

**University of California
College of the Law,
San Francisco**

STANDING ORDERS

Adopted June 12, 1992

Amended September 8, 1995

Amended December 1, 2000

Amended June 15, 2001

Amended September 14, 2001

Amended December 6, 2002

Amended March 5,

STANDING ORDER 100
OFFICERS OF THE COLLEGE

100.1 Line of Reporting.

The Chancellor and Dean shall be responsible directly to the Board. The Chief Financial Officer, General Counsel and Secretary shall report jointly to the Chancellor and Dean and to the Board. The Provost and Academic Dean shall report to the Chancellor and Dean.

100.2 Employment Status.

(a) **Decanal Appointments.**

(1) Appointment of Chancellor and Dean. In the event of a vacancy in the Office of the Chancellor and Dean, the Board Chair shall appoint a seven-member Search

Search Committee, composed of two faculty members selected by the Faculty and three members of the Board of Directors, with the Board Chair (or his/her designee) serving as Chair. The Chair shall appoint one of the Faculty members as Vice-Chair and shall specify the Vice- and responsibilities. The Search Committee shall have the responsibility of consulting with the Faculty and the Chancellor and Dean about appropriate qualifications for the position and potential inside candidates to be considered, determining the acceptability of those nominated, and providing an evaluation of each candidate seriously considered. The Search Committee, with the advice and consent of the Chancellor and Dean, generally will submit one or more names of members of the Faculty for consideration. In rare circumstances, outside candidates may be solicited and considered. In those circumstances in addition to the responsibilities listed above, the Search Committee shall have the responsibility of devising a recruitment plan; reviewing curriculum vitae; and selecting candidates to come to the College for interviews; participating in the interview process; consulting with the faculty about the academic qualifications and

selecting the faculty members, the

Chancellor and Dean, the Provost and Academic Dean, the Chief Financial Officer, the General Counsel and the Secretary shall be determined by the Board.

(b) **Changes in Compensation of Officers** - Changes in compensation of the Chancellor and Dean, the Chief Financial Officer, the General Counsel and the Secretary shall be determined on the basis of the process as set forth below, subject to any employment Agreement authorized under By-law 13.1(b):

Annually, at the Spring Meeting of the Board, the Chair shall name two Directors to serve with the Chair as a committee to review the performance of the Officers of the College.

Review of the Chief Financial Officer, the General Counsel and the Secretary shall be conducted jointly by the three-member committee and the Chancellor and Dean of the College.

Review of the Chancellor and Dean for purposes of compensation shall be conducted by the Director-members of the Committee and shall include consideration of the annual reports of the Chancellor and Dean detailing the projects undertaken and accomplished at the College during the past academic year, as well as consideration of the salaries of individuals in comparable positions in higher education.

The Evaluation Committee shall present the results of its reviews, together with recommendations on compensation, to the Board at the Annual Meeting for action.

Compensation of the Provost and Academic Dean shall be determined by the Chancellor and Dean and ratified by the Board.

(c) **Compensation of Acting Officers** - Compensation of Officers of the College positions in Acting status appointed pursuant to the provisions of Standing Order 100.2(f) shall be determined by the Chancellor and Dean in consultation with the Chair. Any such compensation shall be reported to the Board in the same manner as the appointment.

100.4 Duties of Chancellor and Dean of the College.

Administrative Duties of the Chancellor and Dean.

(a) **General** - The Chancellor and Dean shall be the Chief Executive Officer of the College, and shall be responsible to the Board for all of the affairs and operations of the College. The Chancellor and Dean may delegate any of the duties of the office, except the responsibility to report directly to the Board.

(b) **Awarding of Degrees** - The Chancellor and Dean is authorized to recommend to The Regents of the University of California the awarding of degrees to candidates recommended by the faculty and certified by the Director of Records.

(c) **Financial Awards** - The Chancellor and Dean is authorized to make awards of fellowships, scholarships, and prizes upon recommendation of the faculty and in accordance with the limitations set forth in these Standing Orders.

(d) **Personnel** - The Chancellor and Dean is authorized to appoint, determine compensation, promote, demote, and dismiss College employees, except as otherwise provided in the By-laws and Standing Orders.

(e) **Government Relations** - The Chancellor and Dean shall represent the Board and the College in all matters requiring action by the Congress or officers of the United States or by the Legislature or officers of the State of California.

(f) **Fees and Assessments** - The Chancellor and Dean shall fix and determine the amount, conditions, and time of payment of all fees, fines, and deposits to be assessed against students of the College, except that the Chancellor and Dean shall secure the approval of the Board prior to the assessment of tuition and fees. Where required by law the Chancellor and Dean shall also secure the approval of the students.

Budget and Finance.

(g) **Budget Submission** - The Chancellor and Dean and the Chief Financial Officer

(s) The Chancellor and Dean shall, at the summer meeting of the Board, present for approval a written report to the Board detailing the activities intended for the next fiscal year to strategic plan.

(t) The Chancellor and Dean shall, at the fall meeting of the Board, report in writing on the s achievement of the strategic plan of the College, and any recommended alterations to the plan.

Lawsuits

(u) The Chancellor and Dean may, with prior notice to the Chair of the Board and approval by the Executive Committee or the Board, commence lawsuits on behalf of the College; and upon notice from the Chancellor and Dean, the Chair will promptly call a meeting of the Executive Committee to consider the lawsuit, unless a meeting of the Executive Committee or the Board is already scheduled to occur within adequate time to consider the matter; provided, however, that prior notice to the Chair of the Board and approval

100.5 Duties of the Other Officers of the College.

All employee Officers of the College, in addition to duties specified in the By-laws, Standing Orders and Resolutions of the Board, shall perform such other duties and shall have such additional powers as the Chancellor and Dean shall prescribe from time to time.

- (a) **Chief Financial Officer** - The Chief Financial Officer shall:
 - 1) report on the fiscal

(2) Each year, Board members must report their economic interests to

Act, by filing a Statement of Economic Interest

Conflict of Interest Code.

(3) Board members are prohibited from having a financial interest in any College contract entered into in their official capacity. If a Board member discovers such a conflict of interest at some point in the contract-making process, that Board member shall discontinue his or her involvement in the contract process immediately. The contract-making process includes planning, determining the scope of the contract, drafting plans and specifications, setting contract terms, evaluating applicants and negotiating. Board members may avoid violations of applicable conflict of interest provisions by disqualifying themselves from participating in the making of the contra

STANDING ORDER 101
FACULTY AND OTHER
EMPLOYEES OF THE COLLEGE

101.1. Employment Status.

(a) All appointments to the tenured faculty, including distinguished professors and grants of faculty tenure, and dismissals of tenured members of the faculty, shall be submitted by the Chancellor and Dean to the Board for approval.

(b) Appointments other than under (a) above, promotions, demotions,

STANDING ORDER 102
SPECIAL PROVISIONS CONCERNING
OFFICERS, FACULTY
AND EMPLOYEES OF THE COLLEGE

102.1 Service Obligations.

- (a) No compensation shall be paid to any

(b) The faculty shall authorize and supervise all courses and curricula offered under the jurisdiction of the College.

(c) The faculty shall, in consultation with the Chancellor and Dean, develop the educational and research policies and academic plans of the College which shall be presented to the Board by the Chancellor and Dean.

used at the time of retirement) shall be conferred on every long-term contract faculty member with a presumptively renewable seven-year contract at the time of retirement. The title suffix Emeritus/Emerita for positions held at the time of retirement may be conferred, upon retirement, on other faculty members and Officers of the College who meet specific criteria established by the Board, including (a) at least 10 years of College service, and (b) evidence of noteworthy and

STANDING ORDER 103
MISCELLANEOUS PROVISIONS

103.1 Matters Relating to Residency

(a) The residence of each student shall be determined, in part, in accordance with the rules governing residence prescribed by the applicable provisions of the Education Code of the State of California and guidelines adopted by the Board of Directors. Each nonresident student shall pay a nonresident tuition fee for each term of attendance at the College. Nonresident tuition fees shall be paid at the time of registration.

(b) Each new and transfer student shall be classified as a nonresident by default and shall retain that status until that student makes application in the form prescribed by the College for reclassification and, in fact, has been reclassified.

(c) A student classified as a nonresident by the Residency Officer may appeal that adverse decision, in writing, to the General Counsel by no later than the tenth (10th) business day following the date of notification of classification as a nonresident. The General Counsel shall rule on the appeal in writing.

An adverse decision of the General Counsel may be appealed, in writing, to the Chancellor and Dean or designee. The appeal must be filed with the Office of the General Counsel no later than the tenth (10th) business day following the adverse decision of the General Counsel. The Chancellor and Dean or designee shall base its decision solely on the student's residency records, the adverse decision of the General Counsel, the two appeal petitions, and applicable laws and regulations. His or her decision shall be final. The collection of the nonresident tuition will be stayed until a final written decision of the Chancellor and Dean or designee is rendered.

(d) A student classified as a resident shall be classified as a nonresident whenever there are found to exist circumstances which would have caused that student to be classified as a nonresident. If the cause of incorrect classification is due to any concealment of facts or untruthful statements, the student shall be required to pay all tuition

from a former Director the title Director Emeritus/Emerita by majority vote.

