



Office of the Chair  
Telephone: (510) 987-9303  
Fax: (510) 763-0309  
Email: [gayle.binion@ucop.edu](mailto:gayle.binion@ucop.edu)

Assembly of the Academic Senate, Academic Council  
University of California  
1111 Franklin Street, 12th Floor  
Oakland, California 94607-5200

August 19, 2003

## ACADEMIC COUNCIL MEMBERS

### RE: Reports From The Task Force On Faculty Instructional Activities

Dear Colleagues:

As you will recall that at the July 23 meeting of the Academic Council, Provost King announced that the Task Force on Faculty Instructional Activities had completed its work and that its reports would be distributed to Chancellors and Council members for their review.

Please find enclosed for your comments the Task Force's two reports, *Describing and Reporting Faculty Instructional Activities*, and *Faculty Instructional Responsibilities: Guidelines for Departmental Policies*. The Administration is requesting a response date of December 1, 2003. Although many of our Committees and Divisions will not transition to the new academic year for another few weeks, given the time it does take for Senate to complete its review process, I am asking Council members to notify their incoming leadership to start the review process as soon as possible. **Chair Elect Larry Pitts has indicated that he would like Systemwide Committees to present their reports at the October Council meeting and for Divisions to report at the November Council meeting.** By keeping to this schedule the Senate will be able to meet the December 1 deadline.

Cordially,

Gayle Binion, Chair  
Academic Council

Encl: 2-available at <http://www.ucop.edu/planning/taskforceonfacultyinstructionalactivities.htm>

Copy: Larry Pitts, Chair-elect  
Academic Council  
Senate Directors  
Systemwide Senate Analysts



OFFICE OF THE PROVOST AND SENIOR VICE PRESIDENT –  
ACADEMIC AFFAIRS

OFFICE OF THE PRESIDENT  
1111 Franklin Street  
Oakland, California 94607-5200

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July 22, 2003

ACADEMIC COUNCIL

ACADEMIC COUNCIL CHAIR BINION  
VICE CHAIR PITTS

Dear Gayle and Larry:

In November 2002 President Atkinson asked me to chair a Task Force on Faculty Instructional Activities to examine the adequacy and equity of instructional responsibilities in the University and to reconsider thoughtfully the way we define faculty instructional activities and describe them both publicly and to our faculty.

That Task Force has completed its work and produced two reports, copies of which are attached:

- *Describing and Reporting Faculty Instructional Activities*, which suggests a new approach to reporting faculty teaching activities in a way that more appropriately reflects the special features of a research university experience for our students and the different modes of teaching in which our faculty are engaged.
- *Faculty Instructional Responsibilities: Guidelines for Departmental Policies*, which places the locus of responsibility for teaching activities clearly on the department as a collective whole and recommends new processes to monitor comparability of efforts within disciplines and strengthen oversight.

I believe the Task Force has done a very thoughtful and helpful job. Their engagement in the issues and creativity in finding solutions that honor both Legislative interests and faculty perspectives is to be commended.

We would be pleased to receive by December 1, 2003, comments that the Academic Council may have on the reports and have asked the Chancellors for comments as well. However, if we are to include this new approach in the annual report we will submit to the Legislature next spring, we will need to move forward expeditiously to try categorizing data in the way these reports recommend. I plan to ask my staff to work with campus colleagues this summer to begin this effort and will appoint an Implementation Task Force to consider comments received and provide oversight for the development and practical assessment of this new approach.

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ACADEMIC COUNCIL CHAIR BINION

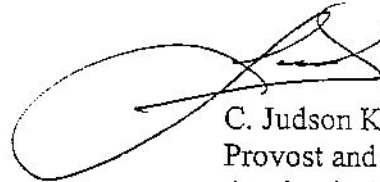
VICE CHAIR PITTS

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I am pleased to see the seriousness with which campus academic and administrative leaders are addressing these issues and believe we are putting into place a process that will serve well our students, our faculty, and the Legislature.

Sincerely,



C. Judson King  
Provost and Senior Vice President  
Academic Affairs

Attachments

Cc (w/o attachments):

President's Cabinet

Members of the Task Force on Faculty Instructional Activities

Assistant Vice President Smith

Assistant Vice President Switkes

Task Force Staff