July 9, 2004

CHANCELLOR
VICE CHANCELLORS
VICE PROVOSTS
ASSOCIATE VICE CHANCELLOR-IST

Enclosed are the procedures we would like to follow when seeking student nominations to committees appointed by central campus administrators. The procedures were developed in partnership with the ASUC and Graduate Assembly Vice Presidents for Academic Affairs, and were informed by feedback from the Chancellor’s Cabinet last spring. They reaffirm our commitment to the principle of student involvement in campus governance.

You may recall that, with your assistance, we developed a master list of administrative committees, which is now available online at http://www.berkeley.edu/administration/committees/index.html. Our adopted procedures will help secure student nominations to these committees as follows:

**For Continuing Committees**
By the last day of instruction each spring, and after surveying your offices, my staff will update the online list of committees. By the end of the fourth week of instruction of the fall semester, the ASUC and Graduate Assembly (GA) Academic Affairs Vice Presidents will submit at least one undergraduate and one graduate student nominee for each of the committees for which you are the sponsor (i.e., the appointing administrator).

**For New ad hoc Committees**
As the appointing administrator, you are encouraged to email requests for nominations to new committees to the ASUC and GA Academic Affairs Offices and to send a copy of the request to my office; so that my staff can update the online list of committees.

Please note that you may request the ASUC and GA academic affairs vice presidents to submit more than one nomination for an open seat. You may also request the vice presidents to consider particular student candidates recommended by members of the Academic Senate, Administration, or staff.

Thank you for your help in developing and implementing these procedures.

[Signature]
Paul R. Gray
Executive Vice Chancellor and Provost

Enclosure
This declaration establishes procedures for implementing Berkeley’s commitment to the University’s principle of student involvement in governance in administrative areas of the campus. This commitment is based on the premise that student participation on administrative committees is vital to a vigorous intellectual exchange and the furtherance of the objectives of University education and research. Administrative committees include: Advisory, Operational/Management, Standing, and ad hoc committees. All such committees are open to student membership, unless exempted by the Chancellor. This declaration is intended to strengthen the cooperative relationship of student government with the administration.

1.0 PARTIES

1.1 For all matters relating to committee appointments, it is understood that the Associated Students of the University of California (ASUC) is represented by the Academic Affairs Vice President of the ASUC, that the Graduate Assembly (GA) is represented by the Academic Affairs Vice President of the GA, and that the Central Campus Administration (the Administration) is represented by the Executive Vice Chancellor and Provost.

1.2 Furthermore, it is recognized that, unless otherwise stated in the by-laws of the ASUC and GA, respectively, or as provided in Section 1.3, the ASUC Academic Affairs Vice President nominates all undergraduate student representatives and the GA Academic Affairs Vice President nominates all graduate student representatives to administrative committees appointed by Central Administrators.

1.3 Because the Administration is the final authority in appointing its committees, it retains the right to supplement the pool of student nominees with recommendations from other sources (e.g., faculty, administrators and other staff).

2.0 PROCEDURES

2.1 Mechanism for Requesting Student Representative Nominations

2.1.1 Ongoing Advisory, Operational/Management, Standing Committees

Each year, before the last day of instruction in the spring semester, the Administration should furnish the Academic Affairs Vice Presidents of the ASUC and GA with a list of all ongoing administrative committees appointed by Central Administrators. This master list

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See UC Policy on Student Participation in Governance (http://www.ucop.edu/ucophome/wnnews/aospol/uc120.html).

2 Cabinet level senior administrators—chancellor, vice chancellors, vice provosts, etc.

3 See http://www.berkeley.edu/administration/committees/index.html.
should include a summary of the mission/purpose of each committee, the appointing administrator or Chair as appropriate, and relevant contact information. By campus policy, committees are open to student membership unless specifically exempted by the Chancellor.

By the end of the 4th week of instruction of the fall semester, the Academic Affairs Vice Presidents of the GA and ASUC should nominate to the appointing administrator\(^4\) at least one graduate student and one undergraduate student (respectively) to each standing committee. The appointing administrator may request that the Vice Presidents submit more than one nomination for an open seat; they may also request that the Vice Presidents consider particular student candidates recommended by members of the Academic Senate, Administration, or staff. GA and ASUC nominations are forwarded by email or other written communication to the appointing administrator who will select from the pool of nominees at least one graduate and one undergraduate representative to serve on the committee.

2.1.2 New and ad hoc Committees

By policy, all new and ad hoc committees are open to student membership unless specifically exempted by the Chancellor. When a new committee is formed, the appointing administrator should inform the Executive Vice Chancellor and Provost in writing and, unless exempt per Section 2.1.3, submit a written request for student representation to the ASUC Academic Affairs Vice President and the GA Academic Affairs Vice President. Each Academic Affairs Vice President should nominate to the appointing administrator at least one graduate student and one undergraduate student (respectively) for each ad hoc committee. The appointing administrator may request that the Vice Presidents submit more than one nomination for an open seat; they may also request that the Vice Presidents consider for nomination a particular student candidate recommended by members of the Academic Senate, Administration, or staff. GA and ASUC nominations are forwarded by email or other written communication to the appointing administrator who will select from the pool of nominees at least one graduate and one undergraduate representative to serve on the committee. Nominations from the ASUC and GA should be received within 15 working days of receipt of request.

2.1.3 Committee Exemptions

The Chancellor may grant exceptions to the student membership requirement after taking into consideration the nature and purpose of the committee, including but not limited to information that is highly confidential, sensitive, personal, or proprietary in nature. Exempt committees should appear on the master list identified in Section 2.1.1 and should be conveyed to the student Academic Affairs Vice Presidents within 15 working days of their formal establishment. Administrative staff meetings are exempt from the student membership requirement.

2.2 Number of Student Representatives

In general, every standing, new, or ad hoc committee requiring student input should accommodate at least one undergraduate and one graduate student representative, unless the appointing administrator specifies otherwise.

If only one student representative is permitted, and no affiliation is specified, then the Academic Affairs Vice Presidents of the ASUC and the GA must decide between themselves whether the requested representative should be an undergraduate student or a graduate student. If one

\(^4\) Typically the chancellor, a vice chancellor or vice provost.
undergraduate or one graduate student is specifically requested, then the appropriate Vice President will make a nomination to the Administration.

2.3 Mechanism for Replacement of Resigned (or Discontinued) Committee Representatives

A student may resign from serving on a committee for personal reasons. A student may also be asked to resign by the ASUC or GA for failure to attend meetings or otherwise fulfill contracted duties (See Section 2.5). If the latter, the ASUC’s or GA’s request for resignation must be made in writing. A copy of the request for resignation should be sent to the Chair of the Committee and the appointing administrator. The Administration retains the ultimate authority to remove student representatives appointed to its committees.

A replacement student representative will be sought when a resignation occurs, provided that there is a significant amount of time remaining in the academic year or a substantive amount of unfinished committee business. The appropriate Academic Affairs Vice President will submit nominations for replacement student representatives, in writing, to the appointing administrator. The Administration will handle replacement nominations according to the same procedures followed for standard nominations.

2.4 Advertisement of New and Standing Committees

The Executive Vice Chancellor should annually update the Administration’s website list of new and existing committees by the end of the spring semester, to enable the newly elected ASUC and GA Vice Presidents to update their websites and to initiate the process of recruiting and nominating student representatives.

The annual list of committees should include the following information: a summary of the committee's mission/purpose, the name of the appointing administrator or Chair as appropriate, and relevant contact information. Committee lists should include both committees with student representation and those without. If a new committee is empanelled mid-year, the Administration should notify the ASUC and GA Academic Affairs Vice Presidents in writing (See Section 2.1.2).

Students wishing to serve on a particular committee should contact their Academic Affairs Vice President for applications.

2.5 Mechanism for Ensuring the Accountability of Student Committee Representatives

Students who serve on administrative committees agree to the duties and responsibilities of student representatives outlined in the Student Committee Appointment Contract (see sample included in the appendix to this declaration). The application to serve on a campus committee should include a copy of the contract. Individuals who are nominated by faculty, administrators and other staff should also be provided a copy of the contract. The contract must be signed by the student and submitted to the appropriate Academic Affairs Vice President in order to complete the student’s appointment to an administrative committee. Completed undergraduate and graduate student contracts will be filed at the offices of the ASUC and GA, respectively.

If a student representative fails to fulfill the duties and responsibilities outlined in this Contract, the relevant ASUC or GA Vice President will determine whether the student intends to resume those responsibilities, and notify the relevant appointing administrator and the committee chair if a new student member should be considered for appointment. A committee chair may also notify the relevant ASUC or GA Vice President if a student is not fulfilling the responsibilities of membership on a committee.
Replacement of student representatives who do not fulfill the obligations of the Contract will be handled as outlined in Section 2.3.

2.6 Procedure for Students Interested in Requesting the Administration to Convene New Committees or Task Forces

Students interested in bringing administrative attention to a particular issue or concern should communicate the need for a campus-wide committee to their Academic Affairs Vice President. Efforts should be made by Academic Affairs Vice Presidents to develop personal relationships with campus Administrators at all levels, so that student requests can be directed to the appropriate Dean, Chancellor, or Provost.

Proposals for new committees should include a proposed draft charter and clearly stated goals or needs of the campus community. Proposals may be communicated to the appropriate Administrator by the Academic Affairs Vice President, either in writing or in a meeting. If the Administration agrees to sponsor a campus committee, a Chair will be appointed and will request faculty and student representatives from the Academic Senate and the ASUC and GA, respectively. The Administration may refer an issue to an existing campus committee for consideration.

3.0 DURATION/MODIFICATION

3.1 The effective date of this declaration is January 18, 2004. Since it is a consensus statement of the parties about implementation procedures, no date of termination is specified.

3.2 Should any party wish to modify the declaration, that party shall submit the recommended change(s) to the other parties in writing.

3.3 Nothing in this document shall be construed as creating any legal relationship between the parties.
APPENDIX

Sample Contract outlining the duties and responsibilities of student representatives.

Student Committee Appointment Contract
Fall 2003- Spring 2004

I, ____________________________, hereby pledge that if selected, I will fulfill all duties expected and required of student representatives to the __________________ Committee. I fully understand that these duties include, but are not limited to:

1) Attendance at all committee and general office meetings unless there is academic necessity or a valid medical or emergency reason. If absent, I will give at least 2 days prior notice to the Academic Affairs Office and the committee chair and/or the assistant assigned to the committee (if applicable).

2) Keeping record of the discussion of the committee and providing briefings (upon request) for use by the Academic Affairs Office. I also agree to participate, as needed, in regular meetings of the ASUC or Graduate Assembly and to provide publicity assistance for periodic roundtable discussions that include the student body.

3) Honesty, integrity and good faith in representing all students at UC Berkeley to the extent possible, no matter how aligned or misaligned they are with one's personal views.

4) Honesty, integrity, and good faith in representing the work of the committee in written and verbal reports of its meetings. I understand that I am not the spokesperson for the committee.

5) Accepting responsibility to abide by the committee's formal and informal rules regarding confidentiality, including confidentiality of its discussions, work in progress, etc.

6) All other duties of student representatives, as outlined in the ASUC and GA by-laws and the charge of the Administrative committee to which I belong.

I understand that the above may only be a part of my charge as a student representative. I understand that as a member of the committee, if a committee takes formal votes, I have voting power unless specified otherwise by the relevant appointing administrator, and this voting power gives me a unique responsibility and privilege to represent students faithfully. I understand that failure to attend and consistent failure to meet the duties of student representatives as outlined above may lead to warnings and a request from the Office of Academic Affairs to resign the seat. I also understand that if I am unable, for any reason, to fulfill the duties outlined above, I will give at least 1-month prior notice to the Office of Academic Affairs and the Chair of the Committee.

Hereby signed on this day of __________, 2003,

Signature of Applicant ____________________________
Signature of Witness (may be interviewer) ____________________________

Name of Applicant ____________________________
Name of Witness (may be interviewer) ____________________________