



December 16, 2013

To: Robin DiMatteo, Chair  
Shadow CAP

Ziv Ran, Chair  
Committee on Rules and Jurisdiction

Fr: Jose Wudka, Chair  
Riverside Division

Re: **Committee on Academic Personnel Bylaw Change**

A handwritten signature in black ink that reads "J Wudka".

Please see the attached proposal for a bylaw change by the Committee on Academic Personnel.  
Please submit your response to me by **Monday, January 20, 2014**

**Report to the Riverside Division  
February 25, 2013**

**To Be Adopted**

**Proposed Changes to Charge of the Committee on Academic Personnel  
(Bylaw 8.4.4, 8.4.5)**

**PRESENT**

- 8.4.1 The number of committee members shall be ten, and represent the variety of disciplines and fields across campus. All appointees should have at least three years of UC service at the time their term begins. All members shall hold the rank of full professor and shall serve for offset periods of three years, subject to annual reappointment, so that there is continuity and memory on the committee. No two individuals from the same department may serve simultaneously on the Committee on Academic Personnel. The committee will have a Chair appointed by the Committee on Committees, and a Vice Chair, also appointed by the Committee on Committees after consultation with the incoming Chair. The Vice Chair will assume the duties of the Chair when the Chair is unavailable.
- 8.4.2. The committee shall provide advice to the Chancellor on academic personnel matters and represent the Division in all matters relating to appointments and promotions.
- 8.4.3 The committee shall file an annual report with the Division at the first regularly scheduled Division meeting of each academic year.

**PROPOSED**

8.4.4 A standing committee (Shadow CAP) of six members will exist to review personnel actions that involve current CAP members or their spouses/partners. This committee will consist of faculty who have

previously served on CAP. The membership will be appointed by the Committee on Committees.

8.4.5 Shadow CAP shall file an annual report with the Division at the first regularly scheduled Division meeting of each academic year.

**Statement of Purpose and Effect:** In order for CAP to function successfully, a Standing Committee such as Shadow CAP is essential. In addition to making it unnecessary for CAP members to consider their own colleagues, it ensures a smoother running of CAP without the interruptions that would be caused by such review. Shadow CAP would consider no more than ten files each year--probably far fewer--and would not be called to consider files for any other reason than that the file comes from a member of CAP or their spouse/partner.

Since the mid 80's Shadow CAP has been utilized to review CAP member files and that of their spouse/partners. The proposed language has always been a part of CAP's conflict of Interest statement, but the committee feels the inclusion of Shadow CAP and its membership would be more appropriately placed within the committees bylaws.

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Approved by the Committee on Academic Personnel:      December 6, 2013

Approved by Shadow CAP:

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

Received by Executive Council: