



MEMORANDUM

UCLArts
Department of Architecture and Urban Design
1317 Perloff Hall
Mailcode: 146702

Faculty Workloads Department of Architecture and Urban Design

Roster Faculty

Full Time: 5 courses per academic year or
3 studios and 1 course per academic year

50% Time: 3 courses alternating with 2 courses per academic year or
2 studios alternating with 1 studio and 1 course

Visiting and Adjunct

Full Time: 6 courses per academic year or
3 studios and 1 course per academic year

Part Time: .50 per course per quarter or
.83 per studio per quarter

Lecturer

Full Time: 9 courses per academic year or
3 studios and 1 course per academic year

Part TimeL .33 per course per year or
.83 for each studio per quarter

Exceptions: Credit, usually equal to one course, can be given to lecturers, visiting and adjunct faculty for service to the department at the discretion of the chair.

As of 6/30/02

Rec'd 11/13

MEMORANDUM

UCLA

Department of Architecture and Urban Design
School of the Arts and Architecture
Mailcode: 146702

October 30, 1997

TO: Architecture and Urban Design Academic Senate Members
FROM: Elaine Marco
RE: By law 55 -- Extension of Voting Rights

Below are the Voting Rights 1997/98 voted on by the enfranchised members of the faculty. A 2/3 majority was required for all of the extensions, except for item II, where a majority was required.

- Associate Professors have been enfranchised to vote on academic personnel matters of Full Professors.
- Assistant Professors were not enfranchised to vote on Academic Personnel matters.
- Studio Series Professors were not enfranchised to vote on Academic Personnel Matters - with the exception below
- Studio Series Professors have been enfranchised to vote on all actions regarding Adjunct and Visiting Professor series.
- Lecturers (SOE) and Senior Lecturers (SOE) were not enfranchised to vote on Academic Personnel matters.

Regarding Emeriti Professors:

- I. Emeriti Professors were not enfranchised to vote on academic personnel matters.
- II. Emeriti Professors who are not recalled were not enfranchised to vote on substantial departmental questions.

Rec'd 11/13

**ACADEMIC REVIEW BY-LAWS
DEPARTMENT OF ARCHITECTURE AND URBAN DESIGN**

PRELIMINARY DISCUSSION

- a. With the assistance of the Dean's Office, the department's Academic Personnel Coordinator will prepare a roster of all current faculty eligible for regular advancements (reappointments, merit increases, appraisals and promotions) during the subsequent year. This roster should identify the number of years at the current faculty position.
- b. The Chair reviews this list, consults with members of the departmental faculty, and initiates the departmental review. After consultation with the faculty, the Chair may also initiate reviews for new appointments to the Adjunct or Studio Professor series, change-in-series, reviews for temporary faculty recommending non-reappointment and accelerated actions.
- c. For actions affecting the Chair, an enfranchised tenured member of the faculty should be appointed by the Chair to make the initiative.
- d. The Chair shall notify all candidates who are eligible for a review. Assistant Professors with required reviews (renewals, appraisals, merit increases, 7th Year Review) must receive written notification.
- e. The Chair will meet with each candidate to be certain that the faculty member understands the review process and is given an opportunity to ask questions.
- f. The faculty member should be counseled about their responsibilities for the coming action. The candidate must also be given a copy of Academic Personnel Manual Policies 210-1 and 220. A schedule for submission of all materials required for the review must be agreed upon. The candidate will be informed of their right and the procedure to identify individuals who may be potentially biased concerning this review.

SOLICITATION LETTERS

- a. The Chair will compile a list of qualified individuals from whom letters of evaluation can be solicited regarding the candidate. The Chair will consult **the chair of the staffing committee** and authorities within the discipline in identifying these names (see "b" below). These are the departmental nominees. It is suggested that the Chair contact these individuals in advance to determine their availability to write an evaluation letter.

The candidate also prepares a list of potential evaluators. These are the candidate's nominees. It is suggested that the candidate contact these individuals in advance to determine their availability to write an evaluation letter.

- b. After receiving the candidate's nominees, the Chair will select a number of individuals from both lists from whom letters will be solicited, including a reasonable number of persons nominated by the candidate. The Chair is responsible to "make certain that an appropriate over-all selection of authorities is made in order to assure that an objective and representative sounding of opinion within the particular discipline is obtained."
- c. In addition to the CV, the candidate must be given an opportunity to submit a reasonable selection of materials to be included with the solicitation letter. **It is recommended that the candidate also include a statement covering current research emphasis and future direction.** The Department will pay for any costs associated with collecting these materials (i.e. copies of publications, books, copies of recordings).
- d. The Chair shall receive all letters. All letters received must be opened, date stamped and included in the file.
- e. The Chair will give the candidate redacted copies of all letters received and appropriate notification of all confidential materials in the file.

STAFFING/AD HOC COMMITTEES

- a. **The department's "Staffing Advisory Committee" will consist of all enfranchised Senate Faculty eligible to vote on the action. The chair of the staffing committee should be a faculty member other than the department Chair. An ad hoc committee is an arm of the staffing committee, convened to prepare a report on the candidate for the staffing committee.**
- b. **The Staffing Committee in deliberation with the department Chair will appoint ad hoc committees to prepare a report prior to departmental discussion and deliberations. Ad hoc committees will be appointed for all appointments, promotions, accelerations and 4th Year Appraisals. For other actions - renewals of assistant professors, regular merit increases – ad hoc committees will be appointed at the discretion of the Chair.**
- c. **Whenever possible, 2-3 individuals will be appointed to serve on an ad hoc committee. The committee will usually consist of individuals eligible to vote on the action. It is preferred that individuals on the ad hoc committee be of a level equivalent to or above the recommended rank and step of the candidate; however, in some cases the Staffing Committee will require flexibility to designate the most appropriate individuals and those most familiar with the field. In rare situations, members may be drawn from other (related) departments.**
- d. **The ad hoc committee will be charged by the Staffing Committee to create a report evaluating the performance of the candidate without making a specific recommendation.**
- e. **The report of the ad hoc committee will be reviewed and approved at a meeting of the Staffing Committee. Prior to approval, the Staffing Committee may ask the ad hoc committee to revise the report to reflect discussion at the meeting.**
- f. **A redacted copy of the report (in which the names of the committee members are removed) will be provided to the candidate who will have ten working days to offer a written rebuttal.**
- g. **The faculty member must sign the "pre-certification page" in the dossier releasing the file for departmental discussion and vote.**
- h. **In the rare situation where a faculty member refuses to sign the pre-certification page: if the review is not mandatory the review will be terminated; if the review is mandatory (examples include renewals, appraisals and 7-year reviews of Assistant Professors and 5-year reviews of Associate and Full Professors) the Chair will inform the individual that a signed pre-certification page must be received within 10 working days. If the**

pre-certification page is not received the file will proceed to the faculty for further deliberations with a note from the Chair indicating the candidate's refusal to sign.

DEPARTMENTAL CONSIDERATION

- a. **Once the candidate has signed the “pre-certification page” a meeting of the staffing advisory committee will be scheduled to review all the material of the dossier including the report of an ad hoc committee if applicable, and all materials submitted by the candidate prior to the date of the meeting which includes any written rebuttal provided by the candidate. Each member of the staffing advisory committee will be informed in writing of the date and time for discussion of this review. They will also be reminded that they have an opportunity to review the dossier before the meeting and will be instructed where and when they can review this material. (Although members of the staffing advisory committee are strongly encouraged to review all of the candidate’s materials and participate in the formal discussion of the case, the academic senate has stated that an enfranchised faculty member cannot be required to attend a meeting or read the dossier prior to casting their ballot.) Faculty should be given no fewer than 5 working days prior to the meeting to review this material.**
- b. **The Chair of the staffing committee will conduct the meeting of the staffing committee and lead a discussion of the dossier and its contents. The faculty should be encouraged to discuss the case freely and express professional opinions about the candidate.**
- c. **The Department Chair may take notes to assist in the composition of the “Chair’s Letter.” To protect the confidentiality of those attending the meeting, formal minutes, which include a record of the discussion, are not to be taken. Although discouraged, the Chair may find it necessary to tape record the meeting to assist in composing the letter. In such cases, it should be announced at the beginning of the meeting that the recording is to assist the Chair only and will be erased after the Chair’s Letter has been written.**
- d. **Immediately after the conclusion of the discussion the Chair of Staffing should request that the committee formulate and vote on a recommendation to be included with the ad hoc report. A committee vote should then be taken on the adoption of the ad hoc committee report including the recommendation. Once the report is accepted by the staffing committee, the department will distribute formal mail ballots to all eligible faculty to vote on the case.**
- f. **The department will distribute ballots on personnel actions to the regular campus addresses of enfranchised faculty, including those who are on official leave of absence. The ballot will indicate a “due date” which should be a minimum of 5 regular working days: “working days” includes days when classes are not in session during the pay period but excludes weekends,**

official university holidays, and non-paid periods such as the summer months. Unless specific arrangements have been made in advance, it is not the department's responsibility to send ballots to off-campus addresses, to out-of-state addresses, or overseas addresses of Faculty. All ballots are to be counted and recorded immediately after the due date.

THE CHAIR'S LETTER

- a. The Chair will write the summary of the faculty deliberations known as the "Chair's Letter." (This document is distinct from the **ad hoc committee report which has been approved by the staffing committee.**)
- b. The Chair's Letter will accurately summarize the opinions expressed at the meeting while maintaining the confidentiality of those attending.
- c. If, during the discussion, evaluation letters were discussed, they will be identified in the Chair's Letter by the date of the letter.
- d. The Chair's Letter will **report the numerical vote of the official ballot.**
- e. After completion, the "unsigned" Chair's Letter will be available in the Chair's office for several days to give the faculty who voted on this action an opportunity to review it. Faculty who wish to review this letter should inform the Chair's assistant within three days of the meeting of the Staffing Committee. The Chair's assistant will then ensure that each faculty member who expressed interest in reviewing the letter is informed when it is available for review. If faculty are concerned about any information contained in the letter, or lack of information, they are responsible to discuss this with the Chair.
- f. After the time allotted for faculty review is completed, the letter will be signed included in the file and given to the candidate.

CONCLUDING THE REVIEW

- a. After receiving the Chair's Letter, the candidate will meet with the Chair.
- b. The candidate will be given a deadline to prepare a response to the **faculty recommendation and the Chair's letter.**
- c.
- d. Candidates are not usually given the opportunity to appeal a negative decision of the faculty. However, if the candidate has significant new information to present, the Chair may allow for an appeal. If the Chair grants an appeal, the enfranchised faculty will reconvene and consider the new information submitted by the candidate. There are two possible recommendations:
 - d1. The faculty may vote to reconsider the case based on the new information, wherein the prior vote of the faculty is immediately invalid. An addendum to the Chair's Letter is prepared stating that an appeal was conducted and summarizes the discussion and final recommendation of

the faculty. Upon a recommendation and second, balloting continues as outlined above.

- d2. If a majority of the faculty elect to not reconsider the case, the prior vote of the faculty will stand and the chair will simply add a note to the file that new information was submitted and considered by the faculty
- e. After the candidate's deadline for submission of a response to the departmental deliberations, the candidate is asked to sign the "post-certification Page' in the dossier which is then forwarded to the Dean's Office.
- g. In the rare situation where a faculty member refuses to sign the post-certification page: if the review is not mandatory the review will be terminated; if the review is mandatory (examples include renewals, appraisals and 7-year reviews of Assistant Professors and 5-year reviews of Associate and Full Professors) the Chair will inform the individual that a signed post-certification page must be received within 10 working days. If the post-certification page is not received the file will proceed to the Dean's Office with a note from the Chair indicating the candidate's refusal to sign.

AD HOC NOMINATIONS

For all promotions and appointments to tenure, The Department Chair submits, with the dossier, nominations of individuals who might serve on a CAP-appointed ad hoc committee. The Chair nominates three tenured faculty from the department. The Chair may also nominate three tenured UCLA faculty from outside of the department; these will assist the Dean who makes the final recommendation. The Chair will consult with representative members of the faculty in preparing these nominations.