

Description of GSA Non-Stipended Academic Senate Appointments

This document contains a list and description of non-stipended academic senate committee positions to which the UCLA Graduate Students Association makes yearly appointments. All appointments listed here are made by the GSA Vice President of Academic Affairs. Appointments are made before the beginning of the academic year, so please see the [Appointments page](#) for specific deadlines and application instructions.

If you have any questions, please contact the GSA Vice President of Academic Affairs (vpaa@gsa.asucla.ucla.edu).

LISTING OF POSITIONS

Committees on Academic Programs and Policies:

1. Council on Planning and Budget (CPB) (2 representatives)
2. Education Abroad (1 representative)
3. Graduate Council (GC) (4 representatives)
4. Intercollegiate Athletics (1 representative)
5. Teaching (1 representative)
6. Undergraduate Council (2 representatives)
7. University Extension (1 representative)

Committees on Educational Resources:

1. Library (1 representative)
2. Research (COR) (1 representative)

Committees on the University Community:

1. Academic Freedom (2 representatives)
2. Diversity and Equal Opportunity (CODEO) (2 representatives)
3. Faculty Welfare (1 representative)

Total GSA representatives to Academic Senate Committees: 19

DUTIES OF GSA APPOINTEES

GSA appointees to academic senate committees are expected to:

- attend a brief GSA orientation in the Fall
- attend and participate in committee meetings

- keep the VPAA informed about graduate student issues in the committee
- submit a year-end report

COMMITTEE DESCRIPTIONS

Council on Planning and Budget (2 GSA representatives)

1. *Membership:* The Council consists of seventeen members, approximately one-third of whom are appointed annually: eight members from the College of Letters and Science, and eight from the professional schools, including the representative to the University Committee on Planning and Budget, plus the Vice Chancellor - Academic Planning and Budget, ex officio. A chair and vice chair are selected from the appointed members.
2. *Duties:* The Council, after appropriate consultation, make 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. The Council specifically reviews and formally articulates a Senate view regarding the campus budget and each major campus space-use and building project at each project's proposal, planning, and building stages.
3. *Meeting Schedule:* Meets twice a month during the academic year, Mondays 1-3 pm.
4. *Academic Senate Web Page link:* <http://www.senate.ucla.edu/committee/CPB/CPB.htm>

Education Abroad (1 GSA representative)

1. *Membership:* The committee consists of three members: a chair and one member selected by the Committee on Committees, and the campus coordinator of the Education Abroad Program if a member of the Senate or, if not, a Senate member designated by the Chancellor who is an ex officio member without vote.
2. *Duties:* The committee represents the Los Angeles Division in all matters concerned with the Education Abroad Program.
3. *Meeting Schedule:* Meets twice a quarter.
4. *Academic Senate Web Page link:* http://www.senate.ucla.edu/committee/EducationAbroad/Eac_Home_Page.htm

Graduate Council (4 GSA representatives)

1. *Membership:* The Council is selected to give proper representation to the academic departments, colleges, professional schools, and interdepartmental programs that offer graduate curricula. The Council consists of 21 members: 20 appointed members, the Dean of the Graduate Division, ex officio, and 4 graduate students appointed in accordance with Bylaw 45. The chair is designated by the Committee on Committees.
2. *Duties:* The Council (1) makes policy for graduate education at UCLA and discharges duties in accordance with the stipulations of Senate Bylaw 330. In exercising its functions under Senate Bylaw 330, the Council reports directly to the Legislative Assembly; (2) consistent with SBL 330, recommends to the Legislative Assembly graduate programs leading to new degrees; it also authorizes, supervises and regulates all graduate courses and graduate programs of instruction except such courses and programs as have been

exempted by action of the Regents. In discharging this duty the Council shall maintain liaison with the Undergraduate Council; (3) periodically reviews and evaluates all graduate programs of study. If the Graduate Council judges after a review of a graduate program that it should be discontinued, procedures outlined in Appendix V shall be observed; (4) is delegated authority from the Los Angeles Division of the Academic Senate to recommend to the Coordinating Committee on Graduate Affairs (CCGA) proposals for (a) new graduate programs leading to existing degrees; and (b) new programs leading to graduate level Certificates; (5) appoints the Committees to administer the Interdepartmental Degree Programs; members shall serve for three years. In discharging this duty the Council shall formulate and approve written policies for the selection of the Administrative Committees and the Committee Chairs, and shall consult with the Executive Committee of the appropriate College or schools if an undergraduate degree is also offered by the Program.

3. *Meeting Schedule:* Meets every other Friday during the academic year, Fridays 2-4 pm.
4. *Notes:* In addition to attending Graduate Council meetings, the GSA representative to this committee will also serve as the graduate student representative on 2-3 graduate program reviews throughout the year.
5. *Academic Senate Web Page link:* <http://www.senate.ucla.edu/committee/gc/GC.htm>

Intercollegiate Athletics (1 GSA representative)

1. *Membership:* The committee consists of five members plus the Faculty Athletic Representative for UCLA ex officio as a non-voting member.
2. *Duties:* The committee (1) is responsible for oversight and development of policy recommendations on academic matters involving intercollegiate athletics including (a) progress of athletes to degree; (b) special admissions for athletes; (2) consults with the Athletics Department and reviews the Department's policies affecting education; (3) advises the Administration and Athletics Department; (4) submits an annual report to the Division on matters concerning intercollegiate athletics, including financial aspects; (5) maintains liaison with equivalent committees at other universities on matters of policy.
3. *Meeting Schedule:* Meets twice a quarter.
4. *Academic Senate Web Page link:* <http://www.senate.ucla.edu/committee/ia/IA.htm>

Committee on Teaching (1 GSA representative)

1. *Membership:* The committee consists of nine members.
2. *Duties:* The committee (1) receives nominations for recipients of distinguished teaching awards and recommends to the UCLA Alumni Association five members of the Division for awards. At least one award shall be given for distinction in teaching at the graduate level; (2) 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.
3. *Meeting Schedule:* Meets four times a year.
4. *Academic Senate Web Page link:* <http://www.senate.ucla.edu/committee/cot/Teach.htm>

Undergraduate Council (2 GSA representatives)

1. *Membership:* The Council is selected to give proper representation to the academic departments, colleges, professional schools, and interdepartmental programs that offer undergraduate curricula. The Council consists of 21 appointed members, the Provost of the College of Letters and Science and the chair and vice-chair of the Committee on Undergraduate Admissions and Relations with Schools, ex officio, four undergraduate student representatives and two graduate student representatives, appointed in accordance with Bylaw 45.
2. *Duties:* The Council (1) in consultation with the Faculties, or the Faculty Executive Committees, makes policy for undergraduate education at UCLA and advises the Chancellor on all matters pertaining to undergraduate education, including the implementation of Senate Regulation 638B (American History and Institutions Requirement); (2) recommends to the Legislative Assembly undergraduate programs leading to new degrees; authorizes, supervises, and regulates all undergraduate courses and programs of instruction and of preparatory education and may suspend or withdraw approval of undergraduate courses subject to appeal to the Legislative Assembly; and promotes academic enrichment and encourages educational diversity and innovation. In discharging these duties the Council shall maintain liaison with the Graduate Council and the Faculty Executive Committees; (3) acts for the Division in the approval of undergraduate majors and in the approval of discontinuation of sub-majors, including specializations, concentrations, and minors; (4) periodically reviews and evaluates all undergraduate programs of study and all programs of preparatory education in coordination with the Graduate Council. If the Council judges after review of a program that it should be discontinued, it may initiate proposals to that effect; in the case of discontinuation of undergraduate degree programs, procedures specified in Appendix V shall be observed; (5) on the recommendation of the Committee on Undergraduate Admissions and Relations with Schools, determines standards and criteria for undergraduate admission in accordance with the provisions of Bylaw 311.C.I; and monitors campus procedures for recruitment, outreach, and informational services to schools; (6) sets standards for honors and recommends procedures for awards of undergraduate scholarships and unallocated prizes.
3. *Meeting Schedule:* Meets every other Friday during the academic year, Fridays 2-4 pm.
4. *Note:* In addition to attending Undergraduate Council meetings, the GSA representative to this committee will also serve as the graduate student representative on 2-3 graduate program reviews throughout the year.
5. *Academic Senate Web Page link:* <http://www.senate.ucla.edu/committee/UGC/UgC.htm>

University Extension (1 GSA representative)

1. *Membership:* The committee consists of nine members, including one representative each from the Committee on Undergraduate Courses and Curricula and the Graduate Council, and the Dean of University Extension ex officio.
2. *Duties:* The committee (1) advises the Chancellor on any matters referred to the committee or initiated by it concerning the educational and related budgetary and personnel policies of University Extension; (2) (a) advises departments, colleges, schools, the Graduate Council, and the Divisional Committee on Undergraduate Courses and Curricula with respect to University Extension courses and programs other than those

offering credit toward a University of California degree; (b) conducts periodic program and policy reviews as are required to inform itself of the overall appropriateness and quality of University non-credit programs; and (c) prepares reports on the results of such reviews to the Chancellor, the Chair of the Senate and the Dean of University Extension; (3) advises University Extension on general policy, including such matters as: course and program establishment and disestablishment, criteria for appointment and retention of teaching staff, and acceptance of extramural support.

3. *Meeting Schedule:* Meets once a quarter.
4. *Academic Senate Web Page link:*
<http://www.senate.ucla.edu/committee/UNEX/UNEX.htm>

Library (1 GSA representative)

1. *Membership:* The committee consists of ten members: nine appointed members, one of whom is chair, and the University Librarian of the campus, ex officio.
2. *Duties:* The committee (1) advises the Chancellor concerning the administration of the Library; (2) represents the Division and its Faculties in all matters of library policy and advises the Library administration accordingly; (3) submits an annual report to the Division on financial problems, allocations of space, facilities for research, and other matters within its jurisdiction.
3. *Meeting Schedule:* Meets twice a quarter.
4. *Academic Senate Web Page link:*
<http://www.senate.ucla.edu/committee/Library/COL.htm>

Council on Research (1 GSA representative)

1. *Membership:* The committee consists of sixteen members: 14 appointed members, the Dean of the Graduate Division, ex officio, and the Vice Chancellor for Research, ex officio. From the appointed members a chair is selected.
2. *Duties:* The committee (1) consults regularly with the Vice Chancellor for Research, advises the Chancellor and informs the Division concerning (a) campus budgetary needs for support of research, (b) policy and strategy regarding the pursuit of such support, (c) policies governing acceptance of extramural subsidies, and (d) identification of lines of research that encourage collaborative work among faculty; (2) informs the Division concerning policies which guide the committee in the award of research grants; (3) formulates general guidelines for reviews of Organized Research Units (ORUs) and makes recommendations based on ORU review reports; (4) establishes policies and procedures governing the allocation of, and allocates, funds within the purview of the committee for research and for travel to attend scholarly meetings.
3. *Meeting Schedule:* Meets monthly during the academic year, Fridays 10am - 12pm.
4. *Academic Senate Web Page link:* <http://www.senate.ucla.edu/committee/COR/cor.htm>

Academic Freedom (2 GSA representatives)

1. *Membership:* The committee consists of seven members.

2. *Duties:* The committee (1) studies and reports to the Division concerning any conditions within or without the University which, in its judgment, may affect the academic freedom of the University, its faculty and students, especially with regard to the acceptance of University appointments, resignations from such appointments, and the reputation of the University and individual members of its faculty and student body; (2) maintains liaison with the University Committee on Academic Freedom.
3. *Meeting Schedule:* Meets monthly during the academic year.
4. *Academic Senate Web Page link:*
<http://www.senate.ucla.edu/committee/AcademicFreedom/AcadFree.htm>

Committee on Diversity and Equal Opportunity (2 GSA representatives)

1. *Membership:* The committee consists of seven members.
2. *Duties:* The committee (1) advises the Chancellor and recommends to the Division concerning policies and programs to advance, and to identify excellence in improving faculty diversity, including particularly the recruitment and retention of women and underrepresented minorities in academic positions; (2) advises the Chancellor on proposals for waivers of search for academic appointments of "targets of opportunity"; (3) reports periodically to the Division data on recruitment, promotion, and retention of faculty from underrepresented groups and recommends any changes of policy or practice that it deems necessary; (4) in consultation with the Committee on Academic Freedom, reports periodically on the overall status of the campus as a fair and open academic environment that conforms to the letter and spirit of the University of California anti-discrimination statement; (5) maintains liaison with relevant administrative committees and councils, and with University committees concerned with issues of affirmative action and diversity; (6) reports annually to the Division on the Committee's actions and recommendations.
3. *Meeting Schedule:* Meets monthly during the academic year, Fridays 2-4 pm.
4. *Academic Senate Web Page link:*
<http://www.senate.ucla.edu/committee/codeo/CODEO.htm>

Faculty Welfare (1 GSA representative)

1. *Membership:* The committee consists of nine members, including the Chair of the Committee on University Emeriti and Pre-Retirement Relations.
2. *Duties:*(1) The committee advises the Division and confers with administrative agencies on all matters involving the economic welfare of the faculty, including but not limited to the level of salaries, salary determination methodology, benefits, insurance, retirement, housing and conditions of employment. (2) In consultation with the Chair of the Division, the committee sets a calendar at the beginning of each academic year for the preparation of reports and studies to be presented to the Division, the University Faculty Welfare Committee and administrative agencies in time for appropriate consideration and implementation. (3) The committee files an annual report at the last meeting of the Legislative Assembly of the academic year which describes the current economic welfare of the faculty as set forth in Section B.1 and makes proposals for studies and actions to improve that welfare. (4) To assist in carrying out its functions, the Committee may (a)

appoint ad hoc committees of faculty members to make use of specialized knowledge and competence; and (b) with the approval of the Chair of the Division, employ such consultants as may be needed.

3. *Meeting Schedule:* Meets monthly, Mondays 2-3:30 pm.
4. *Academic Senate Web Page* link: <http://www.senate.ucla.edu/committee/fw/CFW.htm>