UCLA CHEMICAL AND BIOMOLECULAR ENGINEERING DEPARTMENT BYLAWS
(Approved August 25, 2016; by a secret ballot of all Senate members, 2/3 majority; 7 yes; 1 no; 0 abstain)

I. Bylaws

1. **Bylaws:** These Bylaws describe core principles by which the Chemical and Biomolecular Engineering (CBE) Department has chosen to govern itself as permitted by the rules and regulations of the University of California (UC) system and the UCLA campus, which are described in the UC Academic Personnel Manual (APM), the UCLA CALL, and the Academic Senate Bylaws. These Department Bylaws are not all encompassing and should be treated as supplementary to the APM, the CALL and the Academic Senate Bylaws.

2. **Amendments:** Amendments to these Bylaws may be proposed by any voting faculty member (see II.5 below) of the CBE Department. Such proposals are presented for discussion to the Department at a meeting, notice of which must be given at least one week in advance. Amendment of Departmental Bylaws requires a two-thirds majority vote of the voting faculty.

3. **Access:** These Bylaws are posted on the UCLA Academic Senate website and also are accessible without restriction through the Departmental Management Services Officer (MSO).

II. Membership and Department Meetings

1. **Membership:** Members of the Academic Senate in the Regular Line or In Residence series holding the titles Professor, Associate Professor, Assistant Professor, Senior Lecturers or Lecturers with Security of Employment, and recalled Emeriti have the right to attend Department meetings and to participate in discussions.

2. **Department Meetings:** Department meetings take place at the call of the Chair on an announced schedule or with 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, normally the Vice Chair, presides at the meeting.

   a. Upon the request of two Senate members, the Chair must schedule and hold a meeting within ten days. Three Senate members may also request that an item be placed upon the agenda of a previously scheduled meeting at least one week in advance of the meeting.

   b. The Chair will call for at least one general business meeting each quarter. At least one business meeting per year shall be devoted in part, but not restricted to, student affairs.


3. **Minutes:** Written minutes of the Department meetings, excluding meetings or portions thereof devoted to personnel actions, are recorded by the MSO, reviewed by the Chair,
and distributed in timely fashion to all voting faculty, as well as to designated student representatives (see II.4 below). These minutes are subject to approval by majority vote of voting faculty 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 maintained by the MSO and will be accessible to any voting member of the Department on demand.

4. Student Representatives: One graduate student and one undergraduate shall be elected annually to serve as student representatives to the CBE Department. They shall be invited to participate in at least one Departmental meeting per year, to provide input on issues that directly affect the Department's curricula 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 of California (UC) and SAGE/UAW.

a. Student representatives may express their votes at Departmental meetings. However, their votes shall be recorded separately per UCLA Academic Senate Bylaw 45.

b. Undergraduate and Graduate student representatives shall be elected by the undergraduate AIChE Student Chapter and by the CBE graduate student body, respectively. Such elections shall be held by the end of the spring quarter for service during the following academic year.

5. Departmental Voting Rights: Department Regular Series faculty members who belong to the Academic Senate and meet the requirements described below may vote on Department matters as outlined in Bylaw 55 and in Sections II.5a-c below with the exception of personnel matters where special voting eligibility requirements apply (Sections V, VI).

a. Emeriti/ae: The Department faculty has decided that emeriti as a class not be allowed to participate in personnel actions and hold no voting rights unless recalled to service. While recalled to service, emeriti regain voting rights on all Departmental matters except personnel actions.

b. Mode of Voting: Voting on general Departmental business is usually by a show of hands, unless a motion is made for a secret ballot by a voting faculty member. However, voting on personnel matters is by secret ballot only. All Departmental votes are simple-majority votes unless otherwise specified in these Bylaws.

c. Secret Ballot Voting Procedure: The Chair instructs the MSO on the wording of secret ballots. The MSO conducts the process. The ballot must remain open for at least five business days. The voting period may be extended if the quorum has not been reached after five business days. The MSO counts the votes and reports the results promptly to all voting faculty. No others may be present while the MSO counts votes and reports the results.

6. Quorum: Attendance by one half of the Academic Senate members not on sabbatical at the time of a Department meeting constitutes the quorum necessary to conduct Department business that requires a vote.
7. **Referendum:** Any action (except in matters relating to personnel and appointments) taken at a Department meeting is subject to a binding referendum of all voting faculty members of the Department under the following conditions: (1) if a request for such a referendum is made by not less than 25% of the faculty voting membership of the Department; and (2) if such a request is submitted to the Chair not more than five business days after the decision in question was announced.

### III. Officers

1. **Chair:** The CBE Department Chair is appointed by the Chancellor upon the recommendation of the Dean of the Henry Samueli School of Engineering and Applied Sciences (HSSEAS). The Chair serves at the Chancellor's discretion (APM 245-20), subject to reappointment (APM 245-17). The duties of the Chair are described in APM 245, Appendix A, and in the UCLA CALL, Appendix 1.

2. **Acting Chair:** The Chair may designate a Vice Chair to assume his/her duties on a temporary, Acting Chair basis during absence due to illness or travel. Notification of this designation should be given to all Departmental staff and faculty.

3. **Vice Chair for Undergraduate Affairs:** The Chair nominates a faculty member to this Vice Chair (VC) position. Vice Chairs are appointed by the HSSEAS Dean for a renewable term of one year. The VC for Undergraduate Affairs coordinates all matters related to the Department’s undergraduate students and programs in consultation with the Chair, and as appropriate, with Department faculty and student representatives. This VC has delegated authority to review and to sign undergraduate student petitions filed with the HSSEAS Office of Academic and Student Affairs (OASA). The VC for Undergraduate Affairs’ purview includes:
   
a. The review and signing of undergraduate student petitions filed with the HSSEAS OASA.

   b. The oversight and coordination of all changes to undergraduate curricula and courses including those that impact data collected for purposes of ABET/AIChE accreditation and of Academic Senate 8-Year Reviews.

   c. The oversight and coordination of activities related to the collection of data, including instructor course assessments and surveys, for purposes of ABET/AIChE accreditation.

   d. The evaluation and selection of candidates for undergraduate scholarships in coordination with the Chair and faculty designated by the Chair.

   e. The service as a point of contact for undergraduate student grievances.

4. **Vice Chair for Graduate Affairs:** The Chair nominates a faculty member to this Vice Chair (VC) position. Vice Chairs are appointed by the Dean of the HSSEAS for a renewable term of one year. The VC for Graduate Affairs coordinates all matters related to the Department’s graduate students and programs in consultation with the Chair, and as appropriate, with Department faculty and student representatives. This VC has delegated authority to review and to sign graduate student petitions filed with the
HSSEAS OASA as well as UCLA Graduate Division petitions and forms. The VC for Graduate Affair’s purview includes:

a. The review and signing of graduate student petitions filed with the HSSEAS OASA as well as UCLA Graduation Division petitions and forms, including those regarding constitution of thesis committees and advancement to candidacy.

b. The coordination, with the Department Student Affairs Officer (SAO), of the new graduate student orientation at the start of each fall quarter including updates to the graduate student handbook.

c. The coordination of Departmental PhD preliminary examination. The preparation and distribution of memos to PhD students and their mentors (with the aid of the SAO) describing the results of their examinations or evaluations.

d. The oversight and coordination of all changes to graduate student degree requirements including curricula, courses and examinations.

e. The selection of PhD students to serve as teaching assistants (TAs) for undergraduate courses in consultation with instructors and PhD advisers and with the aid of the SAO, and oversight of the TA training process.

f. The monitoring of graduate student progress through required examinations with the aid of the SAO.

g. The mediation 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.

IV. Academic Personnel Actions: Voting Privileges

1. Appointments

a. Senate Appointments (those that confer membership in the Academic Senate): All Regular Series faculty vote on all appointments that confer membership in the Academic Senate and Senate joint and split appointments to the Department. The vote was extended to Regular Series Assistant Professors by a two-thirds vote of the Regular Series tenured faculty (Full and Associate) on 08/16/2016 by secret ballot, 2/3 majority, 5 yes, 2 no, 0 abstain.

b. Senior Lecturer SOE/PSOE: In addition to Regular Series faculty, Senior Lecturers with Security of Employment (SOE) are eligible to vote on appointments to Senior Lecturer SOE and to Senior Lecturer with Potential Security of Employment (PSOE).

c. Non-Senate Appointments: All Regular Series faculty vote on all non-Senate appointments, including to the Adjunct series, Visiting Appointments, and Temporary Instructor appointments.
2. Promotions

a. Full Professor: All Regular Series Full Professors are eligible to vote on promotions to the Full Professor rank.

b. Associate Professor: All tenured Regular Series Full and Associate Professors are eligible to vote on promotions to the Associate Professor rank.

c. Senior Lecturer SOE/PSOE: All tenured Regular Series Full and Associate Professors as well as all Senior Lecturers SOE are eligible to vote on promotions to Senior Lecturer SOE and PSOE.

3. Merits (Steps)

a. Regular Merits: The Department delegates authority to vote on merit cases (i.e., advancement within rank, excluding Professor Above Scale and Assistant Professor Fourth-Year Appraisals) to the elected Merit Increase Committee (MIC) by two-thirds secret ballot of Regular Series Tenured faculty on 08/16/2016; 7 yes; 0 no; 0 abstain. (See also V.3 and VI.2.)

b. Full Professor Above Scale and New Hire Cases:
   i. Only tenured Regular Series Full Professors are eligible to participate in the discussion and vote by secret ballot on cases for advancement to Professor Above Scale.

   ii. Only Full Professors have the right to vote on the step of new appointments at Full Professor Step VI or higher.

c. Assistant Professor Fourth-Year Appraisals: All tenured Regular Series faculty are eligible to participate in the discussion and vote by secret ballot on Assistant Professor fourth-year appraisals.

V. Academic Personnel Actions: Procedures

1. Appointments

a. Voting on Appointments of New Ladder and Joint Professors as well as Senior Lecturer SOE and PSOE: An affirmative, secret-ballot majority vote of those eligible to vote is required to authorize all new ladder and joint appointments at any level as well as senior lecturer SOE/PSOE appointments.

b. Search Committees for Regular Ladder Appointments: When a regular ladder appointment has been authorized by the Dean, the Chair shall appoint a Search Committee composed of three voting faculty. The Search Committee is responsible (in consultation with the faculty and with the aid of the MSO) for composing the criteria for faculty candidate selection, ensuring that the position is advertised appropriately and that an adequate pool of candidates is obtained, making recommendations to the eligible voting Regular Series faculty (Section IV.A.1) on a "short list" of candidates to be invited for campus interviews, soliciting outside letters on these candidates, preparing reports on candidates, and assembling dossiers before faculty vote on them. The Search Committee
also has a responsibility to update periodically the entire eligible voting faculty on search progress throughout its course and to ensure that all candidate files are made accessible to all eligible voting faculty through the MSO. The Search Committee’s report(s) and recommendation(s) on the top candidate(s) must be accessible to all Departmental voting faculty at least five business days before the formal Departmental meeting to discuss the candidate(s) and the subsequent initiation of a secret ballot vote. Search committees may invite one or more graduate students to serve as consulting members of the committee. These students will be asked to provide an evaluation in either written or oral form of “short list” candidates invited to campus, but may not have access to confidential material. Search Committees must adhere to all published policies and guidelines (e.g., UCLA CALL, Appendix 5; UC APM 210).

c. **Joint Appointments:** Candidates for joint appointments may be brought forward by any voting member of the faculty at a faculty meeting. If at the discretion of the Chair, a consensus is reached that the candidate is worthy of further consideration, the Chair may appoint a committee to assemble a dossier and report for discussion during a subsequent faculty meeting. The appointment then may be submitted to a secret ballot vote of all voting Regular Series Department faculty (Section IV.A.1).

d. **Senior Lecturers with Security of Employment (SOE) or Potential Security of Employment (PSOE) Appointments:** If at the discretion of the Chair, a consensus is reached that the candidate is worthy of further consideration, the Chair may appoint a committee to assemble a dossier and report for discussion during a subsequent faculty meeting. The appointment then may be submitted to a secret ballot vote of all voting Regular Series Department faculty (Section IV.A.1) and all Senior Lecturers SOE.

e. **Adjunct Appointments:** Candidates for adjunct appointments may be brought forward by any voting member of the faculty at a faculty meeting. If at the discretion of the Chair, a consensus is reached that the candidate is worthy of further consideration, the Chair may appoint a committee to assemble a dossier and report for discussion during a subsequent faculty meeting. The dossier for the candidate must be assembled in accordance with standard Departmental practice for regular ladder appointments at the same rank, the UCLA CALL, and the UC APM. The appointment then may be submitted to a secret ballot vote of all voting Regular Series Department faculty (Section IV.A.2).

f. **Visiting Appointments:** Dossiers of candidates for visiting appointments should be discussed formally at a regular faculty meeting. An affirmative vote of a majority of eligible Regular Series Department faculty (Section IV.A.2) is required for a visiting appointment. Normally the term of these appointments shall not exceed two years.

g. **Temporary Instructor Appointments:** Dossiers of candidates for instructor appointments should be discussed formally at a regular faculty meeting. An affirmative vote of a majority of eligible Regular Series Department faculty (Section IV.A.2) is required for an instructor appointment.
2. Promotions

a. **Notice of Eligibility for Promotion to Associate and Full Professor:** The Chair shall give written notice during the spring quarter to colleagues who will become eligible for promotion to Associate or Full Professor in the following academic year, and shall ask them to submit materials required for review (i.e., self-statement, SER, teaching record, copies of publications, and list of outside referees) by the end of spring quarter.

i. **Timing of Promotion:** Department members are typically considered for promotion (with tenure) to Associate Professor during their sixth year (with tenure package submitted at the end of their fifth year) unless they request earlier consideration. The Department follows UCLA campus policy for maximum time to promotion to tenure. Department members are typically considered for promotion to Full Professor during their sixth year (with promotion package submitted at the end of their fifth year) unless they request earlier consideration.

b. **Review Committees:** Reviews for promotion are conducted by an *ad hoc* committee appointed by the Chair that consists of three Department members who are at or above the rank to which promotion is considered. The candidate has the right to indicate in writing to the Chair the names of faculty members who may be antagonistic to his/her case. The Chair should strive to compose a committee that exhibits no obvious conflict of interest regarding the candidate and that can evaluate well the candidate’s intellectual contributions to his/her field(s). The composition of the committee is confidential and must remain so even after the case has been completed. The committee works with the assistance of the MSO to prepare a dossier and report for discussion by eligible voting faculty (Section VI.9). The *ad hoc* committee members must never reveal in any manner the association of member identities with specific comments during deliberations or in the committee reports.

c. **External Letters:** Outside letters are an essential component of the review process for faculty promotions and special advancements. The *ad hoc* review committee should work with the Chair and with the assistance of the MSO to collect extramural letters of reference for each promotion case. The Department Chair shall solicit from the candidate the names of potential referees who may be antagonistic to his/her case. The candidate will provide a list of referees, and the Chair and committee will supply its own list. The candidate shall have an opportunity to review and comment on the solicitation letter to referees before it is mailed. Finally, the committee and Chair will work to ensure under normal conditions that a total of at least 5, preferably 8, letters are received for each case of which at least 4 should be from clearly impartial external referees. When all letters have been received, they must be made available to the candidate in redacted form for review and written comment prior to final composition of the report by the review committee.

d. **Teaching Evaluation:** Evaluation of instruction is an essential component of the review process. The candidate may provide a list of recent undergraduate and graduate students from whom letters of evaluation may be solicited. The Chair and committee must also solicit letters from a sampling of undergraduate and
graduate students whom the candidate has taught or mentored. In addition to examining course evaluations and student letters, the review committee shall base its assessment of the candidate’s teaching on any available peer evaluation conducted by the Department. When all letters have been received, they must be made available to the candidate in redacted form for review and written comment prior to final composition of the report by the review committee.

e. Review Committee Report: The ad hoc review committee shall compose a written report on the candidate’s dossier, which may include a self-statement, the SER, the teaching record, letters from external referees, letters from students, copies of publications and comments written by the candidate. This report should include a well-justified recommendation on the promotion. If there is disagreement within the committee, both the majority and minority opinions should be included in the report. The completed report is submitted to the Department Chair for inclusion in the candidate’s dossier. The completed report must also be made available to the candidate for review and written comment within five business days. The report and the candidate’s response, if any, must be made available to all eligible voting faculty (and Senior Lecturers SOE for promotions to Senior Lecturer SOE and PSOE) at least five business days prior to the meeting to discuss the candidate’s dossier.

f. Voting procedure: Voting on all ladder rank academic personnel decisions shall be by secret ballot by eligible Department faculty members.

g. Informing the Candidate of the Departmental Recommendation: The Chair shall inform the candidate of the Departmental recommendation as soon as possible, but not later than two days after the vote has closed.

h. Chair’s Letter: The Chair shall compose a letter putting forward the details of the vote and summarizing the deliberations of the faculty regarding the appraisal or promotion. The letter should, to the extent possible, offer an explanation of the vote without revealing the identities of faculty. The letter shall be made available for inspection by all voting Department faculty members for five business days after they have been notified of its availability. Eligible members may recommend changes to the report. Subsequently, the letter shall be made available to the candidate for review and written comment before the entire dossier (including all written comments from the candidate) is transmitted to the Dean’s office. The Chair may also exercise the right to compose a separate “confidential” letter to add to the dossier, which is not revealed until after the conclusion of the entire review process by the Chancellor.

i. Assistant Professor’s Right of Appeal: If the Chancellor’s Preliminary Assessment of an Assistant Professor’s promotion to tenure case is negative, or if the Assessment is contrary to that of the Department, the candidate and the Department Chair will receive notice in writing from the Chancellor (UCLA CALL, Reg. Prof. Ser., Section IX). The candidate will receive copies of the extra-Departmental reports and any other documents added to the dossier that the candidate was not given prior opportunity to examine. The case will return to the Department for additional consideration. An Assistant Professor who eventually receives notice of termination may request to undergo the formal process of
Reconsideration before the final termination date (UCLA CALL, Reg. Prof. Ser., Section X).

3. Merit Increases and Renewals of Appointment

a. **Chair's Notice.** The Chair shall give timely written notice 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 (i.e., self-statement, updated SER, teaching record, copies of publications). Colleagues in these categories should be referred to the relevant information on merit increases and renewals in the UCLA CALL (Reg. Prof. Ser., Section V).

b. **Merit Increase Committee (MIC).** Members of this elected Committee oversee merit increase cases in the Department (Section VI.2).

c. **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 MIC for reconsideration. Should the candidate wish to pursue the appeal beyond the Department, her/his appeal should be directed to the HSSEAS Dean and, where appropriate, to the Committee on Academic Personnel (CAP).

d. **Advancement to Step VI and Above Scale:** In cases of special merit increases to Professor Step VI and Professor Above Scale, the Chair of the Department appoints an *ad hoc* review committee consisting of tenured professors for Step VI and full professors only for Above Scale, one of whom may be suggested by the candidate. The composition of this *ad hoc* committee must remain confidential. The guidelines for preparation of the candidate's dossier, the committee report, and the Chair's letter, as well as the need for a formal meeting of all eligible voting faculty (for promotion to Professor Above Scale only) to discuss the case and the rights of the candidate to comment on components added to the dossier are the same as those for promotion cases (Section VI).

e. **Fourth-Year Appraisal of Assistant Professors.** The Chair shall give written notice of the fourth-year review to an Assistant Professor during the spring quarter of his/her third year. The Chair also should direct the candidate to information on the appraisal and tenure review process available in the APM (220-83—220-85), in the UCLA CALL (Reg. Prof. Ser., Sections V, and VI), and on the Academic Personnel Office website. Departmental procedures for appraisals are the same as those followed in cases of promotion to Associate and Full Professor (Sections VI.3-VI.13), except that no extramural letters of reference are collected.

f. **Vote on Fourth-Year Appraisal:** The secret-ballot vote on the appraisal given by the Regular Series tenured 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 on the present evidence 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 at a subsequent meeting and recommendation made with respect to the question of the candidate’s continuation of appointment.

f. **Renewals of contract of Assistant Professors:** The Chair shall appoint an *ad hoc* review committee composed of tenured Regular Series Departmental faculty to work with the MSO to assemble a dossier including a self-statement, an up-to-date summary of experience record (SER), teaching record, and copies of publications from the candidate. The *ad hoc* committee then prepares a report for discussion and for secret ballot vote by tenured Departmental faculty.

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**VI. Departmental Committees and Other Administrative Posts**

1. **Departmental Service:** In addition to the service provided by Departmental Officers, much essential work in the Department is conducted by committees and those serving in Departmental administrative posts. The active participation of faculty members in these roles is indispensable to the functioning of the Department, and all faculty are expected to make Departmental service a priority. All appointments to committees and administrative posts are made by the Chair, except as specified in these Bylaws. The Chair has the right to establish committees and Departmental administrative posts as needed for Departmental governance (*e.g.*, search committees, Section V.1), also special *ad hoc* committees are appointed to review and report on specific personnel actions as described in Sections VI and VII.

2. **The Merit Increase Committee (MIC)** is elected by the Tenured Regular Faculty and is responsible for reviewing and providing written recommendations to the Chair on cases for merit increases (except advancements to Professor Above Scale) and contract renewals for assistant professors (except Fourth-Year Appraisals). The MIC members must never reveal in any manner the association of MIC member identities with specific comments during deliberations or in the MIC reports.

   a. **Committee Composition:** The MIC consists of three voting Regular Series faculty. One of the members serves a two-year term; the others serve one-year terms. The two-year committee member serves as MIC Chair.

   c. **Eligibility:** Those eligible for election to this Committee are voting tenured Regular Series faculty members of the CBE Department who will be in residence (not on sabbatical) for at least two quarters during the academic year of service. Eligible members do not include the current Department Chair or faculty who are completing two consecutive years of service on the MIC. Those MIC members completing one year of service are not eligible for an immediately subsequent two-year term.

   d. **Mode of Election:** During the spring quarter, the MSO, upon instruction from the Chair, distributes to all faculty members eligible to vote on personnel matters two separate secret ballots listing the faculty who are eligible to serve a two-year term on the MIC, and a one-year term. The election of the two-year member takes place first. The faculty member with the majority of votes is elected. If no candidate receives a majority of votes, a runoff secret ballot is conducted between the top two vote-getters. The faculty member elected for a two-year term is removed from the ballot for one-year MIC members. The two faculty with the most votes for the one-year membership are elected to the MIC.
e. **Special Alternate Member.** If a member of the MIC goes on unexpected leave or is otherwise incapacitated, the Chair will solicit a slate of eligible nominees from which a special alternate will be elected by voting Regular Series faculty to serve in that MIC member’s place for the remainder of his/her term. If a MIC member has submitted a case for a merit increase, the Chair will appoint a special alternate from the slate of eligible faculty to serve in that MIC member’s place for his/her case.

3. **Departmental Seminars Coordinator:** The Chair shall appoint a faculty member to schedule and to coordinate the Departmental seminar program during the academic year.

4. **Faculty Search Committees:** These are special committees described in Section V.