Proposed Changes in Procedures for Election of the UCR Division Senate Leadership Positions
Revised February 12, 2010

Background:
As codified in the current UCR Senate bylaws (Sections 2.2 and 2.3), the Divisional Chair is elected for a two-year term, and the Divisional Vice Chair is elected for a one-year term. Currently, there is no formal arrangement for the Vice Chair to succeed the Chair, and there is no formal role for the past Chair. In recent decades, the newly elected Chair has not formerly served as Vice Chair, thus creating a challenging start-up period for the new Chair as well as a loss of institutional knowledge when the past Chair steps down. Many of our sister UC campuses have resolved this discontinuity by formalizing the succession into the Chair position through a single election, whereby the Vice Chair automatically succeeds the Chair after one year, and the Immediate Past Chair is provided a more formal role to allow for institutional memory. This proposal is intended for the same purpose.

Proposal:
It is proposed that the election procedures and terms for the Riverside Divisional Senate leadership be changed as follows:

1. The position of leadership of the Riverside Division will be determined in a single election. The term will be three years, with the first year served as Vice Chair/Chair Designate, the second year served as Chair, and the third year served as Immediate Past Chair.

2. The Vice Chair and Chair will serve as voting members on the Executive Council. The Chair will serve as Chair of the Executive Council. The Immediate Past Chair will serve as a non-voting member of the Executive Council.

3. The Chair will regularly involve the Vice Chair in all aspects of Senate business at the Divisional and system-wide levels, except in the unusual case where strict confidentiality may be required. At the Chair’s request, the Vice Chair/Chair Designate will serve on additional committees. The Vice Chair/Chair Designate will serve as Chair in the Chair’s absence.

4. The Immediate Past Chair will provide institutional memory and consultation to the Chair, Vice Chair, and the Executive Council; he/she will serve on additional committees at the request of the Chair and/or the
Executive Council. The immediate Past Chair will serve as Vice Chair in the Vice Chair’s absence.

5. If the Senate Chairship becomes vacant, the Vice Chair becomes the Chair for the remainder of that term and the succeeding one-year term. If neither the Chair nor the Vice Chair is able to serve, the Immediate Past Chair assumes the position of Chair until a new election can be held.

**Approval and Implementation**

1. The standing Committees of the Senate will review the proposed changes during January 2010. Following committee review, the proposal will be considered by the Executive Council in February 2010. If endorsed by the EC, the proposal will be submitted for final Senate approval at the March 2010 Divisional Senate meeting.

2. If approved, the new election procedure will be implemented in Spring 2010, when a Vice Chair/Chair Designate will be elected for the three-year term to begin September 1, 2010. The elected individual will serve as Vice Chair during 2010-2011, Chair during 2011-2012, and Immediate Past Chair during 2012-2013. A Chair will be elected for a two-year term to begin September 1, 2010, serving as Chair during 2010-2011 and Immediate Past Chair in 2011-2012. The Current Chair shall serve as Immediate Past Chair in 2010-2011.

3. The transition between roles will take place on September 1 of each year.

**Justification:**

The prime objective of the newly defined terms of the Chair and Vice Chair, and the addition of the position of Immediate Past Chair, is to optimize the quality of the Senate leadership’s involvement in the University’s shared governance by providing for greater continuity and preservation of institutional memory.

The Divisional Chair is the primary shared governance interface for the faculty and Senate with the UCR Senior Administration team, which includes the Chancellor, the EVC/Provost, all Deans, and other senior administrators (the Vice Chancellors and Vice Provosts for Research, Development, Budget, Student Affairs, Undergraduate Education, and Academic
Affairs). The Divisional Chair also serves as the UCR representative to the system-wide Senate Academic Council. It is crucial for UCR's representation (and vote) on the Academic Council to be fully knowledgeable and engaged from the very first meeting of the Academic Council in September. These essential working relationships, and the knowledge required to fulfill expectations of Senate leadership, are best developed over time, beginning during the first-year interval as Vice Chair, and continuing throughout the three-year period.

In summary, a prime objective of the newly defined terms of the Chair and Vice Chair is to optimize the quality of the Senate leadership's involvement in shared governance.

**Background Information:**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Term</th>
<th>Selection Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCLA</td>
<td>1 year as Vice Chair – 1 year as chair; outgoing chair is a member of the Executive Council for the following year</td>
<td>Elected</td>
</tr>
<tr>
<td>UCB</td>
<td>1 year as Vice Chair – 1 year as chair</td>
<td>COC appointment</td>
</tr>
<tr>
<td>UCD</td>
<td>2 years as chair</td>
<td>COC appointment</td>
</tr>
<tr>
<td>UCI</td>
<td>1 year as Vice Chair – 1 year as chair</td>
<td>Elected</td>
</tr>
<tr>
<td>UCSD</td>
<td>1 year Vice Chair – 1 year as chair</td>
<td>Elected</td>
</tr>
<tr>
<td>UCSF</td>
<td>2 years as chair</td>
<td>Elected</td>
</tr>
<tr>
<td>UCSB</td>
<td>2 years as chair</td>
<td>Elected</td>
</tr>
<tr>
<td>UCSC</td>
<td>2 years as chair</td>
<td>COC appointment</td>
</tr>
<tr>
<td>UCM</td>
<td>1 year as Vice Chair – 1 year as chair</td>
<td>COC appointment</td>
</tr>
</tbody>
</table>

1 Year Term - UCLA, UCSB, UCI, UCSD, UCM
UCSB, UCSC

2 Year term - UCD, UCSF, UCM

Endorsed:
CHAPTER 2 BYLAWS - WITH NO CHANGES

2 Officers and the Executive Office (Am 24 May 2005)

2.1 The elected officers of the Division are the Chair, the Vice Chair, and the Divisional Representatives to the Assembly of the Academic Senate. Their election is conducted in accordance with the procedure prescribed for elections. The appointed officer of the Division is the Secretary-Parliamentarian. The terms of office begin on September 1 following election or appointment to a normal term of office. (Am 22 Oct 73)(Am 5 Feb 87) (Am 24 May 2005)

2.1.1 No individual may hold two offices of the Division simultaneously. (Am 24 May 2005)

2.2 Chair. The Chair of the Division is elected for a two-year term. In case the Chair is unable to complete the term of office, the Vice Chair shall become Chair pro tempore. The Chair pro tempore shall serve out the unexpired term, unless that term is longer than three months. If it is longer, the Secretary-Parliamentarian shall conduct an election for the unexpired term so that the Chair pro tempore serves no longer than three months. The result of this election shall be reported to the members of the Division as soon as it is known. (Am 22 Oct 73) (Am 24 May 2005)

2.2.1 No one shall serve as Chair of the Division for more than two consecutive terms, but shall become eligible to serve again after lapse of two years following expiration of the second consecutive term. (Am 24 May 2005)

2.2.2 The Chair of the Division presides over the meetings of the Division. The Chair is ex officio a member of the Assembly of the Academic Senate and is a member of the Academic Council of the Assembly. (Am 24 May 2005)

2.2.3 The Chair is responsible for coordinating the work of all standing and special committees of the Division. Except when a Divisional committee or subcommittee is considering matters not to be reported directly to the Division, the Chair may attend the meetings of any such committee or subcommittee and may participate in its deliberations without vote unless he or she is a member of such committee. The Chair may present in person or in writing any matters he or she believes should be brought before a committee and call to its attention materials that may be useful to it. (Am 24 May 2005)

2.2.4 The Chair shall determine initially whether any action considered by the Division is solely of Divisional concern. Such decisions may be appealed to the Division. (Am 24 May 2005)

2.2.5 The Chair submits annually a budget request for the work of the Division, its committees, and the Executive Office of the Division; supervises the expenditure of appropriations that may be made; and reports annually to the Division on the work of the Executive Office together with any proposals for improvement of its operation which require action by the Division. (Am 24 May 2005)

2.2.6 The Chair exercises general supervision of the Executive Office. (Am 24 May 2005)
2.2.7 Unless otherwise specified in these Bylaws or in enabling acts, the Division's Chair shall be chosen from other than the President of the University, the Chancellor at Riverside, the University Librarian, the Registrar, any Vice Chancellor, Associate Chancellor, Associate or Assistant Vice Chancellor, any Dean, Associate or Assistant Dean, any Provost, any department chair or a program director of an ORU or MRU. (En 22 May 2007)

2.3 Vice Chair. The Vice Chair of the Division is elected for a one-year term. In case the Vice Chair is unable to complete the term of office, the Committee on Committees shall appoint a Vice Chair for the unexpired term. (Am 22 Oct 73) (Am 24 May 2005)

2.3.1 The Vice Chair shall assume the duties of the Chair in the Chair's absence or incapacity, and perform such duties as are assigned by the Chair. (Am 22 Oct 73). (Am 24 May 2005)

2.3.2 The Vice Chair shall represent the Chair at those meetings of the Academic Council and of the Assembly of the Academic Senate that the Chair is unable to attend. (Am 22 Oct 73) (Am 24 May 2005)

2.3.3 Unless otherwise specified in these Bylaws or in enabling acts, the Division's Vice Chair shall be chosen from other than the President of the University, the Chancellor at Riverside, the University Librarian, the Registrar, any Vice Chancellor, Associate Chancellor, Associate or Assistant Vice Chancellor, any Dean, Associate or Assistant Dean, any Provost, any department chair or a program director of an ORU or MRU. (En 22 May 2007)

2.4 Divisional Representatives to the Assembly. The number of the Divisional Representatives to the Assembly of the Academic Senate is established by the Academic Council. The Divisional Representatives are elected for two-year staggered terms, and are chosen from other than the Chancellor, Vice Chancellors, Deans, and ex officio members of the Division. If a representative is unable to complete the term of office, the Committee on Committees shall appoint a member of the Division who holds no other offices to fill the unexpired term pro tempore. The Representative pro tempore shall serve out the unexpired term, unless that unexpired term is longer than three months. If it is longer, the Secretary-Parliamentarian shall conduct an election for the unexpired term so that the Representative pro tempore serves no longer than three months. The result of this election shall be reported to the members of the Division as soon as it is known. (Am 22 Oct 73) (Am 24 May 2005)

2.4.1 No one shall serve as a Divisional Representative for more than two consecutive terms, but shall become eligible to serve again after lapse of two years following expiration of the second consecutive term. (Am 24 May 2005)

2.4.2 The Divisional Representatives shall represent the Division in the Assembly of the Academic Senate. They shall report to the Division at its meetings on all matters of business of the Assembly. (Am 24 May 2005)

2.4.3 In the event that any elected Divisional Representative is unable to attend a meeting of the Assembly, the Chair of the Division is authorized to designate an individual to attend that meeting and vote as an alternate to the absent representative. (En 24 Jan 80) (Am 24 May 2005)
2.5 Secretary-Parliamentarian. The Secretary-Parliamentarian of the Division is appointed by the Committee on Committees for a two-year term in the year alternate with the election of the Chair. In case the Secretary-Parliamentarian is unable to complete the term of office, the Committee on Committees shall appoint a Secretary-Parliamentarian for the unexpired term. (Am 22 Oct 73) (Am 24 May 2005)

2.5.1 The Secretary-Parliamentarian of the Division shall: (1) in the absence of the Chair and Vice Chair, call to order a meeting of the Division and preside for the purpose of electing a Chair pro tempore for that meeting; (2) prepare and distribute the call and minutes of each meeting of the Division; (3) determine and maintain the roll of the membership of the Riverside Division; (4) communicate any action by the Division to members or committees of the Division and to administrative officers affected by it; (5) upon direction from the Chair, refer to the appropriate standing committees questions (including petitions of students) for presentation to the Division; (6) conduct all elections and balloting in the Division; (7) perform the duties of the parliamentarian. (Am 22 Oct 73) (23 Apr 74) (Am 26 May 94) (Am 24 May 2005) (Am 22 May 2007)

2.6 Executive Office. The Executive Office of the Division is under the general supervision of the Chair. It includes such analytical, administrative, and clerical employees as are made available to the Division and its committees. (Am 22 Oct 73) (Am 24 May 2005) (Am 20 Nov 07)

2.6.1 The Executive Office of the Division shall: (1) be the depository of all records of the Division; (2) maintain current files of all reports of standing and special committees submitted to the Division; (3) as far as possible, provide analytical, administrative, and clerical assistance required by standing and special committees; (4) assist in the preparation and distribution of calls and minutes for meetings of the Division, reports of committees, questionnaires, and other materials required in the work of the Division and its committees; (5) maintain complete files of minutes, reports, and agenda of all Divisional committees and of other Senate agencies; (6) establish and maintain files showing (a) current membership of the Riverside Division; (b) Senate and college committee service of each member of the Division; and (c) current membership of all standing and special committees of the Division; (7) generally assist the officers of the Division in the discharge of their duties. (Am 24 May 2005)

2.6.2 All records of the Executive Office, except those concerning matters not to be reported directly to the Division and for good cause held confidential, are open for inspection by any member of the Division (Am 24 May 2005)
To Be Adopted

Proposed Changes to UCR Bylaws:
Chapters 2 Officers and the Executive Office (Am -----)

PRESENT

2. Officers and the Executive Office

2.1 The elected officers of the Division are the Chair, the Vice Chair, and the Divisional Representatives to the Assembly of the Academic Senate. Their election is conducted in accordance with the procedure prescribed for elections. The appointed officer of the Division is the Secretary-Parliamentarian. The terms of office begin on September 1 following election or appointment to a normal term of office. (Am 22 Oct 73)(Am 5 Feb 87) (Am 24 May 2005)

2.1.1 No individual may hold two offices of the Division simultaneously. (Am 24 May 2005)

2.2 Chair. The Chair of the Division is elected for a two year term. In case the Chair is unable to complete the term of office, the Vice Chair shall become Chair pro tempore. The Chair pro tempore shall serve out the unexpired term, unless that term is longer than three months. If it is longer, the Secretary-Parliamentarian shall conduct an election for the unexpired term so that the Chair pro tempore serves no longer than three months. The result of this election shall be reported to the members of the Division as soon as it is known. (Am 22 Oct 73) (Am 24 May 2005)

PROPOSED

2. Officers and the Executive Office

2.1 The elected officers of the Division are the Chair, the Vice Chair (Chair Designate), the immediate Past Chair, and the Divisional Representatives to the Assembly of the Academic Senate. Their election is conducted in accordance with the procedure prescribed for elections. The appointed officer of the Division is the Secretary-Parliamentarian. The terms of office begin on September 1 following election or appointment to a normal term of office. (Am 22 Oct 73)(Am 5 Feb 87) (Am 24 May 2005)

2.1.1 No individual may hold two offices of the Division simultaneously. (Am 24 May 2005)

2.2 Chair. On September 1 of each academic year, the prior year's Vice Chair (Chair Designate) of the Division, shall assume the role of Chair and shall serve for one full year. If the Chair is unable to complete the term of office, the Vice Chair (Chair Designate) shall assume the duties of the Chair and serve the remainder of the original Chair's term of office before beginning his/her own full term. If the Vice Chair is not able to replace the Chair, the immediate Past Chair will assume the position of Chair until a new election can be held. (Am---)
2.2.1 No one shall serve as Chair of the Division for more than two consecutive terms, but shall become eligible to serve again after lapse of two years following expiration of the second consecutive term. (Am 24 May 2005)

2.2.2 The Chair of the Division presides over the meetings of the Division. The Chair is ex officio a member of the Assembly of the Academic Senate and is a member of the Academic Council of the Assembly. (Am 24 May 2005)

2.2.3 The Chair is responsible for coordinating the work of all standing and special committees of the Division. Except when a Divisional committee or subcommittee is considering matters not to be reported directly to the Division, the Chair may attend the meetings of any such committee or subcommittee and may participate in its deliberations without vote unless he or she is a member of such committee. The Chair may present in person or in writing any matters he or she believes should be brought before a committee and call to its attention materials that may be useful to it. (Am 24 May 2005)

2.2.4 The Chair shall determine initially whether any action considered by the Division is solely of Divisional concern. Such decisions may be appealed to the Division. (Am 24 May 2005)

2.2.5 The Chair submits annually a budget request for the work of the Division, its committees, and the Executive Office of the Division; supervises the expenditure of

2.2.1 An individual becomes eligible for election as Vice Chair (Chair Designate) again after a lapse of one year following expiration of a term as the immediate Past Chair. (Am )

2.2.2 The Chair of the Division presides over the meetings of the Division. The Chair is ex officio a member of the Assembly of the Academic Senate and is a member of the Academic Council of the Assembly. (Am 24 May 2005) The Chair will regularly involve the Vice Chair (Chair Designate) in all aspects of Senate business at the Divisional and system-wide levels, except in the unusual case where strict confidentiality may be required.

2.2.3 The Chair is responsible for coordinating the work of all standing and special committees of the Division. Except when a Divisional committee or subcommittee is considering matters not to be reported directly to the Division, the Chair may attend the meetings of any such committee or subcommittee and may participate in its deliberations without vote unless he or she is a member of such committee. The Chair may present in person or in writing any matters he or she believes should be brought before a committee and call to its attention materials that may be useful to it. (Am 24 May 2005)

2.2.4 The Chair shall determine initially whether any action considered by the Division is solely of Divisional concern. Such decisions may be appealed to the Division. (Am 24 May 2005)

2.2.5 The Chair submits annually a budget request for the work of the Division, its committees, and the Executive Office of the Division; supervises the expenditure
appropriations that may be made; and reports annually to the Division on the work of the Executive Office together with any proposals for improvement of its operation which require action by the Division. (Am 24 May 2005)

2.2.6 The Chair exercises general supervision of the Executive Office. (Am 24 May 2005)

2.3 Vice Chair. The Vice Chair of the Division is elected for a one-year term. In case the Vice Chair is unable to complete the term of office, the Committee on Committees shall appoint a Vice Chair for the unexpired term. (Am 22 Oct 73) (Am 24 May 2005)

2.3 Vice Chair (Chair Designate). The Vice Chair (Chair Designate) of the Division is elected to serve a one-year term as Vice Chair (Chair Designate) and will automatically progress into a one-year term as Chair, followed by a one-year term as Immediate Past Chair. If the Vice Chair (Chair Designate) is unable to complete the term of office, or if the Vice Chair (Chair Designate) assumes the position of Chair due to a prior Chair’s inability to complete a term, the Secretary-Parliamentarian shall hold an election for the unexpired term as soon as practical. (Am _)

2.3.1 The Vice Chair shall assume the duties of the Chair in the Chair’s absence or incapacity, and perform such duties as are assigned by the Chair. (Am 22 Oct 73). (Am 24 May 2005)

2.3.1 The Vice Chair (Chair Designate) shall assume the duties of the Chair in the Chair’s absence or incapacity and perform such duties as requested by the Chair. (Am 22 Oct 73). (Am 24 May 2005)

2.3.2 The Vice Chair shall represent the Chair at those meetings of the Academic Council and of the Assembly of the Academic Senate that the Chair is unable to attend. (Am 22 Oct 73) (Am 24 May 2005)

2.3.2 The Vice Chair (Chair Designate) shall represent the Chair at those meetings of the Academic Council and of the Assembly of the Academic Senate that the Chair is unable to attend. (Am 22 Oct 73) (Am 24 May 2005)

2.3.3 Unless otherwise specified in these Bylaws or in enabling acts, the Division’s Vice Chair shall be chosen from other than the President of the University, the Chancellor at Riverside, the University Librarian, the Registrar, any Vice Chancellor, Associate Chancellor, Associate or Assistant Vice Chancellor,
any Dean, Associate or Assistant Dean, any Provost, any department chair or a program director of an ORU or MRU. Associate or Assistant Vice Chancellor, any Dean, Associate or Assistant Dean, any Provost, any department chair or a program director of an ORU or MRU. (Am _)

2.5 Secretary-Parliamentarian. The Secretary-Parliamentarian of the Division is appointed by the Committee on Committees for a two-year term in the year alternate with the election of the Chair. In case the Secretary-Parliamentarian is unable to complete the term of office, the Committee on Committees shall appoint a Secretary-Parliamentarian for the unexpired term. (Am 22 Oct 73) (Am 24 May 2005)

2.5 Secretary-Parliamentarian. The Secretary-Parliamentarian of the Division is appointed by the Committee on Committees for a two-year term. In case the Secretary-Parliamentarian is unable to complete the term of office, the Committee on Committees shall appoint a Secretary-Parliamentarian for the unexpired term. (Am 22 Oct 73) (Am 24 May 2005)

2.6 The immediate Past Chair will provide institutional memory and consultation to the Chair, Vice Chair (Chair Designate), and the Executive Council. She/he will serve on additional committees at the request of the Chair and/or Executive Council, and will serve as Vice Chair in the Vice Chair’s absence.

2.7 In order to transition from the current Bylaw 2 and its subsections to Bylaw 2 as proposed, an election (as per Bylaw 7) for the positions of Vice Chair (Chair Designate) and Chair, each for one year terms to commence September 1, 2010, shall be held in the Spring 2010 quarter. The current Chair shall hold the position of Immediate Past Chair in 2010-2011. On September 1, 2011, the Chair (elected Spring 2010) shall assume the position of Immediate Past Chair, the Vice Chair (Chair Designate) shall assume the position of Chair, and a newly elected (in Spring 2011) Senate member shall assume the position of Vice Chair (Chair Designate). This enabling Bylaw 2.7 shall be rescinded as soon as the actions it requires are completed.
JUSTIFICATION

The prime objective of the newly defined terms of the Chair and Vice Chair, and the addition of the position of Immediate Past Chair, is to optimize the quality of the Senate leadership's involvement in the University's shared governance by providing for greater continuity and preservation of institutional memory.

The Divisional Chair is the primary shared governance interface for the faculty and Senate with the UCR Senior Administration team, which includes the Chancellor, the EVC/Provost, all Deans, and other senior administrators (the Vice Chancellors and Vice Provosts for Research, Development, Budget, Student Affairs, Undergraduate Education, and Academic Affairs). The Divisional Chair also serves as the UCR representative to the system-wide Senate Academic Council. It is crucial for UCR's representation (and vote) on the Academic Council to be fully knowledgeable and engaged from the very first meeting of the Academic Council in September. These essential working relationships, and the knowledge required to fulfill expectations of Senate leadership, are best developed over time, beginning during the first-year interval as Vice Chair, and continuing throughout the three-year period.

Approved by Executive Council: 02/08/2010

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: 02/12/2010
COMMITTEE ON RULES AND JURISDICTION
Report to the Riverside Division
March 5, 2010

To Be Adopted

Proposed Changes to UCR Bylaws:
Proposed Changes to Bylaw - 8.5 Executive Council

PRESENT

8.5.1 This committee consists of the Chair of
the Division, who is also Chair of this
committee, the Vice Chair, the Secretary-
Parliamentarian, the senior representative
to the Assembly, the Chairs of the Committee
on Academic Computing and Information
Technology, Committee on Academic
Personnel, the Committee on Committees,
the Committee on Educational Policy, the
Committee on Faculty Welfare, the Graduate
Council, the Committee on Planning and
Budget, the Committee on Physical
Resources Planning, the Committee on
Research, the Undergraduate Council, the
Committee on Preparatory Education, the
Committee on Diversity and Equal
Opportunity and the Executive Committees
of the colleges and schools at Riverside. (Am
8 Jun 78)(Am 5 Nov 87)(Am 27 May 93)(Am
9 Feb 95)(Am 29 May 97)(Am 5 Feb 98) (Am
21 Feb 06)(Am 30 May 06)

PROPOSED

8.5.1 This committee consists of the
Chair of the Division, who is also
Chair of this committee, Vice Chair
(Chair Designate), the immediate
Past Chair (non-voting), the
Secretary-Parliamentarian, the
senior representative to the
Assembly, the Chairs of the
Committee on Academic Computing
and Information Technology,
Committee on Academic Personnel,
the Committee on Committees,
the Committee on Educational Policy,
the Committee on Faculty Welfare,
the Graduate Council, the Committee
on Planning and Budget, the
Committee on Physical Resources
Planning, the Committee on
Research, the Undergraduate
Council, the Committee on
Preparatory Education, the
Committee on Diversity and Equal
Opportunity and the Executive Committees
of the colleges and schools at Riverside. (Am 8 Jun
78)(Am 5 Nov 87)(Am 27 May
93)(Am 9 Feb 95)(Am 29 May
97)(Am 5 Feb 98) (Am 21 Feb
06)(Am 30 May 06)

Justification:
If the proposal is approved, then Bylaw 8.5 has to be revised.

Endorsed by Executive Council: 02/08/2010
The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of
the Academic Senate: 02/12/2010