



Academic Senate

*Professor Sang-Hee Lee
Division Chair*

March 1, 2024

ELIZABETH WATKINS, PROVOST & EXECUTIVE VICE CHANCELLOR

LOUIE RODRIGUEZ, VICE PROVOST & DEAN, UNDERGRADUATE EDUCATION

RE: Proposed Division of Undergraduate Education Bylaws

Dear Colleagues,

Attached for your records is approval of the subject bylaws as voted on by the Division on February 27, 2024 with immediate effect.

Yours,

A handwritten signature in black ink, appearing to read 'Sang-Hee Lee'.

Sang-Hee Lee
Academic Senate Chair

Cc: Academic Senate Director Cortez
Executive Manager and Assistant Nelson
Executive Assistant Schuster

Attachment

DIVISION OF UNDERGRADUATE EDUCATION

Proposed Division of Undergraduate Education Bylaws

**REPORT TO THE RIVERSIDE DIVISION
February 27, 2024**

To Be Adopted

Proposed Bylaws for the Division of Undergraduate Education (DUE)

<u>PRESENT:</u>	<u>PROPOSED:</u>
	<p><u>01</u></p> <p><u>01</u> <u>Membership</u></p> <p><u>01.01</u> <u>The Faculty of the Division of Undergraduate Education (DUE) 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 DUE; (e) all members of the Academic Senate who are members of the DUE; (f) other Senate members as may be specified by the Bylaws of the Riverside Division of the Academic Senate.</u></p> <p><u>01.02</u> <u>Faculty members must have at least a 25% appointment in the DUE to be considered DUE members and/or serve as a Senate Faculty member affiliated with a DUE program. DUE continuing lecturers, who are non-Senate Faculty, are eligible for appointment to relevant committees within the DUE.</u></p> <p><u>02</u></p> <p><u>Officers</u></p> <p><u>Sections 02 and 03 of the DUE's Bylaws will be held in abeyance pending the DUE's growth to include at least five Senate Faculty</u></p>

(a four-member Executive Committee [EC] and a Chair of the Faculty.)

02.01

The Officers of the Faculty consist of a Chair, a Vice Chair and a Secretary-Parliamentarian.

02.01.01

The Chair of the Faculty is elected for a 3-year term and is not eligible for a successive term. The election is conducted as provided in Section 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 Secretary-Parliamentarian of the Riverside 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.

02.01.02

The Vice Chair is chosen by the DUE EC from among its membership. The term of office is three years.

02.01.03

The Secretary-Parliamentarian of the DUE Faculty is chosen by the EC from among its membership. The term of office is one year.

02.01.04

The Chair assumes office on the first day of September following a regular election for Chair or immediately upon completion of the ballot count at a special election. The Vice Chair takes office immediately upon appointment.

03

03 **Meetings**

03.01

Faculty meetings are called by the Chair or by the 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 the meeting chair.

03.01.01

A quorum consists of 50% of the members of the DUE Senate Faculty.

03.01.02

A motion to submit a measure to email or secret ballot has precedence over a motion for an open vote in a meeting.

03.01.03

Prior to a DUE 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.

03.01.04

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 Section 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

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**04****Committees****04.01**

There shall be an EC of at least four members consisting of Senate Faculty members who are engaged in one or more of DUE's programs, and shall include one or more DUE Senate Faculty members from the University Writing Program. The Vice Provost and Dean of the DUE will serve as an ex officio, voting member of this committee.

04.01.01

The term of office of members of the EC is three years.

04.01.02

The election of DUE Faculty members to the EC is as provided in Section 7 of the Bylaws of the Riverside Division of the Academic Senate. For purposes of these elections, members of the EC are considered officers of the Faculty of the DUE. Members of the EC 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.

04.01.03

Whenever the EC determines that a vacancy exists in its membership, the Secretary-Parliamentarian of the Riverside Division of the Academic Senate conducts an election in accordance with the prescribed procedure provided the vacancy is to last more than six months. A vacancy shall be declared to exist and the committee member considered to have resigned if the member anticipates an absence from the committee of more than six months. Vacancies of six months or less are filled temporarily by appointment by the Chair of the Faculty with the advice and consent of the EC.

04.01.04

The EC has the following functions:

04.01.05.01

The EC has the general oversight of the academic welfare and discipline of students in the DUE and has the power to bring before the Faculty any matters that the EC deems advisable.

04.01.05.02

The EC appoints and designates the Chairs of all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the Faculty.

04.01.05.03

Should the DUE or a unit in the DUE win Senate approval to offer a degree program, the EC acts finally for the Faculty (a) in the awarding of all degrees to students of the DUE in all cases which do not involve the suspension of regulations or that involve only minor adjustments in the curricula and (b) in the awarding of honors at graduation. The EC is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The EC will report all degrees approved to the Riverside Division of the Academic Senate.

04.01.05.03

The EC makes recommendations to the Faculty in the establishment, modification, and discontinuation of all divisional instructional programs and curricula.

04.01.05.04

The EC acts for the Faculty in making recommendations to the Riverside Division of the Academic Senate regarding courses.

05**05**

Election and Balloting

	<p><u>05.01</u> <u>Elections are conducted as specified in 02.01.01, 04.01.02.</u></p> <p><u>05.01.01</u> <u>Balloting on measures referred to the whole Faculty of the DUE by action of a meeting of the Faculty are conducted by the Secretary-Parliamentarian of the DUE following the provisions of Section 7 of the Bylaws of the Riverside Division of the Academic Senate.</u></p> <p><u>06</u></p> <p><u>06</u> <u>Amendments and Suspensions of Bylaws and Regulations</u></p> <p><u>06.01</u> <u>These Bylaws can be amended or suspended only as provided in Section 6 of the Bylaws of the Riverside Division of the Academic Senate and in 03.01.03.</u></p>
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Statement of Purpose and Effect:

This is the 2nd round for the proposed DUE Bylaws. All edits have been made per the recommendations of the Committee on Rules and Jurisdiction.

The DUE looks forward to any additional feedback and next steps.

Approved by the Committee on Bylaws Advisory Committee within the DUE: 6/30/23

Or

Submitted by Louie F. Rodriguez, Vice Provost & Dean, DUE: 12/14/23

Section below is for Senate use only

(if applicable) Approved by the Committee on _____: (Insert date of committee approval)

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the

Academic Senate:

Received by Executive Council:

Approved by the Division:

January 22, 2024

February 12, 2024

February 27, 2024

December 15, 2023

To: Sang-Hee Lee, Chair, Riverside Division

From: Louie Rodriguez, Vice Provost and Dean, Division of Undergraduate Education

Re: Updated Division of Undergraduate Education (DUE) Bylaws (2nd round)

The DUE has reviewed the feedback from the Committee on Rules and Jurisdiction and made the recommended edits. Each edit is described below.

- All references to the Division of the Undergraduate Education have been changed to DUE
- All references to Faculty are now capitalized
- All references to Chapters were changed to Sections
- All references to Executive Committee were changed to EC

Re: 01.02: all specific DUE programs were eliminated the recommendation

Re: 02.02.01: Riverside added

Re: 02.01.03: added DUE

02.01.04: language added

03.01: DUE added

03.01.02: strikethrough omitted

03.01.03: strikethrough omitted. Also, paragraph edited per the recommendation and reference to making Bylaw changes removed per the recommendation.

03.01.05: reworded per recommendation

04.01: reference to sufficient size removed per the recommendation. Also, yes, the Vice Provost and Dean of the Division of Undergraduate Education is the same person and the title will not change. The ex-officio VPDUE will be a voting member.

04.01.02: revisions included per the recommendation

04.01.03: edit included per the recommendation.

05.01 and 06.01: any reference to “PP” next to the numbers were removed. This was a typo.



Academic Senate

Professor Sang-Hee Lee
Division Chair

November 28, 2023


To: Louie Rodriguez
Vice Provost and Dean for Undergraduate Education

From: Sang-Hee Lee
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




Academic Senate

COMMITTEE ON RULES AND JURISDICTION

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 **EC**.

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:

3rd sentence: Suggest reword to: ...the Secretary-Parliamentarian of the **Riverside** Division of the Academic Senate

02.01.03:

1st sentence: To avoid confusion with the S-P of the Riverside Division, suggest clarifying the Secretary-Parliamentarian of the **DUE** Faculty

02.01.04:

1st 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

2nd 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

<u>PRESENT:</u>	<u>PROPOSED:</u>
	<p><u>01</u></p> <p><u>01</u> <u>Membership</u></p> <p><u>01.01</u> <u>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.</u></p> <p><u>01.02</u> <u>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, Academy of Distinguished Teaching). UE continuing lecturers, who are non-Senate faculty, are eligible for appointment to relevant committees within the Division.</u></p> <p><u>02</u></p> <p><u>Officers</u></p>

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.)

02.01

The Officers of the Faculty consist of a Chair, a Vice Chair and a Secretary-Parliamentarian.

02.01.01

The Chair of the Faculty is elected for a 3-year 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 Secretary-Parliamentarian 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.

02.01.02

The Vice Chair is chosen by the Executive Committee from among its membership. The term of office is three years.

02.01.03

The Secretary-Parliamentarian of the Faculty is chosen by the Executive Committee from among its membership. The term of office is one year.

02.01.04

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**03**
Meetings**03.01**

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.

03.01.01

A quorum consists of 50% of the members of the Senate Faculty.

03.01.02

A motion to submit a measure to email or secret ballot has precedence over a motion for an open vote in a meeting.

03.01.03

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.

03.01.04

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

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.

04**04****Committees****04.01**

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.

04.01.01

The term of office of members of the Executive Committee is three years.

04.01.02

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.

04.01.03

Whenever the Executive Committee determines that a vacancy exists in its membership, the Secretary-Parliamentarian of the Division of the Academic Senate conducts an election in accordance with the prescribed procedure provided the vacancy is to last more than six months. A vacancy shall be declared to exist and the committee member considered to have resigned if they anticipate an absence from the committee of more than six months. Vacancies of six months or less are filled temporarily by appointment by the Chair of the Faculty with the advice and consent of the Executive Committee.

04.01.04

The Executive Committee has the following functions:

04.01.05.01

The Executive Committee has the general oversight of the academic welfare and discipline of students in the Division and has the power to bring before the Faculty any matters that the Committee deems advisable.

04.01.05.02

The Executive Committee appoints and designates the Chairs of all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the Faculty.

04.01.05.03

Should the Division or a unit in the Division win Senate approval to offer a degree program, the Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the Division in all cases which do not involve the suspension of regulations or that involve only minor adjustments in the curricula and (b) in the awarding of honors at graduation. The Committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The

	<p><u>Committee will report all degrees approved to the Riverside Division of the Academic Senate.</u></p> <p><u>04.01.05.03</u> <u>The Executive Committee makes recommendations to the Faculty in the establishment, modification, and discontinuation of all divisional instructional programs and curricula.</u></p> <p><u>04.01.05.04</u> <u>The Executive Committee acts for the Faculty in making recommendations to the Riverside Division of the Academic Senate regarding courses.</u></p> <p><u>05</u></p> <p><u>05</u> <u>Election and Balloting</u></p> <p><u>05.01</u> <u>Elections are conducted as specified in PP2.1.1, PP4.1.3.</u></p> <p><u>05.01.01</u> <u>Balloting on measures referred to the whole Faculty of the Division by action of a meeting of the Faculty are conducted by the Secretary-Parliamentarian of the Division of the Academic Senate following the provisions of chapter 7 of the bylaws of the Riverside Division of the Academic Senate.</u></p> <p><u>06</u></p> <p><u>06</u> <u>Amendments and Suspensions of Bylaws and Regulations</u></p> <p><u>06.01</u> <u>These bylaws can be amended or suspended only as provided in chapter 6 of the bylaws of the Riverside Division of the Academic Senate and in PP3.1.3.</u></p>
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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 _____: (Insert date of committee approval)

The Committee on Rules and Jurisdiction finds the
wording to be consistent with the code of the
Academic Senate:

Received or Reviewed by Executive Council:

January 22, 2024
February 12, 2024