Bylaws (UCLA Bioengineering Department)

1. General and Academic Personnel Procedures
Pursuant to Academic Senate By-law 55, the Bioengineering Department has set up the following procedures for academic personnel review process for professorial appointments to the faculty, temporary FTE or visiting faculty, merit increases, promotions, and faculty recruitment.

Recruitment Procedures and Guidelines
Faculty Search Committee Chair, in conjunction with the Department faculty, identifies the research area for recruitment, drafts the ad, and is in charge of reviewing faculty candidate applications.

The Faculty Search Committee Chair with consultation and voting amongst the faculty will identify the selection pool and interview pool prior to inviting any candidates out for a visit.

Review Committees
1. Faculty Selection and Promotion Committee
   a. The Faculty Selection and Promotion Committee shall consist of all voting faculty members from the Department and will handle all academic personnel cases.

Ladder Track Faculty Personnel Matters
Full Faculty will be given notice and time to review the committee report and Chair’s letter before the case is submitted to the Dean’s Office. The right to review the committee and chair’s letter is part of the personnel process.

Appointment of Full Professor, Associate Professor or Assistant Professor
Review and discussion by all voting faculty within the department. Voting as follows.

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Voting Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Professor</td>
<td>All tenured faculty</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>All tenured faculty</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>All tenured faculty and Assistant Professors</td>
</tr>
</tbody>
</table>

Ad Hoc Committees – also according to appointment type.

Promotion to Full Professor or Associate Professor
Review and discussion by the department faculty for promotion to a full professor rank and associate professor rank as specified by By-Law 55. Voting by:

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Promotion to Full Professor</td>
<td>Full Professor</td>
</tr>
<tr>
<td>Promotion to Associate Professor</td>
<td>Full and Associate Professor</td>
</tr>
</tbody>
</table>

Merit Increase for Full Professors and Associate Professors
Review and discussion by the department faculty. For merit increases to Professor, Step VI and Professor Above Scale and any actions which require review beyond the Dean, discussion by all faculty.
<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Voting Body</th>
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</thead>
<tbody>
<tr>
<td>Merit Increase for Full Professor</td>
<td>Full Professor and Associate Professor</td>
</tr>
<tr>
<td>Merit Increase for Associate Professor</td>
<td>Full and Associate Professor</td>
</tr>
<tr>
<td>Merit Increase to Professor, Step VI and Professor Above Scale and actions which require review beyond the Dean</td>
<td>Full Professor</td>
</tr>
</tbody>
</table>

Merit Increase within Professor Above-Scale
Recommendation by tenured faculty members of the department. Committee report and Chair’s letter required.

Merit Increase for Assistant Professor
Recommendation by tenured faculty members of the department. Committee report and Chair’s letter required.

Assistant Professor Appraisals
Review, discussion and voting by tenured faculty members of the department. Committee report and Chair letter required.

Assistant Professor Renewal of Appointment
Recommendation by tenured faculty members of the department. Review and submission of dossier is not required, provided there is no change in the original terms of the appointment. Chair will submit letter to the Dean for renewal of appointment.

Assistant Professor Non-Renewal of Appointment
Recommendation, discussion and voting by tenured faculty members of the department.

Joint Appointments
Review, discussion and voting by all members of the department. Chair writes the letter. No committee report required.

Adjunct Faculty & Visiting Professor Personnel Matters

Appointment of Adjunct Faculty
Review, discussion by all faculty members. Voting as follows:

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Voting Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Professor</td>
<td>All tenured faculty</td>
</tr>
<tr>
<td>Adjunct Associate Professor</td>
<td>All tenured faculty</td>
</tr>
<tr>
<td>Adjunct Assistant Professor</td>
<td>All tenured faculty and Assistant Professors</td>
</tr>
</tbody>
</table>
Renewal/Promotion/Merit Increase to Adjunct Professor or to Adjunct Associate Professor
Review, discussion by all faculty members of the department for promotion to an Adjunct Professor rank, merit increases to Adjunct Professor Step VI and to Adjunct Professor Above Scale, promotion to an Adjunct Associate Professor rank as well as accelerated actions which require reviews beyond the Dean. Voting as follow:

<table>
<thead>
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<th>Appointment Type</th>
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<tbody>
<tr>
<td>Promotion to Full Professor</td>
<td>Full Professor</td>
</tr>
<tr>
<td>Promotion to Associate Professor</td>
<td>Full and Associate Professor</td>
</tr>
</tbody>
</table>

Appointment / Renewal of Lecturer and Visiting Professor Appointment
For appointments and renewals of appointment – recommendation by sponsoring faculty member (or instructor in charge) and departmental approval by the Chair.

Emeriti Faculty
Emeriti faculty will not have voting rights on any personnel matters within the department.

OVERHEAD RETURN STANDING POLICY:
The Department of Bioengineering will keep 10% of each faculty’s overhead return funds received from the Dean’s Office each academic year. The policy will remain the same every year unless change is made to the bylaw.

2. Teaching
Annual departmental course load. All ladder faculty are expected to teach a minimum of three (3) “formal courses” which typically include lectures and labs which parallel established loads at other institutions. At least one (1) of these is expected to be an undergraduate course, in keeping with the minimum number of undergraduate-courses-per ladder-faculty as is now required by UC policy. Currently the Department Chair receives two quarters of course release for his administrative duties. New hires receive one or two quarters of course release to build their labs.

Additional teaching responsibilities. All ladder faculty are expected to teach at least one (1) additional “informal course”, which typically includes:

a. Other scheduled courses. These courses are not part of the “annual departmental course load” (see II.b.). They might include Fiat Lux, Honors Sections and Contracts, TA Apprentice, Research Team Meetings, Journal Club Seminars, and other similar teaching situations.

b. Directed Individual Study. Generally, these courses are numbered 89HC, 99, 189HC, 195-199, and 596-599.

The above guidelines will be followed to provide compensation for both existing faculty, and incentive to recruit new faculty. In all cases, for all forms of course release, written agreements or a memorandum of understanding will be created to clearly state the precise form of release, begin date, end date, and conditions which trigger termination of course release. To eliminate the perception of privileged and non-privileged faculty, and to promote equity across departments, all course release requests must be discussed in departmental faculty meetings and approved by the Department Chair. Course release for the sole purpose of research is discouraged, and will be highly scrutinized by the Department Chair.
**Buyouts from Extramural Funds.** The department does not allow individual faculty to use extramural funds to buyout their standard course teaching load (usually to devote additional time to research).

**Non-Teaching Term.** Faculty may “stack” courses to produce a quarter in which no formal courses are taught. This does not relieve faculty, who are obligated to have a significant presence on campus, of their other university duties during this time period (i.e., advising students, departmental and university service, etc.). Not having formal teaching obligations in a term is not a leave of absence; faculty are subject to the same residency requirements as in quarters in which they teach scheduled courses.

**Sabbatical.** Faculty who take partial year sabbaticals are relieved of a maximum of one (1) formal course and one (1) informal course per academic quarter.

**Research/Creativity/Scholarly Inactivity.** The Departments will modify teaching loads for faculty members who are no longer productive in their research/creative/scholarly activities on a case by case basis, depending on the reason for the loss of productivity. In the extreme case, faculty who supervise zero (0) PhD students, have zero (0) active sponsored research support, and have zero (0) scholarly publications will be required to teach six (6) courses, at least five (5) of which must be “formal courses” as described above. However, accommodations and appropriate adjustments will be made if the reason for the inactivity is due to medical reasons. Each case will be discussed in departmental faculty meetings and approved by the Department Chair.

**Other Special Considerations.** Other factors may affect the assignment of teaching responsibilities, and must be discussed in departmental faculty meetings and approved by the Department Chair. The following categories are representative but not exhaustive:

- Course development – a maximum of one (1) quarter preparation may be given for each required course. No relief will be given for developing elective courses which are not required for graduation.
- Director/Co-Director of research centers which provide funds to compensate for administrative duties.
- Health reasons – faculty requiring extensive outpatient therapy, post-surgical recovery, maternity leave, and similar medical needs are relieved of a maximum of one (1) formal course and one (1) informal course per academic quarter.