Part I. Functions

1. The Faculty of the Department of Public Policy shall conduct the governance of their Department in accordance with all applicable rules of the Academic Senate of the University of California and the Bylaws of the School of Public Affairs.

Part II. Membership

2. Membership in the Faculty of the Department of Public Policy is defined by Divisional Bylaws 50(A) and 179. All Academic Senate members with positive time appointment in the Department and jointly appointed faculty who have not waived voting rights, shall have voting rights in the department.

The Department of Public Policy will make and renew faculty appointments joint with other departments, subject to the guidelines outlined in Appendix 15 of the UCLA Call, Joint Appointments and the policies outlined in “Policy on Joint Appointments within the Department of Public Policy”, effective date July 1, 1999. Positive-time joint appointments are treated as permanent appointments, subject to the terms of the faculty member’s contract with the University. Zero-time joint appointments (both those with waived voting rights and those with full voting rights) will have a fixed term of three years and will be subject to renewal by a vote of the Department’s faculty with voting privileges.

Part III. Meetings

3. The Faculty of the Department shall meet at least once a quarter after a call by the Chair of the Department or the Vice Chair the Department with a minimum of one week’s notice prior to the meeting.

4. Special meetings of the Faculty may be held with at least three instructional days notice:

   (A) After a call to meeting by the Department Chair or the Department Vice Chair Faculty or,

   (B) A written request for a meeting signed by at least five voting members of the Faculty. The meeting must be scheduled to take place within five instructional days of receipt of the request. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.
5. The Chair shall preside at all meetings of the Faculty. In the absence of the Chair, the Vice Chair shall preside.

6. Voting shall be without secret ballot, except on academic personnel matters or whenever requested by a majority of the voting members present.

7. All senate faculty including Assistant Professors may vote on all new faculty appointments and joint appointment matters. This group may also vote on the appointment of Adjunct Faculty. Only tenured faculty may vote on other academic personnel matters.

(a) Appointment of lecturers will not require a faculty vote; these appointments will be made at the discretion of the Department Chair.

8. Voting on personnel actions requiring a vote by the full faculty, will be held open for at least three days. The voting period may be closed prior to that time if all eligible faculty have voted. The balloting process and vote counting shall be administered by the Management Services Officer.

Part IV. Quorum

9. One half (50%) shall constitute a quorum of those in residence and entitled to vote.

Part V. Committees

10. The Chair of the Department is an ex officio member of all committees without vote except as may be herein designated.

11. Except as may be herein designated, administrative officers of the School of Public Affairs cannot serve as members of the committees established by these Bylaws.

12. To the extent permitted by the rules of the Academic Senate of the University of California and the Bylaws of the School of Public Affairs, students may be eligible for membership on all standing committees, at the discretion of the Department Chair.

13. The standing Committees of the Department shall be:

A. The Executive Committee

   The Departmental Executive Committee shall be composed of:
   1) the Chair of the Department
   2) the Vice Chair of the Department
   3) the immediate past Chair of the Department
4) an additional faculty member or members sufficient to represent any faculty ranks not represented by items 1, 2 or 3 above.

The Executive Committee members defined in item 4 shall be elected in a duly noticed election of Senate Faculty members. They will be elected to a one year term.

The Executive Committee role shall be to advise the Chair as to joint appointments and on other matters as needed. The committee shall also monitor and review the rules and policies established by the Faculty, and exercise general supervision of the educational policies and programs of the Department. Within policies established by the Faculty, it shall serve as the planning, coordinating and policy formulation body for the Department, recommending to the Faculty such changes in policy and programs as may from time to time seem warranted.

The Executive Committee shall meet as needed. Meetings may be called by the Department Chair or any committee member. A majority of the committee shall constitute a quorum.

B. The Academic Personnel Committee

The Academic Personnel Committee shall coordinate the advice of the faculty on appointments, retention, and promotions of academic personnel (ladder faculty, adjunct faculty, visiting professors). The committee is authorized to appoint ad hoc committees and to arrange for peer review of teaching. In case of hurdle reviews, the Department Chair shall appoint all ad hoc committees. The chair of the committee will receive each report and review it or designate a Committee member of appropriate rank to do so in accordance with Senate Bylaw 188.

Faculty may delegate complete action for Dean’s Final actions except initial appointments. In accordance with the UCLA CALL, Appendix 4, Section II, Item this delegation will be reconsidered every three years.

C. The Curriculum Committee

The membership of the Curriculum Committee shall be balanced, to the extent possible, to provide broad coverage of the Public Policy Department’s curriculum.

The Curriculum Committee will develop long and intermediate range plans concerning curricula for the MPP degree, approve Public Policy Department offerings, review existing programs, consider or initiate proposals for change, and approve all new courses at the undergraduate and graduate level.

It will also offer proposals to change existing departmental policy on course buy-outs and on course credit for co-taught courses, as needed.
The Curriculum committee shall also advise the Chair of the Department on appointments of temporary lecturers when requested.

D. The Admissions and Fellowships Committee

The entire Faculty shall serve on the Masters Admissions and Fellowships Committee, which shall be responsible for the development and maintenance of policies and standards for admission to the masters program.

The Committee shall review all applications for admission. No more than two second year MPP students may participate in reading of applications for admission and their scores will be averaged in with the faculty evaluations to determine a final rating. The Committee shall determine who shall be admitted to the program and the amount of any fellowship awards. The Admissions and Fellowships Committee has the power to delegate subsequent negotiations to the Chair of the Admissions Committee and/or the Department Chair.

E. Delegate to the School of Public Affairs Faculty Executive Committee

F. Delegate to the Academic Senate

G. Other committees

Other committees, such as Faculty Search Committees, may be appointed by the Faculty as needed to serve for a limited period by concurrence of the Chair of the Department. Non-Senate Faculty and students may be appointed to such committees as non-voting members, except as restricted by the rules of Academic Senate.

Part VI. Responsibilities of the Faculty

12. In addition to their teaching obligations, the faculty of the Department of Public Policy shall be responsible for the following matters:

   (A) The recruitment, supervision, and evaluation of department academic personnel.

   (B) The development of the departmental curriculum and administration of its degree programs.

   (C) The admission and matriculation of departmental students.

   (D) Service on departmental, school wide and university committees.

Part VII. Responsibilities of the Department Chair

13. The Chair of the Department of Public Policy is responsible for the following
departmental matters:

(A) The proper administration of the budget according to the allocations and categories decided by the Dean in consultation with the Chair. The Department Chair, with concurrence by the faculty and with the approval of the Dean, has flexibility to make adjustments among lines for exceptional circumstances. The Department Chair will seek guidance from the faculty on the use of differential fee income and use of endowment and gift income.

(B) The staffing and supervision of the departmental curriculum.

(C) Assignments of faculty to committees.

(D) The recruitment, supervision, and evaluation of academic and non-academic personnel.

Part VIII. Amendment of Bylaws

14. The forgoing Bylaws may be added to, amended, or repealed at any regular or special meeting by a two-thirds vote of the members present.

15. Not less than ten instructional days prior to any regular or special meeting at which addition to, amendment of, or deletion of all or any portion of the Bylaws is considered, a written notice of any such proposed addition, amendment, or deletion will be sent to faculty.

Part XI. Implementation

16. These Bylaws shall become effective immediately after approval by two-thirds of the Faculty.