UCLA ART HISTORY DEPARTMENT BYLAWS
(Approved June 6, 2003)

I. Bylaws

1. **Bylaws:** These Bylaws contain the core principles by which the Department has chosen to govern itself.

2. **Amendment:** Amendments to these Bylaws may be proposed by any voting member of the Department. This recommendation will be circulated prior to being presented for discussion and vote by the entire Department at a meeting, notice of which must be given at least one week in advance. Amendment of departmental Bylaws requires a two-thirds vote of the faculty.

3. **Access:** These Bylaws will be posted on the departmental website and accessible without restriction. At the beginning of each academic year, the Chair will be responsible for distributing a copy of the Bylaws to each voting member of the Department and designated student representatives. In addition, a copy of the Bylaws will be kept in the Chair's office.

II. Membership

1. **Membership:** Members of the Academic Senate holding the titles Professor, Associate Professor, Assistant Professor, and Lecturer have the right to attend department meetings and participate in department decisions, in accordance with university regulations.

2. **Department meetings:** Department meetings take place at the call of the Chair with a minimum of one week's notice, except when the Chair finds that an emergency or urgent matter makes this impossible. The Chair or a substitute designated by the Chair presides at the meeting.

   a. Per Academic Senate regulations (UCLA Call, Appendix 4, Bylaw 55, ll-6, http://www.apo.ucla.edu/call/append4.htm), "upon the request of 2 Senate members, the Chair must schedule and hold a meeting within ten days." Two Senate members may also request that an item be placed upon the agenda of a previously scheduled meeting.

   b. The Chair will call for at least one meeting each quarter.

   c. The Chair will request that one faculty member, or a substitute designated by the Chair, serve as parliamentarian for departmental meetings.
3. **Minutes:** Written minutes of the department meetings, excluding details of discussions of personnel actions, will be taken by a staff member and distributed in timely fashion to the whole voting faculty, as well as to designated student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes are to include a list of individuals present at the meeting.

   a. A copy of minutes from all departmental meetings will be preserved in the Chair's office, where any voting member of the department may consult them on demand.

4. **Student Representatives:** Three graduate students and one undergraduate will be elected annually to serve as student representatives to the Art History Department. They will participate in all departmental meetings, but may not be present during faculty discussions of personnel actions, and they will be asked to provide input on issues that directly affect the department's curriculum and teaching programs at both the graduate and undergraduate levels. Graduate student representation in departmental meetings and on all committees must be in conformance with UCLA's obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.

   a. Student representatives are eligible to vote at departmental and committee meetings. However, their votes are advisory and will be recorded separately per UCLA Academic Senate Bylaws 45E6 & 7 (http://www.senate.ucla.edu/FormsDocs/Bylaws/ch4-3.htm#b45). Student representatives can also place items on the agenda for departmental consideration, and, if necessary, a departmental vote.

   b. Student representatives will be elected by the Art History Undergraduate Association and the Art History Graduate Student Association. Such nominations shall be made by the appropriate undergraduate and graduate organizations by the end of the spring quarter for the following year.

5. **Voting Rights:** Department members who belong to the Academic Senate and meet the requirements may vote in Department meetings as outlined in the UCLA Call, Appendix 4, Senate Bylaw 55.I (http://www.apo.ucla.edu/call/append4.htm).

   a. Emeriti/ae: Pursuant to UCLA Academic Senate Bylaw 55, the Department has decided that "Emeriti as a class not be allowed to participate in personnel actions and hold no voting rights."

   b. Mode of Voting: Voting on departmental business is usually by a show of hands, unless a motion is made for a secret ballot. Voting on personnel matters is by secret ballot only. All departmental votes are majority votes unless otherwise specified.

6. **Quorum:** One-half of the Academic Senate members in residence at the time of the meeting constitute a quorum to conduct department business during that quarter. Two
thirds of the Department roster in residence constitutes a quorum for matters of personnel and appointments.

7. Referendum: Any action (except in matters relating to personnel and appointments) taken at a department meeting is subject to a referendum of all members of the department in residence under the following conditions: (1) if a request for such a referendum is made by not less than 25% of the membership of the department; and (2) if such a request is submitted to the Chair not more than five days after the meeting at which the decision in question was taken (excluding Saturdays, Sundays and academic holidays).

III. Officers

1. Chair: The Chair is appointed by the Chancellor upon the recommendation of the Dean of Humanities in consultation with the department. The Chair serves at the Dean's discretion normally for a term of three years with the possibility of renewal. The following constitute the main responsibilities of the Chair: (For a more extended enumeration of the Chair's duties, see APM 245, Appendix A: http://www.ucop.edu.acadadv/apm-245.pdf)
   a. Academic personnel review: maintenance of records and reports concerning recruitment, tenure and promotion.
   b. Supervision and evaluation of staff.
   c. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes.
   d. Scheduling and recommending sabbatical and other leaves to Chancellor.
   e. Maintaining and assigning departmental work facilities.

2. Vice Chair: The Chair will nominate, in consultation with the faculty, one ladder faculty member to serve as Vice-Chair to assist the Chair and to assume his/her place on a temporary basis during absence due to illness or travel.

3. Director of Undergraduate Studies: The Director of Undergraduate Studies will be nominated and elected at the end of the Spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's undergraduates and assists the Chair in overseeing the departmental teaching schedule. This oversight includes:
   a. Being available to undergraduate students seeking advice.
b. Assuring that the Department's curricular needs are met, and that all faculty members adhere to departmental and university regulations regarding their teaching loads and course contents.

c. Overseeing all undergraduate course actions.

d. Serving as Faculty Coordinator for senior theses and chairing the committee that determines the level of honors awarded to completed theses.

e. Making recommendations to the department about the allocation of "soft money" appointments.

f. Supervising diversity recruitment efforts.

g. Serving as Chair of the Undergraduate Review Committee.

4. **Director of Graduate Studies:** The Director of Graduate Studies will be nominated and elected at the end of the Spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's graduate students. This oversight includes:

a. Being available to graduate students seeking advice.

b. Coordinating graduate admissions.

c. Serving as chair of the Department's Graduate Affairs Committee.

d. Evaluating the progress of all students at the end of each academic year.

e. Mediating between graduate students and faculty in conformance with UCLA's obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.

f. Approving forms related to student performance and progress (petitions, passing language examinations, advancements to candidacy, etc.).

g. Supervising departmental and field requirements.

5. **Chair of the Financial Aid Committee:** The Chair of the Financial Aid Committee Affairs will be nominated and elected at the end of the Spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's fellowships and teaching assistantships. This oversight includes:

a. Coordinating applications for financial awards and teaching assistantships.
b. Serving as chair of the Department's Financial Aid Committee.

6. **Teaching Assistant Mentor:** The Teaching Assistant Mentor will be nominated and elected at the end of the Spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's Teaching Assistants. This oversight includes:
   
   a. Supervising the assignment of TAs to lower and upper division courses.
   
   b. Supervising the TA training process.

7. **Director of Publicity:** The Director of Publicity will be appointed by the Chair, in consultation with the faculty, to be responsible for designing and updating departmental publicity material, including flyers, brochures, and web page. The Director will also collaborate with staff on the design of the Friends of Art History Newsletter.

8. **Faculty Colloquium Coordinator:** The Chair will appoint a coordinator to schedule faculty colloquia and other departmental events during the academic year.

**IV. Departmental Committees**

**Committee Work:** Much essential work in the Department is conducted through committees composed of faculty and student members. The active participation of faculty and students on committees is indispensable to the functioning of the Department.

   a. **Mode of Selection of Faculty Representatives:** All faculty committee members are nominated by the Chair and elected by the faculty.

   b. **Student Participation:** Student members elected or designated by their peers may serve as members of standing committees. They may vote, but their votes will be recorded separately per UCLA Academic Senate Bylaws 45E6 & 7 (http://www.senate.ucla.edu/FormsDocs/Bylaws/ch4-3.htm#b45). Graduate student representation on all committees must be in conformance with UCLA's obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.

1. **The Undergraduate Review Committee:** (URC) will oversee, in consultation with the faculty, the Department's undergraduate programs. The Director of Undergraduate Studies serves as Chair of this Committee. The URC's mandate includes determining new teaching needs, removing courses that no longer meet departmental needs, overseeing the undergraduate Art History major, and supervising the undergraduate Honors program. The URC also is responsible for conducting the periodic self-review of the undergraduate
program. The Committee considers any questions or problems regarding the undergraduate program referred to it by the Chair of the Department and makes recommendations on significant policy matters to the Department for discussion and approval.

a. Committee composition: Two Department members of different ranks. In addition, an undergraduate and a graduate student representative will serve on the Committee.

b. Term of Office: Service on this committee will normally be for one year.

2. The Graduate Review Committee (GRC) oversees, in consultation with the faculty and Graduate Students Association, the Department's graduate program. The Director of Graduate Studies serves as Chair of this Committee. The GRC's mandate includes review of graduate curriculum, approval of graduate student petitions, and advising on professional matters. In years when a departmental self-review is required, the sections related to graduate affairs is prepared by the Committee. The Committee considers any questions or problems regarding the graduate program referred to it by the Chair of the Department and make recommendations on significant policy matters to the Department for discussion and approval. The Graduate Affairs Committee reviews all applications for admissions, including transfers from other departments, taking into account recommendations by the relevant faculty, and forwards its nominees to the faculty for approval.

a. Committee Composition: Two faculty members of different ranks. In addition, a doctoral level graduate student representative will serve on the committee.

3. The Committee on Financial Aid evaluates all fellowship and teaching assistantship dossiers of entering and continuing students. The Committee administers Dickson Fellowships, other Department fellowships, non-resident tuition awards, University "restricted" fellowships, and campus-wide fellowships. It also administers the selection of Teaching Assistants.

a. Committee composition: The Department elects two faculty members, who normally serve for one-year terms. The Director of Financial Aid chairs the meetings. In addition, a graduate student representative who has been advanced to candidacy will serve on this committee. The student representative may not be a candidate for a fellowship or teaching assistantship administered by the Department during the year of service with the exception of small grants. In adherence to the Dickson Will, the Chairs of the departments of English, History, and Philosophy will each nominate a member of their faculty to serve on the Dickson Committee. These outside members will only be responsible for participating in the administration of the Dickson funds.
4. **The Visual Resources and Information Technology Steering Committee (VRITSC)** will consist of the Chair, who will chair the committee; the Principal Museum Scientist/Curator of the Visual Resources Collection; the Dodd Humanities Group Manager; and two Art History faculty members appointed by the Chair in consultation with the faculty. The Committee will identify short- and long-term needs in implementing and maintaining a high quality of necessary computing and image support services, both analog and digital, in the Department. Proposed changes to improve operations will be presented at a faculty meeting when appropriate.

5. **The Foreign Language Committee** will determine policy, supervise, and grade the various language examinations or other methods of fulfilling language requirements.

   a. Committee composition: The Chair will appoint, in consultation with the faculty, four appropriate faculty members normally for one year terms. In addition, appropriate graduate student representatives will serve on this committee. Ideally, the members will represent as many of the relevant languages as possible.

V. Appointments

1. **Search Committees for Regular Ladder Appointments:** When a regular ladder appointment has been authorized by the Dean, the Chair, in consultation with the faculty, shall nominate a search committee, one or more of whose members should normally be from a field other than that of the prospective appointee. A specialist in the area of appointment from another Department may be included on the Search Committee. The Art History Graduate Students Association will nominate one of its members to serve on the committee. Normally, the Search Committee will invite its three leading candidates to campus in order to meet with faculty and students and present a talk to the Department. The committee will work in concert with the Chair to prepare a file and report for departmental discussion. It will then make an oral presentation to Department members at the meeting prior to departmental discussion. Search Committees must adhere to all affirmative action laws, policies, and guidelines (http://www.apo.ucla.edu/call/appendS.htm). Undergraduate participation is encouraged.

   a. Joint appointments: In case of joint appointments which originate in another UCLA department, the name of the candidate chosen by that department must be submitted, with appropriate documentation, at a meeting of the Art History Department. The secret ballot will begin after this meeting, and the result ordinarily counted within one week.

   b. Voting: An affirmative vote of two-thirds of those present and constituting a quorum for matters of personnel and appointments (half of the faculty in residence) is required to authorize a ladder appointment at any level. All eligible ladder faculty are permitted to vote on all appointments.
2. Student Participation: The graduate student member, in cooperation with the Executive Committee of the Art History Graduate Students Association, will present at the Department meeting where the candidate is discussed an evaluation in written and oral form, including the vote of their constituency, of the publications, teaching record, and recruitment talk. Under present University rules the graduate student member does not have access to confidential material (placement files, letters of recommendation, etc.) Undergraduate participation is encouraged.

3. Visiting Appointments: Visiting appointments should be suggested by the Chair in consultation with the faculty in the field in which the appointment will be made. A report will be presented by the Chair at the faculty meeting when the appointment is discussed, prior to the secret ballot. Normally visiting appointments will not exceed a two-year maximum.

4. "Soft-Money" Appointments: Soft-money appointments are non-ladder appointments made for a defined and limited duration. The Chair will solicit recommendations and then present them for discussion at the Department Meeting before the end of the Spring Quarter. Documentation concerning the appointment should be available at least one week prior to the meeting. Requests should be based on previous enrollment figures and/or significant programmatic need. When quick action is needed, the Chair may make an appointment after consulting as widely as possible among colleagues. In such instances, solicitation of candacies by telephone or letters may substitute for advertisements, but records must be kept about who is contacted.

VI. Promotions and Appraisal

1. Fourth-Year Appraisal of Assistant Professors: The Chair shall give written notice by April 15 to an Assistant Professor in her/his third year of the fourth year review. This review is intended to "provide an assessment of the likelihood of eventual qualification for promotion and to identify any areas of weakness or imbalance in the record which appear to require correction." Procedures for appraisals are the same as those followed in cases of promotion to Associate and Full Professor, except that no extramural letters of reference will be collected.

2. Vote of Fourth Year Review: The vote on the appraisal given by the faculty is characterized as: (a) "favorable," indicating an assessment that it appears likely that the individual will eventually qualify for promotion to tenure rank, (b) "with reservations," indicating an assessment that there is identified weakness or imbalance in the record which appears to require correction in order for the individual eventually to qualify for promotion to tenure rank, and (c) "unfavorable," indicating an assessment that it appears unlikely that the individual will eventually qualify for promotion to tenure rank. Whenever the Department’s appraisal is unfavorable, a separate vote shall be taken and recommendation made with respect to the question of the individual’s continuation of appointment.
3. **Renewals of contract of Assistant Professors:** Renewals will be considered and voted upon by the ladder faculty.

4. **Notice of Eligibility for Promotion to Associate and Full Professor:** The Chair will give written notice by April 15 to colleagues who will become eligible for promotion to Associate or Full Professor in the following academic year, and will ask them to submit materials required for review. Candidates for promotion shall also be provided with a copy of the "Synopsis of Academic Personnel Manual" at this time.

   a. **Timing of Promotion:** Department members are considered for promotion (with tenure) to Associate Professor during their seventh year unless they request earlier consideration. Department members may be considered for promotion to Full Professor after six years as an Associate Professor unless they request earlier consideration.

5. **External Letters:** Outside letters are an essential component of the review process. The Chair is responsible for collecting extramural letters of reference for each promotion case. The candidate will provide a list of six (6) referees by May 15 of the preceding year, and the Department will supply its own list. The Department Chair shall solicit from the candidate the names of potential referees who may be antagonistic to his/her case. The Chair will check the list of outside referees submitted by the candidate to assure that it reflects a broad spectrum of scholars with expertise in the candidate's areas of research. Finally, the Chair will work to insure that a total of at least eight (8) letters are received for submission to the Dean with each dossier.

6. **Teaching Evaluation:** Evaluation of instruction is an essential component of the review process. The candidate may be asked to provide a list of recent undergraduate and graduate students from whom letters of evaluation may be solicited. The department may also solicit letters from a random sampling of students whom the candidate has taught. In addition to examining course evaluations and student letters, the Chair will base an assessment of the candidate's teaching on any available peer evaluation conducted by the Department.

7. **Review Procedures:** The candidate’s dossier shall be available for inspection in the Department office at least two weeks before the action is to be discussed at the department meeting. The members of the Executive Committee of the Art History Graduate Students Association will present in written and oral form at the Department meeting where the candidate is discussed the vote of their constituency, as well as an evaluation of the publications and teaching record. Student representatives will not be present during the faculty’s discussion of the case. Under present University rules, graduate student members do not have access to confidential material (placement files, letters of recommendation, etc.) Undergraduate participation is encouraged.
8. **Voting eligibility:** All faculty members are eligible to vote on promotions to the Associate Professor and Professor ranks.

9. **Voting procedure:** Voting on all academic personnel decisions shall be by secret ballot by eligible faculty members. The ballot and documentation will be in the Department office; voting should be completed within one week.

10. **Informing the Candidate of the Departmental Recommendation:** The Chair will inform the candidate of the departmental recommendation as soon as possible, but not later than two business days after the departmental vote has been counted. At that time the Chair will speak with the candidate about the results of the discussion and make available the redacted materials in the file if the candidate requests.

11. **The Departmental Letter,** written by the Chair, expresses the departmental recommendation. It will be available for inspection by all voting faculty members, who may recommend changes to the letter, for five days after they have been notified of its availability. The candidate may request to read a redacted version of the Departmental Letter.

12. **Right of Appeal:** If an Assistant Professor's promotion to tenure file receives a preliminary negative assessment, or if the final assessment is contrary to that of the department, the faculty member and the Department Chair will receive notice in writing. The faculty member then may request copies of the extra-departmental reports from the Academic Personnel Office and respond to them in writing. The case will return to the department for additional consideration. An Assistant Professor who receives notice of termination may request reconsideration from the Academic Personnel Office before the final termination date. Reconsideration provides an opportunity for the reversal of the decision to terminate, based on additional materials to be placed in the file. (UCLA CALL, Appendix 6, Section V, "Non-Renewal and Terminal Appointment" (http://www.apo.ucla.edu/call/append6.htm).

**VII. Merit Increases and Renewals of Appointment**

1. **Chair's Notice:** The Chair shall give written notice by May 15 to colleagues who will become eligible for a merit increase (i.e. an advance in step within a given rank) or whose contract must be renewed during the following academic year. The Chair shall ask the eligible candidates to submit materials required for review (statement of activities since last review or vita; bibliography; copies of publications or manuscripts) no later than September 15 of the same calendar year. Colleagues in these categories shall be provided with a copy of the "Synopsis of Academic Personnel Manual."

2. **Review Procedures:** The candidate's dossier will be available for inspection in the Department office at least two weeks before the action is to be discussed at the department meeting. The members of the Executive Committee of the Art History
Graduate Students Association will present in written and oral form at the Department meeting where the candidate is discussed the vote of their constituency, as well as an evaluation of the publications and teaching record. Student representatives will not be present during the discussion of the case by the faculty. Under present University rules the graduate student members do not have access to confidential material (placement files, letters of recommendation, etc.) Undergraduate participation comparable to that of graduates is encouraged.

3. **Right of Appeal:** The candidate may exercise her/his right of appeal to a merit increase decision by way of written communication to the Chair, who will bring it to the faculty for reconsideration. Should the candidate wish to pursue the appeal beyond the Department, her/his appeal should be directed to the Dean of the Humanities and, where appropriate, to CAP.