

**THE MANUAL OF THE IRVINE DIVISION OF THE ACADEMIC SENATE
PART III - APPENDICES OF THE IRVINE DIVISION
Appendix I Bylaws of the Faculties
Chapter VIII: College of Health Sciences**

PREAMBLE

The Faculty of the University of California, Irvine College of Health Sciences hereby sets forth its Bylaws through which it shall discharge its duties and responsibilities concerning the educational and scholarly programs of the College, as specified by the Standing Orders of the Regents of the University of California.

MISSION STATEMENT

The College of Health Sciences is committed to the rigorous preparation of students in the health sciences for careers in the practice of medicine, medical education, and research. The educational mission of the College is integrated with responsibilities for the conduct of basic and clinical research by the Faculty and for leadership in health care delivery systems in the nation. The College has a central role in the coordination of postgraduate medical training and continuing education and is a repository of medical knowledge and skills, readily available to all health care professionals.

Section I: General Provisions

A. Membership of the Academic Senate

(1) The Faculty shall consist of all individuals who hold academic appointments in the College of Health Sciences (COHS), including the School of Medicine (SOM) and the Programs/Departments in Nursing Science, Pharmaceutical Sciences, and Public Health (hereinto referred to as the “Programs”).

(2) The Academic Senate of the COHS (hereinto referred to as the “Senate”) shall consist of those COHS Faculty members whose appointment makes them eligible, pursuant to the Standing Orders of the Regents, to be members of the University-wide Academic Senate. (See Membership, Appendix 1).

B. Officers

(1) The Chair and Vice-Chair/Secretary of the Executive Committee, respectively, are Chair and Vice-Chair/Secretary of the Faculty.

(2) The Chair may appoint a member of the Senate to serve as Parliamentarian, whose duty shall be to advise the Chair on procedures to be followed, in accordance with the latest edition of Robert's Rules of Order to the extent practicable, in the conduct of the meetings of the Representative Assembly and Committees. The Parliamentarian shall

advise the Chair and the Executive Committee of the impact of these Bylaws on the conduct of business.

C. Meetings

The ongoing business of the Faculty will be conducted by the Representative Assembly of the members. The full Faculty will meet at such times as it may determine, or at the call of the Executive Committee.

D. Functions

In the spirit of University shared governance, the Senate shall be involved in all actions of the COHS Administration and of the University officials that may affect in principle or in fact the functions of the Faculty in teaching, research, and professional practice.

Section II. Representative Assembly of the Faculty

A. Definition and Functions

(1) The Representative Assembly is the organized representative body of the COHS Senate members, elected by the Faculty to act on its behalf on all matters that concern it.

(2) The Representative Assembly is the instrument of Faculty self-government and welfare, and serves as the liaison with the COHS Administration and with the Irvine Division of the Academic Senate.

(3) The Representative Assembly may ratify, amend or rescind any unexecuted action taken at any meeting of the Faculty, of the Executive Committee, or of any other Faculty committee empowered to act.

(4) The Representative Assembly may act on those matters reserved for members of the Academic Senate as designated by the Standing Orders of the Regents, or specifically so delegated by these Bylaws.

B. Membership

(1) *Ex Officio* Members

The Representative Assembly shall include the following *ex officio* members: Vice Chancellor for Health Affairs and Dean of the School of Medicine, and Associate Deans of the School of Medicine, Director of the Nursing Science Program/Department, Director of the Pharmaceutical Sciences Program/Department, and Director of the Public Health Program/Department.

(2) Elected Members

The elected Faculty Chair, Vice-Chair, and Executive Committee members-at-large are members of the Representative Assembly. The Representative Assembly shall also include the elected representatives of the SOM departments and of the Programs.

(3) Limitations on Membership

No *ex officio* member of the Representative Assembly may serve concurrently as an elected member.

C. Election of Representatives

(1) There shall be an annual election conducted by the COHS Senate office under the authority of the Vice-Chair of the Senate. The Vice-Chair may establish non-policy operational variations to implement these election procedures that have been approved by the Executive Committee.

(2) Each department and program of the COHS shall have one or more elected representative(s) to the Assembly, to be elected by a ballot of its Senate Faculty members.

(3) Annually, before the Representative Assembly election, the Vice-Chair will obtain from the Vice Chancellor for Health Affairs the number of Senate members in each department and program as of July 1 of that year. The Committee on Committees of the Senate shall determine the number of representatives allocated to each department or program during the ensuing academic year based on the mathematically most equitable approximation of the required 1: 4 ratio (*i.e.*, 1 representative for each 4 Senate full-time Faculty employees [FTEs] in a department or Program).

(4) During the summer, the Senate office shall mail a ballot to each of the Senate members of a department or program that contains the names of all the eligible Senate members in said department or program. The deadline for the return of the ballot shall be stated. The voter shall be instructed to vote for no more than the total numbers of representatives allocated to the department or program. The members who receive the most votes within the authorized number for the department or program shall be declared elected. In case of a tie vote, a run-off election shall be held among the candidates with the same number of votes until a winner can be declared.

D. Term of Office

(1) Each representative shall be elected for a two-year term, and none shall serve consecutively more than two full terms.

(2) Eligibility to serve on the Representative Assembly will resume after a lapse of one year.

- (3) The terms of office shall be appropriately staggered for representatives of the same department or program.
- (4) All department or program representatives who have been elected shall complete their term of office, even if the authorized number of representatives from said department or program decreases during that term.
- (5) An Assembly representative who has missed the majority of the meetings of the Representative Assembly in one academic year, shall not be able to continue the following year, and shall be replaced.
- (6) An Assembly representative going on sabbatical or not being able to attend the Assembly meetings for more than two consecutive times shall so inform the Senate Chair who will replace that representative for the number of meetings to occur in the anticipated absence.

E. Meetings of the Representative Assembly

- (1) The Representative Assembly shall meet semi-annually or at the call of the Chair, who may cancel a meeting for lack of business. A special meeting can be called upon receipt of a written petition of five Assembly representatives, which meeting shall occur within 30 days of said petition.
- (2) The Representative Assembly members shall receive notification and the agenda at least one week before the meeting. A special or emergency meeting shall contain a statement of the purpose of the meeting.
- (3) Quorum. A simple majority of Representative Assembly members present at a meeting constitutes a quorum for the meeting.
- (4) All meetings shall be conducted in conformity to the procedures described in the latest edition of Robert's Rules of Order to the extent practicable.
- (5) Five members of the Senate may place an item on the agenda of the Representative Assembly by submitting it in writing to the Vice-Chair of the Faculty. The Vice-Chair must receive the request at least three weeks before the Representative Assembly's next scheduled meeting.
- (6) Voting
 - (a) *Ex officio* members do not have the right to vote in the Representative Assembly.
 - (b) Only Assembly representatives shall make, second, and vote on motions presented to the Representative Assembly. However, any member of the Senate may introduce a topic on the agenda and speak to motions.

(c) A majority vote of the representatives present and voting at a meeting, except as provided elsewhere in these Bylaws, is required to pass a motion.

(7) Minutes shall be taken at each meeting and shall be available to all COHS faculty members in a timely manner.

Section III. Executive Committee of the COHS Academic Senate

A. General Provisions

(1) The Senate members of the School of Medicine and of the Programs/Departments in Nursing Science, Pharmaceutical Sciences, and Public Health shall be represented on the Executive Committee of the COHS Academic Senate.

(2) The Executive Committee and the Standing Committees shall participate actively in the initiation and implementation of programmatic development, reorganization of departments, new programs, physical development, and necessary appropriations.

B. Membership

(1) The Executive Committee shall include the Chair and Vice-Chair; the chairs of the COHS standing committees; one representative from the programs; and 2 members-at-large.

(2) The Vice Chancellor for Health Affairs, the SOM Dean, the SOM Associate Deans, and the Programs Directors shall be *ex officio* members and attend the monthly meetings of the Executive Committee.

C. Meetings

(1) The Executive Committee shall convene in regular monthly meetings, as well as in extraordinary sessions as deemed necessary by the Chair.

(2) The Executive Committee shall have the right to go into executive session, limited to voting committee members, and exclude *ex-officio* members and guests, at the committee's discretion.

(3) Voting

(a) *Ex-officio* members do not have the right to vote on the Executive Committee.

(b) The Chair, Vice Chair, program representative, members-at-large, and chairs of COHS standing committees have the right to vote on all Executive Committee matters.

(4) The discussions and actions taken towards resolution of problems discussed in the Executive Committee shall be duly recorded in the minutes of this Committee.

(5) The Executive Committee meeting minutes shall be submitted to the members within one week after each meeting. Upon their approval, the minutes shall be sent to the Vice-Chancellor for Health Affairs, the SOM Dean, and the Programs Directors.

D. Functions

(1) To act for the Faculty with respect to any subject delegated to it by these Bylaws or by the Faculty, and to advise the COHS Administration.

(2) To oversee the rules and regulations of these Bylaws and of its various Committees, or of those established by the COHS Administration.

(3) To regularly receive and review the reports of the activities of the SOM Dean and of the Program Directors.

(4) To formulate and implement resolutions of the problems presented by the standing committees or by interactions with the COHS Administration.

(5) To compile and distribute to the Representative Assembly the results of the discussions and agreements of the Executive Committee and of its interactions with the COHS Administration.

(6) To organize the procedure for nomination and election of the COHS Representatives to the Irvine Divisional Senate Assembly and for timely filling of vacancies that occur. The procedure, apportionment of Representatives, terms, limitation of terms, and replacement of Representatives shall follow the guidelines of Manual of the Irvine Division of the Academic Senate, Chapter III, Section 2, Paragraph 27 (Election of Representatives). [See also Section IV. C (3) (b) (i)]

(7) To approve the selection of nominees for election and appoint members of the standing committees of the Senate [See Section IV.C (3) (b) (iv and v)]

(8) To establish new committees as it may seem advisable, and refer to the Committee on Rules, Jurisdiction, and Organization all proposed changes in rules, regulations, or Bylaws for its review and recommendations.

(9) To approve, on behalf of the Faculty, the awarding of degrees, certificates, and honors at graduation.

(10) To assure permanent and qualified administrative support (Curricular Assistant) for the Curriculum and Educational Policy (CEP) Committee: The Executive Committee's obligation is to obtain from the COHS Administration adequate administrative and financial support for the CEP to carry out its responsibilities, using as a guideline those

provided by the COHS Administration for the UCI Senate Committee on Academic Personnel (CAP).

(11) To obtain from the COHS Vice-Chancellor the appointment of an individual who shall have the major staff responsibility for space database maintenance and analysis of the Space Resource Allocation Advisory Committee (SRAAC). That individual shall provide the staffing of the Committee.

E. Officers

(1) The Officers consist of the Chair and the Vice-Chair.

(2) Nomination and Election

(a) Chair

The Chair shall be the last elected Vice-Chair, who shall become Chair at the beginning of the academic year following his/her term of office.

(b) Vice-Chair

(i) Nominations for the Vice-Chair should be made by the Committee on Committees each year before July 1st. [See Section IV.C (3) (b) (ii)]

(ii) Additional nominations may be made by a majority vote of the Representative Assembly or by written petition of 10 Senate members.

(iii) The ballot shall be submitted for an electronic or mail vote to all members of the COHS Academic Senate.

(iv) The results of the vote shall be kept in the office of the Vice-Chair until the following election.

(3) Term of Office

(a) The term of office of the Chair and Vice-Chair is one year. This term may be extended to two years, upon satisfactory performance, as judged by a majority vote of the Executive Committee.

(b) No officer may serve more than two consecutive full one-year terms as Chair or Vice-Chair of the COHS Academic Senate. Eligibility shall be re-established after a lapse of one year.

(c) The outgoing Chair shall continue to serve on the Executive Committee an additional year.

- (d) Resignation or Vacancy of the Chair or of the Vice-Chair:
 - (i) The Vice-Chair shall become Chair if the Chair position is vacated, until the vacated term expires.
 - (ii) The Vice-Chair-elect shall become the Vice-Chair if the Vice-Chair position is vacated, until the vacated term expires.
 - (iii) If there is no Vice-Chair-elect when either the Chair or Vice-Chair positions become vacated, the Executive Committee shall appoint a Senate member to serve until the next annual election.
- (e) Recall of Executive Committee officers and members:
 - (i) Recall petitions of any officer of the Executive Committee may be initiated by 15 members of the Senate.
 - (ii) A majority vote of the total COHS Senate faculty, by mail ballot, is required to remove the Chair or Vice-Chair from office. The rules of succession for a vacated position shall apply to their replacement.

(4) Duties of the Chair

- (a) The Chair shall serve as chair of the Senate Faculty, the Representative Assembly, the Executive Committee, and the Committee on Committees.
- (b) The Chair shall administer the rules and regulations prescribed by the COHS Faculty.
- (c) The Chair shall prepare, in consultation with the Executive Committee, the agenda for the meetings of the Representative Assembly.
- (d) The Chair shall report to the Representative Assembly on all matters of common concern of the Faculty.
- (e) The Chair shall be involved at all times in the activities and actions of the COHS Administration and he/she shall actively participate in the COHS Advisory Boards and the Council of Department Chairs.
- (f) The Chair shall coordinate the work of all standing committees, and shall refer matters for consultation, advice, or decision to the standing or to the *ad hoc* committees.
- (g) The Chair shall make a consistent effort to bring to a resolution problems presented by the chairs of the standing committees; the Programs Directors; and the

COHS Administration. The Faculty delegates to the Chair and his/her appointees unrestricted authority in this regard.

(h) In collaboration with the Committee on Committees, the Chair shall timely appoint members to serve on the standing and on the *ad hoc* committees as needed.

(i) The Chair shall be given the necessary and adequate personnel support by the Office of the Vice-Chancellor for Health Affairs in order to discharge the duties of the Executive Committee and of its standing and *ad hoc* committees.

(j) The Chair shall be responsible for the administration and supervision of the assigned support staff for its duties and budgetary concerns.

(5) Duties of the Vice-Chair:

(a) The Vice-Chair is also the Vice-Chair of the Representative Assembly.

(b) The Vice-Chair shall prepare and send out the call for and the minutes of each meeting of the Representative Assembly and of the Executive Committee in the absence of the Chair.

(c) The Vice-Chair shall carry out the duties of the Chair in the latter's absence and shall chair meetings of the Representative Assembly and of the Executive Committee, as requested by the Chair.

(d) In the event that the Chair is absent for an extended period of time, the Vice-Chair may request that the Committee on Committees appoint an Acting Vice-Chair/Secretary to assist him/her.

(e) The Vice-Chair shall maintain the records of the Representative Assembly membership.

(f) The Vice-Chair shall conduct all elections of the Representative Assembly.

(g) The Vice-Chair shall maintain a roll of the members present at the meetings of the Representative Assembly.

(h) The Vice-Chair shall be responsible for archiving records in a readily available space allocated for the exclusive use of the Executive Committee.

F. Elected and Appointed Members

(1) Representatives of the Nursing Science Program, Pharmaceutical Sciences Program, and Public Health Program.

- (a) Members of the Senate in each Program shall elect one representative on the Executive Committee of the COHS for a two-year term.
 - (b) These representatives shall be voting members of the Executive Committee.
- (2) Chairs of the COHS Standing Committees:
- (a) Chairs of the COHS Standing Committees shall be members of the Executive Committee for the duration of their terms as Committee chairs.
 - (b) The Committee Chairs shall be voting members of the Executive Committee.
- (3) Members at-Large
- (a) The two members-at-large are appointed by the Committee on Committees for a term of two years to be staggered. [(See Section IV. C. 3 (b) (iii)].
 - (b) No member-at-large shall serve more than one consecutive term.
 - (c) The members-at large shall be voting members of the Executive Committee.

G. Redress

Five members of the Senate Faculty may appeal to the Executive Committee any unexecuted action of a standing or *ad hoc* committee by notifying the Chair in writing of the action to be appealed within 30 thirty days of said action.

Section IV. Committees of the COHS Academic Senate

A. *Ad Hoc* Committees

- (1) Faculty *ad hoc* committees shall be appointed by the Chair of the Executive Committee or by resolution of the Representative Assembly. They shall terminate their function at the end of the academic year of their appointment unless extended for good cause. They may be re-appointed or re-elected the following year.
- (2) *Ad hoc* committees shall be established by or through the authority of the Chair of the Executive Committee, in consultation with the Executive Committee, to deal with new and/or temporary problems or projects of the COHS Faculty that require in-depth or urgent deliberation, resolution, and/or formulation, which is not readily available through the activity of the COHS standing committees.
- (3) Non-Senate faculty members may be appointed to *ad hoc* committees in numbers that maintain a Senate member majority.
- (4) The chair of an *ad hoc* committee shall be a Senate member.

(5) *Ad hoc* committees shall be authorized only to give advice to the Executive Committee, except as otherwise specified by the Executive Committee. Unless otherwise specified by the Executive Committee, *ad hoc* committees are not authorized to give advice to non-Senate agencies or University officers, nor are they authorized to take final action on any matter for the Senate.

(6) Both Senate and non-Senate *ad hoc* committee members shall have voting rights.

This section is intended to be consistent with University of California Bylaws 35 C.2 that reads as follows: “*Only members of the Academic Senate may vote in Senate agencies when those agencies are taking final action on any matter for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may be given the right to vote on other questions, such as those that involve only recommendations to other Senate agencies, but only by explicit Bylaws provisions*”.

(7) In the event that the Executive Committee shall authorize an *ad hoc* committee to give advice to non-Senate agencies or University officers, only Senate members shall have voting rights on such matters.

(8) *Ad hoc* committees shall function following the organizational and the reporting pattern of the standing committees of the Senate.

B. Standing Committees

(1) General Provisions

(a) The Standing Committees of the COHS Senate shall be only those committees established by these Bylaws. They are committees of the Senate and report to the Executive Committee.

(b) Each Standing Committee shall meet monthly or shall determine another schedule of meetings that should be known to the Executive Committee.

(2) The Standing Committees shall be as follows:

Committee on Admissions and Financial Aid
Committee on Allied Health Professions
Committee on Committees
Committee on Continuing Medical Education (CME)
Committee on Curriculum and Educational Policy (CEP)
Committee on Library
Committee on Mentoring
Committee on Planning, Budget, and Facilities
Committee on Postgraduate Clinical Programs

Committee on Promotion and Honors (P&H)
Committee on Research
Committee on Rules, Jurisdiction, and Organization
Space Resource Allocation Advisory Committee (SRAAC)

(3) Structure of the Standing Committees

- (a) Each standing committee shall have a Chair and a Vice-Chair who shall be Senate members and who shall be elected by the committee members at the beginning of each academic year.
- (b) The Vice-Chair shall fulfill the responsibilities of the Chair in the absence of the Chair.
- (c) Members of the standing committees, other than the Committee on Committees, shall be appointed by the Committee on Committees.
- (d) The Committee on Committees shall assure the membership integrity of all standing committees at all times.
- (e) Each standing committee shall be composed of seven members of the COHS Faculty unless otherwise indicated in these Bylaws.
- (f) No more than two of the seven members of a standing committee may be non-Senate faculty, unless otherwise decided by the Executive Committee, or unless otherwise indicated in these Bylaws.
- (g) A majority of each committee shall be Senate members at all times.
- (h) No member of a standing committee shall serve more than two full terms consecutively. Eligibility to serve on the same committee will resume after a one-year lapse.
- (i) Faculty appointed to fill vacancies will serve for the unexpired term of the person they replace and, in addition, their full term.

(4) Functions of the Standing Committees

- (a) Standing committees are designated to deliberate, review, and formulate policies and procedures that affect the activities of the COHS Faculty.
- (b) Standing committees shall be authorized only to give advice to the Executive Committee, except as otherwise specified by the Executive Committee.

(c) Unless otherwise specified by the Executive Committee, standing committees are not authorized to give advice to non-Senate agencies or University officers, nor are they authorized to take final action on any matter for the Senate.

(d) Both Senate and non-Senate standing committee members shall have voting rights.

This section is intended to be consistent with University of California Bylaws 35 C.2 that reads as follows: *“Only members of the Academic Senate may vote in Senate agencies when those agencies are taking final action on any matter for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may be given the right to vote on other questions, such as those that involve only recommendations to other Senate agencies, but only by explicit Bylaws provisions.”*

(e) In the event that the Executive Committee shall authorize a standing committee to give advice to non-Senate agencies or University officers, only Senate members shall have voting rights on such matters.

(f) Each committee shall determine its own rules that shall not be in conflict with UCI or COHS Academic Senate Bylaws or regulations. Such rules should be written to assure uniformity in application.

(g) Each standing committee shall have written policies and procedures that shall be approved by the Executive Committee and shall be filed with the office of the Vice-Chair.

(h) Each standing committee chair shall report monthly to the Executive Committee.

(i) Each standing committee chair shall submit an annual report of its activities to the Executive Committee no later than on August 1.

(j) Each standing committee shall maintain attendance records and minutes. Minutes of meetings shall reflect the topics and the deliberations of the committees as well as the actions taken; the minutes shall be approved by the respective standing committee and sent to the Faculty Vice-Chair within two weeks of the meeting.

(k) If a committee member is absent without prior excuse for more than three consecutive monthly meetings, or at 75% of the meetings, the committee chair shall advise that member in writing stating that if the member will miss an additional meeting, he/she will be excused from further service on the committee. In this case, the Chair shall ask the Committee on Committees to replace the member.

(l) A committee has the right to go into executive session, limited to voting committee members, and may exclude *ex-officio* members and guests, at the committee's pleasure.

(m) All communications regarding academic affairs, appointments, and promotions shall be made by confidential mail.

(n) Chairs of the standing committees shall recognize individually and in writing the members' attendance and contributions on the respective committees. Such letters shall be included in the academic file of the committee member.

(o) The Chair of the Executive Committee shall recognize in writing the attendance and contributions of the chairs of standing committees.

(p) Each committee has the privilege of appointing *ad hoc* subcommittees and task force groups to assist in its duties. Notification of appointment of *ad hoc* subcommittees will be made to the Chair of the Faculty within two weeks of such appointment.

(5) Election and Appointment of Committees Members

(a) Committee on Committees

(i) The Committee on Committees shall include two members-at-large who are elected by the COHS Senate faculty.

(ii) During the spring quarter, the Executive Committee shall receive from the Committee on Committees a slate of candidates from which it will approve two nominations for each vacancy on the Committee of Committees for the coming year.

(iii) The Executive Committee will approve the nominees for the ballot, which will be mailed to the Senate Faculty members of the COHS.

(iv) All new committee members of this Committee shall assume their duties on September 1 of the year in which they are elected.

(b) Other Standing Committees

(i) The Committee on Committees will appoint the members of the other Standing Committees. The Committee on Committees shall promptly fill vacancies on the standing committees.

(ii) The Committee on Committees shall also fill any vacancy, which may occur during the academic year on the standing committees for the duration of the unexpired term of such vacancy.

- (6) Term of Office of Officers and Members of Standing Committees:
 - (a) Chairs and Vice-Chairs shall serve one year, renewable up to four years.
 - (b) Each appointed member shall serve for a term of three years, renewable once, except for the Committee on Committees whose members shall serve for a term of two years only.
- (7) Chairs and Vice-Chairs of the Standing Committees
 - (a) Annually, but no later than August 1, the Vice-Chair shall send a confidential ballot to each Senate member of a standing Committee, listing the names and the extent of committee seniority of its members. The ballot shall be marked to indicate the member's choice for Chair and Vice-Chair and shall be returned to the office of the Vice-Chair who shall function as the teller. A majority vote of the entire committee membership is required for election.
 - (b) In case of a tie vote, a run-off election shall be held among the tied candidates to determine the Chair or the Vice-Chair of the Committee.
 - (c) If a committee Chair or Vice-Chair position becomes vacant during the academic year for whatever reason, within two weeks the committee shall fill the position as *pro tempore* from among its members by election. The Committee on Committees shall appoint a Faculty member to fill the vacated committee position with due respect to the committee members' preferences.
- (8) Standing Committees Members
 - (a) No Senate member shall serve concurrently on more than two standing committees of the COHS, in addition to the Executive Committee.
 - (b) No non-Senate member shall serve concurrently on more than one standing committee of the COHS.
 - (c) No administrative personnel of the COHS may serve as members of any of the standing or *ad hoc* committees of the Faculty, except in an *ex officio* capacity.
 - (d) No more than two members of any one department or program may serve concurrently on any one committee with the exception of the Executive Committee and the Committee on Committees.
 - (e) All motions that result in action or policy decisions require a majority vote of the committee quorum.

C. Standing Committees' Membership and Duties

(1) Committee on Admissions and Financial Aid

(a) Membership

As described in the COHS Bylaws Section IV (B) (3) on "Structure of Standing Committees".

(b) Duties: This Committee shall make recommendations pertaining only to the SOM.

The Committee on Admissions and Financial Aid shall initiate policy as well as monitor, advise, and make recommendations with regard to the performance of the SOM Administration in the areas of admissions and financial aid.

(2) Committee on Allied Health Professions

(a) Membership

(i) As described in the COHS Bylaws Section IV (B) (3) on "Structure of Standing Committees".

(ii) The Committee shall include a staff person from the SOM Dean's Office.

(b) Duties

(i) The Committee shall aid and advise departments in formulating consistent policies, assist in the coordination, and other issues related to planning, developing, and implementing educational programs for allied health professionals.

(ii) The Committee shall monitor, tabulate, and approve programs for allied health professionals offered by the COHS Programs and make recommendations regarding programs for the allied health professions offered by the UCI or by the University of California, Irvine Medical Center (UCIMC) Faculty. It shall advise the departments on policy.

(iii) The Committee shall review applications from affiliated institutions requesting access to specific clinical and/or laboratory programs relevant to educational programs provided by the affiliated institutions and/or by UCI.

(iv) The committee shall aid and advise departments and affiliated institutions in formulating consistent policies, assist in the co-ordination and

other issues in relation to planning, developing, and implementing educational programs for allied health professionals at UCIMC.

(3) Committee on Committees

(a) Membership

(i) The membership shall consist of the Faculty Chair, the Faculty Vice-Chair, and two Members-at-Large.

(ii) Members-at-Large should not be members of the same department. Those holding joint appointments will be considered as members of the department in which they hold their major academic appointment.

(b) Duties

(i) During the spring of each year, the Committee on Committees shall prepare a slate of two candidates per position for nominations to fill the vacancies in the COHS Representative Assembly in the Irvine Divisional Senate Assembly. The selection shall be approved by the Executive Committee. A final voting ballot shall be mailed to the Senate. [See Section III. D. (6)]

(ii) Each year and before July 1, the Committee shall make nominations for Vice-Chair of the Executive Committee. The ballot shall be submitted for an electronic or mail vote to all members of the COHS Academic Senate. [See Section III.E (2) (b) (i-iv)].

(iii) Each year, the Committee shall receive nominations for the upcoming members of the Committee on Committees. [(See Section III. F (3) (a)].

(iv) Each year and prior to said appointment of the new standing committee members, the Staff Assistant of the Committee on Committees shall distribute a questionnaire to the Faculty Senate members enabling individuals to express their interest in serving on specific committees.

(v) The Committee on Committees shall approve the selection of nominees and appoint all members of standing committees and fill any vacancies, which may occur in them. [See Section III. D (7)]

(4) Committee on Continuing Medical Education (CME)

(a) General provisions

(i) The Mission and the Office of Continuing Medical Education: The Mission of the Office of Continuing Medical Education of the COHS is to provide educational activities to physicians and other health care professionals that reinforce basic medical knowledge, impart updated information on clinical practice and health care delivery, introduce new ideas, skills, and technology and disseminate pertinent research findings in order to improve the quality of health care that is delivered by the participants in our programs. This is in concert with the educational mission of the COHS, which supports the continuum of medical education consisting of programs in undergraduate, graduate, and continuing medical education.

(ii) In order to fulfil its mission and to ensure that all of its educational activities are in full compliance with the Essentials and Standards of the Accreditation Council for Continuing Medical Education, this Committee shall cooperate with the Office of Continuing Medical Education and with the Assistant Dean for Continuing Medical Education.

(b) Membership

(i) As described in the COHS Bylaws Section IV (B) (3) on “Structure of Standing Committees”.

(ii) The Associate Dean for Continuing Education shall be an *ex officio* member.

(c) Duties

(i) The Committee shall make recommendations concerning the means by which the COHS can implement the continuing education of physicians and other healthcare workers including the design of postgraduate continuing education programs directed at practicing physicians and other health care providers. These programs are to be taught in the COHS facilities and in various local, regional, national, or international sites.

(ii) The Committee shall evaluate the content and the financial integrity of the proposed programs and ensure that the most qualified Faculty is selected in providing these educational activities.

(iii) Committee members may be asked to provide peer review.

(iv) The Committee shall work in close association with the Office of CME, and may recommend changes necessary to support the mission of the COHS.

(5) Committee on Curriculum and Educational Policy (CEP):

(a) Membership

- (i) As described in the COHS Bylaws Section IV (B) (3) on “Structure of Standing Committees”, except that this Committee will have nine members.
- (ii) The nine members of this committee shall have staggered terms of three years each; no more than three members may be non-Senate faculty.
- (iii) The membership shall have an appropriate balance of Senate members from the basic sciences and from clinical departments.

(b) Goals

- (i) To strengthen and make effective the Senate's overall responsibility to develop, oversee, and direct the education process in the SOM.
- (ii) To provide an administrative structure adequate to achieving the above goal.
- (iii) To develop a mechanism for improving the oversight and governance of multi-disciplinary courses.
- (iv) To provide a mechanism within the University-wide Academic Senate rules for improving teaching skills and enhancing courses and course materials.
- (v) To improve and coordinate course development and course materials in a way that meets the educational goals of the SOM mission.
- (vi) To cooperate with the SOM Senior Associate Dean of Medical Education, in advising and assisting the Dean, the department chairs, and the faculty, on the development of teaching skills, thus increasing the effectiveness of the curriculum.

(c) Duties:

- (i) To establish the educational policy of the curriculum to correspond with the teaching philosophy of the Faculty and the set mission and objectives of the SOM.
- (ii) The CEP committee shall have the unique charge of educating and training our students and, towards this goal, only Faculty with expertise, interest, desire, and dedication to medical teaching shall be invited to serve on the CEP committee.

- (iii) To periodically review and approve the curriculum and instruction in terms of quality and compliance with Faculty- and CEP-approved policies and the objectives and mission of the SOM.
 - (iv) To monitor the curriculum and its administration.
 - (v) To insure compliance with the State of California requirements for medical licensure.
 - (vi) To maintain compliance with the LCME provisions and modern teaching philosophy.
 - (vii) To approve new and changed courses that relate to physician training.
 - (viii) To evaluate and approve methods of examining student performance as well as individual course performance.
 - (ix) To assume complete and exclusive responsibility of periodic review of courses.
 - (x) To work with course directors towards improvement in the case of poor biennial course review.
 - (xi) To consider petitions for education changes from Faculty and from students.
 - (xii) To initiate new courses or modify courses where appropriate in conjunction with the department chairs.
 - (xiii) To decide on the general allocation of time and resources of courses.
- (d) Implementation of Teaching
- (i) The CEP Committee delegates the charge of teaching to Course Directors and the teaching faculty.
 - (ii) The CEP shall work closely with Course Directors in the design of the curriculum, allocation of hours, and scheduling of teaching with the goal of achieving a coordinated curriculum.
 - (iii) The course directors shall have the responsibility of implementing the education that corresponds to the goals, aims, and mission of the SOM Faculty.
 - (iv) The course directors shall be appointed and shall report to their respective department chair.

- (v) The course directors shall have delegated authority by their respective department chair to distribute teaching assignments, invite and remove teachers, and administer their courses in the best possible way.
- (vi) The course directors shall ensure that mediocre teaching is not tolerated.
- (vii) The course directors shall have the necessary backing of their respective department chair in all their decisions, after due consultation.
- (viii) The course directors shall work closely with CEP towards attaining the highest scores in medical education and to remedy courses found to be deficient at the time of their CEP review.
- (ix) The course directors shall cooperate with CEP in the evaluations of courses and the implementation of recommendations made by the CEP.
- (x) Course directors of multidisciplinary courses shall be appointed and supported by a joint agreement and active participation of department chairs whose disciplines are involved in the particular course; such course directors shall report to department chairs as necessary and not to all the chairs involved in the given course.
- (xi) The departments shall have the necessary resources for carrying out their teaching obligations.

(6) Committee on Library

(a) Membership

- (i) As described in the COHS Bylaws Section IV (B) (3) on “Structure of Standing Committees”.
- (ii) There shall be at least one member who is a University of California, Irvine Medical Center (UCIMC) Medical Staff member, is based primarily at the hospital, and can be available as liaison to the UCIMC Medical Library.
- (iii) The Committee on Library shall have as an *ex officio* member the Librarian who is responsible for the Medical Section of the Science Library. The *ex officio* member shall have the privilege of submitting proposals and participating in all the discussions of the Committee, but shall not vote.

(b) Duties

(i) The Committee shall meet at least twice annually to review library activities, budgets, and acquisition policy of the Medical Libraries and shall advise and assist the COHS and the Librarian in these matters.

(ii) The Committee shall be advisory to the COHS and the Librarian on services, procedures, and library rules, and other matters relating to the Medical Library.

(iii) The Committee shall request that the Librarian inform the committee, through its Chair, of any proposed major changes in policy, services, procedures, rules, or acquisitions, so that the committee may consider the proposed changes and advise the Librarian.

(7) Committee on Mentoring

(a) Membership

As described in the COHS Bylaws Section IV (B) (3) on “Structure of Standing Committees”.

(b) Duties

The Mentoring Program of the COHS provides a support structure complementary to the departments chairs and programs directors and to the COHS Vice-Chancellor Office to oversee and promote the career development of junior faculty.

(8) Committee on Planning, Budget, and Facilities:

(a) Membership

As described in the COHS Bylaws Section IV (B) (3) on “Structure of Standing Committees”.

(b) Duties

(i) The Committee shall confer with the Vice-Chancellor for Health Affairs on developing budgets for research, facilities, and administrative functions, and report annually to the Executive Committee.

(ii) The Committee shall review and make recommendations concerning the development of the policies and procedures of the administrative offices whose function is to support the teaching and research activities of the COHS Faculty.

(iii) The Committee shall review and make recommendations concerning the development of COHS facilities.

(iv) The Committee shall distribute information to the Executive Committee and the Representative Assembly concerning plans, progress and intended use of new facilities.

(9) Committee on Postgraduate Clinical Programs

(a) Membership

As described in the COHS Bylaws Section IV (B) (3) on “Structure of Standing Committees”.

(b) Duties

(i) To review, advise, and formulate academic guidelines for existing and proposed Postgraduate Clinical Training Programs.

(ii) The committee will also review changes in the number of trainee positions that should be allocated to any training program.

(iii) To report and recommend when appropriate, at least twice annually, to the Executive Committee on current trends in number of residents, projections, and balance of the several departments, including current and projected COHS and hospital budgetary provisions (funding, space, numbers, etc.).

(iv) To advise and function as a Faculty academic resource for the COHS Administration and directors of residency training programs in the area of residency activities, plans, and probationary problems.

(v) The committee shall NOT function in the areas of resident grievances, salary matters, or employment benefits.

(10) Committee on Promotion and Honors (P&H)

(a) Membership

(i) As described in the COHS Bylaws Section IV (B) (3) on “Structure of Standing Committees”.

(ii) The SOM Dean and/or the Senior Associate Dean for Educational Affairs and such individuals as they may recommend and who are invited by the Committee may be present at all deliberations except during in the executive sessions of the Committee.

- (b) Duties: This Committee shall have jurisdiction only on matters pertaining to the SOM.
 - (i) The Committee shall review the progress of all students in programs leading to the degree of Doctor of Medicine.
 - (ii) The Committee shall make recommendations to the Executive Committee concerning promotions, honors, and graduation.
 - (iii) The Committee does not have any jurisdiction over resolving grading issues. The departments have autonomy for determining grades, but should not act in an arbitrary manner.

- (c) Operational Guidelines
 - (i) The policies to be implemented by the committee shall be set forth in the SOM Student Handbook.
 - (ii) In cases involving proposed academic disqualifications and proposed disqualifications for failure to meet the SOM's Technical Standards, this committee shall consider the proposed disqualification and shall provide the student with an opportunity to present relevant information. In such cases, this committee shall make a recommendation to the Senior Associate Dean for Educational Affairs concerning the proposed disqualification. The Senior Associate Dean for Educational Affairs shall review such recommendation and make a determination on the proposed disqualification. The student may appeal this determination to the Dean of the SOM, who shall make a final and binding decision.
 - (iii) Matters of alleged student misconduct shall be handled in accordance with the Student Disciplinary Procedures. In those cases in which a student chooses to have an informal hearing before the Associate Dean for Medical Student Affairs, the student may appeal any sanctions imposed by this committee, which shall review the matter and issue a final determination. In those cases in which a formal hearing is requested, and in all cases in which dismissal is recommended, this committee shall determine whether there is probable cause that the student has violated a University policy, campus regulation, and policy or Honor Code provision. If the committee determines there is probable cause, an ad hoc committee shall be appointed to conduct a formal hearing. The *ad hoc* committee shall make recommendations to the Senior Associate Dean for Educational Affairs. The decision of the Senior Associate Dean for Educational Affairs may be appealed to the SOM Dean who shall make a final and binding decision.

(iv) Minutes shall be kept of all proceedings. The minutes shall be distributed, and be on the agenda for the next meeting.

(v) The actions taken in executive session shall be reported in the minutes and without tally of the vote. The Chair of the Committee shall, in confidence, inform the Chair of the Faculty of the tally when requested.

(11) Committee on Research

(a) Membership

(i) As described in the COHS Bylaws Section IV (B) (3) on “Structure of Standing Committees”.

(ii) The membership of this committee shall have an appropriate representation from both clinical and basic science departments.

(b) Duties

(i) The Committee shall determine policies and guidelines for goals, calls for proposals, application procedures, and evaluation criteria for the COHS Faculty’s Research Fellowship and Travel funds.

(ii) The committee shall determine its own policies regarding using *ad hoc* consultants or reviewers, including outside reviewers, to assist in application evaluations, if necessary.

(iii) The Committee shall represent the COHS Faculty regarding general research direction and policy, including the use of research funds, and will be advisory to the Vice-Chancellor for Health Affairs on research policy.

(iv) The Committee shall confer at least biannually or more often with the Associate Dean for Research of the COHS and shall receive a report on the state of research and funding within the COHS.

(v) The Committee shall prepare a written report at least annually with recommendations to the Vice-Chancellor for Health Affairs, Dean of SOM, and Programs’ Directors indicating areas of concern of the Faculty in the conduct of research.

(12) Committee on Rules, Jurisdiction, and Organization (RJO)

(a) Membership

As described in the COHS Bylaws Section IV(B)(3) on “Structure of Standing Committees”.

(b) Duties

(i) The Committee shall review all proposed legislation for format and substance and make recommendations to the Executive Committee and/or the Representative Assembly with respect to the COHS Bylaws, and the University regulations.

(ii) The Committee shall prepare, upon the request of the Executive Committee or upon petition of 15 (fifteen) Faculty members, suitable legislation for submission to the Representative Assembly of the COHS Faculty.

(iii) The Committee shall keep these Bylaws up-to-date at all times and report yearly to the Executive Committee regarding the possible need of resubmitting proposed revisions for the approval of the Representative Assembly.

(iv) All revisions of these Bylaws shall be made by a specially appointed Bylaws Subcommittee of the RJO committee, which shall be approved by the Executive Committee of the Senate.

(v) The Bylaws Subcommittee shall promote liaison with the Committee on Rules and Jurisdiction of the Irvine Division.

(13) Space Resource Allocation Advisory Committee (SRAAC)

(a) Membership

(i) The Committee shall be composed of nine voting members of the COHS Senate. Every year the Committee on Committees shall nominate three faculty members to serve 3-year terms, thus resulting in staggered terms. Members shall be from the basic sciences and clinical science departments of the COHS and shall be reasonably numerically balanced between them.

(ii) Term of Office: The term of office shall be three years. The length of the initial appointments shall be such that the terms of each group of three members are appropriately staggered (See above, under Membership).

(iii) The SOM Dean is expected to appear before the Committee regularly with a minimum of twice per year to ensure effective communication.

(b) Duties

(i) SRAAC represents the COHS Faculty in its capacity as an advisory committee to the Vice Chancellor of Health Affairs and to the Senate.

(ii) SRAAC shall meet monthly and its deliberations shall concern the allocations, reallocation, or renovation of administrative, research, or teaching space, and related resources. The committee shall establish policy regarding space allocation for specific programmatic research needs of the COHS as well as the needs of individual academic units, with the goal of optimizing the research, teaching, and administrative goals of the COHS.

(iii) SRAAC shall evaluate long-term as well as short-term planning including short-term space needs, and make appropriate recommendations, which shall be submitted to the Vice Chancellor of Health Affairs.

(c) Operating Procedures

(i) In reaching decisions about space and resources, the committee shall be guided by, but shall not be limited to consideration of three measures of effective use of space and resources. The three measures shall be: (1) research funding (source, direct and indirect costs), (2) personnel (number, level, and special needs), and (3) evidence of scholarly productivity (e.g., publications, invited lectures, awards). These guidelines shall be used to assign a “priority level” to the academic units, rather than a specific number of square feet. The use of such guidelines shall be highly dependent upon obtaining up-to-date and accurate information from the academic units for the data that shall form its basis. Such information shall be obtained by cross checking the annual State of the Department reports with the database maintained by the Dean’s office and by periodic walk through.

(ii) Requests to SRAAC for space or other resources shall be submitted by departmental chairs.

(iii) The requests shall be reviewed by SRAAC and a recommendation of action shall be made to the COHS Vice-Chancellor for Health Affairs. The Vice-Chancellor shall communicate his decision to the chair in writing. Decisions may be appealed to SRAAC.

(iv) The committee shall be advisory to the COHS Vice-Chancellor for Health Affairs. Communications with individual department chairs shall be made through the Senior Associate Dean for Academic Affairs. Under no circumstance shall SRAAC attempt or appear to attempt to supersede the authority of a chair of an academic unit.

(v) The Chair of the Committee shall meet with the COHS Senior Associate Dean for Academic Affairs twice a month to discuss space and resource issues.

(vi) On a quarterly basis, the COHS Vice-Chancellor for Health Affairs shall apprise the SRAAC Chair of projects and Faculty recruitments being planned and initiated that will impact the overall space needs in the COHS. The Chair shall communicate this information to the committee.

(vii) Space deemed chronically underutilized by a department to which it had been assigned shall revert to the Dean's space pool for the possible assignment to another unit. When necessary to clarify a specific space issue, the chair of the affected department or unit shall be invited to attend a committee meeting. Only under exceptional circumstances shall a committee deal with Faculty on an individual basis and then only after a required sequence of events occurred, as follows: a formal communication between the Senior Associate Dean of Academic Affairs and the chair of the affected academic unit, deliberations by SRAAC, and as a last resort, input from the individual Faculty member. However, SRAAC shall advise only the COHS Vice-Chancellor for Health Affairs regarding the appropriate action to be taken.

Section V. Modification of the Bylaws

A. The Bylaws may be amended by the Assembly of the Faculty provided the following provisions are met:

(1) A petition signed by 15 members of the Senate or a recommendation from the Executive Committee will be required to be submitted to the Committee on Rules, Jurisdiction, and Organization for consideration.

(2) The Rules, Jurisdiction, and Organization Committee must prepare and distribute proposed modification to all members of the Representative Assembly of the Faculty at least five days of instruction before a meeting of the Representative Assembly.

(3) Approval by two-thirds of those Assembly faculty members voting at an open meeting will be required for adoption of any proposed amendments.

Approved by Executive Faculty (now Representative Assembly of the Faculty) 1/26/1977; updated 5/1984; revised 6/1986 and 4/21/1987, revised by the Rules, Jurisdiction, and Organization on 5/7/2002; 2/20/2007; Approved by the Representative Assembly on 10/03/2002; 10/23/2007.

Web Page revised: July 29, 2008

APPENDIX 1. Definitions and Membership of the Academic Senate

A. Definitions

Standing Order 105.1 Organization of the Academic Senate

B. Membership of the Academic Senate

The Academic Senate shall consist of:

Dean

University Librarian

Each lecturer who has full-time teaching responsibilities in any curriculum under control of the Academic Senate and whose academic title is Senior Lecturer with Security of Employment

Each person giving instruction in any curriculum under control of the Academic Senate whose academic title is:

Senior Lecturer with Security of Employment

Lecturer with Security of Employment

Lecturer with Potential Security of Employment

Instructor

Instructor in Residence

Assistant Professor

Assistant Professor in Residence

Assistant Professor of Clinical

Associate Professor

Associate Professor in Residence

Associate Professor of Clinical

Acting Associate Professor

Professor

Professor in Residence

Professor of Clinical

Acting Professor

Instructors and Instructors in Residence of less than 2 (two) years service shall not be entitled to vote.

C. Regulations

(1) Regulations shall consist of selected important written rules, regulations and procedures concerning faculty and/or student academic organizational topics that require the attention of said constituents. They shall be formal actions taken by a standing committee, concerning such matters as promotions, probation, etc., or the Representative Assembly. There may also be similar types of rules that apply primarily to students that have been formally issued by the COHS Vice-Chancellor for Health Affairs office, concerning topics such as admission, transfers, housing, financial aid, etc.

(a) The Committee on Rules, Jurisdiction and Organization shall review all proposed rules, regulations, and procedures in regard to appropriate subject and format.

(b) The rules, regulations, and procedures may be amended by the authority that issued them. They may be repealed by action of the Committee on Rules, Jurisdiction, and Organization with the approval of the Executive Committee of the Faculty.