we can see it.
- Consider our new brewery, winery and food science facility, which will be home to the first LEED-certified platinum brewery and winery.
- And then there is UC Davis West Village, which is being planned as a net-zero energy community for students, staff and faculty.

- In short, we are the leaders in this area and it is time for us to claim it.
- To help us launch sustainability as a major initiative for UC Davis, I have asked Dean Steven Currall and Professor Nicole Biggart of the Graduate School of Management to help organize a **Green Summit** in the coming months. Our summit will bring together scientists, engineers, entrepreneurs, academic researchers, elected officials and venture capitalists from both the Bay Area and Sacramento.
- We look forward to a wide-ranging discussion about how UC Davis creative endeavors and discovery can play a stronger role in regional economic development, with an eye toward how best to create public-private partnerships in the area of clean energy technology and sustainability.

- I see this as an exciting opportunity that could be incredibly fruitful for our university and our region.
- The sustainability initiative is only one of many opportunities that we will pursue as part of our vision for excellence in a sustainable and transformative second century for our campus.
- Before I close, I would like to return to what I said at the beginning of this address about looking ahead boldly while addressing today's challenges.

[pause]

- As we try to solve the problems of today, we shall not compromise our dreams for tomorrow—our dreams as a world-class university, our dreams for our students who deserve nothing less than *access to excellence*, and our dreams for the people of California whose well-being is so intricately woven with our own.

Thank you.

Committee on Committees Standing Committee Appointment Report

Divisional Officers – 2010-2011

Chair: Robert Powell (confirmed through August 31, 2012)

Vice Chair: John Oakley

Secretary: Ines Hernandez-Avila

Parliamentarian: L. Jay Helms

Academic Federation Excellence in Teaching Award:

Brenda Schildgen

Academic Freedom and Responsibility

Gregory Pasternack-Chair (fall quarter), Gregory Miller-Chair (winter, spring, summer quarters and member-fall), James Beaumont, Kwan-Liu Ma, Frank Verstraete,

Jane Ling-Wang (winter, spring)

UCAF Davis Divisional Representative: Gregory Miller

Academic Personnel Appellate Committee

Bryce Falk-Chair, Joseph Antognini, Jeannie Darby, Lynn Roller, Dean Simonton

Academic Personnel Oversight Committee

Charles Martel-Chair (winter, spring, summer), N. James MacLachlan (Chair-fall and member-winter, spring & summer) Shirley Chiang, Joanne Engebrecht, John Hall, Hung Ho, Kari Lokke, Kyaw Tha Paw U, Andrew Vaughan

UCAP Davis Divisional Representative: vacant

Admissions and Enrollment

Ralph Aldredge, co-Chair, Mark Rashid, co-Chair, Orhan Orgun, Ning Pan, Joseph Sorensen

BOARS Davis Division Representative: Ralph Aldredge

Affirmative Action and Diversity

Susan Rivera-Chair, Kyu Kim, Francis Lu, Cynthia Pickett, Sharon Strauss, Monica Vazirani and Tina Zicari

UCAAD Davis Divisional Representative: Monica Vazarini

Courses of Instruction

Marcel Holyoak-Chair, Robert Bell, Yueyue Fan, Richard Green, Yvette Flores-Ortiz, Terence Murphy, Lesilee Rose, Ben Shaw

Distinguished Teaching Awards

John Harada-Chair, Noah Guynn, Norman Matloff, Kent Pinkerton, Peter Wainwright

Elections, Rules and Jurisdiction

G. J. Matthey-Chair, James Fadel, James Rustad

Committee on Committees

Standing Committee Appointment Report

Emeriti

John Reitan Chair, Karen Bales, Joann Cannon, Joel Dobris, John Fetzer, Charles Hess, J. Paul Leigh

Faculty Privilege and Academic Personnel Advisers

Daniel Link, Chair, Joy Mench, Ian Kennedy, Walter Stone

Faculty Research Lecture Award

Randy Dahlgren-Chair, Bruce Gates, Qizhi Gong, Kathryn Olmsted, Gerhard Richter

Faculty Welfare

Saul Schaefer-Chair, Michael Dahmus, Francis Dolan, Stuart Hill, Alan Jackman, Lori Lubin, Lisa Tell

UCFW Davis Divisional Representative: Lisa Tell

Grade Changes

Jeffrey Williams, Chair, Marta Altisent, James Boggan, Thomas Munn, David Webb

Graduate Council

Andre Knoesen, Chair, Alan Buckpitt, Vice Chair, Patrick Carroll, Christiana Drake, Lynn Epstein, J. Clark Lagarias, Peter Lichtenfels, Adrienne Martin, James Murray, Blake Stimson, Jeffrey Stott, Brian Weare

CCGA Davis Divisional Representative: Alan Buckpitt

Graduate Student Privilege Advisor

Chris Calvert

Information Technology

Francois Gygi-Chair, Anupam Chander, Edward Dickinson, Paul Gepts, Felix Wu

UCCC Davis Divisional Representative: Felix Wu

International Studies and Exchanges

Jeannette Money-Chair, Leo Bernucci, Kentaro Inoue, Sheldon Lu, Julia Menard-Warwick, Halifue Osumare, Gang Sun

UCIE Davis Divisional Representative: Jeannette Money

(A/F) Joint Federation/Senate Personnel

William Casey, Winder McConnell, **vacancy**

(A/F) Administrative Series Personnel Committee

Jian Jian Li

Committee on Committees

Standing Committee Appointment Report

Library

Brian Kolner, Chair and Timothy Morton

UCOL Davis Divisional Representative: Timothy Morton

Planning and Budget

Ann Orel-Chair, Tom Famula, John (Jack) Gunion, Jonna Mazet, Prasad Naik, Bahram Ravani, Philip Shaver, Steve Tharratt, Christopher van Kessel

UCPB Davis Divisional Representative: Chris van Kessel

Instructional Space Advisory Group (subcommittee of Planning and Budget)

Susan Keen and Kent Wilken (Chair and one other member is selected by Planning and Budget Committee from its membership)

Privilege and Tenure – Hearings

Floyd Feeney-Chair, Diane Amann, David Biale, Angela Chabram-Dernersesian, Angela Cheer, Al Conley, Lucy Corin, Albert Lin, Terence Nathan, Peggy Shannon, Valley Stewart, Ebenezer Yamoah

Privilege and Tenure – Investigative

Philip Kass, Chair, Andrea Bjorklund, Prem Devanbu, David Hollowell, Stephen Lewis

UCPT Davis Divisional Representative: Philip Kass

Public Service

Vito Polito-Chair, Robin Erbacher, Philip Martin, Lynn Roller, Marc Schenker

Research – Grants

David Fyhrie, Chair, Gino Cortopassi, Richard Grotjahn, David Hwang, Judy Jernstedt, Suad Joseph, J. Douglas Kahn, Marjorie Longo, John (Don) Ragland, Gerhard Richter, J. Edward Taylor

Research – Policy

David Fyhrie, Chair, Zhaojun Bai, Carolyn de la Pena, Oscar Jorda, Lynn Kimsey, Michael Kleeman, Julie Leary, Mark Matthews, Jade McCutcheon, Chris Miller, Martin Privalsky

CORP Davis Divisional Representative: Michael Kleeman

Transportation and Parking

Theodore DeJong-Chair, Steven Boucher, Joanna Groza, J. Paul Leigh, Yu-Fung Lin

Committee on Committees Standing Committee Appointment Report

Undergraduate Council

John Yoder-Chair, John Bolander, Patrick Farrell, Alessa Johns, Susan Keen, Raul Piedrahita, Daniel Potter, Janet Roser, Jon Rossini, Christopher Thaiss, Diana Strazdes, Shrini Uphadyaya

UCEP Davis Divisional Representative: John Yoder

UGC – General Education

Christopher Thaiss-Chair, Ron Hess, Kentaro Inoue, Maggie Morgan, David Pellett, John Smolenski

UGC – Preparatory Education

Alessa Johns-Chair, Christiana Drake, Julia Menard-Warwick, Robert Newcomb, Ning Pan

UCOPE Davis Divisional Representative: Alyssa Johns

UGC – Special Academic Programs

Diana Strazdes, Chair, Cynthia Ching, Jerold Last, Thomas Lee, Keith Watenpaugh

UGC – Undergraduate Instruction and Program Review

Dan Potter, co-Chair, Carl Whithaus, co-Chair, Joseph Biello,

Undergraduate Scholarships, Honors and Prizes

Rajiv Singh-Chair, Hussain Al-Asaad, Patricia Boeshaar, James Bremer, R. Holland Cheng, Ian Faloona, John Gates, Joanna Groza, Mark Halperin, Bruce Haynes, Carlos Jackson, Kristin Lagatutta, Kenneh Loh, Markus Luty, Andres Rezendez, Pieter Stroeve

DAVIS DIVISION OF THE ACADEMIC SENATE
Instruction Concerning Committee on Committees Election

Representatives:

A call for nominations to fill Committee on Committees vacancies was issued to the Davis Division Membership on April 15, 2010. Professor Mitchell Sutter was the sole nominee for the College of Biological Sciences (CBS) vacancy. Davis Division Bylaw 16, Section E, Paragraph 4, provides guidance when the number of nominations is not in excess of the number of vacancies:

“the election by ballot shall be omitted and the Secretary of the Davis Division shall, if so instructed by the Representative Assembly, declare all nominees elected.”

Therefore, in accordance with Davis Division Bylaw 16, I seek instruction from the Representative Assembly to declare Professor Mitchell Sutter elected to fill the CBS vacancy on Committee on Committees effective September 1, 2010 through August 31, 2012.

Respectfully submitted,

Don C. Price, Secretary
Davis Division of the Academic Senate
Professor of History

May 26, 2010

PROPOSED REVISION OF DAVIS DIVISION BYLAW 16 ELECTIONS BY BALLOT

Submitted by Committee on Elections, Rules and Jurisdiction.
Endorsed by the Executive Council.

It is proposed that Davis Division Bylaw 16, which specifies the procedures for elections by ballot, be amended. Specifically, Bylaw 16(E)(4) would be amended by striking out a clause. At present, if the number of candidates nominated is not greater than the number of open positions, no election is held, but the candidates are deemed elected by the Secretary “if so instructed by the Representative Assembly.” The amendment would remove this condition, so that the candidates are to be deemed elected automatically by the Secretary.

Rationale: The present system which requires Assembly approval is cumbersome in practice and can lead to unnecessary delays. There is typically a time lag between the time that nominations for office close and the time when the Representative Assembly holds its next meeting. The unopposed candidates must wait this length of time before knowing with finality whether they will be approved for the office. Moreover, if they are not approved, then the Committee on Committees is then responsible for appointing persons to fill the positions, which typically would occur very late in the process of filling committees.

If this amendment is adopted, the Representative Assembly would lose control over the process of election of unopposed candidates. But it is not clear that such control is desirable. If a person or persons is willing to undertake the responsibilities of an office while others are not, they should be commended for their willingness to serve. Moreover, they must have been nominated by a number of members of the Division. In elections in secular society, no legislative approval is required for accession to office by a candidate who runs unopposed.

Proposed Revision: Davis Division Bylaw 16 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

16. Elections by Ballot

A. When elections by ballot are required by the Bylaws or ordered by other action of the Davis Division (except for the election of Departmental Representatives to the Representative Assembly), they shall be conducted by the Secretary of the Davis Division under the supervision of the Committee on Elections, Rules and Jurisdiction.

B. Manner of Election: Ballots may be conducted by mail or electronically. The ballot shall be conducted by electronic means unless the Committee on Elections, Rules and Jurisdiction determines that a mail ballot shall be employed instead. Throughout these Bylaws the term “ballot” shall denote either a mail or electronic ballot. The only report that shall be generated is the overall result of the vote.

C. Electronic Ballots: If the ballot is conducted by electronic means, each voter shall receive access to a secure, on-line voting system maintained by the Senate office. The voting system shall be designed to meet the following criteria:

Except as provided otherwise for the election of members of the Representative Assembly, balloting shall be conducted as follows:

1. The system shall verify each voter's identity.
2. It shall not be possible for any person to determine how any individual has voted.
3. Once a vote has been cast, neither the voter nor any other person shall be able to change the vote.
4. No person shall be able to determine the results of the election or the number of votes cast until after the voting deadline.

D. Mail Ballots: If the ballot is conducted by mail:

1. Each voter shall receive a plain envelope in which to enclose the marked ballot and a second envelope addressed to the appropriate secretary to be used for the return of the sealed ballot. The envelope addressed to the Secretary provides a space for the signature of the voter. Ballots lacking this validating signature are void.
2. No ballot shall be valid on which more names are marked than the number of vacancies to be filled.
3. Any voter who spoils a ballot may, by tearing it across once and returning it to the Secretary, obtain another ballot.

E. Provisions Applicable When Candidates Are Standing For Election (Am. 6/7/2007)

1. Not less than 30 days prior to any election the Secretary shall initiate such election by sending to each member of the Davis Division a notice that nominations for the office in question will be accepted during the next ten days and specifying the number of terms to be filled and the date and time after which nominations will no longer be accepted. Each nomination shall be in writing, shall contain a statement that the nominee will accept the nomination and a brief biography of 120 words or less, and shall be signed by five members of the Davis Division.
2. Not less than ten days after the time for receiving nominations has expired, the Secretary shall send to the members of the Division a ballot containing, in alphabetical order, the names of those persons who have been nominated as herein before prescribed. This ballot shall be accompanied by a list of the nominees, together with the names and departmental affiliations of those nominating each, a statement that the ballot is to be completed (or, in the case of a mail ballot, returned to the Secretary) within fourteen calendar days, and instructions concerning the proper method of recording the ballot.
3. Election to an office shall be determined by a plurality. The candidates receiving the highest number of votes shall be declared elected. In elections to fill vacancies with different length terms, the candidates receiving the highest numbers of votes shall be declared elected to the longer terms of office in the order of their total votes. In case of tie votes, the ranking of candidates shall be determined by lot.
4. In case the number of persons nominated as herein above prescribed is not in excess of the number of places to be filled, the election by ballot shall be omitted and the Secretary of the Davis Division shall, ~~if so instructed by the Representative Assembly~~, declare all nominees elected. The terms of candidates, who are to serve terms of different lengths, if any, shall be determined by lot.

PROPOSED REVISION OF DAVIS DIVISION BYLAW 64 COMMITTEE ON INTERNATIONAL STUDIES AND EXCHANGES

Submitted by the Committee on Elections, Rules and Jurisdiction.

Endorsed by Committee on International Studies and Exchanges and the Executive Council.

Davis Division Bylaw 64 establishes the membership on the Committee on International Studies and Exchanges (CISE), consisting of at least seven members and three representatives. CISE may also have as members the Divisional representative to the universitywide Committee on International Education, as well up to five directors of various international programs. These directors serve as representatives if they are not Senate members. This proposal would reduce either the number of members or the number of representatives by one, by removing the Director of the International House.

A change in the description of some of the membership is also proposed. The word ‘faculty’ would be replaced by ‘Senate member’ in reference to members drawn from the undergraduate colleges. A further revision would be the insertion of the word ‘regular’ before the first occurrence of ‘member.’

The proposal would also change the name of the committee to “Committee on International Education.”

Rationale.

During the past several years, the director of the International House has not been active on the committee. The International House is not officially associated with UC Davis and the current President is not a campus employee and therefore could not be added to the committee membership list using the Academic Senate Information System (ASIS). Other than the CISE Bylaw, the only connection between the International House and CISE appears to be the word “international.”

Because there are faculty members in some of the colleges who are not Senate members and therefore are ineligible for committee membership, it should be made clear that the membership drawn from the colleges is to include Senate members only.

The first sentence of Bylaw 64 states that the committee shall consist of seven members, though the last part of the Bylaw allows for further member, who would be ex officio. The addition of ‘regular’ before ‘members’ makes it clear that there may be more than seven members. This addition also clarifies the reference in the second sentence to “the seven regular members.”

The proposal to change the name of the committee was made by CISE. The new name would conform to the nomenclature of the University Committee on International Education as well as that of the corresponding committees of the other Divisions.

Proposed Revision: Davis Division Bylaw 64 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

64. International ~~Studies and Exchanges~~ Education

A. This committee shall consist of seven **regular** members, one undergraduate student representative, one graduate student representative, and one Academic Federation representative. The seven regular members shall include at least one ~~faculty~~ **Senate member** from each Division of the College of Letters and Science and at least one ~~faculty~~ **Senate member** from each of the Colleges of Biological Sciences, Engineering, and Agricultural and Environmental Sciences. The Committee shall include as an ex officio member the campus representative to the University Committee on International Education, unless that individual is already a regular member of the committee. In addition, the committee shall include as ex officio members when also members of the Senate, and as representatives when not, the Directors of the Education Abroad Program, the Quarter Abroad Program, the Summer Abroad Program, **and** Services for International Students and Scholars, ~~and the International House~~. (Am. 1/27/81; 6/10/86; 6/8/98; 2/5/07)

B. The committee shall have the following duties:

1. To represent the Davis Division in all matters connected with the Education Abroad Program.
2. To represent the Davis Division in all aspects of international education, exchange, and internships.
3. To initiate and assist in the formulation of policies and programs that affect international education, and that service to integrate it into campus academic programs.
4. To designate approved Education Abroad Program Courses for General Education credit. (En. 12/15/1967)
5. To provide academic approval and periodic review of the Campus Reciprocal Exchange Program. (En. 2/7/2007)

PROPOSED REVISION OF DAVIS DIVISION BYLAWS 48, 77 AND 113 DISESTABLISHMENT OF THE TRANSPORTATION AND PARKING COMMITTEE

Submitted by Committee on Elections, Rules and Jurisdiction.

Endorsed by the Transportation and Parking Committee and the Executive Council.

It is proposed that Davis Division Bylaw 113, which establishes the Transportation and Parking Committee, be repealed. The duties of the committee would be taken over by the Committee on Planning and Budget Review and the Committee on Faculty Welfare, and it is proposed that the list of duties of the two committees be amended accordingly.

Rationale: Until the current academic year, the Transportation and Parking Committee had not met for two years, which is evidence that it is not a committee essential to the mission of the Davis Division. Where transportation and parking issues affect faculty welfare, it would fall naturally to the Committee on Faculty Welfare to address them. Planning and funding issues relevant to transportation and parking would naturally fall under the charge of the Committee on Planning and Budget Review, which would be best able to deal with them from a comprehensive perspective.

Proposed Revision: Davis Division Bylaws 48, 77 and 113 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.**

67. To report regularly to the Executive Council and the Representative Assembly on matters under consideration.
78. 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. 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 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.

77. Faculty Welfare

- A. This committee shall consist of seven members, including at least one emeritus/a Academic Senate member, plus one representative appointed by the Davis Academic Federation, and one representative appointed by the UCD Staff Assembly. (Am. 12/15/1967)
- B. The committee shall have the following duties.
 1. To review and consider in a timely fashion matters concerned with the economic welfare of the Faculty, such as salaries, benefits, insurance, retirement, housing, **transportation, parking**, and conditions of employment. The committee will advise the Faculty on proposed changes or improvements. (Am. 6/10/1986)
 2. To report to the Representative Assembly on matters of Faculty welfare not assigned to other standing committees of the Division. (Renum 12/15/1967)

~~113. Transportation and Parking~~

- ~~——— A. This committee shall consist of a Chairperson, four additional Senate members, and four ex-officio representatives: one each from the Davis Academic Federation, the Staff Assembly, the Graduate Student Association, and Associated Students. ———~~

~~B. The duties of the committee shall include the following:~~

~~1. Examine administration policies, funding, and management of transportation, parking, and related services on the Davis campus.~~

~~2. Examine the impact of all new campus construction on transportation, parking, and related service issues.~~

~~3. Advise the Academic Senate and Chief Campus Officer with respect to Senate concerns about transportation, parking, and related service issues. (En. 12/15/1967)~~

PROPOSED REVISION OF DAVIS DIVISION REGULATION A540

GRADES

Submitted by the Committee on Elections, Rules and Jurisdiction

Endorsed by the Grade Change Committee and the Executive Council.

Davis Division Regulation A540(C) governs the assignment of the grade “Incomplete” (I). It currently allows an unlimited amount of time for a non-registered student to complete courses in which an I grade has been given. The proposed legislation would impose a three-year limit on completion of the work. If the work were not completed by that time, the grade of I would become permanent. Students would be able to remove the I grade by repeating the course, if it is available.

Rationale. There have been numerous cases in which students who have not been registered for a long period of time wish to have the grade Incomplete replaced on their transcript with a grade for a completed course. There have been numerous cases where this has become difficult or impossible, due to the unavailability of the instructor and other reasons. It is also a major inconvenience for instructors who are available to arrange for the work to be completed, receive the completed work, assess it, and to submit the required paperwork.

The period of three years for completion is reasonable in that it should not unduly penalize a returning student and should make the completion of the courses manageable on the part of the instructional staff. The proposed amendment is consistent with an existing one-year limit on the completion of work by graduating students, after which the grade I remains on the student’s record, as with the present proposal.

There is one case in which zero grade points are given for a grade of I. That is when the Grade Point Average (GPA) is calculated for students who wish to graduate and need a GPA of 2.000 or greater in required courses. There is nothing in the proposed revised Regulation that would extend this practice to the calculation of the GPA of a student wishing to be re-admitted. This is made clearer by a minor revision to the wording of the relevant section pertaining to undergraduates, which would make reference to courses required for “the receipt of” a bachelor’s degree. This wording parallels existing language in the section pertaining to graduate students.

As with other grades, a grade of I which becomes permanent after the passage of three years would be subject to petition and appeal to the Grade Change Committee.

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. 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 work has not been completed before the end of the term three calendar years after the grade Incomplete has been assigned, 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.

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

February 3, 2010

To: Davis Division of the Academic Senate

RE: SVM BYLAW CHANGE

On Wednesday, January 13, 2010 the Academic Senate Faculty of the School of Veterinary Medicine voted to update the School's Bylaws. Specifically, a change was made to Regulation 80 which concerns veterinary student performance standards in the areas of: academic and professional deficiencies, academic and social misconduct, professionalism, technical standards, attendance, examinations and grading.

Previously, these specific policies and procedures were outlined within Regulation 80. As advised by the Office of the Campus Counsel the new version of Regulation 80 now specifies the process by which student performance standards will be adopted and revised. The new language will allow for a more expedient response to the ongoing need for policy changes, thus allowing the School to move more nimbly to address future legal challenges.

Attached please find the new version of Regulation 80. If you have any questions please feel free to contact me.

Sincerely,



Peter Pascoe, Chair
Executive Committee

Enclosure

Regulations

80. Student Performance Standards (DVM)

This regulation is implemented through policies and procedures that will be developed by the Student Affairs Committee and approved by the Executive Committee in accordance with the process described below. These School of Veterinary Medicine policies and procedures address standards, and related procedures, concerning academic and professional deficiencies, academic and social misconduct, professionalism, technical standards, attendance, examinations, and grading (hereafter collectively referred to as “Student Performance Standards”).

The standards and procedures governing Student Performance Standards are detailed in order to provide adequate notice to students of the Faculty’s expectations, to adequately address the variety of different circumstances in which these matters arise, and to ensure, where required, adequate due process protections for students. These policies and procedures are subject to regular modifications to respond to evolving legal requirements and to address new needs identified through experiences using these policies and procedures.

New and revised policies and procedures concerning Student Performance Standards shall be developed and adopted as follows:

(A) Development

The Student Affairs Committee shall develop proposed policies and procedures.

(B) Review and Comment

(1) The Student Affairs Committee may, at its discretion, forward new or proposed changes to Student Performance Standards for review and comment to relevant committees and offices, which may include, but is not limited to, the Office for Student Programs, the Office for Academic Programs, the SVM Dean's Council, the SVM Executive Committee, and the Office of the Campus Counsel.

(2) The Student Affairs Committee shall provide written notice to members of the Faculty of the School of Veterinary Medicine of any new or proposed changes to Student Performance Standards and provide at least 10 days for review and comment by members of the Faculty.

(C) Approval

The Executive Committee has the authority to approve new or proposed changes to the Student Performance Standards that it receives from the Student Affairs Committee. Upon completion of the review and comment period described above, the Student Affairs Committee may forward proposed new or revised Student Performance Standards, as modified following the review and comment period, to the Executive Committee for approval consideration. Submission of proposed new or revised Student Performance Standards shall include any substantive comments received by the Student Affairs Committee during the review and comment period. New or revised Student Performance Standards approved by the Executive Committee shall be described in an appendix to this Regulation.

BYLAWS
OF THE FACULTY
OF THE
SCHOOL OF VETERINARY MEDICINE
UNIVERSITY OF CALIFORNIA, DAVIS
January 13, 2010



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.

PART III. OFFICERS

3. **Chairperson.** The Chairperson of the Executive Committee is the Chairperson of the Faculty, and shall be elected by the Faculty at large by mail ballot.
4. **Secretary.** The Secretary of the Faculty shall be appointed annually by the Executive Committee of the School.

PART IV. MEETINGS

6. Stated meetings of the Faculty shall be held at least twice a year. The Faculty may meet at such other times as it may determine or at the call of the Chairperson or upon written request to the Secretary of eight voting members. In the absence of the Chairperson, the Executive Committee will appoint a member of that committee to preside at Faculty meetings.

PART V. QUORUM

7. Twenty-five percent of the faculty members shall constitute a quorum for the formal faculty meetings.

PART VI. COMMITTEES

Title 1. Appointment and Tenure

8.
 - (A) Committees shall be appointed or elected each year, not later than July 1, term of one year from July 1, unless otherwise provided for.
 - (B) Special committees shall exist no longer than five years unless established as standing committees by legislation.
 - (C) Committee meetings may be convened and presided over only by the committee chair, a designee of the committee chair, or a designee of the chair of the faculty.
 - (D) A quorum for committee meetings shall be fifty percent of the voting members. If the number of members is an odd number, a quorum shall be fifty percent of the voting members rounded up to the next whole number

Title II. Standing Committees: Their Powers and Duties

9. **Executive.** There shall be an Executive Committee consisting of the Dean of the Veterinary School ex officio and six members to be elected by the Faculty for a term of three years. Two members shall be retired each year and two new ones elected. In case of vacancy, a new member shall be appointed by the Executive Committee to serve the remainder of the academic year.

This committee shall consider all matters of general concern to the School and shall bring before the Faculty any recommendations, which the committee may deem advisable.

The committee shall appoint all other standing committees of the Faculty as provided for in these Bylaws and such special committees, as it deems necessary.

10. **Admissions.** This committee shall consist of five faculty members and one non-faculty veterinary professional who shall serve as a non-voting member. The non-faculty committee member must be an active member of the profession and have served at least 1-year on the Admissions Advisory Committee. Faculty members shall serve a two-year term and the non-faculty member shall serve a one-year term. In the event that a non-faculty member who meets the criteria cannot be identified in any given year, the committee will proceed without appointing a non-faculty member. It shall be the duty of this committee to examine the credentials of the applicants for admission to the School and to recommend for admission those best qualified.
11. **MPVM Admissions and Student Affairs.** The MPVM Admissions and Student Affairs Committee will be responsible for the evaluation of credentials for the applicants for admission to the Masters of Preventive Veterinary Medicine (MPVM) professional degree program of the School of Veterinary Medicine, and to recommend for admission

those best qualified. The committee will be responsible for assessing student progress and making appropriate recommendations related to the academic promotion of students. The committee will also consider and make recommendations concerning student life issues, student discipline, and other student-related issues. The committee will consist of three regular faculty members, and two ex officio members, namely the Director of the MPVM Program, and the Associate Dean of Student Programs. The committee will be appointed by and will report to the SVM Executive Committee.

12. **Animal Welfare.** This committee shall consist of seven members, including a veterinary student, who shall be an ex officio, non-voting member and appointed by the Executive Committee, and the Campus Veterinarian, who shall be an ex officio, non-voting member. The committee shall make recommendations concerning welfare and well-being of animals used in instruction and research, alternatives to the use of animals in instruction and research, and public relations regarding animal welfare and well-being.

The committee shall be confined to providing general policy recommendations and shall not have regulatory authority to approve or disapprove individual research projects or instructional exercises. After the first year of existence of the committee, voting committee members shall be appointed for terms of three years.

13. **Continuing Education and Extended Learning.** This committee shall consist of three faculty members. It shall be the duty of this committee to consider and make recommendations concerning the participation of the School in continuing education and extended learning. The Committee will be responsible for reviewing the Center for Continuing Professional Education's mission, goals, structure, and policies, and advising the Center on professional continuing education programs for DVM and RVT/Vet Assistant programs.

14. **Curriculum.** This committee shall consist of twelve members, including a faculty member from each department, the Associate Dean for Academic Programs and the Associate Dean for Clinical Programs, who shall be ex officio members, and including four veterinary students, one from each class, who shall be non-voting members. It shall be the duty of this committee to evaluate and make recommendations concerning pre-veterinary requirements and the professional veterinary curricula. It shall make a continuing evaluation of all courses and teaching programs offered by the School of Veterinary Medicine and recommend new courses and changes in existing courses, including their content, scheduling, and course leaders. It shall report to the Executive Committee before reporting to the Faculty. Faculty members shall be appointed for terms of two years, and student members shall be appointed annually.

15. **MPVM Curriculum.** The MPVM Curriculum Committee is responsible for oversight of the Master of Preventive Veterinary Medicine (MPVM) curriculum and its organization as well as the consideration of specific courses for current and future needs. The committee will consider the long-range needs of the program to serve the changing needs of its constituencies and of society, and will provide outcome assessments of its graduates for continuing program growth. The committee will be appointed by the School of Veterinary Medicine (SVM) Executive Committee and composed of five regular members, and four ex officio members, namely the director of the MPVM Program, the Associate Dean of Academic Programs, a member of the Curriculum Committee, and a SVM faculty member serving on the Executive Committee of the Graduate Group in Epidemiology. The five regular members will consist of three SVM faculty members with significant teaching responsibility in the MPVM curriculum and two SVM "at large" members. The committee will report via the Curriculum Committee to the SVM Executive Committee.

16. **Graduate Clinical Education.** This committee shall consist of ten members including six members of the faculty and the Associate Dean for Clinical Programs, the VMTH Associate Director--Large Animal, the VMTH Associate Director--Small Animal, and the VMTH Associate Director-Laboratory Services as ex officio members. The six regular members will consist of at least three SVM faculty members with significant teaching responsibility in the graduate clinical programs. Members shall be appointed for terms of three years such that two members shall be retired each year and two new ones appointed. It shall be the duties of this committee to evaluate, make recommendations, approve the academic content of new and existing graduate clinical education programs, and assure that these programs meet the Academic Guidelines for Graduate Clinical Education Programs.
17. **Health Sciences Library.** This shall be a joint committee consisting of three members from the School of Veterinary Medicine and three members from the School of Medicine. The Chairperson of the committee shall alternate annually between representatives of the two schools. The Health Sciences Librarian, or his or her representative, shall be an ex officio, non-voting member of the committee. The committee shall make recommendations concerning acquisitions, operating policy, personnel, and major and minor capital improvements of the Health Sciences Library.
18. **International Programs.** The International Programs Committee shall consist of twelve members: five faculty members; the Associate Dean for Research and Graduate Programs, and the Director of the Office of International Programs as ex officio members; and five veterinary students as non-voting members. The students shall consist of 3-DVM students from the first three classes in the veterinary school, 1-MPVM student, and 1-graduate academic student. Faculty members shall serve three-year staggered terms and students shall be appointed annually. The committee shall provide advice on all aspects of the School's involvement in international programs and activities.
19. **Research.** This committee shall consist of five faculty members including the Associate Dean for Research as an ex officio member, and a graduate student who will serve as a non-voting member. Each year a graduate student will be appointed to a one-year term. Each faculty member will serve for a two-year term, except for the first year when two or three members will serve a one-year term. Two or three members shall be retired each year and new members appointed, to maintain continuity. It will be the responsibility of this committee to foster faculty research productivity and excellence within the School and to make appropriate recommendations to the faculty and administration on all matters pertaining to research.
20. **Student Affairs.** This committee shall consist of ten members, including the Associate Dean for Student Programs, who shall be an ex-officio member and including four veterinary students, one from each class, who shall be non-voting members. It shall be the duty of this committee to consider and make recommendations concerning student-faculty relationships, including study lists and petitions, academic honors, advising, academic promotion of students, student affairs and discipline, and scholarship and loan funds. It shall recommend to the Faculty candidates for graduation. Faculty members shall be appointed for terms of two years, and student members shall be appointed annually.
21. **Veterinary Medical Opportunity Program.** The committee shall consist of three faculty members and three non-voting student members. One of the three faculty members

shall be concurrently a member of the Admission Committee. This committee shall examine the credentials of academically qualified applicants to the Veterinary Medical Opportunity Program. This committee is to consider specifically whether an applicant for admission is culturally, socially, economically, medically or educationally disadvantaged. Those disadvantaged applicants deemed most likely to succeed in the veterinary curriculum shall be recommended to the Admission Committee. Faculty members shall be appointed for terms of two years and student members shall be appointed annually.

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) **Ballot by mail.** When balloting by mail 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, this committee deems necessary.

Voting by mail ballot 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) Elections

(a) 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. Each

voter receives a plain envelope in which to enclose his or her marked ballot, and a further 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.

- (c) Any voter who spoils a ballot may, by tearing it across once and returning it to the Chairperson, obtain another ballot.
- (d) Counting of ballots, unless otherwise specified, shall be conducted as outlined in Bylaw 16 of the Davis Division of Academic Senate.

(B) 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 mailed 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) (2) (b), (c), and (d) of this Bylaw.
- (2) When ballots are mailed 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.

PART VII. ORDER OF BUSINESS

25. (A) The order of business shall be:

- (1) Minutes
- (2) Announcements by the President
- (3) Announcements by the Chairperson
- (4) Announcements by other executive officers
- (5) Special orders
- (6) Reports of special committees
- (7) Reports of standing committees
- (8) Petitions of students
- (9) Unfinished business
- (10) New business

- (B) The regular order of business may be suspended at any meeting by a two-thirds vote of the voting members present.

PART VIII. RULES OR ORDER

26. The rules contained in Robert's Rules of Order shall govern the faculty in all cases in which they are applicable.

PART IX. AMENDMENT OF BYLAWS

28. The foregoing Bylaws may be added to, amended, or repealed at any regular or special meeting by the two-thirds vote of all the voting members present, provided that written notice of proposed changes shall have been sent to each member of the faculty at least five days previous to the meeting at which the changes are to be moved; but no change in the Bylaws shall be made that is inconsistent with legislation of the Academic Senate.

REGULATIONS

51. Admissions

(A) Admission to Regular Status

To be admitted to the School of Veterinary Medicine, students must have at least junior standing in one of the colleges of the University of California or an equivalent thereof satisfactory to the faculty of the School of Veterinary Medicine, including such special requirements in preparation for courses in the curriculum of the School of Veterinary Medicine as may be prescribed by the faculty of that School. The faculty of the School is authorized to limit the enrollment of students to a number consistent with the facilities available for instruction.

(B) Admission to Advanced Standing

Applicants for admission to advanced standing may be accepted under the following conditions:

- (1) They must furnish evidence that they are eligible for admission to the Fall Quarter of the School of Veterinary Medicine.
- (2) They must show that they have satisfactorily completed courses equivalent in kind and amount to those given in the School of Veterinary Medicine in the quarters preceding that to which admission is desired.
- (3) At the discretion of the Dean of the School, they may be required to pass examinations in any or all subjects for which they ask credit.

60. Requirements for the Degree of Bachelor of Science.

- (A) A degree of Bachelor of Science is granted, upon the recommendation of the faculty of the School of Veterinary Medicine, to students who do not hold a baccalaureate degree and who have met the following requirements:

- (1) The candidate shall have completed at least 180 units of college work, and shall have satisfied the general University requirements of Paragraphs 630, 634, 636 and 638.
- (2) The candidate shall have completed, in the School of Veterinary Medicine, all courses prescribed in the first two years of the professional curriculum. Exceptions may be made to students in advanced standing.

65. **Honors.**

The faculty of the School of Veterinary Medicine, or a duly authorized committee thereof, shall recommend for Honors or Highest Honors such students as it may judge worthy of that distinction, in accordance with the minimum standards prescribed by the Committee on Undergraduate Scholarships, Honors, and Prizes of the Davis Division of the Academic Senate.

70. **Master of Preventive Veterinary Medicine.**

The degree of Master of Preventive Veterinary Medicine (MPVM) will be granted on the following conditions:

- (A) The candidate shall have completed the curriculum as prescribed by the faculty of the School;
- (B) The candidate shall have completed the required work, have fulfilled satisfactorily all special requirements, and have received throughout the program satisfactory grades as determined by the faculty of the School.

72. **Doctor of Veterinary Medicine.**

- (A) The candidate for the degree of Doctor of Veterinary Medicine must have completed the requirements for the Bachelor's degree in one of the colleges or schools of the University of California or at another college or university of approved standing.
- (B) The candidate must give satisfactory evidence of possession of a good moral character.
- (C) The candidate must have studied veterinary medicine for the equivalent of thirteen quarters including four quarters in the senior year. The last two years must have been spent in the University of California, School of Veterinary Medicine. He or she must have completed the required work, have fulfilled satisfactorily all special requirements, and have received throughout the entire veterinary course a satisfactory grade as determined by the faculty of the School.

80. **Student Performance Standards (DVM).**

This regulation is implemented through policies and procedures that will be developed by the Student Affairs Committee and approved by the Executive Committee in accordance with the process described below. These School of Veterinary Medicine policies and procedures address standards, and related procedures, concerning academic and professional deficiencies, academic and social misconduct, professionalism, technical standards, attendance, examinations, and grading (hereafter collectively referred to as "Student Performance Standards").

The standards and procedures governing Student Performance Standards are detailed in order to provide adequate notice to students of the Faculty's expectations, to adequately address the variety of different circumstances in which these matters arise, and to ensure, where required, adequate due process protections for students. These policies and procedures are subject to regular modifications to respond to evolving legal

requirements and to address new needs identified through experiences using these policies and procedures.

New and revised policies and procedures concerning Student Performance Standards shall be developed and adopted as follows:

(A) Development

The Student Affairs Committee shall develop proposed policies and procedures.

(B) Review and Comment

(1) The Student Affairs Committee may, at its discretion, forward new or proposed changes to Student Performance Standards for review and comment to relevant committees and offices, which may include, but is not limited to, the Office for Student Programs, the Office for Academic Programs, the SVM Dean's Council, the SVM Executive Committee, and the Office of the Campus Counsel.

(2) The Student Affairs Committee shall provide written notice to members of the Faculty of the School of Veterinary Medicine of any new or proposed changes to Student Performance Standards and provide at least 10 days for review and comment by members of the Faculty.

(C) Approval

The Executive Committee has the authority to approve new or proposed changes to the Student Performance Standards that it receives from the Student Affairs Committee. Upon completion of the review and comment period described above, the Student Affairs Committee may forward proposed new or revised Student Performance Standards, as modified following the review and comment period, to the Executive Committee for approval consideration. Submission of proposed new or revised Student Performance Standards shall include any substantive comments received by the Student Affairs Committee during the review and comment period. New or revised Student Performance Standards approved by the Executive Committee shall be described in an appendix to this Regulation.

82. Promotion, Delay of Promotion, Dismissal and Appeal (MPVM).

(A) Academic Probation

A candidate for the degree of Master of Preventive Veterinary Medicine may be placed on academic probation by the MPVM Admissions and Student Affairs Committee for failure to perform adequately in courses in the MPVM program.

(1) Basis for Academic Probation

(a) Scholastic Difficulty

A student will be considered to be in scholastic difficulty and will be placed on academic probation when any one of the following criteria are met:

- (i) Quarterly grade point average less than 2.7 in all courses
- (ii) Grade of less than B- or U in any core course in the MPVM program (director's approval must be sought prior to registration in sequential core courses in which a grade of C+ or less was obtained)

(2) Remediation of Academic Probation

(a) Remediation of Scholastic Difficulty

Remediation of scholastic difficulty will be accomplished only when all of the following criteria are met:

- (i) All grades of C+ or less in core courses have been replaced by grades better than C+ (a maximum of nine quarter units of core courses may be repeated)
 - (ii) All grades of U have been replaced by grades of S
 - (iii) Cumulative grade point average is greater than 2.7
- (b) If a student's quarterly grade point average falls below 2.7, that student will have one quarter to improve the grade point average to 2.7. Failure to do so will make the student subject to dismissal.
- (c) With approval of the course instructor, a student is entitled to repeat core courses with grades of C+ or less or U by means of Credit by Examination (a maximum of 9 units of core courses may be repeated). The student may do this only **once** for each course.
- (i) The course instructor(s) will arrange one Credit by Examination that must be offered and graded prior to the beginning of the summer MPVM offerings.
 - (ii) The original course grade is final and retained in the student's transcript, but is no longer used in the computation of grade point average. The new grade earned by taking the Credit by Examination will be entered in the transcript as "course repeated" and used to compute the student's grade point average.

(B) Basis for Delay of Promotion

- (1) Students will be evaluated by the MPVM Admissions and Student Affairs Committee every three quarters in the program. They will be advised by the Associate Dean for Student Programs of the School of Veterinary Medicine that they:

- (a) Will be permitted to take course work in the next year (three-quarter period) of their program,
- (b) Will be required to repeat a course by Credit by Examination or to repeat the entire course when it is next offered
- (c) Will be advanced to candidacy,
- (d) Have successfully completed all graduation requirements of the program and will be eligible to receive their degree,
or
- (e) Will be dismissed from the program.

(C) Basis for Dismissal from the MPVM Program

A student who meets any one of the following criteria may be dismissed from the MPVM Program of the School of Veterinary Medicine:

- (1) Receiving grades of less than C- or U within any three-quarter period
- (2) Failure to remediate academic probation within the time limit set by the MPVM Admissions and Student Affairs Committee
- (3) Receiving a grade of C- or U on a repeat of a course by Credit by Examination or by actual repeat of the course

(D) Procedure for Appeal

Any student who has been dismissed from the Master of Preventive Medicine Program of the School of Veterinary Medicine, or who has been denied registration for one or more terms, or who has been denied promotion or graduation may appeal in writing to the Dean of the School of Veterinary Medicine. Thereupon, the Dean shall request the Executive Committee of the Faculty of the School of Veterinary Medicine to appoint an Ad Hoc Board consisting of three faculty members, at least one of which shall be from faculty not participating in the MPVM Program. Pending outcome of the appeal, the Dean shall have the authority to extend the registration of the student making the appeal. The Ad Hoc Board may conduct fact finding to fully understand the appeal facts and situation. The deliberations and final recommendations of the Ad Hoc Board are to remain in strictest confidence. The report of the Ad Hoc Board shall be reviewed by the Executive Committee to ensure that the report and recommendations are consistent with the Bylaws and Regulations of the Faculty before it is forwarded to the Dean. The Dean shall be responsible for the final disposition of the appeal.

POLICY FOR TECHNICAL, NON-ACADEMIC STANDARDS

Essential Abilities and Characteristics Required for Completion of the DVM Degree

INTRODUCTION

Successful applicants to the School of Veterinary Medicine, University of California, Davis are selected based on academic, personal, and extracurricular dimensions. The School admits qualified individuals who demonstrate leadership and an ability to become excellent veterinarians. Therefore applicants must have the intellectual, physical, and emotional capacities to meet the requirements of this professional degree without a change in the fundamental program requirements of the curriculum, without posing a direct threat to the health or safety of people or animals and without creating an undue burden for the School. Furthermore, admitted students must meet these requirements within a reasonable period of time.

Veterinarians are members of a profession and are governed by a code of ethics (termed professional behavior) that forms a social contract between the profession and society. Applicants, therefore, must possess the characteristics that will enable them to serve society and uphold this code of ethics.

The Doctor of Veterinary Medicine (DVM) degree has a strong foundation of core knowledge and skills in comparative veterinary medicine that is broad-based and requires knowledge and clinical competencies, at a minimum, for all important domesticated animal species. It is accompanied by an elective component that allows either specialization in species-specific veterinary medicine or exploration of diverse, non-traditional areas of veterinary science. Essential abilities and characteristics required for completion of the DVM degree consist of certain minimum physical and cognitive abilities and sufficient mental and emotional stability to assure that candidates for admission, promotion, and graduation are able to complete the entire course of study and participate fully in all aspects of veterinary training prescribed by the faculty. The School of Veterinary Medicine intends for its graduates to meet requirements for veterinary licensure and to be competent and compassionate veterinarians. The avowed intention of an individual student to practice only a narrow part of clinical medicine, or to pursue a non-clinical career, does not alter the requirement that all veterinary students take and achieve competence in the curriculum required by the faculty. For purposes of this document and unless otherwise defined, the term "candidate" means candidates for admission to veterinary school as well as enrolled veterinary students who are candidates for promotion and graduation.

The School of Veterinary Medicine has an ethical responsibility for the safety of patients and clients with whom students and veterinarians interact and interrelate. Although students learn and work under the supervision of the faculty, students interact with patients and clients throughout their veterinary school education. Patient and client safety and well-being are therefore essential factors in establishing requirements involving the physical, cognitive, and emotional abilities of candidates for admission, promotion, and graduation. The essential abilities and characteristics described herein are also referred to as technical (or non-academic) standards. They are described below in several broad categories including: observation; communication; motor function; intellectual-conceptual, integrative, and quantitative abilities; and behavioral and social skills. In addition to these characteristics, candidates must have the physical and emotional stamina to function in a competent manner in settings that may involve heavy workloads, long hours, and stressful situations.

Assessment and selection of candidates is done in an individualized, case-by-case basis taking into consideration the factors before described. In addition, the School of Veterinary Medicine considers applicable technical standards. The following abilities and characteristics are defined as technical standards, which in conjunction with academic standards established by the faculty, are minimal qualifications and requirements for admission, promotion, and graduation.

TECHNICAL (NON-ACADEMIC) STANDARDS

I. OBSERVATION: Candidates must be able to observe demonstrations and participate in learning exercises in the basic sciences, including but not limited to such things as dissection of cadavers; examination of specimens in anatomy, pathology, and neuroanatomy laboratories; and microscopic study of microorganisms and tissues in normal and pathologic states. Candidates must be able to accurately observe patients and assess findings. They must be able to obtain a medical history and perform a complete physical examination in order to integrate findings based on these observations and to develop an appropriate diagnostic and therapeutic plan. They must be able to interpret radiographic and other graphic and diagnostic images, and digital or analog representations of physiologic phenomenon (such as EKGs) with or without the use of assistive devices. They must be able to perceive and interpret signs of fear, aggression, and other potentially dangerous behaviors made by various

animal species; and sense and interpret warning sounds and signs in the veterinary health care environment. These skills require the functional use of vision, hearing, and touch.

II. COMMUNICATION: Candidates must be able to communicate effectively and efficiently with animal owners, their families, and members of the health care team. They must be able to obtain a medical history in a timely fashion, interpret non-verbal aspects of communication, and establish rapport with clients as part of the therapeutic management of the patient. Candidates must be able to record information accurately and clearly; and communicate effectively in English, both orally and in writing, with other health care professionals in a variety of patient settings in which decisions based upon these communications must be made rapidly.

III. MOTOR FUNCTION: Candidates must possess sufficient motor skills and mental acuity to functionally elicit appropriate information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers necessary for patient evaluation, treatment and care. They must possess the motor functions necessary to perform laboratory tests, carry out diagnostic procedures including imaging as well as therapeutic maneuvers including but not limited to anesthesia, surgery and obstetrics. They must be able to respond to emergency situations in a timely manner and provide general and emergency care, including but not limited to, airway management, placement of intravenous catheters, cardiopulmonary resuscitation, application of pressure to control bleeding, and suturing of wounds. Such activities require physical mobility, coordination of both gross and fine motor neuromuscular function, and balance and equilibrium. They must adhere to universal precaution measures and meet safety standards applicable to inpatient and outpatient settings and other clinical activities.

IV. INTELLECTUAL-CONCEPTUAL, INTEGRATIVE, AND QUANTITATIVE ABILITIES: Candidates must have sufficient cognitive (mental) abilities and effective learning techniques to assimilate the detailed and complex information presented in the veterinary curriculum. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology. Candidates must be able to memorize, measure, calculate, reason, analyze, synthesize, and transmit information across modalities as well communicate information in an appropriate manner to staff, colleagues and clients. They must recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events. They must be able to formulate and test hypotheses that enable effective and timely problem-solving in diagnosis and treatment of patients in a variety of clinical modalities. In many cases, these decisions and the appropriate diagnostic and therapeutic maneuvers are time-sensitive and thus candidates must demonstrate the skills, knowledge and abilities to complete complex exercises in the allotted time.

V. BEHAVIORAL AND SOCIAL ATTRIBUTES: Candidates must demonstrate the maturity and emotional stability required for full use of the required intellectual abilities. Candidates must be able to interact with patients, their owners, and health care personnel in a courteous, professional, and respectful manner. They must be able to tolerate physically and emotionally taxing workloads and long work hours, to function effectively under stress, to meet deadlines including examinations and to display flexibility and adaptability to changing environments. Candidates must be able to contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes. They must accept responsibility for learning, exercising good judgment, and promptly completing all responsibilities attendant to the diagnosis and care of patients. They must understand the legal and ethical aspects of the practice of veterinary medicine and function within both the law and ethical standards of the veterinary profession. Candidates will be expected to demonstrate a high commitment to professional behavior, which includes, but is not limited to, demonstration of competence, integrity, morality, compassion, empathy, respect, tolerance, altruism, lifelong learning, animal welfare, promotion of the profession, and promotion of public good.

ABILITY TO MEET THE UNIVERSITY OF CALIFORNIA, SCHOOL OF VETERINARY MEDICINE'S TECHNICAL STANDARDS

The School of Veterinary Medicine intends for its students and graduates to become competent and compassionate veterinarians who meet all requirements for veterinary licensure and entering veterinary practice in traditional and non-traditional areas.

Equal Access to the School of Veterinary Medicine's Educational Program

The University of California does not discriminate against qualified individuals with physical or mental disabilities who apply for admission to the DVM degree program or who are enrolled as veterinary students. Otherwise qualified individuals shall not be excluded from admission or participation in the School of Veterinary Medicine's educational programs, services and activities solely by reason of their disability or medical condition. The School of Veterinary Medicine provides reasonable accommodation in its academic programs to qualified individuals with disabilities. Consistent with legal standards and University policy, a reasonable accommodation is one that does not require substantial modification of essential program requirements or lower academic standards. Learning disabilities are included under this policy.

Should a candidate have or develop a condition that would place patients, clients or colleagues at risk or that would jeopardize his or her ability to complete veterinary student education and pursue licensure in a reasonable period of time, the candidate may be denied admission or may be dismissed from school. Should a candidate have or develop a disability that poses a significant risk to health and safety of patients, self, or colleagues that cannot be eliminated with a reasonable accommodation or that would jeopardize his or her ability to complete veterinary student education with a reasonable accommodation, the candidate may be denied admission or may be dismissed from school.

It is the responsibility of a student with a disability, or a student who develops a disability, and who wants an accommodation to notify the Student Disability Center and provide adequate documentation of the general nature and extent of the disability. The Student Disability Center will in turn determine what accommodations are necessary to allow the student to access University educational opportunities and recommend those accommodations to the School of Veterinary Medicine. It is the responsibility of the student to present to their instructors completed paperwork from the Student Disability Center documenting suggested accommodations with adequate time for those accommodations to be implemented. A student who has or develops any chronic disease or condition that will impair their ability to meet the School's technical standards will be expected to seek and continue in the care of a qualified health care provider.

All applicants are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities. Although the School of Veterinary Medicine and the Student Disability Center will engage in an interactive process with applicants with disabilities, the School of Veterinary Medicine reserves the right not to admit any applicant, who upon completion of the interactive process, cannot meet these technical standards described above with reasonable accommodations.

For Completion by All Candidates:

Are you capable of meeting the University of California, School of Veterinary Medicine's Technical Standards?

____ Yes

____ No

Reminder to All Candidates:

If at any time you require a reasonable accommodation to obtain equal access to the School of Veterinary Medicine's educational program, as stated above, it is your responsibility to notify the Student Disability Center (<http://sdc.ucdavis.edu/>), preferably in writing, and to provide adequate documentation of the nature and extent of the disability. The Student Disability Center will in turn determine what accommodations are necessary to allow the student equal access to University educational opportunities and recommend those accommodations to the School of Veterinary Medicine. By signing below you certify that you have read and understand these standards and have answered the question above correctly.

____ (Please print full name)

____ (Please sign and date)

POLICY FOR STUDENT ACADEMIC AND SOCIAL MISCONDUCT

The policy defines the disciplinary process for students suspected of academic and/or social misconduct within the School of Veterinary Medicine at the University of California, Davis. Examples of academic misconduct include, but are not limited, to cheating, plagiarism, and unauthorized collaboration, while examples of social misconduct include, but are not limited, to computer misuse, alcohol and drug violations, theft, and conduct that threatens health and safety.

This policy, similar to the campus policy, builds upon *Code of Conduct* and describes mutual expectations for students and faculty to maintain academic integrity. Students must "take group as well as individual responsibility for honorable behavior," and "make every effort to prevent and avoid academic misconduct." The policy has been established in collaboration with the campus to support the mission of the campus by upholding standards of academic excellence, promoting integrity and fairness, and confronting behaviors that impair the teaching and learning environment. The disciplinary procedures covered by this policy are intended to promote reasoned, fair, and impartial consideration of suspected student misconduct, with respect for the rights and interests of all concerned: the accused student, the reporting party, and the University. The disciplinary process itself is a meaningful educational experience: students learn from admitting their errors and accepting the consequences of their actions. In addition, honest students are protected when those who violate the rules are sanctioned. Student discipline is thus a shared responsibility that is integral to the School's and University's mission and helps to fulfill the aspirations of our academic community.

This policy covers students enrolled in the degree of Doctor of Veterinary Medicine (DVM) or Master of Preventive Veterinary Medicine (MPVM). Cases of academic misconduct will be handled by the Office of Student Programs with input from School of Veterinary Medicine's Code of Conduct Committee (CCC) and the campus Office of Student Judicial Affairs (SJA) as laid out in this document. Cases of social misconduct will be referred to the campus Office of Judicial Affairs.

Oversight of this policy resides in the Office of Student Programs and they will determine jurisdiction, maintain confidential discipline records, and administer the informal disposition. Authority for student discipline is delegated from the Chancellor to the Dean of the School of Veterinary Medicine, and from the Dean to the Associate Dean of Student Program. The Dean, and under the Dean's supervision, the Associate Dean, have authority to impose disciplinary sanctions. All disciplinary action taken by the Dean and Associate Dean, operates by delegation of the Chancellor's authority. The CCC is a veterinary student committee that participates in the review and resolution of student academic misconduct with oversight by the Associate Dean. When the severity of the case requires a formal fact-finding hearing process, the case will be referred to the campus SJA.

(1) Standards of Conduct

No student will attempt to dishonestly or unfairly advance his or her or another person's academic status. This includes, but is not limited to, the examples found in the SOVM Student Code of Conduct Agreement (Appendix A) and the University of California Standards of Conduct for Students (Appendix B).

(2) Process for Suspected Student Misconduct

Most cases are resolved through an informal process in which the Associate Dean and CCC members consult with the reporting party, meet with the accused student and, if appropriate, enter a written disciplinary contract specifying agreed sanctions for any admitted violations of academic conduct standards.

Students are advised of their rights (Appendix C) provided by UC Davis disciplinary procedures, including the right to request a formal fact-finding hearing if they do not admit the conduct, and also to consult and be accompanied by an advisor during the informal and/or formal processes. Cases that cannot be resolved informally are referred to SJA, in accordance with procedures described below.

Under Academic Senate Regulation 550, a grade of "0" or "F" may be assigned to examinations or assignments on which cheating, plagiarism or any other form of academic dishonesty is admitted or determined to have occurred by proper adjudication. If the student admits or is determined after adjudication to have committed a violation of the Code of Academic Conduct which does not involve dishonesty, the faculty member may assign an appropriate grade penalty for the misconduct on that examination or assignment.

When the severity of the case requires a formal fact-finding hearing process, the case will be referred to the campus SJA.

(a) Informal Process

(i) Unofficial

This process is followed for minor academic misconduct such as unfair or disruptive examination conduct that does not involve cheating, plagiarism, fabrication, unauthorized collaboration or infringement of copyright.

The emphasis is education, accountability and ethical behavior. If a violation is observed by a student, the reporting student may approach the alleged offender individually, either with or without an arbitrator (classmate) or report the alleged misconduct to the Associate Dean for Student Programs. If a violation is observed by a faculty or staff, they may approach the alleged offender individually or report the alleged misconduct to the Associate Dean.

Whether the alleged offender is approached by a student, faculty, staff or Associate Dean, the aim is to make the student aware that an alleged violation of the Code of Conduct has been observed and will not be tolerated. The student should be informed of the violation and given the opportunity to respond. Again, the emphasis is on education and increasing awareness. However, in all cases the Associate Dean should be made aware of the incident in case the misconduct has occurred previously and a more formal process needs to be initiated.

(i) Official

This process is followed for more serious academic misconduct such as cheating, plagiarism, fabrication, unauthorized collaboration or infringement of copyright. The emphasis is on education and informal resolution but, as the violation is more serious, there is a need to gather facts. Permanent records will be kept unless the Associate Dean determines that the case has no merit and is dismissed. An accused student may consult and/or be accompanied by an advisor of his/her choice at any point during the informal process.

If the student has failed or refused to respond within 30 days after notification by the Office for Student Programs or has failed or refused to participate in or cooperate with the disciplinary process, despite reasonable efforts by Office for Student Programs to contact him/her, the case may be referred to campus SJA for formal hearing.

If a violation is observed by a student, staff or faculty, they should report the alleged misconduct to the Associate Dean. A confidential report (Appendix D) should be filled out and submitted to the Associate Dean. The Associate Dean will notify the alleged offender that a matter involving potential disciplinary action has been referred and request the student schedule an appointment to discuss the matter. The Associate Dean will select a member of the CCC to be present at the meeting. The Associate Dean and CCC member will meet with the student, explain the disciplinary process, advise the student of his/her rights and inform the student of the reasons for the report and provide the student with an opportunity to respond. The student does not have to say anything during the informal process, but if they choose to speak, they should tell the truth. While the accused student is required to respond to the Associate Dean, he/she may choose not to provide information in response to the allegations and request a formal hearing. At the conclusion of the meeting, the CCC member and Associate Dean can decide that:

- The case has no merit and no further action is needed;
- It can be resolved informally by agreement with the student;
- It cannot be resolved informally or that more fact finding is required and refer the case to an informal hearing with the CCC;
- The matter involves serious academic misconduct or social misconduct, and should be referred to the campus SJA for a formal hearing.

If agreement is reached between the student and the Associate Dean and CCC member as to the reported violation and the terms of the sanction, then the case can be resolved informally at that meeting. The agreement should state in writing the agreed facts of the incident, the nature of the admitted violation and the terms of the sanction(s) to be imposed and should be signed by the student. These documents will become part of the student's permanent record.

If the matter is referred to an informal hearing, the goal will be to find the truth of what happened in a manner that respects and preserves the rights of all concerned. The committee members are neutral decision makers who can render a fair decision. At least, three student members of the CCC, one faculty member from the Student Affairs Committee and the Associate Dean for Student Programs will attend the informal meeting. Prior to the hearing, the student and the reporting party will receive written email notice of specific issues and the date, time, and place of the hearing, as well as summaries of the information to be presented and the hearing procedures. A student may decline to meet with the CCC and may request a formal hearing with campus SJA. In keeping with the University's educational goals, students and reporting parties will speak on their own behalf, except in unusual circumstances. They may be accompanied by an advisor. After each party and witness tell what he/she knows, the CCC members can initiate questions. After the CCC members finish questioning, the student and reporting party may question witnesses and both may present documents or other relevant information. At the conclusion of the meeting, the CCC can decide that:

- The case has no merit and no further action is needed;
- It can be resolved informally by agreement with the student;
- It can be resolved informally by agreement with the student, but that the likely sanction is suspension or dismissal. The case should be referred to the campus SJA for a formal hearing or other appropriate action;
- It cannot be resolved informally and should be referred to the campus SJA for a formal hearing;

- The matter involves serious academic misconduct or social misconduct and should be referred to the campus SJA for a formal hearing.

At the conclusion of the hearing, a written report should be prepared containing the finding of fact and these will become a permanent record.

If agreement is reached between the student and the CCC as to the reported violation and the terms of the sanction, then the case can be resolved informally within the School. The agreement should state in writing the agreed facts of the incident, the nature of the admitted violation and the terms of the sanction(s) to be imposed and should be signed by the student. These documents will become part of the student's permanent record.

If the case is referred to the campus SJA for a formal hearing or other appropriate action, the Associate Dean for Student Programs will contact and forward all written documentation to the Director of Student Judicial Affairs.

(b) Formal Process

The case may be referred to the campus SJA for a formal hearing or other appropriate action. If a formal hearing is conducted, then an Ad Hoc Hearing Panel will be appointed consisting of five individuals, including one faculty from the School of Veterinary Medicine's Student Affairs Committee and one student from the CCC. The student should not have been previously associated with the case. The process for a formal hearing will follow that documented in the campus "Administration of Student Discipline" 4.00 Formal Fact Finding Hearings <http://sja.ucdavis.edu/policies.html>.

Briefly, a formal fact-finding hearing is an educational meeting, not a trial or court proceeding. The goal is to find the truth of what happened through a fair, timely, and effective process that respects and preserves the rights of all concerned: the accused student, the University community, the reporting party, and any witnesses. Hearing panel members or hearing officers are neutral decision makers (students and faculty) who should have no prior involvement in the case, and who must be able to render a fair decision; they may be challenged and removed if found to be biased.

In keeping with the University's educational goals, the accused student and the reporting party each speak on his or her own behalf, except in unusual circumstances. They may each be accompanied by an advisor. Attorneys may not represent parties before the Campus Judicial Board.

The student and the reporting party receive prior written email notice of the specific charges at issue and the date, time, and place of the hearing. The notice also summarizes the hearing procedures, including the right to an advisor, and the parties' responsibility to submit evidence and witness lists to SJA before the hearing.

Formal rules of evidence do not apply. Hearings are closed except to the hearing panel, the accused student, the reporting party, and the witnesses (who are present only during the time they testify, unless they request and receive permission from the panel to remain in the room after their testimony). Others may attend the hearing only with the approval of the hearing panel and/or SJA. The accused student may be present at the hearing or absent. Both the reporting party and the accused student may provide evidence and question witnesses. Panel members may also question witnesses. If they testify, parties and witnesses can be questioned and must tell the truth. The accused

student may remain silent without inference of culpability. An audio recording of the hearing is kept.

After the hearing ends, a written report is prepared containing findings of fact (what happened, and was it more likely than not that the student violated University standards as suspected). Any findings of fact must be based only upon evidence received at the hearing. If the student is found in violation, the panel may recommend appropriate sanctions. In determining a sanction, the panel may consider the student's complete disciplinary file, as well as testimony from the student, SJA, and other witnesses. The written report is submitted to the designated University official, and the student is then notified in writing of the official decision.

(3) Appeals

A student who is found in violation has ten business days to file a written appeal to the Dean of the School of Veterinary Medicine of the decision, on the grounds that:

- (a) There is no substantial basis in fact to support the findings;
- (b) The sanction is inconsistent with the findings;
- (c) There was unfairness in the proceedings;
- (d) There is newly discovered important evidence that was not available at the time of the hearing. The appeal may be denied, granted in whole or part, or other relief may be directed where appropriate.

Student Honor Code Agreement

As a student in the School of Veterinary Medicine, University of California, Davis, I acknowledge that it is my responsibility to both understand and uphold the Academic Code of Conduct

Examples of academic misconduct include, but are not limited to:

- **Cheating**
 - Receiving or providing unauthorized assistance on exams
 - Discussing exams with students who have not yet taken the exam
 - Using unauthorized materials during an exam
 - Altering and submitting an exam for re-grading
 - Altering or tampering with laboratory unknowns or results
- **Unfair Advantage**
 - Denying others the opportunity to prepare for an upcoming examination. (Examples include, but are not limited to, sequestering old exams, specimens, slides, radiographs, reprints, etc.)
- **Unfair or Disruptive Conduct During Exams**
 - "Wandering eyes"
 - Talking in or around the exam area
 - Non-verbal communication
 - Having notes visible
 - Using electronic devices such as cell phones, PDAs, computers or MP3 players without permission of the instructor during a closed book examination.
- **Unauthorized Collaboration**
 - Working with others on graded coursework without faculty permission (e.g., papers, online quizzes/exams, take-home exams/assignments).
- **Plagiarism**
 - Using another's work without proper citation
- **Infringement of Copyright**
 - Obtaining or distributing intellectual property without the permission of the owner
- **Fabrication or Falsifying Information**
 - Including data, references, medical records or any document relating to the treatment, health, or disposition of any laboratory animal or patient in the school
 - Providing false excuses to obtain permission to extend a deadline including sitting an exam

As a student in the School:

- ✓ I share group as well as individual responsibility for honorable behavior.
- ✓ I will make every effort to prevent and avoid academic misconduct.
- ✓ In the event that I witness academic misconduct, I will report the issue to the Associate Dean for Student Programs without discussing the incident with other students.

My signature below signifies that I have read and agree to the above.

Signature_____

Date_____

Print Name_____

Class Year_____

The following is excerpted and adapted from the *UC Policies Applying to Campus Activities, Organizations, and Students* (<http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc100.html>).

- 102.00** Chancellors may impose discipline for the following student acts or attempted acts (including aiding or assisting), as well as other violations specified in campus regulations:
- 102.01 Academic Misconduct** such as cheating, plagiarism, or other unfair or dishonest acts (see the UC Davis *Code of Academic Conduct*).
- 102.02 Other Dishonest Acts** such as fabricating information, furnishing false information, or reporting a false emergency.
- 102.03 Forgery, Alteration, or Misuse** of any University document, record, key, electronic device, or identification.
- 102.04 Theft, Misappropriation, Damage to Property, or Possession of Stolen Property** (when the student knew or reasonably should have known that it was stolen).
- 102.05 Computer and/or Electronic Resource Theft, Misuse, or Abuse** of computer and electronic communications resources, facilities, systems, and services. For example, unauthorized entry, use, transfer, or tampering with the communications or accounts of others; interference with the work of others or with the operation of computer and electronic communications facilities, systems, and services; or other use of such facilities, systems, or services in violation of other University policies or campus regulations.
- 102.06 Unauthorized Entry To, or Use, Possession, or Receipt of,** any University services, equipment, resources, or properties, including the University's name, insignia, or seal.
- 102.07 Violation of Residence Hall or Housing Policies,** regulations, or rules governing University housing facilities or other housing facilities located on University property.
- 102.08 Assault, Threats of Violence, or Conduct Threatening Health or Safety.** Includes physical assault; sexual assault; threats of violence; or other conduct that threatens the health or safety of any person.
- 102.09 Sexual Harassment.** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.
- 102.10 Stalking.** Behavior in which a student repeatedly engages in conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his/her safety, or that of his/her family, where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person and to serve no legitimate purpose.
- 102.11 Other Harassment** of any person by using, displaying, or making other demonstrations of words, gestures, imagery, or physical materials, or engaging in any conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in University programs or activities, or use of University facilities. The conduct must target a specific person(s) and must be addressed directly to that person(s). Before applying this policy, the campus consults with the Office of General Counsel.
- 102.12 Hazing.** Participation in any method of initiation or pre-initiation into a campus organization, or other activity engaged in by an organization or members of any organization at any time, that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any person.
- 102.13 Obstruction or Disruption** of teaching, research, administration, disciplinary procedures, or other University activities.
- 102.14 Disorderly or Lewd Conduct.**
- 102.15 Disturbing the Peace** or unlawful assembly.
- 102.16 Failure to Identify Oneself or Comply with Directions** of a University or Other Public Official, or Resisting or Obstructing Officials in the performance of their duties.
- 102.17 Unlawful Manufacture, Possession, Use, Sale, or Distribution of Controlled Substances** identified in federal and state law.
- 102.18 Possession, Manufacture, Use, Sale, or Distribution of Alcohol** in violation of law, University policy or campus regulations.
- 102.19 Possession, Use, Storage, or Manufacture of Explosives or Destructive Devices.**
- 102.20 Possession, Use or Manufacture of Firearms or Weapons** prohibited by campus regulations.
- 102.21 Violation of a Disciplinary Action** or violation of the conditions contained in the terms of a disciplinary action imposed under these Policies or campus regulations.
- 102.22 Violation of Notice of Emergency Suspension** or violation of orders issued during a declared state of emergency.
- 102.23 Unauthorized Preparation, Sale, or Distribution of Notes or Recordings of University Courses, or Copying of Course Materials** for commercial purposes unless authorized by the University in advance and explicitly permitted by the course instructor and/or copyright holder in writing. Unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether or not it was the student or someone else who prepared the notes or recordings.

POLICY FOR ATTENDANCE

The DVM degree program is a four-year course of study. The DVM curriculum established by the faculty of the School of Veterinary Medicine is expected to be the first priority in the education of students enrolled in the DVM degree program and is expected to be completed in 48 months (separate guidelines apply to dual degree programs). As such, students are expected to prepare for and attend class regularly. Many laboratory classes require attendance, and the course leader may assign a failing grade for unexcused absence. If participation is considered a grading criteria for a course, the instructor will be expected to announce the grading policy during the first teaching session and will be expected to take attendance at each session.

I. EMERGENCY ABSENCE

The Office of Student Programs must be notified as soon as possible of absence due to illness, family emergency, or death in the family. In these circumstances, the Office of Student Programs will notify instructors of the student's absence. If a student misses an examination as a result of an emergency absence, the Office of Student Programs will also notify the Associate Dean for Student Programs. If an examination is missed as a result of illness, the student will be expected to submit a medical letter to the Office of Student Programs no later than 24 hours after the absence. It is the responsibility of the student to work with course leaders to take make-up examinations as soon as possible after the absence.

Instructors will attempt to assist students who miss DVM course work due to emergency absence. Since the nature of work missed varies from course to course, the student is responsible for contacting instructors as soon as possible after the emergency to discuss a plan for catching up missed work.

If the emergency absence is for an extended period of time (greater than one week), the student must notify the Office of Student Programs about the expected time of return to the DVM curriculum and notify the Office when they have returned to class. On returning to school, the student must make an appointment with the Associate Dean for Student Programs to discuss plans for making up the missed work.

If a student is repeatedly absent from class, an instructor may refer the student to the Associate Dean for Student Programs. If the Associate Dean considers that the student has missed a substantial portion of the curriculum, the Associate Dean may refer the student to the Student Affairs Committee for consideration of competence difficulty.

II. ELECTIVE ABSENCE (SHORT TERM)

A. Excused absence

Under special circumstances, excused absence for outside activities related to DVM education may be considered (the School of Veterinary Medicine will uphold the official UC Davis policy pertaining to religious observances during the academic year and accordingly, will seek to accommodate student and faculty needs in the best way possible).

Requests for an excused absence must be made to the office of Student Programs, not to individual instructors. The Associate Dean for Student Programs will review the request and contact instructors for their approval. The DVM curriculum is the priority for the faculty and the students. Requests for elective short-term absences may be denied by the Associate Dean for Student Programs or any of the instructors, and will not be allowed for students in academic difficulty.

Excused absences for activities unrelated to veterinary medical training will not be considered.

(i) Scientific Meetings

Students who want to attend scientific meetings should select meetings that occur during breaks and vacation.

When scientific meetings conflict with the veterinary curriculum, DVM students may attend those meetings only if **ALL** the following criteria are met:

First, Second and Third Year

1. Students must submit a request in writing to the Associate Dean for Student Programs. Requests must include justification and objectives, the program of events, the dates for the meeting and anticipated absence (including travel time). The Associate Dean will review the request, consult with the Office of Academic Programs and the Office of Research, identify curricular conflicts, and clarify information in the request. Before any request is approved, all instructors affected by the student's absence will be contacted by the Office of Student Programs and notified of the request. In general, students in good academic standing will be allowed to go to one scientific meeting a year to present **their** research provided they: 1) have their research project signed off by their faculty mentor, 2) give a minimum of 12 weeks advanced notice, and 3) produce a copy of the abstract they are planning to present.
2. Students are responsible for all class material missed due to attending a meeting. Instructors are not obligated to provide alternative instruction or examinations.

Fourth Year

Students in the senior year may not leave clinical rotations to attend scientific meetings, but at the time of submission of their track selection forms can request vacation rotations for the time of the meeting. Depending on the VMTH rotation schedule, it may not be possible to grant all such vacation requests.

(ii) SAVMA Meeting

Student American Veterinary Medical Association (SAVMA) activities are recognized as a unique experience available to veterinary students. Because SAVMA meetings generally conflict with the DVM curriculum, all the criteria

described above for scientific meetings must be met for students to attend the SAVMA meeting.

The SAVMA meeting date is generally available one year in advance. Student Chapter of the AVMA (SCAVMA) officers are responsible for notifying the Office of Academic Programs of the date as soon as it is available.

B. Non-excused Absence

Students are responsible for all class material missed due to a non-excused absence. Instructors are not obligated to provide alternative instruction or examinations, and students who miss an examination may receive a failing grade. Students in the senior clinical year should arrange job interviews during vacation rotations and should not request time away from clinical duties to attend job interviews.

III. EXTENDED ABSENCE

Absence from the DVM program may be extended up to a maximum of one year through the Planned Educational Leave Program (PELP). Students considering PELP should make an appointment with the Associate Dean for Student Programs and submit a letter documenting the reasons for the PELP for consideration and approval by the Student Affairs Committee. Unless accompanied by medical documentation, a student in academic difficulty will not be granted a PELP. Generally, a PELP will start at the beginning of a quarter, however if it starts midway through a quarter then the student will receive no academic credit for that quarter, except in the senior clinical year, and financial aid will be affected. Students who do not return from PELP at the designated time will be withdrawn from the School and will need to petition for readmission.

Students who are absent from the DVM program longer than one year must withdraw (without prejudice) and may petition for readmission at such time as the cause of absence has been resolved. Petition for readmission must be submitted to the Associate Dean for Student Programs. Petitions will be considered by the Student Affairs Committee and the Associate Dean for Academic Programs, who will make a recommendation to the Dean of the School of Veterinary Medicine. Readmission is not automatic, and students will need to show that they have been affiliated with veterinary medicine in their absence from the School and will need to show cause for readmission into the DVM program. If admitted, the recommendation from the Student Affairs Committee will provide information as to any remediation needed prior to admission as well as where in the curriculum the student will start. Depending on the absence time, the student may have to repeat previously passed courses.

POLICY FOR EXAMINATIONS

Examinations

All students registered for a course are required to take examinations at the time designated by the course leader, unless permission has been obtained from, and an alternative examination date agreed on, by the course leader prior to the examination. It is up to the instructor as to whether an alternative examination time will be offered. A scheduled examination cannot be moved to another time unless all registered students vote in favor of the move. Even with a unanimous vote from the students, the ultimate decision to move the examination time rests with the course leader.

A student is expected to be present at the examination at the designated start time. If a student is late, it is the prerogative of the course leader or the designated examiner to decide whether the student will be allowed to take the examination. No additional time will be given to students for completing an examination that is started late. Students must take examinations within the scheduled time.

Take home examinations are due on the date and time designated for their return, unless permission has been obtained from, and an alternative arrangement agreed with, the course leader prior to the due date. A student who is unable to deliver the examination in person must make alternative arrangements for the delivery of the examination by the due date. A student who is unable to deliver the examination and has not made an alternative arrangement with the course leader must inform the Office of Student Programs by the day the examination should have been turned in. The Office of Student Programs will inform the course leader. The course leader will determine whether the student will be allowed to submit the late examination or take a make-up examination.

During an examination, students should ask permission from the instructor prior to leaving the classroom to use the restroom. Examination papers must be left facedown in the room and no materials should be taken from the room.

When a student has completed the examination it should be handed in to the instructor who should acknowledge acceptance of the examination by marking off the student's name. If this procedure is not followed and a student's paper is found to be missing, the fault lies with the student not the instructor.

Students who fail to adhere to these guidelines may be given a zero, and remediation options may not be available. According to SVM policy, students cannot advance to the next year in the curriculum with a Y, U or F grade.

Students must have passed all third year courses in which they were enrolled prior to starting senior clinical rotations. If a student is required to remediate or complete a course, the student will not be allowed to start senior clinics until he/she have acquired a passing grade.

Disability Accommodations

Students requiring accommodations for documented disabilities must provide approved accommodation requirements from the Student Disability Center in writing, in sufficient advance of the exam date for arrangement of accommodation facilities.

It is the responsibility of a student with a disability, or a student who develops a disability, and who wants an accommodation to notify the Student Disability Center and provide adequate documentation of the general nature and extent of the disability. The Campus Disability Center will in turn notify the Office of Student Programs that the student has sought disability accommodation and the nature of those accommodations.

Accommodations are only issued on a quarter basis and therefore the student must reapply each quarter. It is the responsibility of the student to present their instructors with completed paperwork from the Student Disability Center documenting accommodations with adequate time for those accommodations to be put in place. The Office of Academic Programs will work with the instructor to put in place the necessary accommodations.

Emergency Absence

The Office of Student Programs must be notified as soon as possible of absence due to illness, family emergency, or death in the family. In these circumstances, the Office of Student Programs will notify instructors of the student's absence. If a student misses an examination as a result of an emergency absence, the Office of Student Programs will also notify the Associate Dean for Student Programs. If an examination is missed as a result of illness, the student will be expected to submit a medical letter to the Office of Student Programs no later than 24 hours after the absence. It is the responsibility of the student to work with course leaders to take make-up examinations as soon as possible after the absence. Instructors will attempt to assist students who miss DVM course work due to emergency absence. Since the nature of work missed varies from course to course, the student is responsible for contacting instructors as soon as possible after the emergency to discuss a plan for catching up missed work. If the emergency absence is for an extended period of time (greater than one week), the student must notify the Office of Student Programs about the expected time of return to the DVM curriculum and notify the Office when he/she has returned to class. On returning to school, the student must make an appointment with the Associate Dean for Student Programs to discuss plans for making up the missed work. If a student is repeatedly absent from class, an instructor may refer the student to the Associate Dean for Student Programs. If the Associate Dean considers that the student has missed a substantial portion of the curriculum, the Associate Dean may refer the student to the Student Affairs Committee for consideration of competence difficulty.

Personal or Family Issues

Students who have family or personal issues that significantly disrupt their ability to study effectively during the quarter should meet with the Associate Dean for Student Programs during the quarter to assess best how to handle these issues. Students should not wait until finals week to discuss these issues.

Electronic Devices

All electronic devices should be muted during an exam and, unless prior permission is given by the instructor, electronic devices are not allowed in closed book exams. This includes computers, cell phones, PDAs and MP3 players.

POLICY FOR GRADING

Definition of Grades and Marks

The work of each student should be reported in terms of the following grades: A (excellent), B (good), C (fair), Y (a provisional mark given in lieu of a failing grade while awaiting remediation), F (failure), I (incomplete), and IP (in progress). Grades of A, B, and C may be modified by plus (+) or minus (-).

Grading guidelines have been proposed for the School of Veterinary Medicine to decrease faculty and student anxiety associated with the grading process and facilitate the interpretation of significance at each grade level. Faculty are encouraged to employ grading procedures consistent with these, although course instructors may assign grades using methods most appropriate to their respective course(s).

Guidelines

These guidelines are for courses graded by a letter grade.

Percentage	Letter Grade	Grade Points
>96%	A+	4.0
93-96%	A	4.0
90-92%	A-	3.7
87-89%	B+	3.3
83-86%	B	3.0
80-82%	B-	2.7
77-79%	C+	2.3
73-76%	C	2.0
70-72%	C-	1.7
<69%	Y	0.0
	F	0.0

Y mark

The Y mark is provisional, or temporary, and is given in lieu of a failing grade. By definition, any grade less than C- is considered failing by the School of Veterinary Medicine. Initially, all instructors will give students either a grade of C- (or higher) or a Y. The Y mark stays on the student's transcript only until it is remediated. If the student successfully remediates the Y mark, it is replaced by whatever grade the student receives.¹ If the student is unsuccessful in remediating, the Y mark is replaced by an F grade.

Incomplete (I) Grade

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 in consultation with the Associate Dean for Student Programs. The student is entitled to replace the I grade by a passing grade provided he/she satisfactorily completes the work of the course. In the

¹ A record of a successfully remediated Y grade will be maintained by the Office of the Dean for purposes of tracking accumulation of Y grades and assignment of an F or U grade consistent with the Policy for Academic and Professional Difficulties.

School of Veterinary Medicine, completion of core material must occur prior to the beginning of Fall quarter of the following academic year. If the grade has not been converted in this time period, the grade shall revert to an F or an Unsatisfactory, depending on the grading system in effect in the particular instance.

In calculating a professional 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, all incomplete units attempted for a letter grade shall be counted and assigned a grade point value of zero. Any professional student who accumulates an Incomplete grade for which final grades have not been assigned will be placed on academic probation.

Satisfactory or Unsatisfactory Grading in the School of Veterinary Medicine

- A) With the consent of the appropriate department and approval of School Curriculum Committee, the grades assigned in specific professional courses, especially laboratory courses, may be Satisfactory (S) or Unsatisfactory (U). Faculty and students should consult the course syllabus in either CERE or CREST to determine mode of grading.
- B) Students enrolled in individual research or individual study graduate courses (299 or 299D) are graded on a Satisfactory or Unsatisfactory only basis.
- C) In DVM courses with S/U grading, the grade of Satisfactory is awarded only for work which otherwise would receive a grade of C- or better. MPVM students are graduate students and therefore must achieve a B- or better in MPVM or graduate level courses and C- or better in DVM or undergraduate courses to receive an S grade. Units earned are counted as part of degree requirements but disregarded in determining a student's grade point average.

Submission of Grades within the School of Veterinary Medicine

Campus rules stipulate that course grades must be submitted online within 72 hours after the final examination unless the course enrolment is over 100 or the examination mode is short answer or essay. Under those conditions the time may be extended by 72 hours.

Grades should be entered into the Gradebook tool within the CERE course site and from there they can be submitted to Banner.

POLICY FOR ACADEMIC AND PROFESSIONAL DIFFICULTIES

This policy defines the standards and procedures for students in academic or professional difficulty within the School of Veterinary Medicine (SVM). A candidate for the degree of Doctor of Veterinary Medicine (DVM) may be placed on probation, fail to advance to the next year or be dismissed for failure to perform adequately in courses of instruction (academic difficulty) or for professional behavior that is inconsistent with being a veterinarian (professional difficulty). Veterinary medical students, as representatives of the profession of veterinary medicine, must adhere to a certain code of behavior as outlined in the following policies: the University's Standards of Conduct for Students, the SVM Student Code of Conduct, and the SVM professionalism policy. Satisfactory professional behavior is an academic requirement for award of the DVM degree.

Oversight of this policy resides in the Office of Student Programs. Authority for academic and professional difficulties is delegated from the Chancellor to the Dean of the School of Veterinary Medicine, and from the Dean to the Associate Dean for Student Programs. The DVM Student Affairs Committee (DVM-SAC) (the Associate Dean for Student Programs is an ex-officio member) is appointed by the SVM Executive Committee to assess student progress and make appropriate recommendations related to academic probation and delay of promotion.

In consultation with the Student Affairs Committee, the Dean, and under the Dean's supervision, the Associate Dean, have authority to impose disciplinary sanctions. All disciplinary actions taken by the Dean or Associate Dean operate by delegation of the Chancellor's authority.

A. Doctor of Veterinary Medicine

(I) Requirements for the Degree of Doctor of Veterinary Medicine

(1) Academic requirements for the degree of Doctor of Veterinary Medicine are:

- (a) Completion of the requirements for graduation within four years from the start of the program. This time may be extended to a maximum of five years with permission from the DVM-SAC. Students not fulfilling this requirement within five years will be referred to the DVM-SAC for consideration of planned educational leave program, withdrawal without prejudice, withdrawal with prejudice or dismissal.
- (b) Satisfactory completion of years 1 through 4.
- (c) The candidate must have behaved and performed in a manner consistent with professional standards necessary for the practice of veterinary medicine, and must have achieved the general competencies required by the School of Veterinary Medicine, including established competencies in patient care, medical knowledge, interpersonal and communication skills, and professionalism.

(II) Students enrolled in the DVM degree are subject to probation, delay of promotion and dismissal for academic and/or professional difficulties. Table 1, summarizes these policies.

(1) Probation

A student who meets any of the following criteria will be placed on academic probation and will receive a warning letter from the Office for Student Programs indicating that he or she is in difficulty, the nature of the difficulty, and that he or she has been placed on academic probation:

(a) Academic Difficulty

- (i) Quarterly grade point average less than 2.000;
- (ii) Grade of Y in any course in years 1 through 3[#];
- (iii) Grade of Incomplete (I) in any course in years 1 through 3[⌘];
- (v) Unsatisfactory (U) grade in 3 units (2 weeks) of clinical activity*.

[#] For the first three years of the DVM curriculum, a passing grade is a C- or greater or Satisfactory (S). Any grade below C- (or S) is a failing grade. Students receiving a failing grade will be assigned a Y mark to allow for the opportunity to remediate that failing grade. Failure to remediate the Y will result in a permanent F or U grade. Each student during the course of their DVM training will be assigned the Y instead of a grade below C- or U 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 must be assigned the F or U grade.

[⌘]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 in consultation with the Associate Dean for Student Programs. The student is entitled to replace the I grade with a passing grade provided he/she satisfactorily completes the work of the course.

* Senior clinical rotations vary from a minimum of 1 week to a maximum of 12 weeks in duration. Each week is equal to 1.5 units of clinical activity. If the rotation is 1 week in length, the student will be graded at the end of that week. If the rotation is of 2 weeks duration, the student will be graded at the end of that 2-week block (3 units of clinical activity). If the rotation is > 2 weeks in duration, the student will be evaluated at the end of each 2-week block and feedback will be transmitted verbally to the student. At the end of the rotation, the grade will be entered.

(b) Professional Difficulty

- (i) Minor violations, as determined by the DVM-SAC, of the policies governing professional behavior.

(2) Remediation of Probation

(a) Academic Difficulty

Remediation of academic difficulty will be accomplished only when all of the following four criteria are met prior to the start of fall quarter of the next academic year:

- (i) All Y grades are replaced by passing grades;
- (ii) All I grades are replaced by passing grades;
- (iii) Yearly and cumulative grade point average is greater than or equal to 2.000;
- (iv) All U grades in the senior clinical year are replaced by passing grades (grade of Satisfactory Proficiency or better).

(b) Professional Difficulty

- (i) For minor professional difficulties, the DVM-SAC will review the professional difficulty and will make recommendations, based on the facts and circumstances of each case, as to the duration of the probation and the nature of the required remediation.

(3) Delay of Promotion

(a) Academic Difficulty

A student who meets any of the following criteria will not be promoted to the next year of the veterinary curriculum, and cannot register for courses in subsequent years of the veterinary curriculum and, where necessary, may be suspended from participation in the DVM curriculum for the remainder of the year:

- (i) Failure to remediate academic difficulty by the beginning of the fall quarter of the next academic year;
- (ii) Receives 5 grades of I in any academic year;
- (iii) Receives a U or M grade when remediating a U in the senior clinical year;
- (iv) Receives M grades, or a combination of M and U grades, in 12 or more units of clinical activity;
- (v) Receives U grades in 9 or more units of clinical activity.

A student whose performance fails to meet the criteria for promotion, but who is not subject to dismissal, will be expected to enroll in courses as determined by the DVM-SAC and complete all courses with a passing grade during the repeat year.

(b) Professional Difficulty

A student who has severe professional difficulties as determined by the DVM-SAC, is subject to non-promotion to the next year of the veterinary curriculum and cannot register for courses in subsequent years of the veterinary curriculum unless approved by the DVM-SAC. The DVM-SAC will decide, based upon the facts and circumstances of each case, whether the student should be allowed to repeat the year, and the conditions under which they will repeat, or be dismissed. Failure to remediate academic probation for a minor professional difficulty shall be considered a severe professional difficulty.

(4) Dismissal from the School of Veterinary Medicine

(a) Academic Difficulty

A student who meets any one of the following criteria will be referred to the DVM-SAC for consideration of dismissal from the School:

- (i) Receives an F or U in any year from 1 through 3;
- (ii) Receives two I grades during a repeat year based on the I grade criteria above;
- (iii) Fails to remediate academic difficulty by the beginning of the fall quarter of the next academic year during a repeat year;
- (iv) Receives M or U grades in 3 or more units of clinical activity during a repeat year.

(b) Professional Difficulty

A student who meets any one of the following criteria will be referred to the DVM-SAC and will be subject to consideration of dismissal from the School:

- (i) Failure to correct and/or repeated incidents of professional difficulties;
- (ii) Commits professional misconduct that is considered so serious as to warrant dismissal.

(5) Appeal

Any student who has been dismissed from the School of Veterinary Medicine, or who has been denied registration for one or more quarters, or who has been denied promotion or graduation, may appeal in writing to the Dean of the School of Veterinary Medicine within ten business days of said notification. The Dean will request the SVM Executive Committee to appoint an ad hoc board consisting of five faculty members and two non-voting student members to review the appeal within fourteen days of receiving the appeal. As part of the review, the committee may interview faculty and students. The student in question does not have the right to appear before the ad hoc board. The report of the ad hoc board will be presented to the Executive Committee within six weeks of the receipt of the appeal by the Dean to ensure that the report and recommendations are consistent with the SVM and campus Bylaws and Regulations. The report will be forwarded to the Dean who will be responsible for the final disposition of the appeal, which will be delivered within two months of receiving the appeal.

School of Veterinary Medicine

Table 1: Policy for Academic and Professional Difficulties for Doctor of Veterinary Medicine Students

YEARS 1-3			
Issue	Result	Remediation	If not remediated by beginning of Fall quarter of next academic year
A grade of Y in any course in years 1 through 3	Warning letter from Office of Student Programs indicating student is in academic difficulty, the nature of the difficulty, and that the student has been placed on academic probation + DVM-SAC	Replace with passing grade	DVM-SAC + no promotion; student repeats designated courses with passing grade
2 Y grades within years 1 through 3	Warning letter from Office of Student Programs indicating student is in academic difficulty, the nature of the difficulty, and that the student has been placed on academic probation + DVM-SAC	Replace all Y grades with passing grades	DVM-SAC + no promotion; student repeats designated courses with passing grade
3 Y grades within years 1 through 3	Warning letter from Office of Student Programs indicating student is in academic difficulty, the nature of the difficulty, and that the student has been placed on academic probation + DVM-SAC	Replace all Y grades with passing grades	DVM-SAC + no promotion; student repeats designated courses with passing grade
GPA <2.000 in any quarter in years 1 through 3	Warning letter from Office of Student Programs indicating student is in academic difficulty, the nature of the difficulty, and that the student has been placed on academic probation + DVM-SAC	Yearly and cumulative GPA \geq 2.000	DVM-SAC + no promotion; student repeats designated courses with passing grade
An I grade in any academic year	Warning letter from Office of Student Programs indicating student is in academic difficulty, the nature of the difficulty, and that the student has been placed on academic probation + DVM-SAC	Replace with passing grade	DVM-SAC + no promotion; student repeats designated courses with passing grade
5 grades of I in any academic year	Refer to DVM-SAC, may have to stop out immediately for remainder of academic year	Per DVM-SAC discretion, replace with passing grades or no remediation	DVM-SAC + no promotion; student repeats all core courses with passing grade
> 3 Y grades within years 1 through 3	After 3 Y grades are accumulated further non-passing performance must be assigned an F or a U, DVM-SAC + no remediation, stop out immediately, refer to DVM-SAC for consideration of dismissal	No remediation	
1 grade of F or U in any course in years 1 through 3 after accumulation of 3 Y grades	DVM-SAC + no remediation, stop out immediately, refer to DVM-SAC for consideration of dismissal	No remediation	
2 grades of I in a repeat year based on I grade criteria	DVM-SAC + no remediation, stop out immediately, refer to DVM-SAC for consideration of dismissal	No remediation	
Failure to remediate academic difficulty by the beginning of the fall quarter of the next year during a	DVM-SAC + no remediation, stop out immediately, refer to DVM-SAC for consideration of dismissal	No remediation	

repeat year

SENIOR CLINICAL YEAR			
Issue	Result	Remediation	If not remediated by beginning of Fall quarter of next academic year
3 units with an Incomplete grade in senior clinical year	Warning letter from Office for Student Programs indicating student has an I evaluation and needs to meet with Associate Dean for Student Programs	Replace with passing grade	May need part of next year to remediate
6 units with an Incomplete grade in senior clinical year	Student meets with Associate Deans for Student Programs, Academic Programs, Clinical Programs and PELP discussed	Replace with passing grade	May need part of next year to remediate. If student decides to PELP, decision to return made in consultation with Associate Deans for Student Programs, Academic Programs, Clinical Programs
15 units with Incomplete grade in senior clinical year	DVM-SAC + no remediation, stop out immediately and place on PELP	No remediation	DVM-SAC + PELP. Decision to return made in consultation with Associate Deans for Student Programs, Academic Programs, Clinical Programs
3 units with a grade of M	Warning letter from Office for Student Programs indicating student has a marginal grade, and inclusion of the policy concerning M and U grades	No remediation	
3 units with a grade of U	Warning letter from Office for Student Programs indicating student is in difficulty, the nature of the difficulty, and that the student has been placed on academic probation + DVM-SAC. Remediation plan developed by Service faculty and approved by Associate Dean for Clinical Programs in consultation with Associate Dean for Student Programs.	Replace U grade with passing grade	May need part of next year to remediate
12 units with M grades; or 12 units of a combination M or U grades; or 9 units with U grades; or student receives a U or M grade when remediating a U grade	Student is subject to stopping out for the remainder of the senior clinical year. The DVM-SAC, in consultation with the Associate Dean for Clinical Programs, will decide what remediation is needed prior to the student returning to repeat the senior clinical year.	No remediation for that year	For repeat year, remediation plan developed by Service faculty and approved by Associate Dean for Clinical Programs in consultation with DVM-SAC and the Associate Dean for Student Programs. Complete year must be repeated
1.5 units with an M and/or U evaluation during a repeat senior clinical year	Warning letter from Office for Student Programs indicating student is getting close to point where he or she will be referred to DVM-SAC for consideration of dismissal. Remediation plan developed by Service faculty and approved by Associate Dean for Clinical Programs in consultation with Associate Dean for Student Programs.	Replace M or U evaluation with passing evaluation	DVM-SAC + no remediation, stop out immediately, refer to DVM-SAC for consideration of dismissal
3 units with an M and/or U grade during a repeat senior clinical year	Student is subject to stopping out immediately and for consideration by the DVM-SAC for dismissal.	No remediation	

* 1.5 units comprise a 1-week clinical rotation (for example, a rotation that is normally 4 weeks in length would consist of 6 units with a separate evaluation for each 2-week unit, at the end of the 4-week period a grade would be submitted for the rotation).

PROFESSIONAL DIFFICULTIES			
Issue	Result	Remediation	If not remediated by beginning of Fall quarter of next academic year
Professional difficulties - Minor violations, as determined by the DVM-SAC, of the policies governing professional behavior and misconduct. (See Policies for Professionalism)	Warning letter from Office for Student Programs indicating student is in Professional Difficulty and the nature of the professional difficulty and the student has been placed on academic probation + DVM-SAC.	DVM-SAC will review the professional difficulty and will make recommendations, based on the facts and circumstances of each case, as to the type of remediation and the duration of the probation.	DVM-SAC + no promotion; subject to decision by DVM-SAC as to repeat year or dismissal
Professional difficulties - Severe violations, as determined by the DVM-SAC, of the policies governing professional behavior or misconduct. (See Policies for Professionalism)	Student is subject to non-promotion to the next year of the veterinary curriculum and cannot register for courses in subsequent years of the veterinary curriculum unless approved by the DVM-SAC. The DVM-SAC will decide based upon the facts and circumstances of each case, whether the student will be allowed to repeat the year, and the conditions under which he or she will repeat, or be dismissed. Failure to remediate academic probation for a minor professional difficulty shall be considered a severe professional difficulty.	No remediation	DVM-SAC + no promotion; subject to decision by DVM-SAC as to repeat year or dismissal

APPEAL PROCESS				
Issue	Student's rights	Process – Dean	Process – Executive Committee	Process – Ad Hoc committee
Any student from the School of Veterinary Medicine who has been dismissed or denied registration for a quarter or denied promotion or graduation may appeal the decision	The student must appeal in writing to the Dean of the School of Veterinary Medicine within 10 business days of said notification	The Dean will request the Executive Committee of the Faculty to appoint an ad hoc board to review the appeal. The Dean will be responsible for the final disposition and notification of the student concerning the appeal, which should occur within two months of receipt of the appeal	The Executive Committee will appoint an ad hoc committee consisting of five (5) faculty members and two (2) non-voting student members within 14 days of receipt of the appeal. The Executive Committee will review the report of the ad hoc board to ensure that the report and recommendations are consistent with the Bylaws and Regulations of the Faculty. The Executive Committee will forward the report to the Dean	The committee will review the issue and may deliberate with the faculty concerned. Any decision on the appeal is an academic judgment, and does not involve an appellant's right to appear before the ad hoc board. The committee will prepare a written report and recommendation and forward it to the Executive Committee within 1 month of receipt of the appeal by the committee

POLICY FOR PROFESSIONALISM

Definition of Professionalism

The core elements of a profession are possession of a specialized body of knowledge and commitment to service. The word “professes” represents a public commitment to a set of values as set out in the Veterinarian’s Oath.

“Being admitted to the profession of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health, the relief of animal suffering, the conservation of animal resources, the promotion of public health, and the advancement of medical knowledge.

I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics.

I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.”

Professions today are characterized by:

1. Development of specialist knowledge not easily understood by the public, and for which they are given a monopoly over its use and are responsible for its teaching.
2. Use of this knowledge in the service of individual patients and society in an altruistic fashion
3. Professional autonomy to establish and maintain standards of practice and self-regulation to assure quality
4. Responsibility for the integrity of their knowledge base, its expansion through research, and for ensuring the highest standards for its use.

Standards of Professionalism

As members of a profession, veterinarians should demonstrate core humanistic values such as:


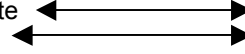
- Altruism -unselfish concern for the welfare of others and society
- Honesty and Integrity -high ethical and moral standards
- Empathy -caring and compassion
- Responsibility, Reliability and Accountability -for oneself and accountability for oneself and for one’s colleagues
- Respect -for self, patients, clients, colleagues, technicians, and other health care professionals
- Excellence and Scholarship -continuing commitment to excellence, scholarship, advancing veterinary medicine and life-long learning

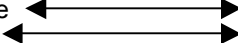
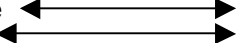
Evaluating Professionalism

Veterinary medical education involves both the acquisition of knowledge and skills and learning how to become a good veterinarian. Being a good veterinarian demands more than clinical

competence, it also entails the highest standards of integrity and professionalism. Demonstration of integrity and professionalism are, therefore, essential elements of the competencies required for graduation. Faculty should provide students with timely feedback concerning professional behaviors so that students are able to attain the high standards expected by the School. Students that show repeated deficiencies in professional behavior or exhibit behaviors that are considered serious will be subject to discipline through either the Policy for Academic and Professional Difficulties or the Policy for Academic and Social Misconduct.

The following is a Professional Assessment Form adapted from that produced by the Medical School Performance Evaluation (MSPE). The advisory committee was set up under the American Association of Medical Colleges. It was presented by a representative from AAMC at one of the AAVMC (American Association of Veterinary Medical Colleges) annual meetings. This form may be used by faculty to provide feedback but also by students to determine appropriate behaviors.

	Inappropriate Too little 	Appropriate ▼	Inappropriate Too much 
HONESTY AND INTEGRITY			
Truthfulness	Misrepresents position/status; misuses resources; falsifies data; plagiarizes; cheats, lies	Displays honesty, forthrightness, and trustworthiness	Displays insensitivity and tactlessness
Adherence to			
Ethical Principles	Engages in unethical behavior (e.g. accepts inappropriate gifts, violates professional boundaries, steals, engages in fraudulent behavior); overlooks inappropriate behavior in colleagues	Models ethical behavior; confronts or reports inappropriate behaviors in colleagues	Appears sanctimonious; displays intolerance; always finds fault; appears overly critical
RESPONSIBILITY, RELIABILITY AND ACCOUNTABILITY			
Punctuality	Is late; misses deadlines	Is punctual; meets deadlines	Emphasizes timeliness at the expense of thoroughness
Compliance	Ignores policies, procedures, rules, and regulations; misses required sessions	Follows policies, procedures, rules, and regulations; attends required sessions	Displays inflexibility; rigidly relies on rules to the point of obstructionism
Accountability	Avoids responsibility and work	Appropriately assumes responsibility; asks for help when necessary	Assumes too much responsibility; displays inability/unwillingness to delegate

	Inappropriate Too much 	Appropriate	Inappropriate Too much 
Feedback	Makes excuses; displaces blame; resists feedback; appears defensive	Admits errors; seeks and incorporates feedback	Appears afraid to act for fear of making errors; assumes blame inappropriately; requires constant reassurance and feedback
ALTRUISM			
Concern for Others	Concern for self appears to supercede concern for others, appears unwilling to extend self	Shows appropriate concern for others; goes "the extra mile" without thought of reward	Appears selfless to the point of taking risks; overextends self to own detriment
EMPATHY			
Compassion	Exhibits little compassion for animals and others; at times appears cold, indifferent and "heartless"	Can put self "in others' shoes", but still maintains objectivity	Appears emotionally over responsive and unduly empathic, resulting in an inability to be objective or effective
COMMITMENT TO EXCELLENCE			
Goal-setting	Appears aimless and educationally adrift	Sets and achieves realistic goals	Sets unachievable goals
Motivation	Sets low standards of achievement; appears complacent	Seeks additional knowledge and skills; strives for excellence	Appears overly competitive and perfectionistic
RESPECT FOR SELF AND OTHERS			
Appearance	Displays poor hygiene; wears dirty/sloppy clothes	Maintains neat personal appearance	Appears to dress to draw attention to self; although neat, dresses inappropriately for the occasion
Interactions	Appears insecure and unable to act independently	Respects authority and other professionals; appears appropriately confident; inspires trust	Appears arrogant, overconfident, and demeaning
Teamwork	Does not participate	Works well with others	Appears dominant, authoritarian, uncooperative, and overbearing

Relationships	Appears disrespectful and insensitive to clients and fellow students (beliefs, opinions, culture, religion, gender, race, sexual orientation and/or socioeconomic status)		Demonstrates respect for, and sensitivity to, patients (beliefs, opinions, gender, race, culture, religion, sexual orientation, and/or socioeconomic status)		Enables inappropriate unhealthy patient behavior
Confidentiality	Disregards patient/client confidentiality		Demonstrates and maintains sensitivity to patient/client confidentiality		Inappropriately upholds patients' or others' right to confidentiality, putting them and others at risk

CERJ Advice on Voting Rights on Personnel Actions

March 30, 2010

Background

At its February 24, 2009 meeting, the Representative Assembly of the Davis Division of the Academic Senate charged the Divisional Committee on Elections, Rules and Jurisdiction (CERJ) with providing advice concerning the rights of faculty to vote on academic personnel actions, specifically with respect to departments in the College of Agricultural and Environmental Sciences (CA&ES). The resolution reads, in part, “The Committee on Elections Rules and Jurisdiction (CERJ) shall consult with the Committee on Academic Personnel-Oversight Committee and shall provide Advice that clearly defines the role Academic Federation faculty can play in the recruitment of Academic Senate faculty. This Advice shall be widely disseminated to departments within CA&ES.”

The charge to CERJ was itself a response to a recommendation made by a Special Committee that investigated certain appointment actions that had been taken within CA&ES. The recommendation was: “The role of Academic Federation faculty in the review and recommendation on faculty hires into Academic Senate positions needs to be clarified with departments in the CA&ES. The culture of placing equal weight on the views of both AS and AF faculty in hiring faculty with AS appointments, while only AS faculty can vote on such appointments, is problematic. When faculty comments are forwarded with the Final Search Report, those comments must be separated to identify those made by AS faculty and those made by AF faculty.”

Advice

The role of Academic Federation faculty in the review and recommendation on faculty hires into Academic Senate positions is distinct from that of Senate faculty with respect to voting rights.

CERJ divides the issue of voting rights into three exclusive cases, depending on the title of the position on which a vote is taken: (1) Academic Senate title, as specified in Standing Order of the Regents 105.1(b), (2) non-Senate title, typically Cooperative Extension (CE) or Agricultural Experiment Station (AES), (3) both Senate and non-Senate titles attaching to a single appointment. Those with appointments with non-Senate titles must be distinguished as to whether they (a) are engaged in instruction, or (b) are not engaged in instruction.

Exclusively Senate Titles

CERJ advises that departments should adhere to the rule specified in the Academic Personnel Manual, UCD-220: “As a minimum, Academic Senate faculty members at or above the proposed rank shall have the right to vote on all actions at a level up to and including their own rank. Departments that wish to allow non-Senate academic members of equivalent rank to participate in the review of personnel actions may do so on an informal basis, but may not extend voting rights to non-Senate faculty.” The recommendations and/or vote by non-Senate department

members must be identified as such and recorded separately from the Senate vote.

The basis for the exclusion of non-Senate faculty from voting on exclusively Senate appointments lies in systemwide Academic Senate Bylaw 35(C)(2), which states: “Only members of the Academic Senate may vote in Senate agencies and their committees when those agencies or committees 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.” In addition, systemwide Senate Legislative Ruling 7.06 states, “In matters delegated to the Academic Senate, an academic department acts as an agency of the Academic Senate.” When voting on appointments that carry Senate membership, as specified by systemwide Senate Bylaw 55, academic departments are acting as an agency of the Senate, and therefore only members of the Senate may vote on such appointments.

Exclusively Non-Senate Titles

Instructional faculty

CERJ advises that departments should adhere to systemwide Senate Legislative Ruling 7.06, which states: “only members of the Academic Senate may vote on the departmental recommendation in a merit action involving non-Senate instructional faculty. A department may solicit a recommendation or vote from non-Senate instructional faculty to be used in its deliberations.” Although this ruling does not concern appointments as such, it clearly applies to recommendations on appointments, which carry more weight than recommendations on merit actions. The recommendations and/or vote from non-Senate instructional faculty must be identified as such and recorded separately from the Senate vote.

Non-Instructional faculty

CERJ advises that the Senate has no authority over voting in personnel actions for appointments for positions whose job responsibilities fall outside those delegated by the Regents to the Senate.

Split Senate/non-Senate Titles

CERJ advises that departments should adhere to the procedure specified by the CA&ES Dean’s Office, which was endorsed by the Executive Committee of the Faculty of CA&ES and the Davis Division Executive Council: “In the case of split appointments with an I&R [Senate] component that also carry a CE and/or AES component, CE Specialists and Agronomists [AES appointees] may participate in the departmental planning, search plan development, and voting on that portion of the position that is not an I&R appointment. The votes and comments of CE Specialist and Agronomists must be recorded in a letter that is separate from the votes and comments of Senate faculty.”

The rationale for this rule is that it combines the exclusion of non-Senate members from the Senate vote on the Senate part of the appointment but allows non-Senate members to vote on the

non-Senate part of the appointment, thus combining the restriction on voting for instructional faculty with the right to vote on non-instructional faculty.

Applicability of This Advice To All Personnel-Related Votes

This advice, which requires separation of votes by Senate members from votes by non-members of the Senate, is applicable to all departmental votes that are taken in the hiring process. Voting at each step of the process constitutes “giving advice to University officers or other non-Senate agencies in the name of the Senate,” in the language of Academic Senate Bylaw 35(C)(2), as discussed above. A further reason for applying the advice to all personnel-related votes is that the consequences of actions taken before the final vote, e.g., the reduction of the candidate pool to a short list, determine the options available to Senate members at the time the final vote is taken. For this reason, those actions constitute an integral part of the appointment process, in which the manner of voting should be uniform.

April 5, 2010

ROBERT L. POWELL, Chair
Davis Division of the Academic Senate

Re: Streamlining the Academic Personnel Review Process

The Committee on Academic Personnel (CAP) proposes to modify the procedures and standards that apply to the academic personnel review process with the goal of identifying clear and quantifiable savings in faculty and staff time. This is motivated by the current budgetary climate and triggered by a memorandum from a group of current and former department chairs and Faculty Personnel Committee (FPC) members from the College of Agricultural and Environmental Sciences (CA&ES) to streamline certain personnel actions.

Following a preliminary evaluation of MyInfoVault (MIV), CAP judges that its increasing use at all levels of the personnel review process has the potential to make the single biggest impact on the streamlining process. CAP expects that dossier preparation using MIV should take much less faculty and staff time and also facilitate the review process. This depends on the expeditious elimination of some of the current bottlenecks in MIV as being identified by the users. In addition, CAP proposes a streamlining strategy inspired by a number of suggestions from the aforementioned CA&ES memorandum. Below, we outline the background, specific steps and a timeline for implementation of this strategy which targets a particular set of merit actions.

Background

A large number of actions reviewed by College/School FPCs are routine merit increases that do not involve accelerations. As seen in Table 1, the College of Engineering FPC reviewed 62 dossiers in 2008-09, of which 65% involved were routine merit requests. Table 1 shows comparable numbers for the other large Colleges/Schools in 2008-09, and the potential impact the proposed streamlining strategy might have on the number of cases reviewed by the FPCs.

CAP's post-factum audits confirm the widely held impression that, for the majority of routine merit actions, broad agreements exist within and among all reviewing agencies (Department, FPC, Dean, CAP). While these actions are redelegated to the Deans (with recommendation from local FPCs) at Davis,

they are often handled by Departments and Deans directly at most UC campuses (e.g., UCLA, UCSB, UCI). Table 2 shows which actions are redelegated to the Deans and which ones are handled by the Vice Provost for Academic Personnel (VPAC) (with recommendation from CAP) at Davis. The objective of this streamlining proposal is a specific subset of the redelegated actions. It is CAP's view that, for this subset, significant latitude is available to achieve real efficiency while maintaining the integrity of the review process and the requisite feedback to the faculty concerning peer perception of their career advancement.

Not all regular merit actions should be streamlined. For example, the independent review of assistant professors plays a critical role in their preparation for promotion to associate professor ranks. Therefore, their merit actions should not undergo abbreviated review. Similarly, merit advancements to overlapping steps such as Associate Professor, Step IV-V and to barrier steps to Professor, Step VI and Above Scale are important career transitions for which a full review by CAP remains imperative. Furthermore, accelerated actions require closer scrutiny by a broader review body and should not be streamlined. CAP further notes the possibility that, if the remaining actions are simply streamlined as outlined below, some faculty, who advance normally, may not be reviewed by a broader body for many years before they are eligible for advancements to Professor and barrier steps. This may disadvantage these faculty as they may not receive proper feedback in terms of their long term advancement prospects. This can be alleviated if the streamlined reviews are performed for every other eligible action.

Proposal Specifics

1. Table 2 depicts which actions will be eligible for streamlining with the restriction that if the previous merit action was streamlined, the next one will be a normal review.
2. As customary, the Dean's Office will inform the Departments in early summer regarding who is eligible for streamlined actions in the upcoming year should they choose to do so. The Department Chair and the candidate will discuss and decide if a streamlined action should be pursued. It is noted that streamlining should only be sought for those cases perceived to be strong with no apparent weaknesses in any review category.
3. An abbreviated dossier will be prepared for streamlined cases, aimed at reducing the preparatory effort of the candidate and the review efforts of the Department and Dean. The dossier will be prepared exclusively on MIV. A suggested checklist is shown in Table 3.
4. The departmental letter should be a single-page memorandum, stating the requested action, the departmental vote and highlighting the new

developments since the last review and the key elements supporting the case.

5. If a streamlined action receives equal to or more than 10% negative votes, a recommendation by the College/School FPC will be required. In addition, the Dean may seek advice from FPC regardless of the departmental vote.
6. If the Dean disagrees with the department's recommendation for a streamlined action, the case will be automatically forwarded to VPAC for recommendation by CAP.
7. Streamlined cases should be reviewed directly by Deans with minimal involvement of Dean's staff in the handling of dossiers.

Potential Workload Impact

1. Reduction of workload on Departmental and Dean's office staff would stem primarily from the simplified dossier preparation.
2. The abbreviated departmental letter would yield a reduction of workload for department chairs as well as the reviewing faculty.
3. The streamlining would also reduce workload on the candidate, primarily through the reduced effort in preparing the simplified dossier on a short-term basis, and increased preparation efficiency with the MIV database system on a long-term basis. An initial outlay of effort will occur when starting up the MIV database that could result in increased faculty workload for the short term.
4. A major efficiency in this proposal is the reduction in workload for the FPCs. The redelegation of the review responsibilities of these streamlined cases to Departments and Deans would yield substantial savings of effort by FPC members. The last column in Table 1 shows an estimate of the potential savings based on 2008-09 numbers.
5. CAP's workload will not be substantially affected because the proposed changes are mainly for redelegated actions, and auditing activities will continue. Nevertheless, MIV, perhaps expanded to include external referee letters (with appropriate confidentiality safeguards) and previous action documentation, could facilitate CAP review by allowing remote dossier access. MIV should be continually and flexibly modified to respond to user suggestions for ease of use and efficiency.

Implementation

CAP proposes streamlining to be implemented initially as a pilot. Each College/School/Division (with the exception of the Schools of Law and Education and the Graduate School of Management) should nominate one or two departments (with a total number of faculty around 50) to participate. While an assessment will be made each year as a part of the yearly audits by CAP, it will take a number of years to critically assess the real yields of

efficiency and impact, if any, on the integrity of review and career advancement. Thus, CAP proposes a full review of this practice after three years to decide if streamlining will be made available to the rest of the campus or terminated.

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AP:sb

Table 1. Number of Redelegated Actions.

<i>College/School</i>	<i>Total # of Actions</i>	<i>Routine Merits</i>	<i>Can be Streamlined</i>
ENG	62	40 (65%)	23 (37%)
CBS	35	26 (74%)	10 (29%)
SOM	237	218 (92%)	130 (55%)
VM	53	46 (87%)	25 (47%)
L&S HArCS	66	61 (92%)	45 (68%)
L&S SS	46	34 (74%)	23 (50%)
L&S MPS	45	37 (82%)	27 (60%)

Table 2. Redelegated actions and suggested streamlined actions.**Current** *Actions Considered by VPAC and CAP*

- Appointments at and above Assistant Professor, Step IV.
- Promotions to Associate Professor and Professor
- Merit to Associate Professor IV and V.
- Merit to Professor, Step VI and Above Scale.
- Accelerated merits that skip a step
- 3- and 5-year reviews
- Appraisals
- Career Equity Reviews (CERs)
- Retroactive merits

Current *Redelegated Actions for Deans and FPCs*

- Appointments up to and including Assistant Professor, Step III.
- Merits that are not delegated to VPAC and CAP
- Accelerated merits that do not skip a step
- Appraisals

Proposed *Eligible Redelegated Actions for streamlining at every other action:*

- Regular merit to Associate Professor, Step II and III
- Regular merit to Professor, Step II-V
- Regular merit to Professor, Step VII-IX

Table 3. Suggested checklist for dossier preparation (in MIV) for streamlined actions

- Full list of publications and creative works with a line drawn below those considered in the previous review.

- Publications and creative works should have proper *url* references that would allow the reviewing bodies to access them online.
- List of courses taught in the review period and the numerical scores of student evaluations.
- Students/researchers mentored in the review period.
- Campus and professional service activities in the review period.
- Awards and special recognition in the review period.