Academic Senate
Professor Sang-Hee Lee Division Chair

November 28, 2023

| To: | Louie Rodriguez <br> Vice Provost and Dean for Undergraduate Education |
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| From: | Sang-Hee Lee <br> Chair, Riverside Division |
| RE: | Proposed Bylaws for the Division of Undergraduate Education |

On November 6, 2023, the Executive Council discussed the subject proposal and noted that the proposal mentions that divisional status is still being sought and wishes to remind to the Division of Undergraduate Education that establishment was effective after the positive vote at the May 2022 Academic Senate Division meeting.

I have attached important comments from the Committee on Rules \& Jurisdiction for consideration in a revised proposal.

Yours,


Sang-Hee Lee

Cc: Mona Nelson, Executive Manager and Assistant to the Vice Provost and Dean of Undergraduate Education

Academic Senate

October 24, 2023

To: Sang-Hee Lee, Chair Riverside Division

From: Kathleen Montgomery


Chair, Committee on Rules and Jurisdiction
Re: [Campus Review] (Proposal) Division of Undergraduate Education Bylaws
The Committee on Rules and Jurisdiction has carefully considered the proposed draft of the Division of Undergraduate Education Bylaws. The Committee appreciates that the proposed bylaws are to follow up on the first action item of the Division: producing bylaws for Academic Senate Review and are intended to further the efforts of the Division in seeking academic divisional status.

Nevertheless, R\&J believes the proposed Bylaws would benefit from increased clarity and consistency. The Committee on Rules and Jurisdiction offers the following to assist in the above and to ensure the overall bylaws are consistent:

## General:

Please make suggested changes throughout. Note: suggested modifications are shown in bold, but need not appear in bold in the actual proposal

- For clarity and to avoid confusion between Division of Undergraduate Education and the Riverside Division of the Academic Senate, suggest that first reference to the Division of Undergraduate Education appear as such: Division of Undergraduate Education (DUE), and thereafter simply as DUE.
- For consistency, please capitalize all references to Faculty.
- For consistency, please capitalize all references to Bylaws. Also, please refer to sections of the Bylaws as Sections rather than Chapters.
- For clarity and brevity suggest referring to Executive Committee (EC) on first reference and thereafter as $\mathbf{E C}$.
01.02:

Suggest rewording as such: Faculty members must have at least a $25 \%$ appointment in DUE to be considered DUE members and/or serve as a Senate Faculty member affiliated with a DUE program (i.e., University Honors, University Writing Program, and the Academy of Distinguished Teaching.) DUE continuing lecturers who are non-Senate Faculty are eligible for appointment to relevant committees within DUE.

- Note: use full name of University Honors
- Question: Are there only three programs under DUE, or will there be additional ones? If the latter, perhaps find a way to indicate this possibility or omit the list to avoid the need for future Bylaw revision.
02.01.01:
$3^{\text {rd }}$ sentence: Suggest reword to: ...the Secretary-Parliamentarian of the Riverside Division of the Academic Senate
02.01.03:
$1^{\text {st }}$ sentence: To avoid confusion with the S-P of the Riverside Division, suggest clarifying the Secretary-Parliamentarian of the DUE Faculty
02.01.04:
$1^{\text {st }}$ sentence: To employ thoughtful wording that avoids the use of pronouns, suggest rewording: The Chair assumes office on the first day of September following a regular election for Chair...
03.01:

Suggest rewording for clarity and consistency: Faculty meetings are called by the Chair or by the Executive Committee (EC). There must be at least one Faculty meeting each academic year. At the written request of $25 \%$ of the voting members of the DUE Faculty, the Chair must call a meeting. The Chair or the Vice Chair may serve as meeting chair.
03.01.02:

Omit the strikethrough above the period at the end of the paragraph.
03.01.03:

Omit the strikethrough above the period at the end of the paragraph.
Suggest rewording for clarity: Prior to a Faculty meeting, the Chair will send copies of the call for the meeting and will make all pertinent documents available to each member of the DUE Faculty. The Faculty shall not change curricular requirements of DUE unless notice is previously given to all Faculty in a call for the meeting.

- Note: Because Faculty cannot change Bylaws without approval by Senate committees, perhaps reword or omit reference to making Bylaw changes.
03.01.05:

Suggest rewording for clarity: The minutes of every Faculty meeting shall be sent to every member of the DUE Faculty before the next Faculty meeting. For personnel matters, Faculty may consider the departmental letter in lieu of minutes. Opportunities for review of and/or comment on the departmental letter in personnel cases are as prescribed in the APM.
04.01:

Please use the DUE reference in this section, for consistency with the rest of this document. Please make suitable change to how programs are listed (if at all), as requested in 01.02 above. Please specify: What is the 'sufficient size' needed for the DUE Senate cohort to include the Chair of the Faculty in the Executive Committee?

Note: This preceding sentence in 04.01 could be eliminated, as it causes too much confusion.
Please clarify: Is the Vice Provost and Dean of the DUE the same person? Is the title of this person expected to change once DUE become established? Does this person have voting rights on the EC?

Question: Will there be other ex officio members of the EC (voting or non-voting)?
04.01.02

Please make revisions as noted above for consistency.
04.01.03
$2^{\text {nd }}$ sentence: please rephrase to avoid pronouns: A vacancy shall be declared to exist and the committee member considered to have resigned if the member anticipates...
05.01 and 06.01

Please clarify what is being referred to by PP2.1.1, PP4.1.3, and PP3.1.3

## DIVISION OF UNDERGRADUATE EDUCATION

Proposed Division of Undergraduate Education Bylaws

## REPORT TO THE RIVERSIDE DIVISION

December 5, 2023

## To Be Adopted

Proposed Bylaws for the Division of Undergraduate Education

| PRESENT: | PROPOSED: |
| :---: | :---: |
|  | 01 |
|  | 01 |
|  | Membership |
|  | 01.01 |
|  | The Faculty of the Division of Undergraduate |
|  | Education at the University of California, |
|  | Riverside consists of (a) the President of the |
|  | University; (b) the Chancellor; (c) the |
|  | Executive Vice Chancellor; (d) the Vice |
|  | Provost and Dean of the Division of |
|  | Undergraduate Education; (e) all members of |
|  | the Academic Senate who are members of |
|  | the Division of Undergraduate Education; (f) |
|  | other Senate members as may be specified |
|  | by the bylaws of the Riverside Division of the |
|  | Academic Senate. |
|  | 01.02 |
|  | Faculty members must have at least a $25 \%$ |
|  | appointment in the Division to be considered |
|  | members and/or a Senate Faculty member |
|  | affiliated with one of the Division of |
|  | Undergraduate Education programs (i.e., |
|  | Honors, University Writing Program, |
|  | continuing lecturers, who are non-Senate |
|  | faculty, are eligible for appointment to |
|  | relevant committees within the Division. |
|  | $\underline{02}$ |
|  | Officers |


|  | Sections 02 and 03 of the Division Bylaws will be held in abeyance pending the Division's growth to include at least five Senate faculty (a four-member Executive Committee and a Chair of the Faculty.) <br> 02.01 <br> The Officers of the Faculty consist of a Chair, a Vice Chair and a SecretaryParliamentarian. <br> 02.01 .01 <br> The Chair of the Faculty is elected for a 3year term and is not eligible for a successive term. The election is conducted as provided in chapter 7 of the bylaws of the Division and in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office, the SecretaryParliamentarian of the Division of the Academic Senate shall within two months conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided that the unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the Vice Chair will serve as Chair. <br> 02.01.02 <br> The Vice Chair is chosen by the Executive Committee from among its membership. The term of office is three years. <br> 02.01 .03 <br> The Secretary-Parliamentarian of the Faculty is chosen by the Executive Committee from among its membership. The term of office is one year. <br> 02.01.04 <br> The Chair assumes office on the first day of September following their election in a regular election or immediately upon completion of the ballot count at a special election. The Vice Chair takes office immediately upon appointment. |
| :---: | :---: |


|  | 03.01 <br> Meetings are called by the Chair of the Faculty or by the Executive Committee. At the written request of 25 percent of the voting members of the faculty, the Chair must call a meeting. They must call at least one meeting each academic year. The faculty meeting may be chaired by the Chair of the Faculty or by the Vice Chair. <br> 03.01.01 <br> A quorum consists of $50 \%$ of the members of the Senate Faculty. <br> 03.01.02 <br> A motion to submit a measure to email or secret ballot has precedence over a motion for an open vote in a meeting: <br> 03.01 .03 <br> The Chair of the Faculty will send, prior to the faculty meeting, copies of the call for the meeting and will make all pertinent documents available to each member of the Faculty. The Faculty shall not change curricular requirements of the Division or change these bylaws at the meetings at which such proposals for change are first made unless notice is previously given to all members of the Faculty in a call to the meeting:- <br> 03.01.04 <br> These bylaws constitute primary rules of order for meetings of the Faculty and of the committees of the Faculty. The order of business is that prescribed in Chapter 4 of the Bylaws of the Riverside Division of the Academic Senate. Questions of order not covered by these bylaws or those of the Division are covered by Sturgis' Standard Code of Parliamentary Procedure. |
| :---: | :---: |


|  | 03.01.05 <br> The minutes of every meeting of the Faculty shall be sent before the next faculty meeting to every member of the Faculty. For personnel matters, faculty may consider the departmental letter in lieu of minutes for these minutes. Opportunities for review and/or comment of the department letter are as prescribed in the APM. <br> 04 <br> 04 <br> Committees <br> 04.01 <br> There shall be an Executive Committee of at least four members consisting of Senate faculty members who are engaged in one or more of the Division's programs (i.e., Honors, the University Writing Program, the Academy of Distinguished Teaching), and shall include one or more Senate faculty members from the University Writing Program. It shall include the Chair of the Faculty once the UE Division's Senate cohort reaches sufficient size. The Vice Provost and Dean of the Division of Undergraduate Education will serve as an ex officio member of this committee. <br> 04.01 .01 <br> The term of office of members of the Executive Committee is three years. <br> 04.01 .02 <br> The election of Faculty members to the Executive Committee is as provided in chapter 7 of the Bylaws of the Riverside Division of the Academic Senate. For purposes of these elections, members of the Executive Committee are considered officers of the Faculty of the Division. Members of the Executive Committee take office on September first of the academic year following their election at a regular election or immediately upon completion of the ballot count at a special election. |
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## Statement of Purpose and Effect:

Per Academic Senate Chair Lee's memo to Interim VPDUE Baerenklau on February 16, 2023, I am following up to the first action item which is to draft the Division of Undergraduate Education Bylaws for Academic Senate review.

Attached is the first draft of the DUE Bylaws. The Bylaws draft was completed by a Bylaws Advisory Committee that I assembled comprised of four UCR Senate faculty members: Xochitl Chavez from Music, Kelechi Kalu from Political Science, Stephanie Dingwall from Biochemistry, and Paul Beehler from the University Writing Program. These faculty members were selected because of their current or previous involvement in the various DUE programs and initiatives. I served as the Bylaws Advisory Committee convener.

Since DUE is seeking academic divisional status, we assembled a draft of the DUE Bylaws by considering the SPP Bylaws as a template. The Bylaws Advisory Committee then engaged in a series of steps to review, edit, discuss, and refine the Bylaws draft over the months of May and June 2023. The Bylaws Advisory Committee arrived at the attached draft.

I realize that we are at the end of June and the relevant Academic Senate committees will not review this document until the Fall 2023. I wanted to get this on the review queue as early as possible.

The goal of finalizing academic status for DUE remains one of the most significant priorities for the unit. I look forward to the feedback from the Academic Senate, and our future collaboration to help the campus meet its collective goals.

Approved by the Committee on Bylaws Advisory Committee within the Division of Undergraduate Education: 6/30/23
Or
Submitted by Louie F. Rodriguez, Vice Provost \& Dean, Division of Undergraduate Education: 7/13/23

Section below is for Senate use only
(if applicable)Approved by the Committee on $\qquad$ : (Insert date of committee approval)

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: (leave blank)
Received by Executive Council: (leave blank)

