

University of California, Los Angeles
Student Fee Advisory Committee
Accountability Policy for Committees with Student Services Fee Funded Compensation

Revised June 2019

This document specifies the accountability policy for committees under the Student Fee Advisory Committee's Student Service Compensation Policy.

1. Committee members shall abide by all rules, regulations, and policies of the University and of their respective committees.
2. There shall be a limit of two unexcused absences per academic term for committee members. Two unexcused tardies of over 15 minutes shall equal one unexcused absence.
3. Committees shall pre-coordinate meeting times for subsequent academic terms by the sixth week of the current academic term. Committees shall reassess meeting times for the current academic term by the ninth week to guarantee maximum student participation and to excuse those who have irreconcilable conflicts.
4. Committee members who cannot accommodate a meeting time for a complete academic term shall be asked to resign. In the event of a vacancy, the corresponding nominating entity shall be contacted for a replacement.
5. The compensation payment for an academic term shall be reduced by 10% for each unexcused absence of that academic term, beginning with the first. If a second unexcused absence occurs, the committee member shall be contacted and expected to meet with the committee chairperson to remedy concerns. Three unexcused absences in one academic term shall constitute an automatic resignation. In this circumstance, resignation shall be effective as of the day of the last meeting attended. In the event of a vacancy, the corresponding nominating entity shall be contacted for a replacement.
6. All anticipated absences should be reported to the committee chairperson at least 24 hours in advance.
7. If a committee member resigns, the maximum compensation amount payable to the resigning member shall be prorated based on the numbers of meetings the member attended. The committee chairperson may grant exceptions based on review of extenuating circumstances and conversation with the member. The committee chairperson shall consider participation in subcommittees and email responses when granting exceptions.