

## **MEMORANDUM OF UNDERSTANDING** April 18, 2017

**This Memorandum of Understanding** (MOU) is intended to clarify the role of the Faculty of the School of Biological Sciences (hereafter the 'Faculty') in matters related to teaching and curriculum for the School of Biological Sciences (hereafter the 'School'). Departments referred to in this MOU include Developmental and Cell Biology, Ecology and Evolutionary Biology, Molecular Biology and Biochemistry, and Neurobiology and Behavior (hereafter referred to as the 'Departments'). It establishes the Undergraduate and Graduate Cabinets of the School as standing committees of the School's Faculty Executive Committee (FEC) to represent the Faculty in matters concerning educational policy, courses and curriculum. These Cabinets are authorized by and will report to the Faculty Executive Committee. A vote on this MOU from the School Faculty was conducted on April 3-6, 2017, with 94 votes in favor and five abstentions.

The **University of California Bylaws** state, "No change in the curriculum of a college or professional school shall be made by the Academic Senate until such change shall have been submitted to the formal consideration of the faculty concerned." The Biological Sciences undergraduate major is a School major; consequently, changes to the required undergraduate curriculum affect all Departments within the School and require a vote of the Faculty to be approved.

### **Undergraduate Cabinet**

The Undergraduate Cabinet shall review and, as indicated by Activities below, vote as representatives of the Faculty on all submissions to the Committee on Education Policy (CEP). Submissions to CEP will include the date of vote, vote count and total voting members present. It is recognized that some curricular matters may represent substantial changes to degree requirements and that the Faculty will retain the right to vote on such matters if in their judgment it is necessary. Teaching assignments remain the purview of the School Administration as are financial decisions. The goals of this committee will include: 1) facilitating the ongoing development of a thorough and robust education in biology and 2) promoting biology education across the campus.

#### **Voting members**

- Each Departmental Vice Chair (4)
- A Faculty representative from each Department, elected within that Department for a term of two years with no limit (4). Appointments begin on September 1 of the election year.

#### ***Ex Officio***

- Associate Dean of Undergraduate Studies
- Assistant Dean of the School of Biological Sciences
- Director of Undergraduate Student Affairs
- An undergraduate student representative appointed by the Biological Sciences Student Council.

The Cabinet Chair will be elected from the voting members [for a term of two years](#). If no candidates volunteer to serve as Chair, the previous Chair of the Undergraduate Cabinet can appoint any voting member of the committee to serve as Chair. The Cabinet Chair is empowered to call meetings and to determine the agenda for these meetings. Furthermore, the Associate Dean or Director of Undergraduate

Student Affairs may request that the Chair call such meetings as may be needed to conduct the business of the School. Course action forms and requests for other curricular changes should be submitted to the Associate Dean of Undergraduate Studies who will present these submissions for consideration of the voting members. A simple majority of the voting members of the Cabinet will constitute approval. Voting members are responsible for informing their Departmental Faculty of any changes that may be significant. If the Departmental Faculty choose to vote on these substantial issues, the vote of the Department Representatives to the Undergraduate Cabinet will proportionally reflect their Departmental vote.

### **Activities**

1. Review and approval of all course action forms from the School prior to submission to CEP.
2. Review and approval of all changes to degree requirements for the Biological Sciences major.
3. Review and approval of courses proposed by the Departments to be acceptable as electives for the Biological Sciences major.
4. Review and approval of all other matters of academic policy not otherwise specifically delegated to the Administration.
5. Annual review of courses listed in the catalog in the previous academic year with potential recommendation to the Departments for elimination of their courses that have not been taught in multiple consecutive years.
6. Organize an annual meeting of the Faculty teaching in the Core Courses required of Biological Sciences majors with the intent of harmonizing the Curriculum among different sections of the same course that may be taught by different members of the Faculty. It is desirable that the curricula of courses required for the Biological Sciences major be as uniform as possible while at the same time respecting the academic freedom of the instructors.

### **Departmental Majors**

1. Changes to degree requirements for Departmental majors will be approved by a recorded vote within the relevant Department and reviewed by the Undergraduate Cabinet prior to submission to CEP.
2. Courses proposed to be acceptable for Departmental majors will be approved by a recorded vote within the relevant Department and reviewed by the Undergraduate Cabinet prior to submission to CEP.

### **Meetings**

1. Meetings shall be held quarterly, or more often if needed, with a standing consent calendar available to the Faculty for submission of course action forms.
2. At least one week (and preferably two weeks) prior to each meeting, an Agenda will be distributed to the members of the Undergraduate Cabinet, including copies of documents to be reviewed to allow representatives to communicate with their Departmental faculty.
3. The Director of Student Affairs should coordinate meetings with the Chair, attend meetings and record votes.

### **Graduate Cabinet**

The Graduate Cabinet shall review changes that apply to Graduate programs within the School if they apply to all four Departments. Changes to individual Departmental Graduate programs should be approved

within that Department by a recorded vote and reviewed by the Graduate Cabinet prior to submission to the Senate Graduate Council.

### **Voting members**

Graduate Advisors from each Department (4)

### ***Ex Officio***

- A BioSci faculty member to represent the graduate program in Cellular and Molecular Biosciences (CMB), appointed by the CMB Director.
- A BioSci faculty member to represent the graduate program in Interdepartmental Neuroscience Program (INP), appointed by the INP Director
- Associate Dean of Graduate Studies
- Assistant Dean of the School
- Student member of one of the member Departments of BioSci will be appointed by the Graduate Student Association or if no one is appointed by GSA, then a student will be appointed by the Associate Dean of Graduate Studies.

The Associate Dean communicates regularly with Graduate Advisors and Program Directors. Meetings will be held annually or as needed.

### **Activities**

The Graduate Cabinet will review the graduate curriculum. Syllabi and course evaluations will be requested toward this effort.

### ***Addendum:***

The Chair of the Undergraduate Cabinet will report to the Faculty Executive Committee once quarterly during a scheduled Faculty Executive Committee meeting.

Review of changes to Departmental Majors by the Undergraduate Cabinet will not constitute approval; Approval will rest within the individual Departments.

Signed, members of the 2016/2107 Faculty Executive Committee of the School of Biological Sciences:

Bruce Blumberg, PhD

Professor, Developmental and Cell Biology

Michael Buchmeier, PhD

Professor, Molecular Biology and Biochemistry

Ken Cho, PhD

Professor, Developmental and Cell Biology

Melanie Cocco, PhD

Associate Professor, Molecular Biology and Biochemistry

Susana Cohen-Cory, PhD

Professor, Neurobiology and Behavior

Sunil Gandhi, PhD

Assistant Professor, Neurobiology and Behavior

Jose Ranz, PhD

Associate Professor, Ecology and Evolutionary Biology

Ann Sakai, PhD

Professor, Ecology and Evolutionary Biology

Amended: July 24, 2018 to specify term start date and change term of appointment for Undergraduate Cabinet voting members and Chair to two years. Amendment approved by unanimous vote of Executive Committee

## University of California Bylaws

<http://regents.universityofcalifornia.edu/governance/bylaws/bl40.html#bl40.1>

### 40.1 Duties and Powers of the Academic Senate.

The Regents recognize that faculty participation in the shared governance of the University of California through the agency of the Academic Senate ensures the quality of instruction, research and public service at the University and protects academic freedom. ... The Academic Senate shall authorize and supervise all courses and curricula, except in the Hastings College of the Law, in professional schools offering work at the graduate level only, and over non-degree courses in the University Extension. **No change in the curriculum of a college or professional school shall be made by the Academic Senate until such change shall have been submitted to the formal consideration of the faculty concerned.**

## Academic Personnel Manual: Faculty Code of Conduct (APM-15)

[http://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-015.pdf](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-015.pdf)

### Part I – Professional Rights of Faculty

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5. participation in the governance of the University, as provided in the Bylaws and Standing Orders of The Regents and the regulations of the University, including:

(a) approval of course content and manner of instruction,

## Irvine Campus Bylaws

<http://senate.uci.edu/uci-academic-senate-manual/part-i-bylaws/>

### Section 4: Faculties of the Division

#### Bylaw 40. Faculties

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**D. Authority** The government of each college and school is vested in its Faculty, except as limited by the authority of the Divisional Graduate Council and the Coordinating Committee on Graduate Affairs. Each Faculty is directly responsible to the Division of which it is a committee (see SBL 50).

(E) Curricular Authority **No change in the curriculum of any college or school shall be made by any legislative agency of the Academic Senate until the proposed change has been submitted to the formal consideration of the Faculty concerned (see SBL 51).**

### Chapter III: School of Biological Sciences

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#### Section 2: Committees

##### 1. Executive Committee

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##### 5. Duties

- a. To represent the Faculty in all appropriate aspects of the School,
- b. To authorize the Dean, at the Committee's discretion, to administer the Divisional and Senate regulations concerning students, including the regulations governing transfer and scholastic disqualification,
- c. To advise and assist the Dean in the administration of the school,
- d. To appoint committees of the Faculty not otherwise provided for, to represent the Faculty in areas delegated to them by the University of California Bylaws, the APM, and the Irvine Campus Bylaws.**