

M E M O R A N D U M

TO: 2013-2014 FEC Representatives

CC: Professor Scott Brandenburg, Chair of the FEC

FROM: Richard Wesel, Associate Dean
Office of Academic and Student Affairs, HSSEAS

DATE: November 25, 2013

RE: 2013-2014 FEC Representative Responsibilities

Dear Colleagues,

Thank you for serving as a member of the HSSEAS Faculty Executive Committee. UCLA gives considerable responsibility, including control of the curriculum, directly to the faculty. For faculty in HSSEAS, this authority is exercised by our Faculty Executive Committee (FEC), of which you are an elected member.

The FEC has two primary functions. The first function is to review and decide whether to approve changes to courses and curricula. As a practical matter, departments require timely action on their proposed changes to courses and curricula so that the business of the school can get done.

The second function is to communicate the views of the faculty of HSSEAS on various issues taken up by the Academic Senate. The Academic Senate formally requests the opinion of our FEC, and the FEC communicates the views of the faculty, often through a letter from the FEC chair. In this regard, it is crucial that our FEC remains a well-informed and active body.

It is crucial that you attend all of FEC meetings. The FEC cannot conduct its business without a quorum, and your departmental colleagues rely on you both to represent their views and to communicate what you learn at these meetings back to them. For the rare occasion when you cannot attend a meeting, you should arrange for a substitute to represent your vote at the meeting.

As an FEC member you are expected to be aware of your department's proposals to the FEC and either be able to explain the proposals to the FEC or make sure a departmental representative is present who can explain and defend the proposals. Also, each FEC member is expected to share the burden of serving on subcommittees and responding to requests from the UCLA Academic Senate for opinions on campus-wide issues and proposals.

At the end of the academic year, I will send a letter to each department chair documenting the service of each FEC member including their attendance at meetings, service on subcommittees, responding to requests for opinions, and representing departmental proposals so that your service on the FEC can be properly documented during merit review.

Thanks again for agreeing to perform this vital service to the school.

Warm regards,



Richard Wesel, Associate Dean