Guidelines for Chairs of Senate Committees
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Introduction

Thank you for your willingness to serve as Chair of a Senate committee. The following guidelines are designed to help you understand your role and responsibilities, as well as to provide you with an overview of the Academic Senate and information about the resources available to you.

The Board of Regents
The University of California is governed by the Board of Regents who have “full powers of organization and governance” according to Article IX, Section 9 of the Constitution of the State of California. Regents are appointed by the Governor of California.

Shared Governance and Organization of the Academic Senate
Bylaws 40.1 and 40.2 of the Regents of the University of California empower the faculty of the University of California to form a systemwide Academic Senate that has the authority to, among other things:

- Determine the conditions for admission and for certificates and degrees and recommend to the President all candidates for degrees;
- Authorize and supervise all courses and curricula, except in the Hastings College of the Law, in professional schools offering work at the graduate level only and over non-degree courses in the University Extension (the Division of Continuing Education at UCI);
- Advise the Chancellor concerning the campus budget; and
- Address the Board of Regents on any matter pertaining to the conduct and welfare of the University.

The systemwide Academic Senate and the divisional Senates at each UC campus provide the organizational framework that enables the faculty to exercise its right to participate in the University’s governance. Under the leadership of the systemwide Senate Chair, Senate members’ opinions are voiced through a deliberative process that includes the standing committees of the Senate, the Academic Council, the Assembly of the Academic Senate, and their Divisional counterparts.

Consultation with the administration occurs in a parallel structure: at the systemwide level between the systemwide Senate Chair and the President, and on the campus level between the Divisional Senate Chairs and the Chancellors.
Under the leadership of the Senate Chair, the Academic Senate exercises its right to participate in the University’s governance. The deliberative process of the Senate occurring in the standing committees of the Senate, the Cabinet, and the Divisional Assembly results in either advice and comment or final action on various issues. The Senate’s activities are guided by the bylaws and regulations published in the Manual of the Systemwide Academic Senate and Manual of the Irvine Division of the Academic Senate.

**Principle of No Surprises**

The Academic Senate and the Administration work together best when they communicate regularly and openly to inform each other of emerging, time-sensitive, and high-stake issues so that neither body is surprised by divisional or systemwide developments. Similarly, the Senate functions best through consultation and communication between and across the Senate leadership and committees. Therefore, the Senate leadership, Senate committee chairs, and Senate staff also abide by this principle within the Senate.
The Divisional Chair

The Divisional Chair is the senior officer of the Senate. This is a one-year term following a one-year term as Chair Elect-Secretary. The Divisional Chair transmits the Senate’s position on relevant issues to the Chancellor, Provost, systemwide Senate, and the press. It is critical that all Senate Committee Chairs keep the Divisional Chair fully informed on all matters related to the Senate and the activities of its councils and committees.

Most requests for advice and comment will come directly to the Divisional Chair. Issues are entered into a tracking system in the Senate office and then routed to the pertinent councils and committees. All correspondence to the Chancellor and Provost on matters of policy, stating final action, or providing Senate comment for the Division must be routed through the Divisional Chair. In most cases, the Divisional Chair or Executive Director first vets such important correspondence.

The Divisional Chair Elect-Secretary

The Divisional Chair Elect-Secretary is a thought partner to the Divisional Chair. The Divisional Chair and the Chair Elect-Secretary work closely, keeping each other informed, to ensure smooth Senate leadership transitions and continuity. The Chair Elect-Secretary carries out the duties of the Chair in the Chair’s absence, among other responsibilities.

The Committee Chair

Committee Chairs are the chief officers of their respective committees. Committee Chairs should be familiar with and comply with University and Divisional bylaws, regulations, and policies to set the committee’s agenda for the year and for each meeting. Committee Chairs are responsible for generating and finalizing all memos for submission on behalf of the committee. Senate Analysts will assist Committee Chairs in the generation of memos and other written records by drafting, providing notes, etc. Committee Chairs are expected to respond by the stated deadline to requests for information and communications from the
Senate office. At the beginning of the academic year, the Committee Chair and Senate Analyst should discuss expectations and preferences with respect to scheduling, agenda generation, minutes and memoranda, and communication with committee members, consultants, ex officio members, and other representatives.

Committee Chairs ensure that the integrity of the review process is maintained at all times, that confidentiality is respected, that conflicts of interest are handled appropriately, and that undue influence is avoided. Committee Chairs are expected to disclose any conflicts of interest with committee members and the Divisional Chair. All Senate members serving on committees are expected to follow the Senate Conflict of Interest and Recusal Policy, in addition to any committee-specific policies. Committee Chairs cannot be involved in the initiation of an item or its review at multiple levels (i.e. their school and the Senate); such involvement at multiple levels represents a violation of the Senate’s conflict of interest guidelines. Committee chairs also ensure the efficient and effective functioning of the respective committees. If a committee member is not fulfilling expectations, the Committee Chair is expected to address the matter with the member; they can do so directly or, if more appropriate, direct the matter to the Committee on Committees (COC).

Committee Chairs should regularly update the Divisional Chair about issues and priorities of their committees. After issues are reviewed, Committee Chairs should report outcomes as soon as possible to the Divisional Chair. Committee Chairs should regularly communicate with fellow Senate colleagues about issues and priorities. Often the issues and concerns of a committee are important to other committees; working together can increase our efficiency and effectiveness in addressing issues and representing faculty concerns and priorities.

Committee Chairs will not initiate any communications with the administration and/or represent the Senate without prior consultation and coordination with the Divisional Chair. All communication with the administration must be coordinated through the Senate office. It is imperative that the Senate speak with one voice; this requires a coordinated approach to requests for information or action.

A Senate Analyst is assigned to each committee to assist the Chair and its members. Senate Analysts are well informed, knowledgeable about policies and processes, and have worked to build solid working relationships with administrative and academic units. Senate Analysts guide Committee Chairs regarding Divisional
and University protocol. Communication between Committee Chairs and Senate Analysts is vital to the successful operation of the committee and the Senate as a whole. Committee Chairs are expected to respond to communications/requests from Senate Analysts within 48 hours or less. Please be sure to discuss with the Senate Analyst your preferred method of communication (email, phone, Zoom, etc.) and notify the Senate Analyst if you will be traveling or unavailable so that you can both plan accordingly. As Senate Analysts work with multiple committees, it is important that Committee Chairs be sensitive to overlapping priorities and deadlines and limit last minute requests for information whenever possible. Committee Chairs are strongly encouraged to secure a member to serve as Vice Chair and represent the committee when they are unavailable. This allows another committee member to gain an understanding and awareness of the work involved in leading the committee and thus to provide for the succession of Chairs if needed.

The Committee Chair should plan to begin conversations with members in January concerning nominations for the Committee Chair for the upcoming year. The Committee Chair, with the assistance of the Senate Analyst, will communicate with members about the Committee Chair role and responsibilities and begin outreaching to individual members to consider running for the Chair position if the Vice Chair has not been selected or declines to run. All committees will collect nominations and vote on the Committee Chair for the upcoming year, ideally by April.

The Committee Member

The membership of each committee is determined by the committee’s bylaws. Some committees have one or more faculty members from each faculty or academic unit (as defined in Bylaw 40) represented on the committee, while others do not. Most members are appointed to the committee by COC; members of the Council on Academic Personnel and COC are elected. Committee members are expected to represent the faculty at large and bring to bear, as appropriate, the perspective and knowledge they have as a result of their school/unit affiliation. Committee members are expected to attend 75% or more of the committee’s meetings, keep committee deliberations confidential, and communicate with the Chair should they have a clear or potential conflict of interest with an issue before the committee. Members are expected to:
• Review committee meeting materials in advance and come to meetings prepared to contribute;
• Refrain from sharing the outcome of any committee deliberations before the Senate has formally communicated decisions;
• Share information with the committee that is accurate and designed to benefit the effective and thorough deliberation of the committee; and
• Behave in conformity with the Faculty Code of Conduct (APM-015).

Concerns about any committee member not fulfilling these expectations should be directed to the Committee Chair.

**The Executive Director and Associate Director**

The Executive Director and Associate Director are the chief policy advisors of the Academic Senate. The Executive Director and Associate Director supervise and monitor the work of Senate committees to ensure they are in compliance with Divisional and University policies and procedures. The Executive Director evaluates the Senate staff and is responsible for all assignments of staff to assist Committee Chairs and members in the conduct of Senate business. The Executive Director is responsible for ensuring that the Senate staff provides Committee Chairs and members with the institutional expertise necessary to effectively conduct business. Committee Chairs who have questions and concerns about support for their committee should contact the Executive Director. All requests for expenditures and reimbursements from the Divisional Senate office should be directed to the Executive Director and must have prior approval. Any proposed changes to committee structure or workload requiring additional staffing should be submitted to the Executive Director for consideration.

**The Senate Analyst**

The primary function of Senate Analysts is to support committees in fulfilling their duties as effectively as possible. Senate Analysts are highly trained, professional staff, who provide current information related to committee issues, set up yearly meeting schedules, advise on policies and procedures, suggest agenda items, draft agendas, attend meetings, produce minutes, follow up on action items, draft committee recommendations and statements, and draft annual reports. Senate Analysts serve as liaisons between committees and the Executive Director and Senate leadership.
Senate Analysts provide continuity of knowledge and processes related to the work of the Academic Senate, which is a key factor in moving the work of the Senate forward, despite the routine rotation of committee members and Chairs. Senate analysts are entitled to and appreciate a work environment that models the very best of Senate values.

**Ex Officio Members and Consultants**

Ex officio members are specified in committee bylaws. While they may voice their opinions on issues and have their opinions recorded separately, they do not vote. Consultants, in contrast, are not specified in committee bylaws but typically have an ongoing advisory role based on their subject matter expertise and responsibilities during and between meetings. The primary role of consultants is to provide the perspective of their administrative constituents and to serve as liaisons between their constituents and the committee. Consultants support the committee to make informed decisions and thoughtful deliberations by providing timely and relevant information and analytics to committees. Consultants are not committee members; they may be invited to attend all or portions of committee meetings. Chairs should feel no obligation to have consultants attend all meetings or to sit in on the entire meeting. Generally, consultation is limited to a particular agenda item. Chairs are expected to schedule executive sessions – voting members only – as needed to conduct Senate business, especially when doing so helps avoid undue influence.

**Representatives to University-wide Committees**

Each spring, most Senate committees should select a member to represent them at systemwide meetings of the equivalent University committee during the following year. While the Chair, Vice Chair, or another committee member may serve in this role, the Chair is most ideal because they can then present regular updates to the Cabinet. University committee representatives, as the liaison between the University-wide and Divisional committees, should take advice and questions of their respective committees to systemwide meetings and report back.

In the event that the designated University committee representative cannot
attend a systemwide meeting, please follow the process below. It will help both the Divisional and Systemwide Senate offices keep track of business and ensure that the substitute will be reimbursed if traveling to an in-person meeting.

It is the Chair’s responsibility to:
- Work with the Senate Analyst to find a substitute within the committee (an elected or appointed committee member). Keep in mind that no administrator at the level of Department Chair or above may substitute at a systemwide meeting.
- Forward the substitute’s name to the Senate Analyst.

It is the Systemwide Senate office’s responsibility to:
- Send the substitute an agenda and any e-mail notices regarding the meeting.
- Process travel reimbursement if the meeting was held in person (instructions are usually on the last page of the meeting agenda).
Conducting Committee Business

Note on Confidentiality

When confidential discussions take place during a meeting or documents are circulated that are considered confidential in nature or still in draft form, it is the responsibility of the Committee Chair to clearly inform members, guests, consultants, and student representatives that this information is not to be shared with their constituents or anyone outside of the meeting. If meeting participants are unclear as to the nature of a discussion or document, they should be reminded to seek clarification from the Chair.

Scheduling Meetings

Senate Analysts will work with Committee Chairs to schedule committee meetings. Some committees have a set meeting time that does not vary. Other committees schedule a new time each academic year or quarter, or as needed. Standing meeting schedules should be set at least one quarter in advance. Meeting modalities vary by committees. Committee Chairs, in consultation with members and Senate Analysts, determine meeting modalities, considering when a particular modality may be valuable to committee deliberations for effective shared governance.

Adding or Eliminating Meetings

In consultation with the Senate Analyst, the Chair may add a meeting if there is sufficient business or cancel a meeting if there is insufficient business. Once the Chair decides to add or cancel a meeting, they should inform the Senate Analyst, who will notify the members and all other expected attendees.

Setting Meeting Agendas

The Chair, in consultation with the Senate Analyst, sets the agenda for each meeting. The Senate Analyst prepares a draft agenda, which may include a consent calendar for non-controversial items. The Chair should review and return
Reviewing reports and policies: Reports and policies generally originate from the UC Office of the President, systemwide Academic Senate, campus administration, other Senate committees, or the Divisional Chair. Committee deliberations and discussions at the meetings are recorded in the committee meeting minutes. If further discussion is required and no definitive position is reached, then the issue may be placed on the next meeting’s agenda. When the committee’s review is complete and resolution for action voted on, committee comments are forwarded to the Divisional Chair for discussion by the Cabinet and/or Divisional Senate Assembly. When consensus opinion is not reached and discussion has been thorough, both majority and dissenting opinions should be forwarded. Committee comments are submitted through the Divisional Chair unless the committee has legislative authority to comment directly.

Initiating recommendations, proposals, and studies: The Chair or any committee member so requesting of the Chair, may place an item for the committee’s consideration on the committee’s agenda. The Senate Analyst may also recommend agenda items to the Chair, based on their knowledge of pending issues under consideration by campus or University administration.

Ensuring Continuity through Transitions

In order for shared governance to be effective, the administration and the Senate should work as partners. The Senate should strive to be a reliable partner, changing a previous position only rarely, and only for good cause. The following are suggested guidelines for changing a position reached by the previous committee:

- New information comes to light that was not previously available to the committee;
- There were substantial procedural errors in earlier deliberations; or
- A strong majority of committee members believes that the previous committee reached an untenable position.
Day-to-Day Operations

Please visit the Senate website for current Senate news and for information on meetings, annual reports, and Senate bylaws and regulations. Please familiarize yourself with your committee page on the Senate website.

Conducting Meetings

It is important at the first meeting of the year to review the committee’s bylaws and determine how your committee will carry out its charge. This is an excellent time to review the roles of members, ex officio members, consultants, and student representatives. Remember that the Chair, in consultation with the Senate Analyst, sets the agenda for the year and for each committee meeting.

Best Practices

In order to make meetings more effective and productive, here are some recommendations you might consider to shape the collaborative culture of your committee:

- Utilize multiple sources of information, solicit both quantitative and qualitative data, and see what others have done with similar issues (other campuses or a systemwide body).
- Listen to each other’s ideas, opinions and perspectives; remember that everyone can contribute to the decision-making process, but always heed the Senate Conflict of Interest and Recusal Policy.
- Do not defer to your consultants. Even though they may support good decision-making as “content experts,” they may not make decisions for the Senate. Listen carefully to their expertise, but don’t give up responsibility for contributing to the Senate’s decision-making process. This is key for shared governance. Committees may be tempted to defer to a recognized content expert as it is much easier to do so than think through the implications of a particular decision. However, committees should make a decision themselves as a group through a deliberative process including solicitation of the content expert’s perspective and advice and open discussion reflecting what the committee is learning about the content areas.
Take the time needed to make an informed decision, but don’t get bogged down with a slow decision-making process. Robert’s Rules of Order Newly Revised guides all Senate meetings. See Parliamentary Procedures.

It is helpful to have a written copy of a verbal motion so that it is accurately recorded in the meeting minutes.

The committee should decide what constitutes a majority vote (usually one more than half of all present and voting). Abstentions are not counted in the vote but may be recorded in the minutes.

Ex officio members, student representatives, and consultants do not vote. Undergraduate student representatives are required by Associated Students of University California, Irvine (ASUCI) to report on meetings they attend; their notes are published on the ASUCI website. Make clear how student representatives, as well as members and consultants, are expected to handle confidential material and discussions. If desired, the Chair or Senate Analyst may review student reports for accuracy.

The Chair or members may suggest that a member abstain from voting when a conflict of interest exists.

The Chair is encouraged to call for or schedule executive session limited to voting members as needed.

All Senate members are governed by the Faculty Code of Conduct (APM-015): Faculty Code of Conduct II.D. Colleagues – Ethical Principles

“As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debts and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.” (AAUP Statement, 1966; Revised, 1987)

The Chair is responsible for addressing any concerns regarding civil discourse that occur during discussion. If there is a problem, the Chair should bring this to the attention of the Divisional Chair.

Attendance

Members are expected to attend at least 75% of meetings; their attendance is important to the successful operation of the committee or council. The Senate Analyst will record attendance. If a committee member does not attend meetings
regularly or does not participate in the group’s work, and the Chair is unable to change this behavior, the Chair should contact the Committee on Committees for a replacement.

**Annual Reports**

At the end of the academic year, the Divisional Chair will call for a report of committee activities. The Senate Analyst assigned to your committee will help prepare this annual report. *Annual reports* are posted on the Senate’s website and are presented on the consent calendar at the first meeting of the Divisional Senate Assembly in fall quarter during the following academic year.
Successful universities are marked by close and healthy collaboration between faculty and administration. The complexity of current issues within higher education requires the multiplicity of perspective, diversity of approach and collective intellectual capacity that can only happen when shared governance flourishes. This statement affirms the central role of shared governance, and asserts that it is the most effective means by which our institution can respond efficiently and effectively to a continuously changing environment.

We understand shared governance, as formalized in UC Regents Bylaw 40 and Standing Order 105, to be those processes by which the Academic Senate and the Administration engage on matters of institutional policy and procedure. The Academic Senate determines admission standards and degree requirements and authorizes all courses and curricula. On each campus, the Chancellor has administrative authority, including organization, operation, and budget, with specific duties delegated to various administrative appointees. The Senate is authorized to advise each Chancellor on the campus budget and to lay before the Board of Regents “its views on any matter pertaining to the conduct and welfare of the University.”

The goal of shared governance is to collaborate on matters vital to the institution and its members, and to promote a shared understanding through deliberation and dialogue. Where disagreement remains, all parties are assured that their views were heard and considered. In practical terms, shared governance means that administration leaders seek input from the Senate leadership on major administrative matters, weigh that input carefully, and report back to the Senate on final decisions. Likewise, the Senate seeks input from the administration on proposed changes in admission criteria, curriculum, and degree requirements.

Senate leaders and administrators share the responsibility for assuring that governance and consultative procedures are arranged to promote efficient decision-making, and in so doing strive to avoid unnecessary delay, duplication of effort, or blurring of responsibility. Both the Academic Senate and the Administration recognize that there may be circumstances that mandate an expedited decision-making process. The need to pursue an expedited process, however, does not eliminate the responsibility to engage in deliberation, dialogue, and the consultative process to the extent feasible.
In the university, the term “conflict of interest” refers to financial or other personal considerations that may compromise a faculty member’s professional judgment in administration, management, instruction, research, or other professional activities. Conflicts of interest have the potential to bias, directly or indirectly, important aspects of committees’ work, including their recommendations about academic personnel decisions, proposals for degree programs and academic units, budgetary and planning decisions, faculty grants programs, and other areas of shared governance. Members of Senate committees must be aware that professional judgments made in committee work may be compromised or appear to be compromised by a conflict of interest. Note that in carrying out their work, Senate committee members are expected to rely on their academic expertise, experience, and judgment, and so professional agreements or differences of opinion are not by themselves a basis for recusal.

The Senate expects that any member of a committee will recognize when they have a potential conflict of interest and will inform the Chair (or the Vice Chair if there is a potential conflict of interest on the part of the Chair). Upon consultation with the Chair (or Vice Chair), the member with the potential conflict may choose to limit their participation up to and including full recusal. In the absence of agreement between the member and the Chair (or Vice Chair) of the committee on the appropriate actions, the Chair (or Vice Chair) of the committee shall inform the Chair of the Academic Senate (or the Chair Elect if there is a potential conflict of interest on the part of the Chair), who shall make a recommendation as to what actions are appropriate.

There may be occasions when a member of a committee believes another member has a conflict of interest. Members should bring any concerns to the committee Chair (or Vice Chair) as appropriate.

Any party may consult the Chair of the Academic Senate for advice (or the Chair Elect if there is a potential conflict of interest on the part of the Chair) on a potential conflict of interest related to Senate committee work.
Senate committee members must recuse themselves in the following circumstances:

1. The Senate committee member has, or has had, a family relationship with the party involved in the action item, such as that of a current or former significant other, partner, spouse, child, sibling, or parent.
2. The Senate committee member has a personal financial interest in the outcome of the action item.
3. The Senate committee member believes that their recusal is necessary to preserve the integrity of the review process.

Upon joining a Senate committee, each member will be informed of this conflict of interest and recusal policy and will be expected to abide by it. Members appointed to committees with supplemental recusal policies (including CAP and CPT) are also expected to abide by those committee-specific policies.

Roberts Rules of Order, Newly Revised guides all Senate meetings.

The term "committee" in this policy includes Senate councils, committees, subcommittees, boards, and task forces.
<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Email</th>
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<tbody>
<tr>
<td>Divisional Chair</td>
<td>Arvind Rajaraman</td>
<td><a href="mailto:arajaram@uci.edu">arajaram@uci.edu</a></td>
</tr>
<tr>
<td>Chair Elect-Secretary</td>
<td>Valerie Jenness</td>
<td><a href="mailto:jenness@uci.edu">jenness@uci.edu</a></td>
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<tr>
<td>Academic Integrity Review</td>
<td>Brian Jenkins</td>
<td><a href="mailto:bcjenkins@uci.edu">bcjenkins@uci.edu</a></td>
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<td>Academic Personnel</td>
<td>Alan Goldin</td>
<td><a href="mailto:agoldin@uci.edu">agoldin@uci.edu</a></td>
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<td>Academic Program Review</td>
<td>James Brody</td>
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<td>Campuswide Honors Collegium</td>
<td>Raymond Klefstad</td>
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<td>Committees</td>
<td>Matthew Huffman</td>
<td><a href="mailto:mhuffman@uci.edu">mhuffman@uci.edu</a></td>
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<td>Educational Policy</td>
<td>Jose Antonio Rodriguez-Lopez</td>
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<tr>
<td>Enrollment Management and Admissions</td>
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<td>Faculty Welfare, Diversity, and Academic Freedom</td>
<td>Lisa Naugle</td>
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<tr>
<td>Graduate</td>
<td>Tonya Bradford</td>
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<td>Planning and Budget</td>
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<td>Privilege and Tenure</td>
<td>Michael Robinson-Dorn</td>
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<tr>
<td>Research, Computing, and Libraries</td>
<td>James Weatherall</td>
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<td>Rules and Jurisdiction</td>
<td>Liz Glynn</td>
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<td>Scholarly Honors and Awards</td>
<td>Tryphon Georgiou</td>
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<td>Roberto Pelayo</td>
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<td>Financial Aids</td>
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UCI Academic Senate
# Senate Directory – Staff

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<th>Staff</th>
<th>Divisional Committees &amp; Assignments</th>
<th>Systemwide Committees</th>
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<tr>
<td>Jisoo Kim</td>
<td>Finance, Personnel, and Management • Fiscal and Strategic Planning, Systems Designs, Information Services, and Communications • Senate Cabinet • Divisional Senate Assembly • Committee on Committees • Committee on Privilege and Tenure • Executive Liaison, Liaison to Special Committees, Ad Hoc Committees, and Task Forces</td>
<td>Academic Council, Systemwide Assembly</td>
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<tr>
<td>Executive Director</td>
<td><a href="mailto:jisoo.kim@uci.edu">jisoo.kim@uci.edu</a> 949.824.6727</td>
<td></td>
</tr>
<tr>
<td>Gina Anzivino</td>
<td>Oversight of Daily Senate Office Operations • Supervision of two staff FTEs • Senate Cabinet • Divisional Senate Assembly • Council on Equity and Inclusion • Committee on Privilege and Tenure • Academic Planning Group • Senate Manual • Special Projects</td>
<td>Affirmative Action, Diversity, and Equity (UCAADE)</td>
</tr>
<tr>
<td>Associate Director</td>
<td><a href="mailto:ganzivin@uci.edu">ganzivin@uci.edu</a></td>
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<tr>
<td>Christine Aguilar</td>
<td>Committee on Committees • Committee on Scholarly Honors and Awards • Senate Manual • Senate Website • Senate Newsletter • Senate Elections • Data Management System (DMS) lead</td>
<td>Committees (UCOC)</td>
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<tr>
<td>Senate Analyst</td>
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<td>Malcolm Bourne</td>
<td>Council on Educational Policy • Subcommittee on Policy and Assessment • Subcommittee on Courses • Non-Degree Granting Undergraduate Program Reviews • Academic Program Reviews</td>
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<td>Senate Analyst</td>
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<tr>
<td>Michelle Chen</td>
<td>Council on Planning and Budget • Council on Research, Computing, and Libraries • Academic Integrity Review Board • Subcommittee on SSGPDP Third Year Review</td>
<td>Planning and Budget (UCPB) Research Policy (UCORP) Library and Scholarly Communication (UCOLASC) Academic Computing and Communication</td>
</tr>
<tr>
<td>Staff</td>
<td>Divisional Committees &amp; Assignments</td>
<td>Systemwide Committees</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
</tbody>
</table>
| Julie Kennedy         | - Council on Faculty Welfare, Diversity, and Academic Freedom  
                        | - Council on Teaching, Learning, and Student Experience  
                        | - Committee on Privilege and Tenure                | Academic Freedom (UCAF)  
                        |                        | Faculty Welfare (UCFW)  
                        |                        | Privilege and Tenure (UCPT) |
| Casey Lough           | - Council on Academic Personnel (CAP)  
                        | - Reserve CAP  
                        | - Ad Hoc Committees to CAP                         | Academic Personnel (UCAP) |
| Stephanie Makhlouf     | - Senate Cabinet  
                        | - Divisional Senate Assembly  
                        | - Council on Enrollment Management and Admissions  
                        | - Committee on Rules and Jurisdiction  
                        | - Academic Program Review Support                | Board on Admissions and Relations with Schools (BOARS)  
                        |                        | Rules and Jurisdiction (UCRJ)                     |
| Rachel Mangold        | - Senate Calendar  
                        | - Budget, Payroll, and Purchasing  
                        | - Administrative Support for Senate Chair, Chair Elect, and Executive Director  
                        | - Operation, Event, and Logistics Planning and Support  
                        | - Academic Program Review Support  
                        | - Board on Undergraduate Scholarships, Honors, and Financial Aids  
                        | - CAP Support                                             |
| Thao Nguyen           | - Graduate Council  
                        | - Academic Program Review Board  
                        | - Subcommittee on SSGPDP Third Year Review         | Coordinating Committee on Graduate Affairs (CCGA)  
                        |                        |                                                    | International Education (UCIE) |

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senate@uci.edu  
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ACADEMIC COUNCIL

The Academic Council serves as the Executive Committee of the Assembly. Members include the Chair and Vice Chair of the Systemwide Senate, Divisional Senate Chairs, and Chairs of some Systemwide Committees.

UCI Representative:
Divisional Chair Arvind Rajaraman

SYSTEMWIDE SENATE STANDING COMMITTEES

Divisional Council Chairs typically serve on the corresponding Systemwide Standing Committees.

- Academic Computing and Communications
- Academic Freedom
- Academic Personnel*
- Admissions and Relations with Schools*
- Affirmative Action, Diversity, and Equity*
- Committees
- Editorial
- Educational Policy*
- Faculty Welfare*
- Graduate Affairs*
- International Education
- Intersegmental Committee
- Lab Issues
- Library and Scholarly Communication
- Planning and Budget*
- Preparatory Education
- Privilege and Tenure
- Research Policy*
- Rules and Jurisdiction

*Committee Chairs are Academic Council Members.
The Divisional Senate Assembly is the highest authority in the Divisional Academic Senate.

**Elected Members:**
- Council Chairs (9)
- Faculty Executive Committee Chairs (12)
- School/College Representatives (36)
- Divisional Representatives to Systemwide Assembly (4)

**Members:**
- Chair: Arvind Rajaraman and Chair Elect: Valerie Jenness
- Council on Academic Personnel (CAP) Chair: Alan Goldin
- Council on Educational Policy (CEP) Chair: Jose Antonio Rodriguez-Lopez
- Council on Equity and Inclusion (CEI) Chair: Karen Edwards
- Council on Faculty Welfare, Diversity, and Academic Freedom (CFW) Chair: Lisa Naugle
- Council on Planning and Budget (CPB) Chair: Georges Van den Abbeele
- Council on Research, Computing, and Libraries (CORCL) Chair: James Weatherall
- Council on Teaching, Learning, and Student Experience (CTLSE) Chair: Sergio Gago-Masague
- Council on Enrollment Management and Admissions (CEMA) Chair: Jerry Won Lee
- Graduate Council (GC) Chair: Tonya Bradford

**FACULTY EXECUTIVE COMMITTEES**

**DIVISIONAL SENATE ASSEMBLY**

The Divisional Senate Assembly is the highest authority in the Divisional Academic Senate.

**Ex Officio Members:**
- UC President: Michael Drake
- Divisional Chair: Arvind Rajaraman
- Divisional Chair Elect: Valerie Jenness

**Parliamentarian:**
- Dan Hirschberg

**Elected Members:**
- Council Chairs (9)
- Faculty Executive Committee Chairs (12)
- School/College Representatives (36)
- Divisional Representatives to Systemwide Assembly (4)

**SENATE CABINET**

The Senate Cabinet advises and works with the Divisional Chair in administering the rules and regulations prescribed by the Irvine Division, as well as in coordinating and managing Senate activities.

**Members:**
- Chair: Arvind Rajaraman and Chair Elect: Valerie Jenness
- Council on Academic Personnel (CAP) Chair: Alan Goldin
- Council on Educational Policy (CEP) Chair: Jose Antonio Rodriguez-Lopez
- Council on Equity and Inclusion (CEI) Chair: Karen Edwards
- Council on Faculty Welfare, Diversity, and Academic Freedom (CFW) Chair: Lisa Naugle
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- Council on Enrollment Management and Admissions (CEMA) Chair: Jerry Won Lee
- Graduate Council (GC) Chair: Tonya Bradford

**COUNCILS, COMMITTEES, BOARDS, AND SUBCOMMITTEES**

**SENATE STAFF**
- Executive Director: Jisoo Kim
- Associate Director: Gina Anzivino
- Operations Manager: Rachel Mangold
- Senate Analyst: Christine Aguilar
- Senate Analyst: Malcolm Bourne
- Senate Analyst: Michelle Chen
- Senate Analyst: Julie Kennedy
- Senate Analyst: Casey Lough
- Senate Analyst: Stephanie Makhlouf
- Senate Analyst: Thao Nguyen
# PARLIAMENTARY PROCEDURES

Adopted from Robert’s Rules of Order, Newly Revised, 10th Edition

## Motions Listed in Order of Preference

<table>
<thead>
<tr>
<th>To do this</th>
<th>You say this...</th>
<th>Interrupt others?</th>
<th>Requires a second?</th>
<th>Debatable?</th>
<th>Amendable?</th>
<th>Required Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn meeting</td>
<td>“I move to adjourn”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Call an intermission</td>
<td>“I move to recess…”</td>
<td>No</td>
<td>Yes (R)</td>
<td>Yes (R)</td>
<td></td>
<td>Majority</td>
</tr>
<tr>
<td>Complain about noise, etc.</td>
<td>“Point of privilege.”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None ¹</td>
</tr>
<tr>
<td>Temporarily suspend consideration</td>
<td>“I move that the motion be tabled.”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Close debate</td>
<td>“I move the previous question.”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Limit (or extend) debate</td>
<td>“I move to limit/extend debate until...”</td>
<td>No</td>
<td>Yes (R)</td>
<td>Yes (R)</td>
<td></td>
<td>2/3</td>
</tr>
<tr>
<td>Postpone discussion to specific time</td>
<td>“I move to postpone this matter until...”</td>
<td>No</td>
<td>Yes (R)</td>
<td>Yes (R)</td>
<td></td>
<td>Majority</td>
</tr>
<tr>
<td>Have something further studied</td>
<td>“I move to refer this to committee.”</td>
<td>No</td>
<td>Yes (R)</td>
<td>Yes (R)</td>
<td></td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a motion (friendly amendment)</td>
<td>“I move to amend by (deleting, etc...)”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Suppress business or further discussion on motion</td>
<td>“I move to postpone indefinitely.”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Introduce business (main motion)</td>
<td>“I move that...”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>

## Motions with no Established Order of Preference

<table>
<thead>
<tr>
<th>To do this</th>
<th>You say this...</th>
<th>Interrupt others?</th>
<th>Requires a second?</th>
<th>Debatable?</th>
<th>Amendable?</th>
<th>Required Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challenge ruling of Chair</td>
<td>“I appeal from the Chair’s decision.”</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Ask vote to be counted instead of y/n</td>
<td>“I request division of the assembly.”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Divide a pending question into parts</td>
<td>“I request that the motion be divided as...”</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None ²</td>
</tr>
<tr>
<td>Request information about procedure, meaning, or effect of pending motion</td>
<td>“I rise to a point of parliamentary inquiry.” (point of information)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None ²</td>
</tr>
<tr>
<td>Avoid discussion of unnecessary/embarrassing matter</td>
<td>“I object to consideration of this matter.”</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Object to procedures</td>
<td>“I rise to a point of order.”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None ³</td>
</tr>
<tr>
<td>Withdraw a motion</td>
<td>“I wish to withdraw my motion.”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None ³</td>
</tr>
<tr>
<td>Temporarily suspend the rules</td>
<td>“I move to suspend the rule on...”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Reconsider a vote</td>
<td>“I move to reconsider the vote on...”</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority ³</td>
</tr>
<tr>
<td>Rescind a vote</td>
<td>“I move to rescind the vote on...”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority ³</td>
</tr>
<tr>
<td>Return to a “tabled” matter</td>
<td>“I move to take from the table the motion.”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

(R) Restricted discussion or amendment, confined to a few specifics such as time or length.

¹ Chair decides and may be appealed

² Chair decides if motion has not been stated or if no objection. If objection, majority vote is required.

³ Can be made only by one who voted on the prevailing side and must be made on the same day or next succeeding day.

⁴ A motion requiring more than a majority vote can be rescinded only by the same vote required to approve it.
2023–2024
Senate Leadership

Arvind Rajaraman, Chair
chair@uci.edu

Valerie Jenness, Chair Elect
chaire@uci.edu

Jisoo Kim, Executive Director
jisoo.kim@uci.edu

Gina Anzivino, Associate Director
ganzivin@uci.edu