

## VII. REPORTS OF STANDING COMMITTEES (continued)

### Academic Council (continued)

- **John B. Oakley, Chair**
  - **Michael Brown, Chair, Academic Council Subcommittee on Systemwide Senate Leadership and Office Structure**
2. Proposed New Academic Senate Bylaw 16. Executive Director of the Academic Senate (**action**)

(This item was briefly discussed at the February 14, 2007, meeting of the Assembly, but because of lack of time, it was postponed until the May 9, 2007, Assembly Meeting. For a record of that discussion please refer to Page 8 of this *Notice of Meeting*)

In accordance with [Senate Bylaw 116. Authority of the Assembly – Part II. E.](#), “The Assembly is authorized to approve modifications to the University Academic Senate legislation. ...Except for Bylaws marked “[Protected – see Bylaw 116.E]”, modification of Bylaws requires the approval of two-thirds of all voting members of the Assembly present; modification of Regulations requires the approval of a majority of all voting members of the Assembly present. ...Modifications of legislation shall take effect immediately following approval unless a different date is specified or required.”

The following proposed new Senate Bylaw 16 was approved by the Academic Council at its January 24, 2007, meeting and was found to be consonant with the Code of the Academic Senate by the University Committee on Rules and Jurisdiction (UCR&J). Further, the University Committee on Academic Personnel (UCAP) has requested that the divisions of the Academic Senate consider adopting a similar bylaw for many of the same reasons noted in the justification, below.<sup>1</sup>

**PROPOSED ACTION:** Approval of the addition of Senate Bylaw 16 to [Title II \(Officers\)](#) of the Bylaws of the Academic Senate, and approval of the Policies and Procedures applicable to Senate Bylaw 16.

### **Justification**

Currently, the systemwide Academic Senate and each divisional Senate have an Executive Director or Chief Administrative Officer in the Managers and Senior Professionals (“MSP”) series who has executive responsibility for the administration of the systemwide and divisional Senate offices. Over the past several years, significant changes have been made at both the Systemwide and Divisional levels to ensure that a high level of professional support is available for faculty who help fulfill the charge of the Academic Senate in shared governance. The inclusion of the Executive Director position in the section of the Bylaws dealing with officers of the Academic Senate is intended to ensure appropriate recognition by administrative bodies of the critical importance of the Executive Director, as a non-Senate officer of the Academic Senate, to the effective functioning of the Senate as it fulfills its shared-governance

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<sup>1</sup> However, the Senate divisions should note that the exact provisions of proposed policies and procedures of Senate Bylaw 16, would not apply directly to the divisions as written here. For example, at the Systemwide level the Senate Executive Director and the President are employees of the University of California Office of the President (UCOP) and therefore subject to by UCOP Human Resource (HR) policies; the Senate Chair is not an employee of UCOP. At the divisional level, Divisional Senate Executive Directors, Chairs and Chancellors are all employees of the campus and therefore are subject to campus HR policies.

responsibilities. The Academic Council wishes to acknowledge the essential role of the Executive Director in the work of the systemwide Senate and the complexity of the Executive Director's responsibilities.

### **Duties**

Proposed Bylaw 16 expresses the responsibilities of the Executive Director as falling in two general areas: chief of staff and policy advisor. Those responsibilities expand to include policy analysis, maintaining historical knowledge of Academic Senate policies and their development, and managing Senate policy work. Other duties include facilitating and coordinating the agendas and activities of the Academic Assembly and its agencies, advocacy for the role of the Senate and for the resources necessary for it to excel in its shared-governance responsibilities granted under [Standing Order 105](#) of The Regents of the University of California. The Executive Director is responsible for overseeing the budget of the Academic Senate, coordinating the activities of the Academic Senate, and providing analytical and other support for the Chair and the other officers of the Assembly. The Executive Director shall manage the office of the systemwide Academic Senate, which includes supervisory responsibility for the staff of the office. In addition, the Executive Director shall maintain the institutional history of the policies, practices, and official acts of the Academic Senate.

The Academic Council endorses the following policies and procedures referenced in proposed Bylaw 16<sup>1</sup>:

### **Policies and Procedures:** Appointment of the Academic Senate Executive Director and Other Personnel Actions

- A. Appointment Process. The Executive Director, as a non-Senate officer of the Academic Senate, shall be appointed in accordance with applicable UC personnel policies, local Office of the President implementing procedures ("OP implementing procedures"), and the following appointment process:
  1. Should a vacancy occur, the Chair of the Assembly shall appoint an advisory search committee upon consultation with the Academic Council and OP Human Resources;
  2. The advisory search committee shall recommend one or more candidates to the Chair of the Assembly;
  3. The Chair of the Assembly shall recommend one or more candidates to the Academic Council for consideration;
  4. The Academic Council shall, by majority vote, recommend a final candidate to the President of the Academic Senate for approval and appointment on terms commensurate with the personnel classification assigned to the Executive Director position.
- B. Personnel Actions. The Executive Director shall report to and shall receive general direction from the Chair of the Assembly, with guidance and input from the Academic Council as necessary. The President of the Academic Senate shall retain ultimate managerial authority over the terms and conditions of the Executive Director's University employment. Applicable UC personnel policies, guidelines and OP implementing

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<sup>1</sup> The Policies and Procedures of proposed new Senate Bylaw 16, if approved by the Assembly, will be part of the Code of the Academic Senate – Appendix V. See [Senate Bylaw 80.A](#) (Code of the Academic Senate).

procedures shall be followed regarding all terms and conditions of employment, including but not limited to: performance appraisals, promotions, salary increases, discipline and separation from employment. Consistent with these policies, guidelines and procedures, the Chair of the Assembly shall annually prepare a draft written performance appraisal of the Executive Director which shall be presented to the President of the Academic Senate for final approval and implementation of any recommended merit increases or performance based awards. In consultation with the Chair of the Assembly (and with the Academic Council as necessary), the President of the Academic Senate shall be responsible for the approval and implementation of all personnel actions. All personnel actions shall be treated in a confidential manner consistent with UC policy.

- C. Modifications. Changes to these policy and procedures must be in accord with UC personnel policies and guidelines as well as Academic Senate bylaws.

**PROPOSED NEW BYLAW 16:**

*(Proposed language is noted in bold and underlined.)*

**Title II. Officers (Am 12 May 2004)**

**10. President and Vice President**

The President of the University is ex officio President of the Academic Senate and a member of the Assembly of each Division and Faculty. The Chair of the Assembly is ex officio Vice President of the Academic Senate. [See [Bylaw 110](#)]

**15. Secretary/Parliamentarian**

The Academic Council shall appoint a Secretary/Parliamentarian of the Senate, subject to ratification by the Assembly, for a three-year term. The Secretary/Parliamentarian receives petitions of students or other materials for presentation to the Assembly, transmits them to the Assembly Chair who may refer them to an appropriate committee. (EC 18 Nov 68; Am 5 May 88; Am 12 May 2004)

**16. Executive Director**

- A. **Upon recommendation of the Academic Council and in accordance with policies and procedures, the President of the Academic Senate (see Bylaw 10) shall appoint an Executive Director of the Academic Senate and is responsible only for the terms and conditions of employment. With respect to duties, the Executive Director shall report to and shall receive general direction from the Chair of the Assembly, with guidance and input from the Academic Council as necessary.**
- B. **The Executive Director, as a non-Senate officer of the Academic Senate, among other duties, shall serve as chief of staff for the Academic Senate and as policy advisor to the officers of the Assembly.**

**ACTION REQUESTED:** Approval of Senate proposed Senate Bylaw 16 - Executive Director of the Academic Senate and the relevant Policies and Procedures.