

**University of California  
Hastings College of the Law**

**STANDING ORDERS**

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# STANDING ORDERS

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## **STANDING ORDERS OF THE BOARD**

The following Standing Orders, adopted by the Board of Directors of the University of California, Hastings College of the Law, on June 12, 1992, shall govern and regulate the business of the Board and the conduct of the College. Each Standing Order shall continue in force and effect from and after the time of its adoption until its repeal or amendment in accordance with Standing Order 105.1.

For purposes of these Standing Orders, the term "Officer of the College" shall not include members of the Board.

**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 Chair of the Board. The 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 Committee, composed of three faculty members selected by the Faculty and four 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-Chair's duties and responsibilities. The Search Committee shall have the responsibility of devising a recruitment plan to ensure a diverse pool of applicants; advising on criteria pursuant to which applicants will be evaluated; reviewing curriculum vitae and selecting applicants to come to the College for interviews; participating in the interview process; consulting with the faculty about the academic qualifications and acceptability of the candidates interviewed as provided in Standing Order 100.2(c) and, as appropriate, with representatives of alumni, staff and students; and providing the Board with an evaluation of each candidate interviewed. The Search Committee shall forward its written report and recommendations to the Board including its list of no fewer than two candidates and may accompany its recommendation with an expression of preference between or among the candidates. The Search Committee shall present its report to the Board. If a candidate is not a tenured member of the Hastings Faculty, the Faculty must have voted to authorize the appointment of the candidate to the tenured Faculty prior to submission to the Board for consideration.

(2) Appointment of Academic Dean. In the event of a vacancy in the office of the Academic Dean, the Board Chair shall appoint a five member 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-Chair's duties 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 acceptability of the candidates interviewed as provided in Standing Order 100.2(c) and, as appropriate, with representatives of staff and students; and providing the Board with an evaluation of each candidate interviewed. If a candidate is not a member of the Hastings Faculty, the Faculty must have voted to authorize the appointment of the candidate to the tenured Faculty prior to submission to the Board for consideration. In the event that more than one candidate is submitted, the Committee shall attempt to determine if there is a faculty preference. The Committee shall forward its written report and recommendations to the Board. The Search Committee shall present its report and recommendations to the Board. If the Committee recommends more than one name to the Board, the Board shall consider both the Faculty's and the Chancellor and Dean's preference.

(b) **Continuation of Appointment.**

(1) **Review of Chancellor and Dean.** At the beginning of the academic year preceding the end of the term provided in the Chancellor and Dean's contract, or at approximately five-year intervals, the Board Chair shall meet with the incumbent and ask whether he or she wishes to continue serving. If so, the Chancellor and Dean shall be asked to provide a self-assessment outlining his or her accomplishments, goals, and priorities for the development of the College. The Board Chair then shall appoint a five member Review Committee, composed of two faculty members and three members of the Board of Directors with the Board Chair (or his/her designee)

serving as chair. In selecting the faculty members, the Board Chair shall ask the Faculty Executive Committee for a list of three or more faculty members to be considered for appointment to the Committee. The Review Committee shall be provided with the Chancellor's self-assessment and a statement outlining the major functions of the Chancellor and Dean. A copy of these documents shall be made available to faculty, students, and staff in the College for review and the Committee shall solicit letters from those constituencies on the Chancellor and Dean's performance. The Committee also may solicit additional written comments from other individuals who have had the opportunity to work with the Chancellor and Dean or to observe the effectiveness of his or her work. Unless the communicant specifically requests otherwise, all such written communications to the Committee shall be confidential, with identifying information redacted before Committee review. Further, Committee members are under a duty of confidentiality with regard to all information received and their deliberations. The Committee shall review all the material gathered and present to the Board a written report containing an evaluation of the performance of the Chancellor and Dean and a recommendation about continuing the appointment.

(2) Review of Academic Dean. At the beginning of the academic year preceding the end of the decanal term or at approximately five-year intervals, the Chair of the Board shall determine whether the incumbent wishes to continue serving. If so, the Board Chair then shall appoint a five-person Review Committee composed of two members of the Board and three Faculty members with one of the Faculty members appointed by the Board Chair as Chair of the Review Committee. In selecting the Faculty members, the Board Chair shall ask the Faculty Executive Committee for a list of three or more Faculty members to be considered for appointment to the Committee. The Review Committee shall be provided with a self-assessment from the Academic Dean and a copy of that document shall be made available to faculty, students, and staff in the College for review. The Committee shall solicit letters from those constituencies on the Academic Dean's performance. The Committee also may solicit additional written comments from other individuals who have had the opportunity to work with the Academic Dean or to observe the effectiveness of his or her work. Unless the communicant specifically requests otherwise, all such written communications to the Committee shall be confidential, with identifying information redacted before Committee review. Further, Committee members are under a duty of confidentiality with regard to all information received and their deliberations. The Committee shall review all the

material gathered and provide the Board and Chancellor and Dean a written report containing an evaluation of the performance of the Academic Dean and a recommendation about continuing the appointment.

(c) **Faculty Consultation for Initial Decanal Appointments.** All faculty members shall have the opportunity to communicate their views regarding candidates to the Search Committee in writing. In determining the views and preferences of the Faculty on initial appointments, the Search Committee shall take into account and shall report to the Board: (a) any vote that the Faculty may take on a candidate; and (b) the Faculty's preference between or among candidates who are presented to the full Board for consideration. Except in rare cases and for compelling reasons, no decanal appointment shall be made over the expressed opposition of the Faculty. The term "expressed opposition" means that a majority of the Faculty has voted against the candidate being suggested for appointment.

(d) **Temporary Decanal Appointments.** In the event of a temporary vacancy in the Office of Chancellor and Dean or Academic Dean, the Board shall appoint, following appropriate consultation with the Faculty Executive Committee, an Acting Chancellor and Dean or Academic Dean for no more than two academic semesters.

(e) **Appointment and Dismissal of Other Officers -** The appointment and dismissal of the Chief Financial Officer, General Counsel or Secretary shall be by an affirmative vote of a majority of the members of the Board, following consultation with the Chancellor and Dean, subject to the terms of any employment agreement authorized under By-law 13.1(b).

(f) **Temporary Appointments of Other Officers -** Temporary appointments to Acting status of Chief Financial Officer, General Counsel or Secretary for periods not to exceed three (3) months may be made by the Chancellor and Dean. All such appointments shall be reported to the Board.

(g) **Title Changes -** Minor changes in titles of Officers of the College may be approved by the Chancellor and Dean and shall be reported to the Board.

### **100.3. Compensation and Evaluation.**

(a) **Initial Compensation of Officers of the College -** Initial compensation of the

Chancellor and Dean, the 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 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 annually, through the Committee on Finance, shall recommend to the Board capital and operating budgets of the College. No funds of the College shall be expended or committed without budget authority of the Board except as otherwise provided in these Standing Orders.

(h) **State Appropriations** - The Chancellor and Dean and Chief Financial Officer

shall annually, through the Committee on Finance, present recommendations as to State appropriation requests.

(i) **Interfund Transfers** - The Chancellor and Dean is authorized to approve transfers or allocations of College operating funds and transfers of funds designated for capital outlay purposes, subject to any limitations which might be imposed by the terms of said funds, provided:

- 1) That no such transfer or allocation shall result in the establishment of a new policy, program, or project;
- 2) That no transfer shall be made from a restricted fund for a purpose other than that for which the restricted fund was established;
- 3) All transfers and allocations shall be reported to the Board through the Committee on Finance at its next meeting.

**Contract Authority.**

(j) **Commitments for Budgeted Expenditures** - The Chancellor and Dean, or his/her designee, is authorized to execute on behalf of the College contracts, agreements, and other documents consistent with the College's *Financial Operations Policy and Procedures Manual*.

(k) **Commitments for Expenditures in Advance of Budget** - The Chancellor and Dean is authorized to approve the incurring of commitments and expenditures against the following year's State budget in advance of the effective date thereof. Advance commitments for expenditure for materials, services, and equipment shall not exceed fifty percent of the Governor's budget proposal to the Legislature for such purposes for the ensuing fiscal year. Advance commitments for appointments shall not exceed the number of positions and the funds provided in the Governor's budget proposal to the Legislature for the ensuing fiscal year.

(l) **Commitments to Accept Funds** - Except as otherwise provided in the By-laws and Standing Orders, the Chancellor and Dean is authorized to execute on behalf of the College all contracts and other documents necessary to solicit and accept pledges, gifts, and grants, except that authorization of the Board shall be required for documents which involve or which are:

- 1) Exceptions to approved College programs and policies; or commitments for more than five (5) years; or obligations on the part of the College to expenditures or costs for which there is no established fund source;

2) Solicitation or acceptance of any restricted pledges, gifts or grants requiring the establishment of a new fund except in instances when the restricted gift or grant is in an amount of \$50,000 or less and is designated for a program already approved by the Board and which does not involve any expenditure on the part of the College; provided, however, that the receipt of such gift or grant shall be reported to the Board at its next scheduled meeting following acceptance of the gift or grant and establishment of a restricted fund. Between Board meetings, in the event an offer of an unsolicited pledge, gift or grant requiring the establishment of a new fund in excess of \$50,000 or which involves a restricted gift, pledge or grant of less than \$50,000 and is designated to a program not already approved by the Board and which involves any expenditure on the part of the College, is received, the Chair of the Board in consultation with the General Counsel may grant interim acceptance approval, subject to ratification by the Board.

3) Affiliation agreements with other institutions involving direct financial obligations or commitments to programs not previously approved;

4) Any gift of real estate, mineral rights, ground leases, partnership interest, encumbered property, or privately held securities;

5) The naming of any College chair, scholarship, endowment, room, building, or other College facility or area. Between Board meetings, in the event an offer of an unsolicited pledge or gift requiring an agreement to name is received, the Chair of the Board in consultation with the General Counsel may grant interim approval, subject to ratification by the Board.

(m) **Claims** - The Chancellor and Dean is authorized to execute on behalf of the College claims against debtors in bankruptcy, in receivership or in liquidation, and against estates of deceased persons.

**Fund Raising.**

(n) **Campaign Authority** - The Chancellor and Dean shall develop, initiate, implement, and approve fund raising campaigns for the benefit of the College, except that the Chancellor and Dean shall submit for review and recommendation by the Committee on College Relations:

- 1) any proposal for the initiation of a fund raising campaign with an aggregate goal in excess of \$150,000;
- 2) any proposal for a fund raising campaign for capital acquisition or development;
- 3) any campaign that would require expenditures in excess of budgeted funds.

(o) **Return Gifts** - The Chancellor and Dean is authorized, after consultation with the General Counsel, to return to the donor all or any unused portion of a gift of personal property, when the purposes of the gift have been fulfilled or when fulfillment has become impossible or impracticable and alternative uses are precluded. Such action shall be reported to the Board.

**Reporting.**

(p) The Chancellor and Dean shall transmit to the Board any resolution which the faculty may address to the Board.

(q) The Chancellor and Dean shall report to the faculty acts of the Board and of Federal and State administrative or legislative bodies which affect the conduct of education and research within the College.

(r) 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 further the College's Long-Range Plan.

(s) The Chancellor and Dean shall, at the fall meeting of the Board, report in writing on the State of the College including: the past year's accomplishments, the progress toward achievement of the Long-Range Plan of the College, and any recommended alterations to the Plan.

**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 condition and operations of the College in formats and frequency determined by the Committee on Finance;

2) formulate, under the direction of the Chancellor and Dean, the State and non-State budgets of the College and present them to the Board for approval through the Committee on Finance;

3) keep the Chancellor and Dean and the Board informed of projected and actual variances from approved College budgets.

(b) **General Counsel** - The General Counsel shall report to the Board on legislation affecting the policies or practices of the College, and on any pending or potential litigation involving the College.

(c) **Secretary** - The Secretary shall maintain all written College Administrative Policies and Procedures approved by the Board including: Personnel Policies and Procedures, Fiscal Policies and Procedures, the Development Policy and Administration Manual, and the College Investment Policy.

**100.6 Board of Directors Code of Ethics.**

(a) **Public Trust.** The Board of Directors is responsible for the governance of Hastings College of the Law. In carrying out this public trust, conferred by Education Code §92201 et seq, Board members bring to the task their own varied backgrounds and expertise. This *Code Of Ethics* will identify some of the common obligations and responsibilities of Board members when discharging their responsibilities to the educational objectives of the College.

(b) **Board Member's Duties and Obligations.**

(1) Time Commitment. In undertaking the duties of the office, a Board member shall make the necessary commitment of time and diligence to carry out his/her public governance responsibilities.

(2) Conduct. Board members shall conduct the affairs of the Board in a manner exemplifying behavior it expects of other participants in the governance of the College.

(3) Use of Authority. Board members shall not use their authority, title or prestige of office to solicit or otherwise obtain a private financial, social or political benefit that in any manner would be inconsistent with the public interest or to secure unwarranted privileges or advantages for themselves or others.

(4) Use and Disclosure of Information. Board members shall not willfully disclose any information that is not generally available to members of the public that they receive or acquire in connection with their official duties, nor shall they use such information for the purpose of securing financial gain for themselves or others with whom they are associated.

(5) Conduct. Board members shall not knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of their acts that they may be engaged in conduct violative of their trust as Board members.

(c) Conflict of Interest.

(1) As “public officials” of the State, Board members must conduct College business consistent with applicable conflict of interest laws. Board members are governed under the Political Reform Act of 1974, as set forth in Government Code §81000 (“Act”) and legal principles set forth in Government Code §1090. Conflict of interest comes in many forms and cannot be avoided entirely. Recusal on a particular matter because of a conflict does not reflect adversely on the involved Board member. Rather, it is simply recognition that in a complex and interconnected society, conflicts will occur.

Generally, conflict of interest laws provide the following:

(2) Each year, Board members must report their economic interests to the Fair Political Practices Commission (“FPPC”), the agency that administers the Act, by filing a Statement of Economic Interest with the Secretary of the Board.

(Government Code §87203)

(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 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 Government Code §1090 by disqualifying themselves from participating in the making of the contract. Any contract made by a Board member in violation of this provision is void and unenforceable. (Government Code §1090)

(4) Board members are prohibited from making, participating in making, or in any way attempting to use their official position to influence Board decisions when their personal financial interests may be affected by those decisions. Board members must disqualify themselves from participating in a Board decision when a financial conflict of interest is present. (Government Code §87100 et seq.)

(5) All Board members have an obligation to examine any situation in which they believe they have a conflict of interest and take steps to resolve the conflict. Any individual who is concerned that a conflict may exist or how to resolve a conflict is encouraged to consult with the College’s General Counsel or the FPPC. Board members who have declared or who have been found to have a conflict of interest shall refrain from participating in consideration of matters before both committees and the full Board of Directors. Board members with conflicts shall not vote, be present in closed session or be present at the time of consideration or at the

time of the vote on the particular matter for which they have a conflict of interest.  
(Government Code §87105)

(e) Gifts and Expenses.

(1) Acceptance of Gifts. Board members shall not accept any gift, favor, service, accommodation or other thing of value under circumstances from which it might reasonably be inferred that such gift, service or other thing of value was given or offered for the purpose of influencing them in the discharge of their official duties. This provision does not prohibit the acceptance of an item having “nominal value” or ceremonial gifts received by Board members in their official capacity. “Nominal value” is defined as the gift limit set forth in the Act. Gifts from a single source may not exceed the statutory level set forth in the Act at Government Code §89503.

(2) Reimbursement for Expenses. Board members serve without compensation. However, Board members are entitled to receive reimbursement for expenses incurred while representing the College in their official capacity.

(f) Responsibility for Implementation. Members of the Board of Directors are responsible for the implementation of this Code of Ethics.

(g) Personal Loans. The Board must approve any personal loan to a Senior Administrator or Executive Officer. No personal loans may be made to any member of the Board.

(h) Amendments. This Code of Ethics is voluntarily adopted by the Board of Directors and may be amended by the Board of Directors at any time.

**STANDING ORDER 101**  
**FACULTY AND OTHER**  
**EMPLOYEES OF THE COLLEGE**

**101.1. Employment Status.**

(a) All appointments to the regular faculty, including distinguished professors and grants of faculty tenure, and dismissals of regular 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, and dismissals of all other faculty members and employees, except as otherwise provided in the By-laws and these Standing Orders, shall be under the jurisdiction of the Chancellor and Dean, the Chief Financial Officer, the Secretary, and the General Counsel in their respective areas of responsibility. The Chancellor and Dean shall regularly report to the Board appointments of visiting professors, promotions to associate professor, and appointments to the Management Program.

(c) No political test shall be considered in the appointment and promotion of any faculty member or employee.

**101.2. Compensation.**

(a) The ranges of compensation for all faculty and staff positions shall be determined by the Board upon recommendation of the Chancellor and Dean and the Committee on Finance, except as provided in Standing Order 100.3. Faculty compensation rates shall be comparable to the rate of compensation for faculty at other law schools of the University of California.

(b) Changes in compensation of individual faculty and staff earning in excess of \$100,000 per annum shall be determined by the Chancellor and Dean and reported to the Board through the Committee on Finance, except as provided in Standing Order 100.3(b).

**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 Officer, faculty member, or other employee of the College unless he or she is actively engaged in the service of the College, in accordance with such regulations as the Chancellor and Dean may establish.

(b) No one in the service of the College shall devote to private purposes any portion of time due to the College, nor shall any outside employment interfere with the performance of College duties.

**102.2. Organization of the Faculty.**

(a) The Faculty shall consist of the Chancellor and Dean, the Academic Dean, the Associate Academic Dean, the Librarian, Professors, Associate Professors, Assistant Professors, Clinical Professors, Clinical Associate Professors, Clinical Assistant Professors, Visiting Professors, Adjunct Professors, Lecturers, Instructors and Professors Emeriti.

(b) The Faculty shall determine its own membership, and shall organize and choose its own officers and committees in such manner as it may determine.

(c) The Faculty shall perform such duties as the Board may direct and shall exercise such powers as the Board may confer upon it.

**102.3. Powers and Privileges of the Faculty.**

(a) The faculty shall recommend to the Chancellor and Dean all candidates for degrees.

(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.

#### **102.4. Sabbatical Leaves.**

Professors, Associate Professors, Assistant Professors and persons of equivalent rank, shall be entitled to the privilege of a sabbatical leave of absence from regularly scheduled duties, subject to available funding, and upon recommendation of the Chancellor and Dean and approval of the Board, after the following prescribed periods of service at the College: (a) After six (6) years of service, one (1) semester leave with full salary or one (1) year's leave at two-thirds (2/3) salary; and (b) after six (6) semesters of service, one (1) semester leave at one-half (1/2) salary.

The College shall follow the University of California Academic Personnel Policies in order to calculate the service credit earned toward a sabbatical leave.

Sabbatical leaves are granted to enable recipients to engage in intensive programs of research and/or study, in order to become more effective teachers and scholars and to enhance their services to the College.

A sabbatical leave of absence shall be granted only after the faculty member's proposed sabbatical activity has been approved by the Academic Dean, and with the understanding that the recipient, following leave of absence, will continue service at the College for a period at least equal to the period of the leave, unless otherwise specifically approved by the Chancellor and Dean.

#### **102.5. Emeritus Title.**

The title Professor Emeritus shall be conferred, upon retirement, on every Professor. The title suffix Emeritus for positions held at the time of retirement shall be conferred, upon retirement, on every academic appointee or administrative officer who is a member of the faculty. The title suffix Emeritus may be conferred by the Board, upon retirement, on Officers of the College on the basis of their contributions to the College.

#### **102.6. Severance Compensation.**

The principle of severance compensation is approved in the case of premature and compulsory retirement of a faculty member with acquired tenure whose removal from service seems to be in the interest of the College. In such cases, the Chancellor and Dean shall make a recommendation to the Board, after discussing the propriety of severance with the Committee on Educational Policy and with the appropriate committee of the faculty. In establishing the amount of severance compensation, each case shall be dealt with upon its own merits.

**102.7. Death Benefit.**

Upon the death of any paid Officer, faculty member, or regular employee of the College who has been employed a minimum of six (6) months, a sum equal to the salary of the deceased for one (1) month will be paid to the surviving spouse, or if there is no surviving spouse, to the deceased's eligible dependent(s). If there is neither a surviving spouse nor eligible dependent(s), said sum shall be paid to the individual designated as the beneficiary of the deceased's College-paid life insurance policy. This payment is in addition to any other settlement provided under a pension or retirement plan in effect for the deceased person.

**102.8. Tenure.**

All appointments to positions of tenured faculty are continuous in tenure until terminated by retirement, demotion, or dismissal. The termination of a continuous tenure appointment, or the termination of the appointment of any other member of the faculty before the expiration of the appointee's contract, shall be only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the faculty.

**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) A student classified as a nonresident 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. General Counsel shall rule on the appeal in writing.

An adverse decision of the General Counsel may be appealed, in writing, to a committee of the Board consisting of three (3) members of the Board appointed for that purpose by the Chair of the Board. 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 committee 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. Its decision shall be final. The collection of the nonresident tuition will be stayed until a final written decision of the committee 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 fees which would have been charged but for such erroneous classification, and shall be subject also to appropriate College discipline.

(e) The General Counsel of the College shall implement this Standing Order by promulgating regulations in accordance herewith.

**103.2. Diplomas.**

(a) In accordance with California Education Code Section 92203, the University of California shall grant and issue diplomas to the students of the College subject to the following requirements:

1) The form for all diplomas issued by the University of California, including diplomas issued by Hastings College of the Law, shall be prescribed by the President, after consultation with the Academic Senate of the University;

2) All diplomas issued by the University of California for Hastings College of the Law shall bear the signatures or facsimile signatures of the President of the University of California, and of the Chancellor and Dean of the College.

(b) With the approval of the Chancellor and Dean, a duplicate of a diploma may be issued in the case of the loss or destruction of the original, or in the case of a request for a duplicate on the part of a graduate whose name has been legally changed.

**STANDING ORDER 104**  
**RETIREMENT SYSTEM**

**104.1. University of California Retirement System.**

Pursuant to agreement with The Regents of the University of California and the Governing Board of the University of California Retirement System, all regular employees of the College are included in the University of California Retirement System.

**STANDING ORDER 105**  
**CHANGES IN THE STANDING ORDERS OF THE BOARD**

**105.1. Repeal and Amendment of the Standing Orders.**

No Standing Order shall be adopted, repealed, or amended, except by the affirmative vote of not less than two-thirds (2/3) of the members of the Board, and unless at a Regular Meeting of the Board held prior to the meeting at which a Standing Order is proposed to be adopted, repealed, or amended, a notice of intention to propose such Standing Order, or repeal, or amendment thereof, shall have been brought before the Board.