

**NOTICE OF MEETING**

**MEMBERS OF THE ACADEMIC SENATE, IRVINE DIVISION**

Dear Colleagues:

Please join me and other members of the Senate Cabinet and your school representatives for the Divisional Senate Assembly meeting scheduled for:

Thursday, February 12, 2015  
3:30 p.m. – 5:00 p.m.  
Academic Senate Conference Room, 338 Aldrich Hall

I encourage all Assembly representatives to attend this meeting, and to hear interesting updates on Senate business. Please RSVP to [senate@uci.edu](mailto:senate@uci.edu) by **Tuesday, February 10, 2015** so that we are able to confirm a quorum. I hope to see you on February 12<sup>th</sup>.

Sincerely,



William Molzon  
Academic Senate Chair  
Irvine Division

The complete agenda for this meeting will be posted by February 5<sup>th</sup>. It can be found on the Academic Senate Website at [senate.uci.edu/office/divisional-senate-assembly/meeting-agendas/](http://senate.uci.edu/office/divisional-senate-assembly/meeting-agendas/).

**AGENDA OF THE MEETING**  
**DIVISIONAL SENATE ASSEMBLY**  
Thursday, February 12, 2015, 3:30 – 5:00 p.m.  
Academic Senate Conference Room  
338 Aldrich Hall

**ORDER OF BUSINESS**

<b>STATUS</b>	<b>ITEM</b>
APPROVAL	1. <b>Minutes of October 30, 2014</b>
INFORMATION	2. <b>Announcements by Senate Chair William Molzon</b>  <a href="#"><u>Teleconference of the Assembly of the Academic Senate</u></a> Wednesday, February 11, 2015
INFORMATION	3. <b>Announcements by Chancellor Howard Gillman</b>
INFORMATION	4. <b>Announcements by Other Administrative Officers</b>
INFORMATION	5. <b>Special Orders – Consent Calendar</b>  <b>A. Annual Reports of Standing Committees 2013-14</b> May be found with other pertinent documents on the Senate’s website at: <a href="http://senate.uci.edu/annual-reports/2013-14-annual-reports-2/"><u>http://senate.uci.edu/annual-reports/2013-14-annual-reports-2/</u></a>  Councils: Council on Academic Personnel Council on Educational Policy Council on Faculty Welfare Graduate Council Council on Planning and Budget Council on Research, Computing and Libraries Council on Student Experience Council on Undergraduate Admissions and Relations with Schools  Committees: Committee on Committees Committee on Privilege and Tenure Committee on Rules and Jurisdiction Committee on Scholarly Honors and Awards  Subcommittees & Boards: Assessment Committee Board on Undergraduate Scholarships, Honors and Financial Aid Campuswide Honors Program Board Faculty Board for Undecided/Undeclared Students Programs and Policy Subcommittee Subcommittee on Courses and Continuing, Part-Time & Summer Session Education Subcommittee on International Education

## **B. Academic Senate's Distinguished Faculty Awards for 2014-15**

### **- Distinguished Faculty Award for Research**

Kumar Wickramasinghe, Department of Electrical Engineering and Computer Science

### **- Distinguished Mid-Career Faculty Award for Research**

Chuansheng Chen, Department of Psychology and Social Behavior

### **- Distinguished Assistant Professor Award for Research**

Ali Mortazavi, Department of Developmental and Cell Biology

### **- Distinguished Faculty Award for Teaching**

Matthew Beckmann, Department of Political Science

### **- Distinguished Assistant Professor Award for Teaching**

Teresa A. Dalton, Department of Criminology, Law and Society

### **- Daniel G. Aldrich, Jr. Distinguished University Service Award**

Andrea J. Tenner, Department of Molecular Biology and Biochemistry

### **- Distinguished Mid-Career Faculty Award for Service**

Jonathan Alexander, Department of English & Gender and Sexuality Studies

INFORMATION 6. **Reports of Special Committees**

7. **Reports of Standing Committees**

APPROVAL

### **Proposed Revision of Irvine Bylaw 127, Scholarly Honors and Awards**

*Issue:* The UC Irvine Emeriti Association (UCIEA) has requested to transfer a Mentorship Award for active faculty from UCIEA to the Academic Senate. In addition, the Committee believes inclusion of the award will require an update to Bylaw 127 which outlines the requirements for each of the eight major award categories. The Committee would like to propose a slight modification to the first section of the bylaw which would allow for easier adoption of future awards.

*Action Requested:* The Assembly will approve or reject the proposal.

### **Academic Integrity Policy**

*Issue:* CSE was tasked with rewriting the *Appendix VIII: UCI Academic Senate Policy on Academic Honesty* in the Senate Manual to address issues of inconsistent administration across schools, lack of a clear appeals process for students, and a complex faculty reporting process. CSE has unanimously endorsed the proposed policy and recommends updating the current policy with the proposed draft.

*Action Requested:* The Assembly will approve or reject the proposal.

### **Proposed Revisions to Law School Bylaws**

*Issue:* The Senate has received for review changes to the Law School bylaws proposed by the Faculty of the School. The changes largely involve issues of appointments, promotions, and merit actions. They have been reviewed and recommended for approval by the Council on Academic Personnel and the Senate Cabinet. The Council on Rules and Jurisdiction has reviewed and approved this legislation.

Action Requested: The Assembly will approve or reject the proposal.

**Proposed Revisions to School of Social Ecology Bylaws**

Issue: The Senate has received for review a proposal for changes to the School of Social Ecology bylaws. The Executive Committee of the School of Ecology (SE) formally requests a change to the School of Social Ecology Bylaws, under The Manual of The Irvine Division of The Academic Senate / Part III – Appendices of The Irvine Division / Appendix I Bylaws of the Faculties / Chapter X: School. The Council on Rules and Jurisdiction has reviewed and approved the legislation.

Action Requested: The Assembly will approve or reject the proposal.

8. **Petitions of Students:** None
9. **Unfinished Business:** None
10. **University and Faculty Welfare:** None
11. **New Business:** None
12. **Roll Call:** Attendance Sheet

Alan Terricciano, Chair Elect – Secretary  
Academic Senate Irvine Division

---

\* Agenda items deemed noncontroversial by the Chair of the Divisional Senate Assembly, in consultation with the Senate Cabinet, may be placed on a Consent Calendar under Special Orders. Approval of all business on the Consent Calendar requires a single unanimous vote. At the request of any Divisional Assembly member, any Consent Calendar item may be extracted for consideration under “New Business” later in the agenda. [from Bylaw 158(D)]

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

**Note:** Documents pertinent to the agenda items for the meeting are posted on-line electronically on the Academic Senate’s Home Page on the World Wide Web. The Academic Senate’s Home Page is listed on UC Irvine’s Home Page Directory for “Campus Administration” (URL address: <http://www.senate.uci.edu>). Individual members of the Senate may receive hard copies of these documents upon request to the Academic Senate Office.

---

**DIVISIONAL SENATE ASSEMBLY**  
**Minutes of the Meeting**  
**Thursday, October 30, 2014, 3:30 p.m. – 5:00 p.m.**  
**Academic Senate Conference Room, 338 Aldrich Hall**

**1. MEETING:**

A regular meeting of the Irvine Divisional Senate Assembly was called to order by Chair William Molzon at 3:30 p.m. on Thursday, October 30, 2014, at the Academic Senate Conference Room, 338 Aldrich Hall. Members of the Administrative staff and members of the University community were present.

**2. MINUTES:**

*Action:* The minutes of May 29, 2014 were approved.

**3. ANNOUNCEMENTS BY CHAIR WILLIAM MOLZON:**

**Total Remuneration Study:** As part of an ongoing effort to assess market competitiveness of total remuneration packages for general campus Faculty, The University of California Office of the President asked the firm Mercer to collect, analyze, and summarize both compensation and benefits data, and prepare a presentation on study findings. More information on the study can be found online at <http://compensation.universityofcalifornia.edu/total-remuneration-ladder-rank-faculty-2014.pdf/>

**BOARS Proposal to Adjust the Eligibility Requirement:** The Board on Admissions and Relations with Schools is studying the possibility of changing the requirements to be “guaranteed” admission to UC from the top 9% of students in the state plus the top 9% in the high school to the top 7% state and local. The motivation is to decrease the number of students who are not accepted at one of their campuses and wind up in the referral pool, from which only Merced now accepts students. Nearly all students in the referral pool choose to not go to UC. There is some concern that this policy would have the appearance of negatively impacting mostly under-represented minority students. The possible change is still under review.

**Long- range Financial Stability:** There is a system-wide discussion about the commitment from Governor Brown to increase the State’s support for UC by 4% for each of the next 5 years. The University believes that this increase is not sufficient to maintain the standards of the University with additional sources of support. Additional support could come from a tuition and fee increase, increased enrollment of non-resident students, or additional State funds.

**International Students:** The number of UC admitted international students has grown over the last three years, with some campuses bringing in above 20%. Approximately 11.4% of UCI’s incoming class consists of international students. In response to a question about placing caps on either Campus or total UC international student fractions, Provost Dorr stated that it would be unlikely that the UC fraction would go above 20% even without constraints. UCOP may institute a policy sometime in the coming year.

**Research Support at UCOP:** The whole of the organization of the UCOP is being reviewed during the year. One area of concern for the Senate is how the office that supports research (for example the UC Observatories) is organized and to whom it reports. This issue is related to efforts to give more prominence to technology transfer and commercialization of University research. It is also related to the support for graduate education. This discussion is at its early stages and will continue into the year.

**UC Investment Fund:** UCOP has announced that a small portion (\$250M) of the \$90B UC Investment Fund will be allocated to a pool allocated to investing in small companies associated with UC in some way, e.g. start-ups resulting from Faculty research. Some concern has been expressed about the impact of this and other efforts at increased commercialization of UC research on, for example, choices of research areas to support. The success of the program will be judged on its investment returns.

**Negotiated Salary Trial Program:** The NSTP program has been in place for two years and roughly 45 Faculty have participated each year, with many participating both years. There will be a joint Senate-Administration committee, to review the guidelines for participation in the program in the coming year.

**Non-resident Graduate Supplemental Tuition:** UCI is beginning to institute a strategy to reimburse to qualifying funding sources (e.g. Federal grants) the non-resident supplemental graduate tuition that is paid for non-resident graduate students. The reimbursement would apply to years 2-4 of the graduate student's tenure. This approach would make international students effectively equivalent to non-California graduate students in terms of the cost to grants of GS tuition. The UCI policy will be implemented for students entering Fall 2015.

#### 4. ANNOUNCEMENTS BY CHANCELLOR HOWARD GILLMAN:

The Chancellor joined an ongoing discussion of managing budgets and its effect on resident vs. non-resident students. He reminded the Assembly that UC and CSU have taken two different approaches to managing the budget shortage through undergraduate student enrollments. UC maintained resident student levels even in the face of decreasing state support, while CSU decreased their student body by 22,000. The Chancellor indicated that the issue of tuition and non-resident vs. resident student numbers will be a topic of discussion in the coming months.

The Chancellor discussed ongoing recruitments for the Vice-Chancellor for Health Affairs/Dean of the Medical School and for the Provost. He solicited comments on the Provost search, in particular on whether the needs of the Campus had changed since the last search.

Members requested an update on the Dean SOM/VC for Health Affairs search. For a variety of reasons, the current search is for a single person to fill both roles, although that might evolve after a few years. The Chancellor emphasized that we need to increase research funding and the SOM will need to do its part.

In response to a question about attempts to make UCI the first choice among a larger number of undergraduate students, the Chancellor discussed the need to emphasize the quality, in all its facets, of all of our community, including undergraduates. He described some internal discussions that are expected to have a wider audience sometime in winter quarter.

A member commented on the Chancellor's public support for the Arts and asked about what else might be done. The Chancellor said his hope is that the campus can work to broaden its relationships with community organizations, not only in the Arts, but also more broadly. For example the School of the Arts can begin founding relationships with Orange County's art organizations, the Pacific Symphony for example. The Chancellor is motivated to build these relationships out of concern that the University's work goes unseen or unnoticed in nearby

communities. The goal is to build strong relationships in order to have an impact on the many dimensions of the region, as the future of UCI is tied to the future of the county. The Chancellor discussed the Institute for Innovation as another example of this outreach; other areas might have to do with K-12 education, health, and sustainability.

In response to a question, the Chancellor emphasized that the Campus must be willing to make choices on growth areas, that we cannot do everything, nor can we simply copy what other institutions are doing.

The Chancellor discussed the Interschool Initiatives and High Impact Hiring programs and described some changes that would help to make the proposal process easier and hopefully broaden the range of units that can benefit from the programs.

**5. ANNOUNCEMENTS BY OTHER ADMINISTRATIVE OFFICERS: None**

**6. SPECIAL ORDERS – CONSENT CALENDAR**

**Councils:**

Council on Academic Personnel  
Council on Educational Policy  
Council on Faculty Welfare  
Graduate Council  
Council on Planning and Budget  
Council on Research, Computing and Libraries  
Council on Student Experience  
Council on Undergraduate Admissions and Relations with Schools

**Committees, Subcommittees & Boards:**

CEP Assessment Committee  
Committee on Committees  
Committee on Rules and Jurisdiction  
Committee on Scholarly Honors and Awards  
Programs and Policy Subcommittee  
Subcommittee on Courses and Continuing, Part-Time & Summer Session Education  
Subcommittee on International Education

The consent calendar was accepted.

**7. REPORTS OF SPECIAL COMMITTEES: None**

**8. REPORTS OF STANDING COMMITTEES: None**

**Proposed Revision of Irvine Bylaw 85, Council on Educational Policy**

Issue: The Senate has reviewed and endorsed the proposed revision of Bylaw 85 as presented by the Council on Educational Policy (CEP). CEP has proposed to disestablish the Faculty Board for Undecided/Undeclared Students, a subcommittee of CEP. The subcommittee rarely meets and the work of the board functions as orientation sessions on the U/U program and does not discuss policy. CEP has confirmed that policy discussions related to the U/U program and U/U students are currently addressed by the Council and its subcommittees (Policy and SCOC).

Discussion: None

Action: The Assembly approved the proposal.

**9. PETITIONS OF STUDENTS: None**

**10 UNFINISHED BUSINESS: None**

**11. REPORTS OR COMMENTS ON UNIVERSITY AND FACULTY WELFARE: None**

**12. NEW BUSINESS: None**

**13. ROLL CALL: Attendance Sheet**

**14. ADJOURNMENT: The meeting was adjourned at 4:21 p.m.**

Attest: Alan Terricciano, Chair Elect-Secretary  
Academic Senate, Irvine Division

DRAFT

**Divisional Senate Assembly  
2014-15 Schedule of Meetings**

**FALL QUARTER 2014**

Thursday, October 30, 2014  
3:30 p.m. - 5:00 p.m.  
Academic Senate Conference Room, 338 Aldrich Hall

**WINTER QUARTER 2015**

Thursday, February 12, 2015  
3:30 p.m. - 5:00 p.m.  
Academic Senate Conference Room, 338 Aldrich Hall

**SPRING QUARTER 2015**

Thursday, April 23, 2015  
3:30 p.m. - 5:00 p.m.  
Academic Senate Conference Room, 338 Aldrich Hall

Thursday, May 28, 2015  
3:30 p.m. - 5:00 p.m.  
Academic Senate Conference Room, 338 Aldrich Hall

**DIVISIONAL SENATE ASSEMBLY  
MEMBERSHIP FOR 2014-15**

**EX OFFICIO**

University President, Janet Napolitano  
Academic Senate Chair, William Molzon, '15  
Academic Senate Chair Elect-Secretary, Alan Terricciano, '15  
Parliamentarian (Non-voting Member), Dan Hirschberg, '15

**Representatives to the Universitywide Assembly (8 Reps)**

Sameer Ashar, '16  
David Kay, '16  
John Lowengrub, '15  
Darryl Taylor, '15  
Alternates:  
Olivier Civelli, '15  
Brian Cummings, '16  
Andromache Karanika, '16  
Guoqing (Harry) Xu, '15

**Council Chairs (8 Reps)**

Academic Personnel, Jean- Luc Gaudiot, '15  
Educational Policy, Simon Penny, '15  
Faculty Welfare, William Parker, '15  
Graduate Council, Carol Burke, '15  
Planning & Budget, Abel Klein, '15  
Research, Computing & Libraries, Rufus Edwards, '15  
Student Experience, Amihai Glazer, '15  
Undergraduate Admissions & Relations with Schools, Gilbert Gonzalez, '15

**Representatives from the Claire Trevor School of Arts**

(4 Reps)  
Bruce Yonemoto, '15- Faculty Chair  
Lonnie Alcaraz, '15  
Haroutune Bedelian, '16  
Lisa Naugle, '16

**Representatives from the School of Biological Sciences**

(4 Reps)  
Melanie Cocco, '15- Faculty Chair  
Matthew Blurton- Jones, '16  
Aimee Edinger, '16  
Rahul Warrior, '16

**Representatives from the Paul Merage School of Business**

(2 Reps)  
Vijay Gurbaxani, '15- Faculty Chair  
Joanna Ho, '15

**Representative from the School of Education (3 Reps)**

Stephanie Reich, '15- Faculty Chair  
Greg Duncan, '15  
Jacquelynne Eccles, '16

**Representatives from the Henry Samueli School of Engineering**

(4 Reps)  
Frithjof Kruggel, '16- Faculty Chair  
Manuel Gamero- Castaño, '17  
Chenyang (Sunny) Jiang, '17  
Athina Markopoulou, '16

**Representatives from the College of Health Sciences (12 Reps)**

Michael Demetriou- Faculty Chair, '15  
Alan Barbour, '15  
Anjan Batra, '15  
Anne Calof, '15  
Brian Cummings, '15  
Mark Fisher, '15  
Anand Ganesan, '15  
David Imagawa, '15  
Christine McLaren, '16  
Timothy Morgan, '15  
Hamid Said, '15  
Steven Schreiber, '15

**Representatives from the School of Humanities (7 Reps)**

Jacobo Sefami, '15 – Faculty Chair  
Margaret Gilbert, '15  
Rachel O' Toole, '15  
James Porter, '15  
Victoria Silver, '15  
Jennifer Terry, '15  
Tiffany Willoughby-Herard, '15

**Representatives from the Donald Bren School of Information and Computer Science (2 Reps)**

Alfred Kobsa, '15– Faculty Chair  
Jim A. Jones, '15

**Representative from the School of Law (1 Rep)**

Shahin Talesh, '15 – Faculty Chair

**Representatives from the School of Physical Sciences (5 Reps)**

Claudia I. Czimczik (Green), '15 – Faculty Chair  
Kevork N. Abazajian, '16  
Anton Gorodetski '15  
Elizabeth Jarvo, '15  
TBD

**Representatives from the School of Social Ecology (2 Reps)**

Elliott Currie, '15– Faculty Chair  
Bryan Sykes, '16

**Representatives from the School of Social Sciences (5 Reps)**

Linda Cohen (Jennings), '15 – Faculty Chair  
Leo Chavez, '15  
Don Hoffman, '16  
Charles (Tony) Smith, '16  
Ted Wright, '15

Term of membership ends on August 31 of the year listed after each name.

If you have questions about your membership, please contact Wendy Chamorro, [wchamorr@uci.edu](mailto:wchamorr@uci.edu).

February 5, 2015

**DIVISIONAL SENATE ASSEMBLY**

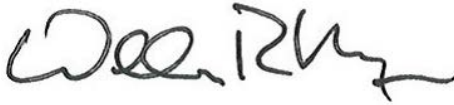
**RE: Proposed Revision of Irvine Bylaw 127, Scholarly Honors and Awards**

The Irvine Divisional Assembly will review the proposed revision of Irvine Bylaw 127 as presented by the Committee on Scholarly Honors and Awards (SHA). This proposal will add a mentorship award and assign its manner of selection to the jurisdiction of the Senate.

COMMITTEE ON SCHOLARLY HONORS AND AWARDS:	October 24, 2014
COMMITTEE ON RULES AND JURISDICTION:	December 22, 2015
SENATE CABINET:	January 15, 2015

The complete proposal and relevant memos are included in the agenda enclosures.

Sincerely,



William Molzon, Chair  
Academic Senate, Irvine Division

January 20, 2015

**WILLIAM MOLZON, CHAIR  
ACADEMIC SENATE, IRVINE DIVISION**

**RE: ADDITION OF MENTORSHIP AWARD AND REVISION TO BYLAW 127**

The Committee on Rules and Jurisdiction (CRJ) received a request to review the updated proposal presented to the Senate Cabinet by the Committee on Scholarly Honors and Awards (SHA), in regards to the addition of mentorship awards and revisions to Bylaw 127.

After thorough review of the modified proposal, to ensure that it is consistent with the Code of the Senate, CRJ approves and recommends for consideration by the Irvine Divisional Assembly.

Respectfully,



James Steintrager, Chair  
Committee on Rules and Jurisdiction

Enclosures: (3)

C: Joan Tenma, Interim Executive Director, Academic Senate  
Penelope Collins, Chair, Committee on Scholarly Honors and Awards  
Charlene Mandau, SHA Analyst  
Carol Gardner, SHA Analyst  
Wendy Chamorro, CRJ Analyst

January 15, 2015

**WILLIAM MOLZON, CHAIR  
ACADEMIC SENATE, IRVINE DIVISION**

**RE: Revision to Bylaw 127**

On December 22, 2015, the Committee on Rules and Jurisdiction (CRJ) responded to the Committee on Scholarly Honors and Awards (SHA) request to review the revisions to Bylaw 127 in regards to the addition of a mentorship award. CRJ suggested modifications to the draft revisions which have been accepted and approved by the Committee. SHA respectfully forwards the draft to the Senate Cabinet for further consideration by the Divisional Senate Assembly.

Attached please find the aforementioned proposal for new award, Irvine Bylaw 127 with amendments, and corresponding memo from CRJ.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'PC', with a long horizontal flourish extending to the right.

Penelope Collins, Chair  
Committee on Scholarly Honors and Awards

c: Alan Terricciano  
Senate Chair-Elect

Joan Tenma  
Interim Executive Director

Wendy Chamorro  
Senate Analyst

Enclosures (3)

December 22, 2014

**PENELOPE COLLINS, CHAIR  
COMMITTEE ON SCHOLARLY HONORS AND AWARDS**

**RE: ADDITION OF MENTORSHIP AWARD AND REVISION TO BYLAW 127**

The Committee on Rules and Jurisdiction (CRJ) received a request to review the proposal presented to the Senate Cabinet by the Committee on Scholarly Honors and Awards (SHA) in regard to the addition of mentorship awards and revisions to Bylaw 127.

After a thorough review to ensure the conformity of such proposed legislation with the Code of the Senate, CRJ is unable to approve the proposal at this time. The committee members became concerned that the wording in the Bylaws currently describing *Duties* in relation to the solicitation of candidates for the eight major awards in place would not be consistent with the proposed amended language stated below. In particular, the proposed wording confuses "duties" and "awards," leading to lack of clarity and logic.

The committee shall advise the Division on the appropriateness of scholarly honors and awards. The committee shall seek diversity in the slate of Senate award nominees *for the eight major and all other award categories as approved by the Senate Cabinet.*

CRJ would like to suggest the following revisions to SHA: to add the Mentorship Award and its manner of selection to the roster of duties. This will increase the number of duties from eight to nine. Furthermore, include a sentence stating that, in addition to the major awards currently in place, the committee might have new awards in its purview. A sentence to that effect would be appropriate at the end of the introductory paragraph, explaining the Bylaw duties.

Respectfully,

James Steintrager  
Chair, Committee on Rules and Jurisdiction

C: William Molzon, Senate Chair  
Penelope Collins, Chair, Committee on Scholarly Honors and Awards  
Charlene Mandau, SHA Analyst  
Carol Gardner, SHA Analyst  
Wendy Chamorro, CRJ Analyst

Enclosures (1)

# **Proposal for a New Senate Award**

## **Distinguished Faculty Award for Mentorship**

The Committee on Scholarly Honors and Awards proposes the establishment of a new Senate Award, Distinguished Faculty Award for Mentorship. The award was originally established by the UCI Emeriti Association in 2005. The UCI Emeriti Association asked the Committee on Scholarly Honors and Awards to take over the administrative duties for the award since many of the previous award recipients were active, not retired, members of the Academic Senate. The Committee approved the request at its meeting on October 24, 2014.

The following Academic Senate document will be revised to include the new award. A conforming change to Irvine Bylaw 127 is also attached.

####

## **SENATE AWARDS - Criteria for Selection**

### **Distinguished Faculty Award for Research (Est. 1975)**

The recipients of the Distinguished Faculty Lectureship Award for Research should be members of the Academic Senate who have made a significant contribution through research that has had a major impact on the discipline, either through a career-long record of contributions, as in the case of some senior professors, or through an influential/germinal contribution regardless of rank. The Distinguished Faculty Lectureship Award for Research has historically been awarded to faculty at above scale and high steps within the full professor rank.

### **Distinguished Mid-Career Faculty Award for Research (Est. 2002)**

The Distinguished Mid-Range Faculty Award for Research should be awarded to mid-range professors (Associate Professor through Professor V) who have made outstanding contributions in their discipline through their research.

### **Distinguished Assistant Professor Award for Research (Est. 1994)**

The Distinguished Assistant Professor Award for Research should be awarded to Assistant Professors who have made outstanding contributions in their discipline through their research.

### **Distinguished Faculty Award for Teaching (Est. 1986)**

The recipients of the Distinguished Faculty Lectureship Award for Teaching should be members of the Academic Senate who have made significant contributions to the educational mission of the campus through distinguished teaching or have otherwise been conspicuously effective in making the substance and excitement of his/her discipline at the undergraduate, graduate, and/or professional levels. The Distinguished Faculty Lectureship Award for Teaching has been awarded to individuals at the level of full or associate professor.

### **Distinguished Assistant Professor Award for Teaching (Est. 1994)**

The Distinguished Assistant Professor Award for Teaching should be awarded to Assistant Professors who have made extra-ordinary contributions to teaching or have otherwise been conspicuously effective in making the substance and excitement of their discipline available to students. The Distinguished Assistant Professor Award for Teaching has been awarded to individuals at the level of Lecturer with PSOE through Assistant Professor.

### **Daniel G. Aldrich, Jr. Distinguished University Service Award (Est. 1990)**

The recipients of the Distinguished University Service Award should be respected scholars, who, at some point in their careers, have made outstanding contributions of service to the University of California. An outstanding contribution is not defined simply as having served on a large number of Senate Committees, although such may be one of the factors. It is defined as service which leads to the betterment of the academic and/or personal lives of large segments of the University community.

### **Distinguished Mid-Career Faculty Award for Service (Est. 2004)**

The recipients of the Distinguished Mid-Career Faculty Award for Service should be awarded to mid-range professors (Associate Professor I through Professor V) who have made outstanding contributions of University and public service. (For a more detailed description of service, see Academic Personnel Manual 210. d. (4) University and Public Service.)

### **Distinguished Faculty Award for Mentorship (Est. 2015)**

Recipients of the Distinguished Faculty Award for Mentorship should have made outstanding contributions through mentoring that takes place outside of traditional teaching or research relationship and beyond their formal advising duties. This award will recognize mentoring activities that are not accompanied by additional financial compensation. The Distinguished Faculty Award for Mentorship will be awarded to faculty who mentor other faculty and students. Special consideration will be given to mentoring junior faculty; mentoring with the intent to address gender equity and ethnic diversity; and altruistic mentoring.

**Proposed Bylaw Change to be presented at the Divisional Senate Assesmbly Mtg. on February 12, 2015 (This is a “Conforming Change” that would be attached to the Proposal for a New Senate Award: The Distinguished Faculty Award for Mentorship**

**THE MANUAL OF THE IRVINE DIVISION OF THE ACADEMIC SENATE PART I - BYLAWS OF THE IRVINE DIVISION Chapter III: Organization Section 5: Standing Committees**

**Bylaw 127. Scholarly Honors and Awards, Committee on**

(En 30 Apr 87; formerly Distinguished Faculty Lectureships Committee)(Am 5 June 97)(Am 7 May 98)(Am 13 May 99)(Am 7 Oct 99)(Am 13 Feb 03)(Am 5 Jun 03) (Am 27 Jan 05)(CC 27 Jan 05)(CC 25 May 06)(Am 7 June 07) (CC 12Feb15)

(A) Membership

The Committee on Scholarly Honors and Awards shall consist of five members of the Division with no more than one member from any Faculty. Consideration shall be given to previous recipients of the Academic Senate's Distinguished Faculty Awards and the UCI Medal for at least three positions on the Committee. The Vice Chancellor for Research and the Dean of Undergraduate Education shall serve as *ex officio* members.

(B) Duties

The committee shall advise the Division on the appropriateness of scholarly honors and awards. The committee shall seek diversity in the slate of Senate award nominees. In addition to the major awards currently in place, the Committee may have new awards added to its purview.  
—The following ~~eight major~~, continuing duties include:

(1) Solicit candidates from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in research. Upon acceptance, this member shall be the designated recipient of the Distinguished Faculty Award for Research for the subsequent year. Those so honored shall be invited to present a public lecture on topics related to their scholarship during their award's tenure.

(2) Solicit candidates from the rank of Associate Professor through Professor IV from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in research. Upon acceptance, this member shall be the designated recipient of the Distinguished Mid-Career Faculty Award for Research for the subsequent academic year. Those so honored shall be invited to present a public lecture on topics related to their research during their award's tenure.

(3) Solicit candidates from the rank of Assistant Professor from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in research. Upon acceptance, this member shall be the designated recipient of the Distinguished Assistant Professor Award for Research for the subsequent year. Those so honored shall be invited to present a public lecture on topics related to their scholarship during their award's tenure.

(4) Solicit candidates from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in teaching. Upon acceptance, this member shall be the designated recipient of the Distinguished Faculty Award for Teaching for the subsequent academic year. Those so honored shall be invited to present a public lecture on topics related to their teaching during their award's tenure.

(5) Solicit candidates from the rank of Assistant Professor from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in teaching. Upon acceptance, this member shall be the designated recipient of the Distinguished Assistant Professor Award for Teaching for the subsequent year. Those so honored shall be invited to present a public lecture on topics related to their teaching during their award's tenure.

(6) Solicit candidates from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in service to the University. Upon acceptance, this member shall be the designated recipient of the Daniel G. Aldrich, Jr. Distinguished University Service Award for the subsequent academic year.

(7) Solicit candidates from the rank of Associate Professor through Professor V from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in service to the University as defined by APM 210-1 d. (4). University and Public Service. Upon acceptance, this member shall be the designated recipient of the Distinguished Mid-Career Faculty Award for Service for the subsequent academic year.

(8) Solicit candidates from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in mentorship to other faculty and students. Upon acceptance, this member shall be the designated recipient of the Distinguished Faculty Award for Mentorship for the subsequent year.

(98) Solicit candidates from the Irvine Division and then shall nominate, for special appointment by the Chancellor, an Academic Senate member (or members) who shall be the designated recipient (or recipients) of the UCI Medal. Such medals shall be awarded at an appropriate campus event. There shall be no specific number of medals awarded each year nor is there a requirement that the medal be awarded every year.

Normally, there will be one award recipient in each award category unless there are two equally qualified nominees, in which case the Committee could select the two equally qualified nominees to receive the award and the amount of the award would be split between them.

October 31, 2014

**WILLIAM MOLZON, CHAIR  
ACADEMIC SENATE, IRVINE DIVISION**

**RE: Addition of Mentorship Award and Revision to Bylaw 127**

At its October 24, 2014 meeting, the Committee on Scholarly Honors and Awards discussed a request from the UC Irvine Emeriti Association (UCIEA) to transfer a Mentorship Award for active faculty from UCIEA to the Academic Senate. The award has historically been given by UCIEA to both active and emeritus faculty. However, given the increase in the number of active faculty that receive the award, consideration was given to aligning the award with the Academic Senate's Distinguished Faculty Awards.

The Committee feels strongly that the appropriate place for all awards related to Senate faculty is within the Academic Senate and voted unanimously to reassign the award to be included with the seven major Distinguished Faculty Awards categories. Furthermore, the Committee believes inclusion of the award will promote greater awareness throughout campus.

The Committee respectfully requests endorsement from the Senate Cabinet for inclusion of the new award category to be titled "Distinguished Faculty Award for Mentorship". Endorsement of the award will also require an update to the Bylaw 127 which outlines the requirements for each of the eight major award categories. The Committee would like to propose a slight modification to the first section of the bylaw, which would allow for easier adoption of future awards. The proposed text would read as follows (modifications below in italics):

The committee shall advise the Division on the appropriateness of scholarly honors and awards. The committee shall seek diversity in the slate of Senate award nominees *for the eight major and all other award categories as approved by the Senate Cabinet.*

Attached please find a copy of the full amended draft for Bylaw 127.

Thank you for your consideration of this matter.

Sincerely,



Penelope Collins, Chair  
Committee on Scholarly Honors and Awards

c: Alan Terricciano  
Senate Chair-Elect

Luisa Crespo  
Executive Director

Wendy Chamorro  
Senate Analyst

Enclosures (1)

**THE MANUAL OF THE IRVINE DIVISION OF THE ACADEMIC SENATE PART I -  
BYLAWS OF THE IRVINE DIVISION Chapter III: Organization Section 5: Standing  
Committees**

**Bylaw 127. Scholarly Honors and Awards, Committee on**

(En 30 Apr 87; formerly Distinguished Faculty Lectureships Committee)(Am 5 June 97)(Am 7 May 98)(Am 13 May 99)(Am 7 Oct 99)(Am 13 Feb 03)(Am 5 Jun 03) (Am 27 Jan 05)(CC 27 Jan 05)(CC 25 May 06)(Am 7 June 07)

(A) Membership

The Committee on Scholarly Honors and Awards shall consist of five members of the Division with no more than one member from any Faculty. Consideration shall be given to previous recipients of the Academic Senate's Distinguished Faculty Awards and the UCI Medal for at least three positions on the Committee. The Vice Chancellor for Research and the Dean of Undergraduate Education shall serve as *ex officio* members.

(B) Duties

The committee shall advise the Division on the appropriateness of scholarly honors and awards. The committee shall seek diversity in the slate of Senate award nominees for the eight major and all other award categories as approved by the Senate Cabinet.

The following eight major, continuing duties include:

- (1) Solicit candidates from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in research. Upon acceptance, this member shall be the designated recipient of the Distinguished Faculty Award for Research for the subsequent year. Those so honored shall be invited to present a public lecture on topics related to their scholarship during their award's tenure.
- (2) Solicit candidates from the rank of Associate Professor through Professor IV from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in research. Upon acceptance, this member shall be the designated recipient of the Distinguished Mid-Career Faculty Award for Research for the subsequent academic year. Those so honored shall be invited to present a public lecture on topics related to their research during their award's tenure.
- (3) Solicit candidates from the rank of Assistant Professor from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in research. Upon acceptance, this member shall be the designated recipient of the Distinguished Assistant Professor Award for Research for the subsequent year. Those so honored shall be invited to present a public lecture on topics related to their scholarship during their award's tenure.
- (4) Solicit candidates from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in teaching. Upon acceptance, this member shall be the designated recipient of the Distinguished Faculty Award for Teaching for the subsequent

academic year. Those so honored shall be invited to present a public lecture on topics related to their teaching during their award's tenure.

(5) Solicit candidates from the rank of Assistant Professor from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in teaching. Upon acceptance, this member shall be the designated recipient of the Distinguished Assistant Professor Award for Teaching for the subsequent year. Those so honored shall be invited to present a public lecture on topics related to their teaching during their award's tenure.

(6) Solicit candidates from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in service to the University. Upon acceptance, this member shall be the designated recipient of the Daniel G. Aldrich, Jr. Distinguished University Service Award for the subsequent academic year.

(7) Solicit candidates from the rank of Associate Professor through Professor V from the Irvine Division and then select one Academic Senate member chosen on the basis of distinction in service to the University as defined by APM 210-1 d. (4). University and Public Service. Upon acceptance, this member shall be the designated recipient of the Distinguished Mid-Career Faculty Award for Service for the subsequent academic year.

(8) Solicit candidates from the Irvine Division and then shall nominate, for special appointment by the Chancellor, an Academic Senate member (or members) who shall be the designated recipient (or recipients) of the UCI Medal. Such medals shall be awarded at an appropriate campus event. There shall be no specific number of medals awarded each year nor is there a requirement that the medal be awarded every year.

Normally, there will be one award recipient in each award category unless there are two equally qualified nominees, in which case the Committee could select the two equally qualified nominees to receive the award and the amount of the award would be split between them.

February 5, 2015

**DIVISIONAL SENATE ASSEMBLY**

**RE: Academic Integrity Policy**

The Irvine Divisional Assembly will review the proposed revision of *Appendix VIII: UCI Academic Senate Policy on Academic Honesty* in the Senate Manual as presented by the Council on Student Experience (CSE). This proposal updates the current policy to address more effectively the issues of inconsistent administration across schools, lack of a clear appeals process for students, and a complex faculty reporting process.

COUNCIL ON STUDENT EXPERIENCE:  
SENATE CABINET:

December 1, 2014  
December 16, 2014

The final draft Academic Integrity Policy and relevant memos are included in the agenda enclosures.

Sincerely,

A handwritten signature in black ink, appearing to read 'William Molzon', with a stylized flourish at the end.

William Molzon, Chair  
Academic Senate, Irvine Division

February 10, 2015

**WILLIAM MOLZON, CHAIR**  
**ACADEMIC SENATE, IRVINE DIVISION**

**RE: ACADEMIC INTEGRITY POLICY**

The Committee on Rules and Jurisdiction (CRJ) received a request to review the draft Academic Integrity Policy, and corresponding documents, presented by the Council on Student Experience (CSE), in anticipation of the February 12, 2015 Divisional Senate Assembly.

This proposed revision of policy would effectively replace the policy in *Appendix VIII* of the UCI Academic Senate Manual: *UCI Academic Senate Policy on Academic Honesty*. This makes the question of reviewing the proposed legislation to verify and to ensure its conformity to the existing Code of the Senate difficult. That is, after a thorough review, CRJ finds that the proposed legislation is, to a large extent, superseding rather than simply modifying current UCI Senate policy, such that *conformity* does not appear the apt term.

Having said this, comparison of the current Policy on Academic Honesty and the proposed Academic Integrity Policy, while it reveals many differences in detail and administration, does not reveal any significant differences in spirit. Further, the proposed legislation appears consonant with the organization and jurisdiction of various Senate committees and other relevant agencies.

The most significant difference between the current and proposed policy is the elimination of any role for the Office of the Ombudsman. This appears to be the result of advice from Campus Counsel, which deems that the Ombudsman has no role to play in adjudicating or mediating matters of academic integrity. The Committee on Rules and Jurisdiction has no intention to gainsay the advice of Campus Counsel on this topic, although we do think that some explanation of this change should be provided in the supporting documents for the proposed policy revision to the UCI Academic Senate Manual.

We also note a grammatical problem under heading *III* of the document (an unintended double negative). The sentence should read: “No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort or aid another student who is attempting to do so.”

Respectfully,



James Steintrager  
Chair, Committee on Rules and Jurisdiction

C: Natalie B. Schonfeld, Executive Director  
Amihai Glazer, CSE Chair  
Charlene Mandau, CSE Analyst  
Wendy Chamorro, CRJ Analyst

December 9, 2014

**WILLIAM MOLZON, CHAIR  
ACADEMIC SENATE, IRVINE DIVISION**

**Re: ACADEMIC INTEGRITY POLICY**

At its December 1, 2014 meeting, the Council on Student Experience (CSE) voted unanimously to approve the final draft Academic Integrity Policy, with feedback incorporated from a second review by Graduate Council (GC), the Council on Educational Policy (CEP), Associate Deans, University Registrar, and student groups from 2012-13, and feedback offered by campus legal counsel. The Council is pleased to submit the Academic Integrity Policy for consideration by the Senate Cabinet and Assembly.

If you have any questions or require further information, please do not hesitate to let me know.

Sincerely,



Amihai Glazer, Chair  
Council on Student Experience

Attachments:  
Academic Integrity Policy  
Academic Integrity Policy Procedures

c: Alan Terricciano, Senate Chair Elect

**THE MANUAL OF THE IRVINE DIVISION OF THE ACADEMIC SENATE**

**PART III - APPENDICES OF THE IRVINE DIVISION**

**Appendix VIII UCI Academic Senate Policy on Academic Integrity**

**Revised: 12/12/96, 10/12/00, 11/21/02, 1/21/03, 1/26/06, 4/05/07, 6/7/2007, 6/5/08**

**THIS DRAFT 12/08/14**

**I. Preamble**

The University of California, Irvine is an institution of learning, research, and scholarship that is strengthened by the existence of an environment of integrity. As members of the academic community, instructors, students, and administrators are responsible for maintaining this environment. It is essential that all members of the University practice academic integrity and accept individual responsibility for their work and actions. Violating the Academic Integrity Policy is unacceptable, devaluing the teaching and learning experience for the entire community. While at UCI, members of the academic community should become better educated about the ethical framework underpinning academic integrity and improve their moral standards supporting it.

The UCI Academic Senate Policy on Academic Integrity states the general rules and procedures associated with student academic integrity. This Academic Integrity Policy applies to undergraduate and graduate students enrolled in a UCI course. A separate policy governs integrity of research.

Medical students are governed by policies specified in the UCI School of Medicine Handbook: <http://www.meded.uci.edu/docs/2010-2011%20Handbook.pdf>.

Law students are governed by policies specified in School of Law Academic Honor Code: [http://www.law.uci.edu/current/UCI\\_Law\\_Honor\\_Code.pdf](http://www.law.uci.edu/current/UCI_Law_Honor_Code.pdf).

**II. Defined Terms**

1. Academic Integrity Policy: the UCI Academic Senate Policy on Academic Integrity.
2. Academic Integrity Policy Violations: outlined in the **Procedures** document of the Academic Integrity Policy.
3. Academic Consequences: grades assigned by Instructor.
4. Administrative Sanctions: outlined in the **Procedures** document of the Academic Integrity Policy.
5. AIAO: Academic Integrity Administrative Office.
6. Instructor: faculty member or instructor of record.
7. Student: any student or students who have allegedly violated the Academic Integrity Policy
8. Hearing Panel: Subcommittee of the Council of Student Experience as outlined in the **Procedures** document of the Academic Integrity Policy.

## **CONFIDENTIAL – Not for distribution**

### **III. Students' Responsibilities**

All students are expected to complete a course in compliance with the Instructor's standards. No student shall engage in any activity involving any Academic Integrity Policy Violations. No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort, and shall not aid another student who is attempting to do so. All students are encouraged to notify instructors, but may also notify the AIAO, about observed incidents of Academic Integrity Policy Violations. Instructors should take reasonable steps to preserve the confidentiality of students making such reports.

All students have the responsibility to become familiar with and abide by the Academic Integrity Policy.

### **IV. Instructors' Responsibilities**

Instructors should create an environment in their classes where academic integrity is understood and supported. They should assign grades in a transparent and equitable manner. Specifically:

1. They should monitor student work to ensure these policies are followed;
2. They should report all Academic Integrity Policy Violations to the AIAO;
3. They should faithfully administer and participate in the Academic Integrity Policy;
4. They should state in writing how graded assignments and exams will contribute to the final grade in the course. If any course-specific rules are required by the Instructor for maintaining academic integrity, the Instructor shall also inform students of these in writing. A reduction in a grade for an assignment or a course in response to academic dishonesty is not to be considered as a punishment, but instead responds to a failure by the student to fulfill one of the requirements of the course.

When an Instructor believes that a Student has violated the Academic Integrity Policy, the Instructor should report the incident to the AIAO within thirty instructional days of discovering the possible Academic Integrity Policy Violation. The Instructor shall participate in the process according to the Academic Integrity Policy.

In all cases, the Instructor shall determine the Student's grade in the course.

### **V. Teaching Assistant's (TA) and Reader's Responsibilities**

A student acting in the capacity of a Teaching Assistant (TA) or Reader has a special responsibility to safeguard academic integrity. A TA/Reader shall equitably grade student work in the manner set by the Instructor. A TA/Reader shall not provide a student with any information or collaboration that would aid the student in completing the course in a dishonest manner (*e. g.* providing access to unauthorized material related to tests, examinations, or homework).

When a TA/Reader has evidence of an Academic Integrity Policy Violation, the TA/Reader should report the incident to the Instructor. The Instructor should report the incident to the AIAO.

### **VI. Responsibility for Resolution of Cases of Violation of the Policy**

The responsibility for maintaining the standards of academic integrity rests with two University authorities: the Instructor and the AIAO. Under the Standing Orders of the Regents, discipline is the

## **CONFIDENTIAL – Not for distribution**

exclusive responsibility of the campus administration, while authority over courses and curricula is under the exclusive authority of the Instructor through the Academic Senate.

### **A. Role of the Instructor**

The Instructor shall assign grades in the course as appropriate to the work involved. All Academic consequences (*e.g.* scores on the assignments and course grades) are under the sole purview of the Instructor in the course.

### **B. Role of The AIAO**

The AIAO manages the cases for all students accused of Academic Integrity Policy Violations and is the central repository for all case-related materials. The AIAO is the initial contact for the Instructor or students on all cases of Academic Integrity Policy Violations.

The AIAO is also responsible for imposing administrative sanctions. These sanctions shall be in accordance with guidelines authorized by the Council on Student Experience. Administrative sanctions range in severity from administrative probation to dismissal from the University. Students found responsible for multiple cases of Academic Integrity Policy Violations may be subject to dismissal from the University.

The AIAO must notify the Student (and if needed, the Instructor) of any allegations of Academic Integrity Policy Violations. The AIAO adjudicates cases when the Student disputes the possible imposition of administrative sanctions related to Academic Integrity Policy Violations. The AIAO can request meetings with the Instructor and Student to discuss the case, sanction, or procedure. The AIAO must follow the procedures and communicate in a timely manner. He or she may extend any timelines in the Academic Integrity Policy when practical exigencies so dictate, in which case all involved parties will be notified in writing and via email.

If the Student appeals the AIAO's decision, the AIAO shall schedule a Hearing Panel (see below) to review the case and make a final determination of the appropriate sanction.

The duty of the AIAO is not merely disciplinary. The office is encouraged to work with faculty and students to create a culture in which academic integrity is valued.

### **C. Records Management**

The AIAO must archive its records to reflect the resolution of the case, and shall maintain a record of all cases as described in the **Procedures** document. The AIAO shall report annually to the Academic Senate Council on Student Experience, to the Vice Chancellor of Student Affairs, the Provost and Executive Vice Chancellor, the Associated Undergraduate Students of the University of California, Irvine, and the Associated Graduate Students of the University of California, Irvine on all of the following: (1) the number, nature, and type of cases; (2) the pattern of decision-making; (3) the severity and type of academic consequences and administrative sanctions; and (4) other relevant matters as directed by the Council on Student Experience.

### **D. Role of the Hearing Panel**

If the Student requests a hearing, the AIAO will request the Subcommittee on Academic Integrity of the Council on Student Experience to convene a Hearing Panel to review the case. (See the **Procedures** document.) The Hearing Panel will hear evidence on the case from the Student, Instructor, and other relevant parties as determined by the panel. The Hearing Panel shall communicate the final decision to the AIAO.

**CONFIDENTIAL – Not for distribution**

**VII. Procedures for Resolution of Cases of Academic Integrity Policy Violations**

These are described in the **Procedures** document of the Policy.

**VIII. MAINTENANCE OF DISCIPLINARY RECORDS**

The AIAO will maintain a record of each student who receives letter(s) of Academic Integrity Policy Violations as described in the **Procedures** document. Maintaining such a record is not an administrative sanction.

REVISED 12/8/14

## **PROCEDURES FOR RESOLUTION OF CASES OF POLICY VIOLATIONS**

### **I. Overview**

The procedure for resolution of Academic Integrity Policy Violations is divided into four phases:

1. **The Reporting Phase.** During this phase, the Instructor or a student communicates to the AIAO about any alleged Academic Integrity Policy Violation;
2. **The Review Phase.** During this phase, if the Student contends that no administrative sanctions should be imposed, the AIAO reviews the evidence in consultation with the various parties and decides whether to proceed.
3. **The Decision Phase.** During this phase, the AIAO decides on the Administrative Sanctions and communicates the decision to the various parties; and
4. **The Hearing Phase.** During this phase, if the Student chooses to contest the sanctions, a Hearing Panel will be convened to review the case and make a final decision.

The four phases are described in more detail below.

### **II. The Reporting Phase**

When an Instructor has evidence that a Student has committed an Academic Integrity Policy Violation, the Instructor should proceed in one of two ways:

1. Meet with the Student to discuss the alleged Academic Integrity Policy Violation. If the Instructor confirms that there is evidence of an Academic Integrity Policy Violation, he or she should submit a formal charge describing the alleged Academic Integrity Policy Violation to the AIAO and send a copy of the charge to the Student.
2. Submit a formal charge to the AIAO describing the alleged Academic Integrity Policy Violation and send a copy of the charge to the Student.

All cases of alleged Academic Integrity Policy Violations should be reported to the AIAO. Within thirty instructional days of the confirmation of evidence of an Academic Integrity Policy Violation, the Instructor should notify the AIAO of the case by submitting through an online form the following information: the Student's name, the Student's ID, the course name and number, the date of the incident, and a brief description of the incident.

If, after reporting a charge to the AIAO, the Instructor decides to withdraw the charge, the Instructor shall notify the AIAO via email of his or her decision. The AIAO shall notify the Student and the appropriate Associate Dean (if necessary) that the charge against the Student has been withdrawn by the Instructor. All notation of the charge shall be removed from the Student's academic record. Should new evidence become available, the charge may be reinstated in accordance with the Academic Integrity Policy.

In all cases, the Instructor shall determine the grade for the assignment and for the course.

## **CONFIDENTIAL – Not for distribution**

If an incident of a violation of academic integrity is reported by a student to the AIAO, the AIAO shall communicate the allegation to all involved Instructors.

### **III. The Review Phase**

Once the Instructor or student has reported a charge of an Academic Integrity Policy Violation to the AIAO, the AIAO shall notify the Student in writing and via email that the Student is charged with an Academic Integrity Policy Violation. The official notice shall be sent to the Student's UCI email address, and a written notice shall also be sent to the Student's current address of record on file with the UCI Registrar's Office. Reference to (or a copy of) the UCI Academic Senate Policies on Academic Integrity should be included in the notice. The letter may include a notification for the Student to schedule and attend a mandatory meeting with the AIAO to discuss the case.

Within ten instructional days of the date of notification of the charges by the AIAO, the Student may request a meeting with the AIAO or submit a written request for a review to the AIAO. If the Student does not do so by the end of the tenth instructional day following the date of notification by the AIAO, he or she will be presumed to have accepted the charge(s) of an Academic Integrity Policy Violation.

If a review is requested by the Student, the AIAO shall review the charge(s) with the Student and may advise the student regarding possible administrative sanctions and the process for resolution of the charge(s) of an Academic Integrity Policy Violation. The AIAO will conduct the review by collecting the relevant documents, including the facts of the charge and the Student's description of the disagreement with the facts of the charge. The AIAO can request meetings with the Instructor and Student to discuss the case, the sanctions, or the procedures. The AIAO decides, based on the preponderance of the evidence, whether there was an Academic Integrity Policy Violation justifying administrative sanctions.

### **IV. The Decision Phase**

If the Student is found responsible for an Academic Integrity Policy Violation, administrative sanctions shall be determined by the AIAO. Administrative sanctions range from administrative probation to dismissal from the University, depending on the severity of the case, any previously recorded offenses, and any mitigating circumstances. In such cases, these sanctions, as described below, will be administered by the AIAO.

The AIAO shall notify the Student of the hearing and appeal process and provide the Student a copy of this policy or explicitly refer the Student to it.

The AIAO shall notify the Instructor and the appropriate Associate Dean(s) of the administrative sanction(s). A record of the administrative sanction(s) shall be maintained by the AIAO.

The AIAO shall notify the Student of the final decision. In case of a change in sanctions, the AIAO shall notify the Instructor and the appropriate Associate Dean(s) of the new administrative sanction(s). A record of the administrative sanction(s) shall be maintained by the AIAO.

### **V. The Hearing Phase**

Once the AIAO has issued a final decision and sanctions, the Student may contest the decision and/or sanctions within ten instructional days by requesting an Academic Integrity

## **CONFIDENTIAL – Not for distribution**

Hearing Panel. The Student may request a hearing by submitting a written appeal to the AIAO. The AIAO will forward the appeal to the Subcommittee on Academic Integrity of the Council on Student Experience, which will schedule a hearing of the case before the Hearing Panel. The hearing will be scheduled as soon as possible, but no later than sixty instructional days after the Student requests a hearing.

### **VI. Hearing Panel on Academic Integrity**

The Subcommittee on Academic Integrity of the Council on Student Experience will hear undergraduate and graduate student cases. The Subcommittee on Academic Integrity will be a standing senate committee comprised of one Senate-appointed faculty member from each academic unit, two graduate student representatives and two undergraduate student representatives.

### **VII. Hearings**

If the Student requests a hearing, the Subcommittee on Academic Integrity shall schedule a hearing of the case. The Student's request must be submitted in writing and must explain in detail the reasoning for the request. Factors supporting a hearing include, but are not limited to, the following:

1. New evidence which could not be adduced earlier which is likely to change the results;
2. Violation of due process; or
3. An imposed sanction that is too harsh given the findings of fact.

Once the hearing is scheduled, the Subcommittee must provide written notice to the parties involved regarding the date, time, and place of the hearing. The Subcommittee will rule on all questions of procedure, the admission or exclusion of evidence, and the need to call witnesses for additional testimony. Hearings shall be held in accordance with generally accepted standards of procedural due process.

Hearings will be closed unless all involved parties agree to an open hearing. Reasonable efforts will be made by all parties to preserve confidentiality during the process. The Chancellor shall establish and publish campus regulations providing for the handling of student conduct cases in accordance with basic standards of procedural due process. Consistent with this requirement, procedures specified in such regulations shall be appropriate to the nature of the case and the severity of the potential discipline.

When a formal hearing is held, the following minimum procedural standards will ensure the accused student a fair hearing:

1. Written notice within a reasonable time before the hearing. The written notice shall include the following information: (1) a brief statement of the factual basis of the charges; (2) the University policies or campus regulations allegedly violated; and (3) the time and place of the hearing.
2. The opportunity for a prompt and fair hearing where the University shall bear the burden of proof, and at which the student shall have the opportunity to present documents and witnesses, to contest evidence, and to confront and cross-examine witnesses

## **CONFIDENTIAL – Not for distribution**

presented by the University. Notwithstanding the preceding sentence, no inference shall be drawn from the silence of the accused student.

3. A record of the hearing and an expeditious written decision based upon the preponderance of evidence, which shall be accompanied by a written summary of the findings of fact.

### **VIII. Report of the Subcommittee on Academic Integrity Hearing Panel**

After the hearing, the Hearing Panel shall arrive at a final decision. When a decision is reached, the AIAO will be informed of the judgment. There are no further appeals or processes.

### **IX. IMPLEMENTATION**

Once the judgment has been rendered, the AIAO will notify the Student by issuing a letter to the Student and initiate any other necessary administrative actions.

Students who receive a letter reporting an Academic Integrity Policy Violation must complete an online tutorial reviewing the Academic Integrity Policy. Students must complete this before they can enroll for courses during the year following the incident or, in the case of seniors, before a degree is awarded.

When, as a result of violations of the Academic Integrity Policy, a student is suspended or dismissed, a notation that the discipline was imposed must be posted on the academic transcript for the duration of the suspension or dismissal.

If a student receives a reduced grade in a course because of an Academic Integrity Policy Violation, the reduced grade will remain on the transcript even if the student retakes the course and obtains an improved grade.

Students who have on file Academic Integrity Policy Violations may be excluded by the Associate Deans from consideration for academic honors at graduation. For students who wish to change majors, individual majors may take into account the commission of an act of dishonesty. Exclusions from consideration for honors and exclusion from major change are not determined at the time of the violation and do not fall under this Policy. Thus, students so affected are not eligible to request a formal hearing on the exclusion.

### **X. MAINTENANCE OF DISCIPLINARY RECORDS**

The AIAO will maintain a record of each student who receives letter(s) of Academic Integrity Policy Violations. The AIAO is required to forward this information to the appropriate Associate Deans. Each Associate Dean will maintain a single campus academic conduct file containing all incidents of Academic Integrity Policy Violations campus wide for undergraduate and graduate students.

Records will normally be destroyed after seven years, unless the AIAO determines in any particular case that there is good reason to extend the period of retention. To ensure that minor and nonrecurring infractions do not hurt a student's career beyond UCI, any student may petition to the AIAO to have relevant academic disciplinary records expunged after the record is two years old or upon graduation, whichever comes first. The AIAO has sole authority to consider and to grant or deny such petitions. The University will release a student's disciplinary records to potential employers, governmental agencies, other

## **CONFIDENTIAL – Not for distribution**

educational institutions, or other organizations or individuals only if authorized to do so by the student in question or if compelled by law. Any record expunged by the AIAO will also be expunged in the offices of the Dean of Undergraduate Education or of the Graduate Division.

### **XI. TYPES OF ACADEMIC INTEGRITY POLICY VIOLATIONS**

Academic integrity applies equally to electronic media and print, and involves text, images, and ideas. Violations include but are not limited to the following examples:

#### **A. Cheating**

1. Copying from others during an examination.
2. Communicating examination answers to other students during an examination, or communicating examination questions to students who will take the same examination later.
3. Offering another person's work as one's own.
4. Taking an examination for another student.
5. Asking or allowing a student to take an examination for oneself or another student.
6. Sharing or collaborating on answers for a take-home examination or assignment unless specifically authorized by the instructor.
7. Tampering with an examination after it has been graded, and then returning it in an attempt to earn more credit.
8. Using unauthorized materials, prepared answers, written notes, or other information concealed in a blue book or elsewhere during an examination.

#### **B. Dishonest Conduct**

1. Stealing or attempting to steal an examination or answer key from the instructor.
2. Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
3. Falsifying or forging academic documents or records.

#### **C. Plagiarism**

Plagiarism is intellectual theft. It means use of the intellectual creations of another without proper attribution. Plagiarism may take two main forms, which are clearly related:

1. To steal or pass off as one's own the ideas or words, images, or other creative works of another.
2. To use a creative production without crediting the source, even if only minimal information is available to identify it for citation.

## **CONFIDENTIAL – Not for distribution**

Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part), and for information which is not common knowledge.

### **D. Collusion**

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline under the Academic Integrity Policy. Examples of collusion include:

1. Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial term-paper company).
2. Allowing another student to copy one's own work during a test or take-home assignment.

## **XII. TYPES OF ADMINISTRATIVE SANCTIONS FOR POLICY VIOLATIONS**

When a student is found to have violated University policies or campus regulations, any of the following disciplinary actions may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

### **A. Educational Course**

A tutorial or course which the student will be required to take.

### **B. Warning/Censure**

Written notice or reprimand to the student that a violation of specified University policies or campus regulations has occurred, and that continued or repeated violations of University policies or campus regulations may be cause for further disciplinary action, normally in the form of disciplinary probation, loss of privileges and exclusion from activities, suspension, dismissal, or any combination of the preceding disciplinary actions.

### **C. Disciplinary Probation**

Disciplinary probation is a status imposed for a specified period of time during which a student must demonstrate conduct that conforms to University standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Violation of any conditions of the probation or the policy may result in further disciplinary action, normally in the form of suspension or dismissal.

### **D. Suspension**

Suspension is termination of student status at the campus for a specified period of time with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the student otherwise qualifies for reinstatement. Violation of the conditions of suspension or of University policies or campus regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

### **E. Dismissal**

Dismissal is termination of student status for an indefinite period. Readmission to the University shall require the specific approval of the Chancellor of the campus to which a

**CONFIDENTIAL – Not for distribution**

dismissed student has applied. Readmission after dismissal may be granted only under exceptional circumstances.

**F. Revoking Awarding of Degree**

Subject to the concurrence of the Academic Senate, a student's degree may be revoked if obtained by fraud. Such revocation is subject to review on appeal by the Chancellor.

**G. Other**

Other disciplinary actions may include community service.

February 5, 2015

**DIVISIONAL SENATE ASSEMBLY**


**RE: Proposed Revisions to Law School Bylaw**

The Irvine Divisional Assembly will review the proposed revision to the Law School Bylaws as presented by the Council on Academic Personnel (CAP). This proposal updates the current Bylaws to make processes and protocols related to appointments, promotions, and merit actions consistent with the Irvine Division policy.

COUNCIL ON ACADEMIC PERSONNEL:	December 4, 2014
COMMITTEE ON RULES AND JURISDICTION:	January 20, 2015
SENATE CABINET:	January 20, 2015

The proposed revisions to the Law School Bylaw and relevant memos are included in the agenda enclosures.

Sincerely,



William Molzon, Chair  
Academic Senate, Irvine Division

January 20, 2015

**WILLIAM MOLZON, CHAIR  
ACADEMIC SENATE, IRVINE DIVISION**

**RE: LAW SCHOOL BYLAW CHANGE**

The Committee on Rules and Jurisdiction (CRJ) received a request on January 15, 2015 to review the proposal presented by the Council on Academic Personnel. This request concerns modifications to the Law School bylaws put forward by Dean Chemerinsky, including amendments regarding personnel actions.

Bylaw 55 of the UC Academic Senate grants departments and by extension Schools considerable leeway in determining voting procedures for personnel actions, while mandating certain inclusions for voting eligibility in particular. After thorough review of the proposal to ensure that it is consistent with the Code of the Senate, CRJ approves and recommends this proposal for consideration by the Irvine Divisional Assembly.

Sincerely,



James Steintrager, Chair  
Committee on Rules and Jurisdiction

C: Jean-Luc Gaudiot, Chair, Council on Academic Personnel  
Erwin Chemerinsky, Dean, School of Law  
Cecilia Gonzalez, Analyst  
Wendy Chamorro, Analyst

December 12, 2014

JAMES STENTRAGER, CHAIR  
COMMITTEE ON RULES AND JURISDICTION

RE: LAW SCHOOL BYLAW CHANGE

At its December 4, 2014 meeting, the Council on Academic Personnel (CAP) reviewed and approved the amended Law School Bylaws. Attached are the amended bylaws from Dean Chemerinsky.

CAP respectfully requests that the Committee on Rules and Jurisdiction review University-wide Senate Bylaw 55 in order to ensure the amended Law School Bylaws conform to the Code of the Academic Senate. Please make any necessary editorial and conforming non-substantive changes to the proposed language.

CAP would like to thank CRJ in advance for reviewing the proposed changes to the Law School Bylaws. Please do not hesitate to call upon us should have any questions or comments.

Sincerely

A handwritten signature in black ink, appearing to read "J. Gaudiot", written over a horizontal line.

Jean-Luc Gaudiot, Chair  
Council on Academic Personnel

C: E. Chemerinsky, Dean, School of Law  
W. Molzon, Chair, Senate  
J. Tenma, Director, Office of Academic Personnel  
W. Chamorro, CRJ

December 2014

Proposed deletions are in strike through and blue font.

Added language is underlined and in red font.

---

## **By-Laws of the Faculty of the University Of California, Irvine School of Law**

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

### **1. Meetings of the faculty.**

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

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

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

~~If a matter is placed on the consent calendar, the agenda for the faculty meeting where this will be considered shall clearly indicate this.—A matter may be taken off the consent calendar and be considered by the faculty if any faculty member requests this.—~~

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

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

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

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

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

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

## **2. Voting**

All individuals in the Academic Senate with a faculty appointment in the Law School may vote on all matters. However, only faculty members with academic tenure may vote on the issue of whether to grant academic tenure. Likewise, for votes on whether to grant security of employment, only those with security of employment or tenure may vote. (Thus, in voting on an offer to a faculty candidate who would be hired with academic tenure, there must be

two votes: one of all faculty and one of faculty with academic tenure. Both would need to be positive.) For votes on proposed promotions to Step VI or Above Scale, all faculty with security of employment or tenure are eligible to vote.

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

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

Voting faculty members may vote yea, nay, or abstain on matters for which a vote is taken. Voting on appointments to the faculty, on promotion, and on tenure shall be by secret, anonymous ballot. Other voting will be conducted by a voice vote, a show of hands, or similar open manifestation of voting. However, any faculty member may call for a secret ballot on any matter, in which case the voting will be anonymous.

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

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

### **3. Committees**

#### **A. Appointment of Committees**

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

#### **B. Eligibility for Committees**

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

#### **C. Faculty Advisory Committee**

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

Members of the Advisory Committee shall be elected at the start of each academic year and shall serve until new members are elected at the start of the following academic year.

Members of the Advisory Committee shall be elected in a two-ballot process. The first ballot shall list any member of the Academic Senate who is eligible to vote on Law School matters who has not requested to be removed from the list of candidates. The ballot shall state if the candidate will be on leave for all or any part of the following year.

All eligible voters shall be entitled to vote for three candidates on the initial ballot. The second ballot shall list the 5 candidates who received the most votes in the initial ballot. All eligible voters shall be entitled to vote for three of the candidates on the second ballot. The members of the Advisory Committee will be the three candidates who receive the most votes in the second ballot. The procedures for casting votes for members of the Advisory Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued. In the event that any elected member of the Advisory Committee should not be able to serve for any period during the elected service period, alternates (who will be those who received the 4<sup>th</sup> and 5<sup>th</sup> highest votes on the second ballot) will serve in order of the number of votes received on the second ballot.

#### D. The Promotion and Tenure Committee

The Promotion and Tenure Committee makes recommendations to the faculty on all matters of promotion and tenure of members of the Law School faculty. However, the faculty by unanimous vote has delegated to the Promotion and Tenure Committee its authority to consider all “merit increases”. This delegation (and any subsequent such delegation) shall remain in effect for at least one calendar year (twelve months). Thereafter, upon the request of any faculty member entitled to vote on the cases in question under the provisions of the Bylaws of the Academic Senate, the eligible voters shall reconsider the question of how such cases shall be handled, and may again delegate the authority for such actions by a two-thirds majority vote.

The Promotion and Tenure Committee will make its recommendations on merit increases, as appropriate, to the Dean of the Law School (for dean’s delegated decisions) and to the Council on Academic Personnel (for non-Dean’s delegated decisions). In accord with the request from the Council on Academic Personnel, recommendations from the Promotion and Tenure Committee for merit advancements to Professor of Law, Step VI, and Professor of Law, Above Scale, shall be forwarded to the full faculty for its vote in accord with the procedures specified in these By-Laws.

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

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

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

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

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

All full time faculty members are entitled to vote for five candidates on the ballot. The procedures for casting votes for members of the Promotion and Tenure Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued.

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

In the event of a tie vote in electing members of the Committee, the faculty will choose among the tied candidates in a run-off election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.

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

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

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

#### E. Timing of Committee Reports

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

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

#### 4. Law School Representative to the Academic Senate

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

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

#### 5. Minutes of faculty meetings

Minutes will be taken at each faculty meeting. Except for academic personnel matters (such as appointments, promotion, and tenure), the minutes shall reflect each decision made, the vote on the matter, and a summary of the major arguments on each side of the matter without

attribution to specific speakers. For topics discussed but not voted on, the minutes will briefly summarize the discussion. For personnel actions (including discussions of lecturers and visitors), the minutes shall not summarize the discussion or report the votes (which are counted separately from the meeting), though the votes will be kept apart from the minutes for purposes of reports to the Committee on Academic Personnel.

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

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

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

**6. Policies with regard to appointment of joint appointments, visiting faculty, and lecturers**

**A. Joint appointments**

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

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

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

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

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

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

7. Applicants for a courtesy appointment at the UCI School of Law shall provide for review and consideration by the Appointments Committee a current CV, and the

Appointments Committee or the faculty may request a short statement summarizing as to how the faculty member's work relates to law, legal institutions, or legal issues.

#### B. Visiting Professors and Unit 18 Lecturers Policy

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

For any person who is a visiting professor at the University of California, Irvine, School of Law:

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

For any person who is a Unit 18 lecturer at the University of California, Irvine, School of Law:

- a.) The lecturer may be considered for an appointment to the Law School faculty during the pendency of the person's term of teaching;
- b.) As soon as it is practicable, the Dean and FAC will communicate to the faculty and any affected lecturer any FAC decision to have the faculty consider that lecturer for an appointment to the Law School faculty, whether during or after the person's term of teaching.

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

1. The appointment of Unit 18 lecturers is the responsibility of the Associate Dean for Academic Affairs in consultation with the Dean.
2. As soon as practical, the Associate Dean will notify the faculty of courses that will be taught by Unit 18 lecturers and will provide the names of the individuals who have been selected to teach these courses.

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

November 20, 2014

**JEAN-LUC GAUDIOT, CHAIR  
COUNCIL ON ACADEMIC PERSONNEL**

**RE: Law School Bylaw Change**

We have now received the amended bylaws from Dean Chemerinsky. This is to request that CAP review these changes and report to Cabinet on CAP's recommendation on approving or disapproving these bylaws. I'm enclosing a copy of the bylaws that I received from the Dean. Please refer to our letter and the highlighted version of the recommendations of the Senate committee that worked out the compromise. It would be a great holiday present to all of us if we can get this issue behind us before the end of the calendar year. Please let Luisa and me know when we can schedule this.

Thanks for your attention to this issue. I am very hopeful that we can finally be done with this issue.

Regards,

A handwritten signature in black ink, appearing to read "Bill", with a horizontal line underneath the name.

William Molzon, Chair  
Irvine Division Academic Senate

c: Cecilia Gonzalez, CEP Analyst  
Luisa Crespo, Executive Director  
Alan Terricciano, Chair-elect

**By-Laws of the Faculty of the University Of California, Irvine**  
**School of Law**

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

**1. Meetings of the faculty.**

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

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

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

If a matter is placed on the consent calendar, the agenda for the faculty meeting where this will be considered shall clearly indicate this. A matter may be taken off the consent calendar and be considered by the faculty if any faculty member requests this. A request that the matter be discussed may be submitted anonymously prior to the faculty meeting or at the faculty meeting. For Promotion and Tenure Committee recommendations in favor of advancement to Professor of Law, Step VI, or to Professor of Law, Above Scale, if any faculty member requests that the matter be discussed, a vote to end discussion on the case

may not take place before there has been an opportunity for appropriate discussion. Absent such a request, the faculty will vote on matters on the consent calendar without discussion, except for Promotion and Tenure Committee recommendations in favor of advancement to Professor of Law, Step VI, or to Professor of Law, Above Scale, which shall be voted on by secret ballot in accordance with the provisions of these bylaws.

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

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

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

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

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

## **2. Voting**

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

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

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

Voting faculty members may vote yea, nay, or abstain on matters for which a vote is taken. Voting on appointments to the faculty, on promotion, and on tenure shall be by secret, anonymous ballot. Other voting will be conducted by a voice vote, a show of hands, or similar open manifestation of voting. However, any faculty member may call for a secret ballot on any matter, in which case the voting will be anonymous.

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

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

### **3. Committees**

#### A. Appointment of Committees

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

#### B. Eligibility for Committees

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

#### C. Faculty Advisory Committee

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

Members of the Advisory Committee shall be elected at the start of each academic year and shall serve until new members are elected at the start of the following academic year.

Members of the Advisory Committee shall be elected in a two-ballot process. The first ballot shall list any member of the Academic Senate who is eligible to vote on Law School matters who has not requested to be removed from the list of candidates. The ballot shall state if the candidate will be on leave for all or any part of the following year.

All eligible voters shall be entitled to vote for three candidates on the initial ballot. The second ballot shall list the 5 candidates who received the most votes in the initial ballot. All eligible voters shall be entitled to vote for three of the candidates on the second ballot. The members of the Advisory Committee will be the three candidates who receive the most votes in the second ballot. The procedures for casting votes for members of the Advisory Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued. In the event that any elected member of the Advisory Committee should not be able to serve for any period during the elected service period, alternates (who will be those who received the 4<sup>th</sup> and 5<sup>th</sup> highest votes on the second ballot) will serve in order of the number of votes received on the second ballot.

#### D. The Promotion and Tenure Committee

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

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

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

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

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

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

All full time faculty members are entitled to vote for five candidates on the ballot. The procedures for casting votes for members of the Promotion and Tenure Committee will follow the voting procedures adopted for faculty appointments: all ballots will be secret and will be due 48 hours after the ballots are issued.

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

In the event of a tie vote in electing members of the Committee, the faculty will choose among the tied candidates in a run-off election in which the candidate receiving the most votes in the runoff becomes a member of the Committee.

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

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

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

#### E. Timing of Committee Reports

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

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

#### **4. Law School Representative to the Academic Senate**

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

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

#### **5. Minutes of faculty meetings**

Minutes will be taken at each faculty meeting. Except for academic personnel matters (such as appointments, promotion, and tenure), the minutes shall reflect each decision made, the vote on the matter, and a summary of the major arguments on each side of the matter without

attribution to specific speakers. For topics discussed but not voted on, the minutes will briefly summarize the discussion. For personnel actions (including discussions of lecturers and visitors), the minutes shall not summarize the discussion or report the votes (which are counted separately from the meeting), though the votes will be kept apart from the minutes for purposes of reports to the Committee on Academic Personnel.

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

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

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

**6. Policies with regard to appointment of joint appointments, visiting faculty, and lecturers**

A. Joint appointments

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

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

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

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

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

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

7. Applicants for a courtesy appointment at the UCI School of Law shall provide for review and consideration by the Appointments Committee a current CV, and the

Appointments Committee or the faculty may request a short statement summarizing as to how the faculty member's work relates to law, legal institutions, or legal issues.

#### B. Visiting Professors and Unit 18 Lecturers Policy

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

For any person who is a visiting professor at the University of California, Irvine, School of Law:

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

For any person who is a Unit 18 lecturer at the University of California, Irvine, School of Law:

- a.) The lecturer may be considered for an appointment to the Law School faculty during the pendency of the person's term of teaching;
- b.) As soon as it is practicable, the Dean and FAC will communicate to the faculty and any affected lecturer any FAC decision to have the faculty consider that lecturer for an appointment to the Law School faculty, whether during or after the person's term of teaching.

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

1. The appointment of Unit 18 lecturers is the responsibility of the Associate Dean for Academic Affairs in consultation with the Dean.
2. As soon as practical, the Associate Dean will notify the faculty of courses that will be taught by Unit 18 lecturers and will provide the names of the individuals who have been selected to teach these courses.

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

February 5, 2015

**DIVISIONAL SENATE ASSEMBLY**

**RE: Proposed Revisions to School of Social Ecology Bylaws**

The Irvine Divisional Assembly will review the proposed revision to the School of Social Ecology *Appendix I Bylaws of the Faculties/ Chapter X* as presented by The Executive Committee of the School of Social Ecology (SE). This proposal updates the Department of *Environmental Analysis and Design* listing; this department does not exist. It also corrects the Department of *Urban and Regional Planning* title to the Department of *Planning, Policy and Design*.

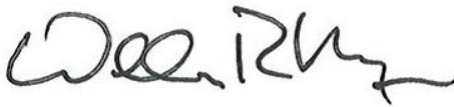
THE EXECUTIVE COMMITTEE

OF THE SCHOOL OF SOCIAL ECOLOGY:  
COMMITTEE ON RULES AND JURISDICTION:  
SENATE CABINET:

January 8, 2015  
January 20, 2015  
January 20, 2015

The proposed School of Social Ecology Bylaw revisions and relevant memos are included in the agenda enclosures.

Sincerely,



William Molzon, Chair  
Academic Senate, Irvine Division

January 15, 2015

**WILLIAM MOLZON, CHAIR  
ACADEMIC SENATE, IRVINE DIVISION**

**RE: Request to Change School of Social Ecology Bylaws**

The Committee on Rules and Jurisdiction (CRJ) received a request, on January 8, 2015, to review the proposal presented by the Executive Committee from the School of Social Ecology, regarding amendments to bylaws.

After thorough review of the proposal, to ensure that it is consistent with the Code of the Senate, CRJ approves and recommend for consideration by the Irvine Divisional Assembly.

Sincerely,



James Steintrager, Chair  
Committee on Rules and Jurisdiction

Enclosures: (1)

C: Joan Tenma, Interim Executive Director, Academic Senate  
Valerie Jenness, Dean, School of Social Ecology  
Carroll Seron, Associate Dean for Academic Programs, School of Social Ecology  
Greg Reinhard, Assistant Dean, School of Social Ecology  
Wendy Chamorro, Senate Analyst



School of Social Ecology

Social and Behavioral Sciences  
Gateway, Room 5316  
Irvine, CA 92697-3975  
Phone: (949) 824-8709

January 8, 2015

Professor James Steintrager, Council on Rules and Jurisdiction Chair  
Ms. Wendy Chamorro, Council Analyst

RE: Request to Change School of Social Ecology Bylaws

The Executive Committee of the School of Ecology (SE) formally requests a change to the School of Social Ecology Bylaws, under The Manual of The Irvine Division of The Academic Senate / Part III – Appendices of The Irvine Division / Appendix I Bylaws of the Faculties / Chapter X: School of Social Ecology. Specifically, SE requests the following:

- 1) The Department of *Environmental Analysis and Design* be removed from Section 2(A)(1).
- 2) The Department of *Urban and Regional Planning* be changed to *Planning, Policy and Design* in Section 2(A)(1).

### Statement of Rationale

The rationale for making the aforementioned changes is as follows. One, the Department of *Environmental Analysis and Design* no longer exists at the University of California, Irvine. Two, the Department of *Urban and Regional Planning* is officially titled the Department of *Planning, Policy and Design*. The existing and proposed language is as follows:

### Existing Language

Section 2: Committees

(A) Executive Committee (Am November 94)

(1) Membership–This Committee shall consist of the Faculty Chair, and four other representatives elected by the Faculty (one each from the Criminology, Law and Society; Psychology and Social Behavior; Environmental Analysis and Design; and Urban and Regional Planning).

### Proposed Language

Section 2: Committees

(A) Executive Committee (Am November 94)

(1) Membership–This Committee shall consist of the Faculty Chair, and 3 other representatives elected by the Faculty (one each from ~~the~~ Criminology, Law and Society; Psychology and Social Behavior; ~~Environmental Analysis and Design~~; and ~~Urban and Regional Planning~~ Planning, Policy and Design).

If the Council on Rules and Jurisdiction requires additional information to review the proposed changes, please contact me at your earliest convenience.

Thank you,



Greg Reinhard  
Assistant Dean  
School of Social Ecology  
Extension 4-8709

cc: Professor Valerie Jenness, Dean, School of Social Ecology  
Professor Bill Molzon, Senate Chair  
Professor Carroll Seron, Associate Dean for Academic Programs, School of Social Ecology