

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:

(leave blank)

Received by Executive Council:

(leave blank)