




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