

## SENATE CONSULTATION

In fulfillment of its role in shared governance, per Bylaw 40.1 (<http://regents.universityofcalifornia.edu/governance/bylaws/bl40.html>), the Irvine Division reviews and comments on campus and systemwide items. Sometimes the Irvine Division has authority to approve or deny an item (such as a new major or minor), and other times its role is advisory. In general, major changes in policy or practice which affect faculty should – for the sake of good policy making and faculty morale – be developed in consultation with the faculty. Consultation, the process of seeking information before undertaking a course of action, can ensure that well-intentioned initiatives and policies do not have unintended consequences.

### Effective consultation requires that:

- The request for Senate review or comment is made in writing.
- The request is for an opinion that may change a proposal, and is not intended to solely inform the Senate.
- The request is conducted with due attention to Senate process and protocol.

### Requests for consultation include the following elements:

- The problem or challenge that the proposal seeks to address;
- How addressing that problem helps meet unit or campus strategic needs; and
- The process through which the proposal was developed (discussions, resources, research, etc.).

This ensures that the Irvine Division as a whole is fully consulted and engaged in the shared governance of the University, and allows for central record keeping of all inquiries and responses in a transparent and public manner.

Please email any consultation requests to the Chair of the Academic Senate, Irvine Division, at [chair@uci.edu](mailto:chair@uci.edu), and copy the Senate Office at [senate@uci.edu](mailto:senate@uci.edu). Be sure to include all material relevant to your request, such as proposals, background information, support letters from previous reviewers, etc.

If you are unsure about what to submit, or if your item needs Senate consultation, please reach out to the Senate Office and we will work with you individually.

### ***Academic program proposal reviews typically take 8-10 weeks during the academic year.***

- *Proposals submitted in October should have completed Senate review by early January (due to holidays).*
- *Proposals submitted in January should have completed Senate review by March.*

***Note: The Senate is committed to ensuring appropriate and timely faculty consultation. All timelines will be formed and communicated on a case-by-case basis. Below are general guidelines.***

***All new academic degree/unit proposals should be received no later than the first week of the Spring Quarter in order to ensure council and committee review before the end of the academic year. Keep in mind that undergraduate degrees must be reviewed by the Divisional Assembly (which meets no more than 5 times per year) and graduate degrees must be reviewed by the Systemwide Senate. Please be aware that the ability to efficiently review proposals is largely dependent on the completeness of the proposal materials you submit and your responsiveness to requests for additional information as needed.***

Within two weeks of receiving your consultation request, the Senate Office will respond with a timeline for consultation. While timelines vary depending on the time of the academic year and the workload of Senate councils and committees, consultations will, in general, follow an eight-week timeline (beginning when the Senate office forwards your request to committees). Councils and committees have six weeks to opine, and the Division has two weeks to compose a formal response to your request. On occasion, if it's determined that only one or two specific committees need to opine on your request, the consultation process may proceed more quickly.

Since councils and committees need adequate time to meet and opine on your consultation request, sometimes they will not begin their review until the following quarter. For example, if you submit a request near the end of Winter quarter, the Senate Office might not forward your items for committee review until the beginning of Spring quarter, which will add to your overall timeline. **Please keep this in mind during your planning process.**

For matters specific to an individual school, the School Executive Committee is the appropriate body for consultation; it serves as the Senate representative at the school level, and should advise the Dean on policy, including budget and planning, as per each committee's bylaws.

For matters with institutional ramifications, the Academic Senate is the appropriate body for consultation (senate@uci.edu). The Senate will designate specific councils as lead reviewers, but will also send proposals to other councils including School Executive Committees for comment and review.

Under exigent circumstances, as delineated in Irvine Senate Bylaw 150, the Senate leadership may act in lieu of the Assembly or any of its Councils.

Sometime the Senate may have to place a hold on non-urgent business in order to focus on items of high priority. If this is the case, the Senate Office will communicate this with you and will make you aware of any delays in business.