

UCLA DEPARTMENT OF ASIAN AMERICAN STUDIES BYLAWS
February 28, 2005

PREAMBLE

The Department of Asian American Studies recognizes its vital historical and continuing linkage with the struggle for the civil rights and social justice of peoples of color and other disadvantaged social groups. The department's faculty is committed to offering a curriculum that embraces the historical and contemporary realities of Asian Americans and Pacific Islanders, supporting research that promotes equality, encouraging community services, and making higher education more inclusive and responsive to American diversity.

Part I. Functions

1. (A) The Faculty of the Department of Asian American Studies shall conduct the governance of the Department in accordance with all applicable rules of the Academic Senate of the University of California and the Bylaws of the College of Letters and Science and Social Research.
- (B) The Faculty delegates the authority to make decisions regarding routine departmental affairs to an elected Executive Committee
- (C) The Faculty and its officers shall provide for participation and include in all its deliberations, to the extent permitted by the applicable rules of the Academic Senate of the University of California and the Bylaws of the College of Letters and Science, the entire teaching staff, non-academic personnel, and students of the Department of Asian American Studies.

Part II. Membership

2. Membership in the Faculty of the Department of Asian American Studies is defined by Divisional Bylaws 50(A) and 179. This includes departmental faculty holding the titles Professor, Associate Professor, Assistant Professor, or other members of the Academic Senate with a full, split or joint appointment in the department.

Part III. Officers

3. (A) The Faculty Representative and Associate Faculty Representative shall be elected by the regular departmental faculty and shall serve on the Departmental Executive Committee. During the Spring quarter, the Faculty Representative shall conduct the election for Faculty Representative and Associate Faculty Representative for the next academic year. All regular departmental faculty shall be candidates for election to the Executive Committee each year, with the following exceptions: (a) those excused for exceptional reasons (e.g., health) by the Department Chair or the Executive Committee; (b) any member at his or her request who has served three consecutive years. Voting shall be done by secret mail ballot of all eligible candidates with one week allowed for those voting. A run-off ballot with the two receiving the highest vote should be used if no candidate receives a majority of the first ballot. Vacancies that occur in the

middle of the school year shall be filled by election at a duly noted special election of the Faculty. Members so elected shall fill the unexpired terms of those they replace.

- (B) The Chair of the Department is appointed by the Dean of Social Sciences in consultation with the Faculty. Consistent with the statement Duties of the Department Chair (dated January 23, 1970) from the Office of the President of the University of California, the Chair normally will seek advice of the Executive Committee regarding significant administrative decisions.
- (C) Except when limited by confidentiality, the Chair will keep the Executive Committee informed of the administrative decisions by and recommendations to the Dean, Provost, and Chancellor on departmental activities.
- (D) The Chair 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 Chair, in concurrence by the Executive Committee and with the approval of the Dean, has the flexibility to make adjustments between lines for exceptional circumstances;
 - (b) Appointment of departmental officers, including the Vice Chair, with Executive Committee concurrence;
 - (c) Appointment of departmental committees;
 - (d) The review, staffing and supervision of undergraduate and graduate teaching, scheduling and monitoring classes;
 - (e) The recruitment, supervision, and evaluation of non-academic personnel;
 - (f) Scheduling and recommending Sabbatical and other leaves to the Dean;
 - (g) Maintaining and assigning departmental work facilities.

Part IV. Meetings

- 4. The Faculty of the Department will meet the third and eighth week of each quarter. The meetings shall be called by the Department Chair or Faculty Representative with a minimum of one week's notice prior to the meeting. The Chair or Faculty Representative shall invite Non-Senate faculty, staff, and students to attend these regular quarterly meetings and shall give the courtesy of the floor. Meetings on Academic Personnel shall be held in accordance with Academic Personnel procedures.
- 5. Non-Faculty Representatives and Non-Departmental Faculty:
 - (A) One graduate and one undergraduate student shall be elected annually to serve as student representatives of the department. The election procedures, determined by the recognized student organization representing majors and graduate students in the department, shall be clearly and publicly specified for each election. 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. The right of representation is not transferable to others.

- (B) One staff member of the department and one staff member of the Asian American Studies Center shall be elected annually to serve as staff representatives of the department. The election procedures shall be clearly and publicly specified for each election. The right of representation is not transferable to others.
 - (C) Duly elected non-faculty representatives and non-departmental faculty are eligible to attend faculty meetings, place items on the agenda for departmental consideration, participate in the deliberations, and vote on the motions proposed, with the proviso that these votes be identified as to sources and be treated only as "sense" votes. Student and staff representatives may not vote on faculty personnel matters; however, they shall have an opportunity to provide input, including written comments to the Faculty. Non-faculty representatives shall have the opportunity to provide input on issues that directly affect the departmental curriculum and teaching programs at both the graduate and undergraduate level.
 - (D) Non-departmental faculty affiliated with the Asian American Studies Center but not on the faculty of the Department of Asian American Studies shall have the opportunity to participate in departmental meetings.
 - (E) Non-departmental faculty are eligible to attend faculty meetings, place items on the agenda for departmental consideration, participate in the deliberations, and vote on the motions proposed, with the proviso that these votes be identified as to sources and be treated only as "sense" votes. Non-departmental faculty, however, may not vote on faculty personnel matters.
6. The agenda for regular quarterly meetings shall include the following:
- (A) Consideration of the Minutes of the Proceeding Meeting
 - (B) Announcements of the President, Chancellor, Dean, Department Chair and other Departments in the College
 - (C) Reports of Committees
 - (D) Reports from Student Organizations
 - (E) Reports from Staff
 - (F) Unfinished Business
 - (G) New Business
7. 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, Faculty Representative or Associate Faculty Representative or,

- (B) A written request of a meeting signed by at least three voting members of the Faculty to the Faculty Representative or Associate Faculty Representative. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.
 - (C) Non-Senate Faculty, Non-departmental Faculty, Staff, and Students may be invited by the Department Chair, Faculty Representative or Associate Faculty Representative to attend the special meetings of the faculty and receive the courtesy of the floor.
8. The Department Chair shall preside at regular meetings and special meetings called by the Chair. In the absence of the Chair, the Vice Chair shall preside. The Faculty Representative shall preside at special meetings called by the Faculty Representative or Associate Faculty Representative or by three voting members of the Faculty. In the absence of the Faculty Representative, the Associate Faculty Representative shall preside.
 9. Voting shall be without secret ballot, except as provided below
 - (A) A secret ballot shall be taken whenever requested by a majority of the voting members present.
 - (B) Ballots on academic personnel shall always be by secret ballot.

Part V. Quorum

10. For all meetings, one third of the departmental faculty who are members of the Academic Senate shall constitute a quorum.

Part VI. Committees

11. The Department Chair is an ex officio member of all committees without vote except as may be herein designated.
12. Except as may be herein designated, administrative officers of the College of Letters and Science cannot serve as members of the committees established by these Bylaws.
13. Departmental Executive Committee shall be composed of the Department Chair, Faculty Representative, Associate Faculty Representative, the Staff Representative, the Undergraduate Student Representative and the Graduate Student Representative.
14. Members of the Executive Committee shall hold office for one year beginning on July 1, but may be reelected.
15. The Executive Committee shall 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,

- (A) The Executive Committee shall meet not less than once a quarter. Meetings may be called by the Department Chair or any two members.
16. There shall be Standing Committee's on Curriculum, Admissions and Awards, and Academic Personnel Staffing. Appointments of all standing committees are made by the Department Chair after consultation with and approval of the Executive Committee. To the extent permitted by the rules of the Academic Senate of the University of California and the Bylaws of the College of Letters and Science, non-Senate Faculty members, non-academic personnel and students shall be eligible for membership on all standing committees as described below.
- (A) Appointed Faculty members shall serve on the Curriculum Committee with appointed non-Senate and student members. The membership of the curriculum committee shall be balanced, to the extent possible, to represent all areas of studies. The Curriculum Committee shall develop long and intermediate range plans concerning graduate and undergraduate curricula, review existing programs and consider and initiate proposals for change, and approve all new or revised courses proposals. The Curriculum Committee shall also advise the Chair on appointments of temporary, non-Senate Faculty as necessary on a year-to-year basis.
 - (B) Appointed Faculty members shall serve on the Admissions and Awards Committee along with appointed non-Senate and student members. The Committee shall be responsible for the development and maintenance of policies and standards for admission to the masters program. The committee shall review applications and make recommendation for admission. Admission decisions are reviewable by Department Chair and Executive Committee. The Admissions and Awards Committee shall also decide on all financial aid awards, scholarships and fellowships unless the faculty reserves to itself the right to make the decision on particular awards. In such cases the entire faculty shall vote on the awards either at a special faculty meeting or by ballot as determined by the Chair.
 - (C) The Academic Personnel Staffing Committee shall consist of the Department Chair; faculty nominated by the Faculty Representative and elected by the faculty during the fall quarter. In the fall quarter of each academic year, the senior faculty vote on whether to extend the vote on all academic personnel action to the junior faculty. The Academic Personnel Staffing Committee shall coordinate the advice of the faculty on appointments, retention, and promotions of academic personnel. It shall develop procedures for evaluation of academic personnel, and prepare reports of such evaluations. The chair of the Committee shall review each report or designate a Committee member of appropriate rank to do so in accordance with Senate Bylaw 188. For recruitment and hiring of new faculty, the Academic Personnel Staffing Committee shall include staff and two student representatives. The students must be in good standing and elected by the students, and subsequently nominated and elected by the departmental faculty.

17. Special committees may be appointed from time to time to serve for a limited period by concurrence of the Department Chair and Executive Committee to serve for a period of an academic year or less. Non-Senate faculty and students may be appointed to such committees except as restricted by the rules of Academic Senate.

Part VI. Responsibilities of the Faculty

18. The faculty of the Department of Asian American Studies 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) The proper functioning of a grievance procedure for both Departmental personnel and students.

Part VI. Amendment of Bylaws

19. Amendments to these By-Laws may be proposed by any three voting member of the department. The request to amend a bylaw will be referred to the Faculty Representative and the Department Chair, or a written request of any three voting member may be forwarded to the Faculty Representative and the Chair, which will then be brought to a departmental meeting for discussion. If the proposal is approved by a majority of the Academic Senate members of the departmental faculty at the meeting, the proposal is followed by a mail ballot. An amendment accepted if it is supported by at least two-thirds the Academic Senate members of the department faculty.
20. Not less than ten 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, the Secretary shall post to the Faculty a written notice of any such proposed addition, amendment, or deletion.

Part VII Implementation

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