Committee on Teaching

2016 - 2017

Member Manual
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Academic Senate – Los Angeles Division
An Overview
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Leobardo Estrada, Professor of Urban Planning, Immediate Past Chair
Linda Mohr, Chief Administrative Officer

The Academic Senate is one of the distinctive organizational elements of the University of California – a feature that distinguishes it from other major research universities. Codified by the UC Regents in 1920, the Academic Senate is the vehicle through which faculty share in the operation and management of the university. UCLA’s contemporary practice of consultative decision making and shared governance reinforces the notion that faculty are at the heart of the academic enterprise of teaching, research, and public service and critical to maintaining the quality of the university’s academic program. The Senate is delegated authority over such matters as degree and enrollment requirements and program establishment, disestablishment, and review. It also has a formal advisory role in academic personnel actions and a myriad of other matters. The Academic Senate’s efforts derive from the premise that the university’s excellence cannot be sustained without faculty, administration, staff, and students all making substantive contributions to the university in an involved, respectful, and collaborative fashion.

Reflective of the principles of shared governance, the Academic Senate structures itself to support the mission of the university by facilitating optimal communication and cooperation between the faculty and the various components of the university, enabling informed and inclusive decision making, and serving as a consultative body to other constituencies on all matters pertinent to the well-being of the university. The Academic Senate represents the faculty in all matters dealing with shared governance. It is comprised of twenty three standing committees and has a staff complement of thirteen. Its leadership consists of the Senate Chair, who serves a one-year term, the Vice Chair (Chair-Elect), and the Immediate Past Chair.
The Committees of the Academic Senate

The Academic Senate fulfills the duties delegated to it by the UC Regents through the participation of faculty in its various committees and in the Legislative Assembly. While a full listing of committees is provided later in this document, a few of the more prominent ones are highlighted here.

The faculty at UCLA is represented in the Academic Senate through its representatives in the Legislative Assembly (LgA). The Legislative Assembly is empowered to act in all matters for the Los Angeles Division. Members of the Assembly consider campus-wide issues like approving the establishment or disestablishment of departments or degrees, the creation of majors and minors, etc. Each year, members of the senior administration of UCLA attend the LgA to brief the faculty on current affairs affecting the campus, strategic initiatives, and a host of other issues and trends facing the University. The Chancellor, Executive Vice Chancellor, and Vice Chancellors commonly appear at the LgA meetings. The Legislative Assembly meets four times a year, in the months of November, February, April, and June.

The Executive Board functions as the official advisory agency for the Chair of the Senate. It coordinates and reviews actions and proposals from Senate committees and administration. It is also empowered to act on all matters, except legislation, in the name of the Los Angeles Division at times when the Legislative Assembly cannot readily be convened or when haste is required.

The Council on Academic Personnel (CAP) is a standing committee of the Academic Senate. Each year, its members thoroughly review the dossiers of hundreds of faculty. The CAP is responsible for the review of all significant personnel actions involving employees of UCLA holding academic titles. CAP’s charge is to maintain standards and equity across the campus. Although its role is, strictly speaking, advisory, the opinion of CAP, as expressed in the reports it submits, are given considerable weight. According to current practice, the Vice Chancellor of Academic Personnel will not make a decision that is inconsistent with the recommendations of CAP without informing the Council.

The Undergraduate Council (UgC) makes policy for undergraduate education at UCLA. It recommends to the Legislative Assembly undergraduate programs leading to new degrees; authorizes, supervises and regulates all undergraduate courses and programs of instruction and preparatory education; periodically reviews and evaluates all undergraduate programs of study and all programs of preparatory education in conjunction with the Graduate Council; and sets standards for honors and recommends procedures for awards of undergraduate scholarships.

The Graduate Council (GC) makes policy for graduate education at UCLA (except for the M.D., J.D., and D.D.S degrees). It recommends to the Legislative Assembly graduate programs leading to new degrees, as well as disestablishment or consolidation of existing degrees. It periodically reviews and evaluates all graduate programs of study (in conjunction with Undergraduate Council’s review of the related undergraduate program, where appropriate). It also recommends to the system wide Coordinating Committee on Graduate Affairs proposals for new graduate programs leading to existing degrees and new programs leading to graduate level certificates.

The Council on Planning and Budget (CPB) is charged with making “recommendations based on established Senate policy to the Chancellor and Senate agencies concerning the allocation of educational resources, academic priorities, and the planning and budgetary process” as well as formulating a Senate view on “the campus budget and each major campus space-use and building project.” CPB discusses with the Executive Vice Chancellor and Vice Chancellor for Finance the current strategic and budget issues.

The mission of the Committee on Diversity and Equal Opportunity (CODEO) is to provide advice to the University administration on policies/programs to advance faculty diversity, including the recruitment and retention of women and underrepresented minorities. CODEO interacts with the Associate Vice Chancellor for Diversity, the Executive Vice Chancellor, and the Chancellor’s Advisory Committee on Diversity. Improving faculty diversity is an ongoing goal of CODEO.
The **Council on Research (COR)** is charged with providing periodic evaluation of units that support faculty research such as the Office of Research Administration, the Office of Intellectual Property Administration and Technology Transfer, and UCLA’s Academic Technology Services. It also formulates Senate general guidelines for review of Organized Research Units (ORUs) and makes recommendations to the Vice Chancellor for Research based on ORU review reports.

COR is perhaps best known because of its administration of the Academic Senate’s Faculty Grants Program. COR establishes policies and procedures governing the allocation of funds within the purview of the Faculty Grants Program, for the conduct of research and for travel to attend scholarly meetings. Each year, COR and the Faculty Grants Program Committee (a sub-committee of COR), distributes over $1.4M in grants to Academic Senate faculty in the form of travel grants, Research Enabling Grants ($2,000), and Faculty Research Grants (up to $10,000).

**Standing Committees of the Academic Senate**

**Legislative**
- Executive Board
- Council of Faculty Chairs
- Legislative Assembly

**Academic Programs and Policies**
- Graduate Council
- Council on Planning and Budget
- Undergraduate Council
- Continuing and Community Education
- Intercollegiate Athletics
- International Education
- Teaching
- Undergraduate Admissions and Relations with Schools

**Educational Resources**
- Council on Research
- Development
- Instruction and Technology
- Library & Scholarly Communication

**University Community**
- Academic Freedom
- Diversity and Equal Opportunity
- Faculty Welfare
- Faculty Research Lectureship
- Emeriti Affairs Committee

**Governance**
- Charges
- Committee on Committees
- Council on Academic Personnel
- Grievance Advisory Committee
- Privilege and Tenure
Committee on Teaching Charge

The Committee on Teaching has two major responsibilities: (1) the selection of six members of the Senate, three non-Senate faculty, and five teaching assistants to receive awards for distinguished teaching, and (2) the advising of the Division and departments with regard to policies that will enlarge possibilities for distinguished teaching and improve the quality of instruction, including methods of evaluation of teaching.
UCLA Academic Senate
Divisional Bylaw 67.3

Teaching

(A) Membership. The committee consists of nine members, and Undergraduate and a Graduate Student Representative. [Am 24 Apr 08]

(B) Duties. The committee

(1) selects tenured faculty, non-tenured faculty, and teaching assistants to receive awards for distinguished teaching. At least one Senate member shall be cited for Distinction in Teaching at the Graduate Level; one Senate member is designated to receive the Eby Award for the Art of Teaching; and one Senate member will be acknowledged for mentoring undergraduate research. [Am 9 Oct 84, Am 23 Feb 05]

(2) submits a list of winners to the appropriate administrative offices. [En 24 Apr 08]

(3) is responsible for advising the Division and departments with regard to policies that will enlarge the possibilities for distinguished teaching and improve the quality of instruction, including methods of evaluation of teaching.
Appendix XV: Committee Procedures

These procedures and guidelines seek to improve the institutional memory, efficiency, and effectiveness of Senate committees. They apply to all standing committees, councils, and the Executive Board of the Los Angeles Division, unless the Executive Board determines that they should be modified in certain cases.

1. Committee Operations File

The chair of each committee, or a member or Senate staff person whom the chair designates, shall maintain a Committee Operations File. The original of this file is to remain in the Senate Office and contain at least the following:

   a. A copy of the Senate bylaw governing the committee, this appendix, and divisional and statewide materials pertinent to the committee’s operation;
   b. An outline of “Committee Operating Procedures” not explicit in the committee’s bylaw, including standard agenda items, especially for the first and last meetings of each year and, if relevant, a list of subcommittees;
   c. A packet of “Summaries of Major Committee Issues” (see 2., below);
   d. A copy of the annual report of the committee for the past five or more years.

2. Summaries of Major Committee Issues

At the conclusion of each year the committee chair provides for the Committee Operations File a brief summary of major issues engaged, resolved, or unresolved by the committee. This may be an abstract of portions of the committee’s annual report, and may include personal notations or commentary. If the chair fails to provide this summary, it should be compiled by the vice chair or a Senate staff person prior to the next school year.

3. Information for Committee Members

At the start of each year, the Committee Operations File shall be provided to committee members who have not received these materials.

4. Committee Orientation

The agenda for the committee’s first meeting of the year should include a review of the Committee Operations File. Former committee chairs or former members may well be invited for the review and for subsequent consultation if their participation would be helpful.

5. Division of Workload

If the committee’s workload is substantial and specific issues or areas require special attention, the committee is advised to consider appointing a vice chair and/or subcommittees.
6. **Ex Officio Members**

   Committees with *ex officio* members should observe that these persons may have primary responsibilities elsewhere. In this light, *ex officio* members may elect to serve either as full participants in the committee’s activities or, less actively, as consultants.

7. **Committee Consultants and Guests**

   Administrators and others may be valuable as consultants and guests, and committees are encouraged to invite their participation as necessary. Unless such persons are specified as *ex officio* members in a committee’s bylaws, however, they should not be included as permanent guests at committee meetings, and when they attend it should be understood that the committee may convene in executive session without them. [Am 7 Nov 89]

8. **Inactive Members**

   If a member is inactive, the committee chair should consult with the member and, if action is necessary, contact the Committee on Committees for a replacement (at least for the following year).

9. **Recognition of Strong Service**

   Committee chairs are urged to recognize strong committee participation by writing letters of commendation for members who have served faithfully and well. Letters may be addressed to the member with a copy sent to the member’s department chair, or to the department chair with a copy to the member. In either case, the chair should be asked to place a copy in the member’s personnel file. The letters should include a brief summary of the matters engaged by the committee, and a citation of special contributions of the particular member. [Am 7 Nov 89]

10. **Recognition of Committee Chairs’ Service**

    To provide data for the recognition of their work, chairs of Senate committees, subcommittees, special committees, and task forces are encouraged to submit copies of their annual reports, and/or other non-confidential tangible results of the chair’s efforts to their department chairs for inclusion in their personnel files. Such data should be prefaced with a statement that these materials are submitted in compliance with Appendix XV of the UCLA Academic Senate Manual. [En 14 Mar 89, Am 7 Nov 89]
Committee on Teaching
Roles and Responsibilities

Committee Chair:
1. Attend all committee meetings.
2. Communicate current issues that need the attention of the committee.
3. Conduct meetings in accordance with Academic Senate bylaws and guidelines.
4. Communicate agenda topics with Staff Analyst.
5. Review minutes and agenda before they are distributed to members.

Members:
1. Attend committee meetings.
2. Communicate current issues that need the attention of the committee to the Chair or the Staff Analyst so that it can be added to the agenda.
3. Serve as a voting member.
4. Communicate to Staff Analyst and/or Chair when unable to attend meetings.

Staff Analyst:
1. Research and interpret policies and regulations for committee meetings, providing recommendations as requested. Provide guidance of the implementation of Senate policies and procedures; provide informed and accurate reports, as requested by the committee.
2. Serve as liaison to the offices of the Chancellor, Executive Vice Chancellor, and Office of Instructional Development and Senate Committees such as Committee on Technology.
3. Attend meetings of the Committee. Brief Chair on items that should be brought before the committee, providing reports as requested. Draft and edit minutes, policy statements, and legislation for Committee's approval. Compose reports issued from the committee on single issues or areas of broad concern for the committee's approval, as requested.
4. Implement the Distinguished Teaching Award
5. Compose materials posted on the Web regarding Committee concerns and areas of focus for campus review.
6. Draft and edit the Committee's Annual Report. Provide appropriate data on issues reviewed by the Committee during the year.
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<th>Committee on Teaching (CoT) - <em>meets four times per year</em></th>
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<td>Courey, Albert</td>
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