A. Authority
Executive Vice Chancellor and Provost; faculty Chair appointed jointly by Provost and Academic Senate; Academic Senate Chair-elect member; oversight and support through the Office of Information Technology

B. Membership
Because privacy is essential to academic freedom and to the conduct of teaching and research, the Academic Senate must play a vital role in the governance of privacy and data protection for the academy. The Board is therefore organized in structure and process to reflect the faculty voice.

The Board maintains a balanced number of faculty and administration, plus one graduate and one undergraduate student representative. Faculty appointments should ensure social, cultural, technical and management aspects of privacy and data protection. Administrative appointments should have direct involvement with institutional management of privacy matters.

Members are recommended by the Board’s Executive Committee, in consultation with the full Board, and require a majority vote to be confirmed. The Executive Committee is responsible for managing the recommendation process.

Voting Membership

Faculty
Faculty members equal to the number of administrative voting members† (staggered three-year terms). The Chair-Elect of the Academic Senate shall be included and counted as one of these members.

Students
1. One undergraduate student designated by the Undergraduate Students Association Council (one year term)
2. One graduate student designated by the Graduate Students Association (one year term)

Administration
1. University Librarian
2. Vice Provost, Information Technology
3. Designee from the Office of the Campus Counsel
4. Chief Compliance Officer of the Medical Center
5. University Registrar
6. Director, Office of the Human Research Protection Program
7. Designee from Campus Human Resources

† Must be adjusted as the administrative membership changes in number.
Non-Voting Membership
1. UCLA Chief Privacy Officer
2. UCLA Chief Information Security Officer
3. Designee of the Executive Vice Chancellor and Provost
4. Designee from Audit & Advisory Services

C. Executive Structure

Faculty Chair (two-year term)
The Chair must be a voting faculty Board member, ladder faculty and appointed by both the Executive Vice Chancellor and Provost and the Academic Senate.

Administration Vice Chair (two-year term)
The Vice Chair must be a voting administrative Board member.

Executive Committee
The Executive Committee comprises the Chair, Vice Chair and UCLA Chief Privacy Officer. It acts on behalf of the Board to ensure responsiveness with regard to operations and agendas.

D. Representation to Oversight Committee
The Chair and/or the Vice Provost-IT represent the Board on interactions with the Oversight Committee on Audit, IT Governance, Compliance and Accountability as appropriate to the privacy topic.

E. Meetings
Meetings are generally held at least once per academic quarter.
Meetings are open to UCLA visitors with prior notice unless called otherwise by the Chair. Non-UCLA visitors attend at the discretion of the Chair. All visitors will be introduced.

Closed sessions
In consultation with legal counsel, the Board may go into closed session for certain agenda items at the direction of the Chair, with only voting members present. The attendance of non-voting or other individuals during such sessions is at the direction of the Chair. Student members may be excluded from closed sessions where deemed appropriate by the Chair.

F. Web site
The Board will maintain a web site for publishing meeting materials, meeting summaries and any relevant documentation used by the Board. Materials will be assumed open to the campus and public unless declared confidential, privileged or otherwise limited by the Chair or legal counsel.

G. Support
Support to the Board is provided by the Office of the UCLA Chief Privacy Officer and the Office of Information Technology.