DESIGN LAB MEMBERSHIP: CRITERIA AND RESPONSIBILITIES

APPROVAL DATE: MARCH 4, 2020

Bpth the Faculty section of this document and the entire document were approved at a meeting of the Open Governance meeting on Wednesday, March 4, 2020.

Only Members of the Academic Senate (plus Adjunct professors) were permitted to vote on the faculty section. The vote was unanimous for all faculty who were present, plus 3 votes submitted by proxy or email. The offical count was 12 yes, 0 no, (the yes count included one adjunct Faculty member).

All assembled Design Lab members then approved the entire document by unanimous consent.

1. DESIGN LAB MEMBERSHIP

We welcome people to become members of the Design Lab (DLab). Becoming a member provides both benefits and also requires responsibilities. This document defines both.

We allow anyone to become a member, with their status dependent upon their level of engagement, or if you will, their contributions to the DLab. Similarly, some advantages are restricted to those with higher levels of engagement.

Membership Classes

There are three major classes of membership: Faculty, Professional, and Contributing

1. Faculty Members
    a. Faculty
    b. Affiliated Faculty
2. Professional Members
    a. Researchers
    b. Staff
3. Contributing Members
    a. Contributors
    b. Affiliates
    c. Industrial members

Faculty are separated from Professional because they have added responsibilities and, moreover, some decisions can only be made by faculty, in particular hiring and promotion of faculty). Industrial and Affiliate members are defined by the level of engagement in Design Lab activities.

General Membership Code of Conduct

All members of the design lab are expected to conform to the Code of Conduct described in the section "Design Lab Membership Code of Conduct" at the end of Section 4 of this document. (The section just before the Appendices.)

Membership Advantages

All members of the Design Lab may use the facilities. For some, this means office and research space in the areas we control. We have been living in borrowed space within Atkinson Hall and department spaces. We hope to move into the Design & Innovation Building (DIB) in late 2021 where we will have space and facilities for our activities.

All Design Lab members are invited to the Design Lab's campus events. All members are listed on the Design Lab website (with Logos of industrial members and photos of Professional members).

Professional and contributing members are welcome to use the hoteling facilities.

Members can apply to the Design Lab Ops group for access cards to Atkinson Hall and room 1601 (necessary to enter the building and facilities on non-business hours). A similar procedure will be developed for the Design and Innovation Building.

Professional and contributing members are eligible to attend the yearly Design Lab offsite: Others may receive personal invitations, as decided by the Offsite Working Group.

Industrial members can interact with the Design Lab in multiple ways, each different for each company. For a reasonable yearly fee, we display their logo on our website and other media, we

give them priority access to students for internships and hiring, and our faculty can provide advisory services and workshops.

Special Conditions Regarding Use of the Open Space in Room 1601, Atkinson Hall.

The Open Space area in the Design Lab may be used for meetings that cannot easily be held in other places. When using the open space, be considerate of the people who have offices surrounding the open space: keep the noise level down.

2. FACULTY MEMBERS

Full Members

We are required to follow the policies of the UC San Diego administration and Academic Senate for all teaching and research. As a result, faculty, staff, students, researchers, and affiliates all might contribute equally, but officially they have different responsibilities. Design Lab faculty are those who are members of the Academic Senate (with special bylaws governing members of the Health Sciences Faculty). For detailed description and the relevant Academic and Administrative guidelines, see the Appendix "Faculty: Definitions and voting."

Faculty Responsibilities

The UCSD Policy & Procedure Manual for Academic Personnel (PPM) specifies the criteria for appraisal and promotion of faculty. We follow the four criteria described:.

1. teaching
2. research and other creative work
3. professional activity
4. public service

We take into account the specific nature of the design activities of the Design Lab which may require flexibility, especially when "the proper work of faculty members departs markedly from established academic patterns." Moreover, we agree that "the review committee shall exercise reasonable flexibility, balancing when the case requires heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another."

 Teaching professors have a similar, but somewhat different set of criteria with less research and more teaching-- see the Appendix   "Faculty responsibilities" for details. Lecturers with Potential Security of Employment or with Security are equivalent to Teaching Professors. Other lecture positions are not faculty members according to the Academic Senate (and they are governed by the rules of their union).

Teaching

Teaching requirements for faculty will depend upon their home departments. For those with Design Lab FTEs, the statements within the Memorandum Of Understanding (MOU) between their home department and the Design Lab define the relationship. New professors are given special consideration in their early years to allow them time to develop new courses.

Faculty with Design Lab FTEs

Teaching requirements for faculty with Design Lab FTEs are defined by the Memoranda Of Understanding (MOUs) between the Design Lab and the home departments for each individual faculty member (as of January 11, 2020, 4 faculty have Design Lab FTEs). A typical statement in the MOU is something like this:

> The annual teaching load and courses will be determined by the Chair of the home department (or designated faculty) in consultation with the Design Lab Director (or designated faculty) in keeping with the standard teaching load for the level of the candidate.

As much as possible, the organizations will try to arrange courses so that many or all fulfill the needs of both organizations.

Faculty who do not have Design Lab FTEs
Faculty are all expected to teach at least one course that is listed as either a required or optional part of the Design Lab's educational offerings. We need more undergraduate courses, but we can also use courses at all levels, Bachelor, Master, and Doctorate. (The Educational Working Group determines which courses are listed.)

NOTE: This does NOT require faculty who do not hold a Design Lab FTE to add a new course. Rather it means that of the courses being taught, at least one of them contains material relevant to human-centered design (or if necessary, by slight modification to the existing syllabus) and that can be listed as fulfilling degree requirements for students.

Research and other creative work

We expect that the research and creative work of faculty be relevant under the broad umbrella of "Human-Centered Design." Faculty appointed as Lecturers or in the Lecturer or Teaching Professor series are expected to "maintain currency in the profession and pedagogy" and for "Educational leadership beyond the campus and contributions to instruction-related activities." (See the Appendix "Faculty in the teaching professor series."

Professional activity

For professional activity, we follow the same criteria as other departments. In addition, we expect faculty to attend the monthly coordination meetings to participate within the Design Lab's Working Groups, and whenever possible, the weekly research meetings.

We also expect faculty to demonstrate ethical conduct in research, leadership, and community engagement. And, while all members of the Design Lab are considered equal members with an equal responsibility to maintain, identify, and address any cause for ethical concern, faculty are expected to set an example..

Design Lab Service

We expect Faculty to volunteer their services, especially to serve on Working Groups.

Faculty with Design Lab FTEs
Just as faculty with appointments in departments are expected to serve on department committees, those with Design Lab FTEs are expected to serve on Working Groups, either by volunteering or by being appointed.

Public Service

In addition to serving on local, national, and global societies and professional organizations, governmental and foundation service. Because we are an applied discipline, much of our work has important societal implications, especially the work on community-driven design we intend to value this component highly. A useful introduction to this topic is provided by this PLOS article on "Assessing scientists" with an emphasis upon societal impact.
https://journals.plos.org/plosbiology/article?id=10.1371/journal.pbio.2004089

Affiliated Faculty

UC San Diego faculty who wish to be affiliated with the Design Lab, but not to the extent required by the membership requirements may submit a request to be "Affiliated Faculty." The regular faculty will vote on the request.

Affiliated faculty may attend meetings, use the "hoteling" space and facilities, and partake in Design Lab activities. They are not eligible to vote for Design Lab matters or faculty appointments or promotions. They are eligible to serve on ad hoc committees for academic review, hiring, or promotion, and are eligible to vote within the committees of which they are members.

3. Professional Members

Researchers

A number of Design Lab members have UCSD jobs that focus on research (e.g., research staff, Postdoctoral Fellows, and those with academic titles such as Research Scientists, Project Scientists, and Specialists). Their qualifications are the same as for faculty, except that teaching is not required.

Staff

Staff employed by the Design Lab are automatic members. Other staff should consult with the Director's office about their obligations.

4. Contributing Members

Contributors

Contributors are members of the UC San Diego community or the San Diego design community who engage in multiple activities within the laboratory: for example, by active, responsible participation in the research activities of faculty and researchers, helping the Design Lab's operations group with administrative, technical, and other activities, taking part in seminars, student design clubs, and seminars.

Many will do research in Human-Centered Design and or assist in our activities. They do not have to be students of a Design lab faculty member. Contributing members might also attend the weekly research meeting and present their work on occasion.

Design Lab engagement must be specific to the Lab: simply taking courses does NOT constitute sufficient engagement. Thus simply enrolling in either the undergraduate DSGN minor or graduate Specialization is not sufficient by itself.

However, when the Design Lab starts formal degree programs: for example an undergraduate or graduate degree (BDes, MDes, or PhD) students in these design, degree-granting programs are automatically Contributing members.

Affiliate Members

Affiliates are visitors (e.g., visiting faculty or students), retired faculty, or local designers and members of companies are welcome to attend our public events and to work on or discuss our projects. They do not have any formal responsibilities. They may:
- Participate in Design Lab meetings
- Help teach courses through sponsoring projects, giving guest lectures, or mentoring students, where this is appropriate
- Taking part in research projects at the invitation of the faculty supervisor
- Helping with Design Lab community activities

Industrial Members

Industrial Members are extremely important to the Design Lab for numerous reasons: we often engage in joint, collaborative research projects with them, our students get internships and jobs with them, and they provide valuable feedback about the relevance of our courses and activities to, well, to put it bluntly, to the real world. Industrial members can play multiple roles as an extremely important part of the Design Lab's ecosystem.

To apply for Industrial Membership in the Design Lab, contact the Associate Director.

5. MEMBERSHIP CERTIFICATION

Becoming a Member

The Membership Working Group will develop a mechanism for determining who is a member of the Design Lab, and in which category. The specifications should be as simple and open as possible.

Ending of Membership

The Membership Working Group will develop a mechanism for ending membership when for some reason (to be determined) it becomes necessary to terminate someone's membership.

When people leave UC San Diego, their membership will automatically be transferred to the Alumni list.

Design Lab Membership Code of Conduct

Membership brings with it both advantages and responsibilities and as such is an agreement between the individual and the rest of the Design Lab members. In addition to role specific conditions and responsibilities, all members agree to a basic set of guidelines which comprise the General Membership Code of Conduct. We:

- Treat all colleagues with respect, independently of university or professional status: students, staff, faculty, researchers, affiliates of the Design Lab or visitors.
- Treat equipment and facilities with care: clean up after usage.
- Review and understand UCSD policies including:

1. What to do if you observe:
    a. Inappropriate interactions with other people in the Design Lab
    b. Misuse of equipment or facilities
2. Activities that are in violation of UC San Diego policies. For example: inapporpriate treatment of educational information including grades; experimental data; human subjects; sexual harassment; theft; malicious damage; plagarism; falsifying data and/or fabricating research results. These violations will be reported to the appropriate UC San Diego authorities.

If you are uncertain about any aspect of this Code, seek guidance from the Director, Associate Director or a member of the Ethics and Culture Working Group. This working group is responsible for developing procedures implementing these principles, including procedures to maintain confidentiality.

The nature, scope and severity of infraction will determine the appropriate office/individuals involved with managing the concerns. Specific to the individual's role with the DLab , members may be warned, have their membership temporarily suspended, or have their membership revoked.

When the behavior violates UC San Diego rules, the behavior will be reported to the appropriate UC San Diego offices.The University has strict rules about holding reported violations in extreme confidence while the evidence is being reviewed. For infractions that do not rise to the UC San Diego level of importance, we will follow similar rules of engagement, with a special Working Group charged with the responsibility to determine the violation, and if necessary the resulting consequence.

APPENDICES

Faculty: Definitions and voting

 Faculty appointments that automatically provide membership in the Academic Senate are (see URL-1and URL-2, below):

- Tenure-track and tenured Professors,
- In-Residence Professors,
- Professors of Clinical X,
- Lecturers w/SOE or PSOE,
- and select Administrators
- Emeritus faculty are members of the senate (see URL-2)

1. https://senate.ucsd.edu/about-the-senate/
2. https://senate.ucsd.edu/Operating-Procedures/Senate-Manual/Appendices/105.1

Unfortunately, neither Acting nor Adjunct professors are members of the academic senate. Adjuncts are described by URL-3, which points to the bylaws of the Health Sciences Faculty.

3. https://senate.ucsd.edu/Operating-Procedures/Senate-Manual/appendices/5.8

From the Design Lab's perspective, Adjuncts are full faculty members, treated identically to other faculty, except for votes on faculty appointments and promotions. There, we will follow the same procedure used in the Health Sciences: "All members of the Faculty, as defined above, shall have the privilege of voting. To ensure compliance with any matter for the Academic Senate or advising in the name of the Senate, votes of Senate and non-Senate members shall be recorded separately and only votes of Senate members will be transmitted" (see section 5.8, III of URL-3 (above).

Summary: The Academic Senate rules state that only members of the Academic Senate are allowed to vote on faculty appointments and promotions. Adjunct faculty are not Senate members. The Design Lab will allow ALL faculty members of the Lab to vote, but when we report the vote to the administration, we will separately give the votes for Adjunct faculty.

Faculty Responsibilities

The UCSD Policy & Procedure Manual for Academic Personnel (PPM) specifies the criteria for appraisal and promotion of faculty The first paragraph of the requirements are important enough that they are repeated here:

> The review committee shall judge the candidate with respect to the proposed rank and duties, considering the record of the candidate's performance in (1) teaching, (2) research and other creative work, (3) professional activity, and (4) University and public service. In evaluating the candidate's qualifications within these areas, the review committee shall exercise reasonable flexibility, balancing when the case requires, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another. The review committee must judge whether the candidate is engaging in a program of work that is both sound and productive. As the University enters new fields of endeavor and refocuses its ongoing activities, cases will arise in which the proper work of faculty members departs markedly from established academic patterns. In such cases, the review committees must take exceptional care to apply the criteria with sufficient flexibility. However, flexibility does not entail a relaxation of high standards. Superior intellectual attainment, as evidenced both in teaching and in research or other creative achievement, is an indispensable qualification for appointment or promotion to tenure positions. Insistence upon this standard for holders of the professorship is necessary for maintenance of the quality of the University as an institution dedicated to the discovery and transmission of knowledge. Consideration should be given to changes in emphasis and interest that may

occur in an academic career. The candidate may submit for the review file a presentation of his or her activity in all four areas.
http://adminrecords.ucsd.edu/PPM/docs/230-210.html

Only people officially designated as Faculty Members of the Design Lab may take part in voting on faculty appointments, promotions or review.

In faculty reviews, we follow the four criteria
1. teaching
2. research and other creative work
3. professional activity
4. public service

taking into account the specific nature of the design activities of the Design Labh which may require flexibility, especially when "the proper work of faculty members departs markedly from established academic patterns." Moreover, we agree that "the review committee shall exercise reasonable flexibility, balancing when the case requires heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another."

Faculty in the teaching professor series

Faculty with appointments in the Teaching Professor (AKA Lecturer with (Potential) Security of Employment (LPSOE and LSOE) are evaluated with these four criteria:

1. Teaching of truly exceptional quality and so specialized in character that it cannot be done with equal effectiveness by Professor (Ladder-Rank)
2. Professional achievement and activity; an appointee in the LSOE series is expected to maintain currency in the profession and pedagogy
3. University and public service
4. Educational leadership beyond the campus and contributions to instruction-related activities (i.e., conducting TA training, supervision of student affairs, development of instructional materials/multimedia)
http://adminrecords.ucsd.edu/PPM/docs/230-285.html