Department of Asian American Studies Bylaws
Approved by Senate faculty by a two-thirds majority in a secret ballot on 2/24/16.
(14 yes; 0 no; 0 abstain)

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. Membership

1. Membership in the Faculty of the Department of Asian American Studies is defined by Divisional Bylaws 50(A) and 184. This includes members of the Academic Senate 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 II. Functions

2. (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) Academic Senate members who hold either 100% appointments, split appointments or 0% joint appointments with the Department of Asian American Studies as well as recalled Emeriti have the right to discuss and vote on all substantial non-personnel department questions.

Part III. Officers

3. (A) The Chair of the Department is appointed by the Dean of Social Sciences in consultation with the Faculty. Consistent with APM 245, the Chair normally will seek advice of the Executive Committee regarding significant administrative decisions.

(B) 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.
(C) 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 for exceptional circumstances;
(b) Appointment of departmental officers, including the Vice Chair, with the 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 for and recommending to the Dean Sabbatical and other leaves;
(g) Maintaining and assigning departmental work facilities.

Part IV. Meetings

4. The Faculty of the Department will meet the third and the eighth week of each quarter. The meetings shall be called by the Department Chair with a minimum of one week's notice prior to the meeting. The Chair may invite non-Senate faculty, staff, and students to attend these regular quarterly meetings and shall give the invited attendees the courtesy of the floor. Meetings on Academic Personnel shall be held in accordance with Academic Personnel procedures.

5. Special meetings of the Faculty may be held with at least three instructional days’ notice in advance:

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

(B) A written request of a meeting signed by at least three voting members of the Faculty to the Department Chair. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.

6. The Department Chair shall preside at regular meetings and at special meetings called by the Chair. In the absence of the Chair, the Vice Chair shall preside. The Department Chair shall preside at special meetings called by three voting members of the Faculty. In the absence of the Department Chair, the Vice Chair shall preside.

7. In accordance to Senate Bylaws 55 B.7, voting shall be without secret ballot, except as provided below:

(A) A secret ballot shall be taken whenever requested by any one member of the voting Faculty present.

(B) Ballots on academic personnel shall always be by secret ballot.

8. For all meetings, one third of the departmental faculty who are members of the Academic Senate shall constitute a quorum.
Part V. Academic Personnel Procedures

9. Appointments and Promotions
   All Regular Faculty (Full, Associate, and Assistant Professors) vote on appointments that
   confer membership to the Academic Senate and Promotions.

   A. Tenured Faculty vote to extend the franchise to Assistant Professors on appointments to
      the Academic Senate (SB 55 B.1). [2/24/16 Faculty Meeting secret ballot; 2/3 majority
      vote. 14 yes; 0 no; 0 abstained]

   B. Full Professors vote to extend votes on promotion to Full Professor and merits of Full
      Professors to Associate Professors (SB 55 B.2). [2/24/16 Faculty Meeting secret ballot;
      2/3 majority vote. 7 yes; 0 no; 0 abstained]

   C. Full and Associate Professors vote to extend votes on promotion to Full Professor and
      merits of Full Professors to Assistant Professors. [2/24/16 Faculty Meeting secret ballot;
      2/3 majority vote. 14 yes; 0 no; 0 abstained]

   D. Full and Associate Professors extend votes on promotion to Associate Professor and
      merits of Associate Professors to Assistant Professors (SB 55 B.3). [2/24/16 Faculty
      Meeting secret ballot; 2/3 majority vote. 14 yes; 0 no; 0 abstained]

   E. Full and Associate Professors vote to extend enfranchisement on Assistant Professor
      merit actions; fourth-year appraisal; non-reappointment to Assistant Professors (SB 55
      B.5). [2/24/16 Faculty Meeting secret ballot; 2/3 majority vote. 14 yes; 0 no; 0
      abstained]

10. Merit Actions
    All merit actions have been delegated to the elected Academic Personnel Committee.
    (12/2/15 Faculty Meeting secret ballot; 2/3 majority vote; 11 yes; 0 no; 3 not returned)

Part VI. Committees

11. Much essential work of the department is conducted through committees comprised of
    faculty members. The active participation of faculty members on committees is indispensable
    to the function of the department.

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

13. 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.
14. Departmental Executive Committee is elected through faculty vote and shall be composed of two Academic Senate members and the Department Chair. 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. Appointments of Committees on Curriculum, Undergraduate Studies, and Graduate Admissions and Awards are made by the Department Chair after consultation with and approval of the Executive Committee.

   (A) 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 course proposals. The Curriculum Committee shall also advise the Chair on appointments of non-Senate Faculty on a year-to-year basis.

   (B) The Graduate Admissions and Awards 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, and 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 Committee shall consist of three members elected by the Faculty during the spring quarter. The Academic Personnel Committee shall review, evaluate, and make recommendations regarding personnel actions before the Faculty vote. All merit actions have been delegated to the elected Academic Personnel Committee (See V.10). 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 55.

17. Special committees may be appointed from time to time to serve for a limited period of an academic year, by concurrence of the Department Chair and the Executive Committee.

**Part VII. 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 the 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 VIII. Amendment of Bylaws

19. Amendments to these By-Laws may be proposed by any three voting members of the department. The request to amend a bylaw will be referred to the Department Chair, or a written request of any three voting member may be forwarded to the Chair, which will then be brought to a departmental meeting for discussion. If the request is endorsed by a majority of the voting Faculty at a departmental meeting, an official ballot shall be sent to Faculty for a vote. An amendment is accepted if it is supported by at least a two-thirds majority of the Senate Faculty in a secret ballot.

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 Department shall post to the Faculty a written notice of any such proposed addition, amendment, or deletion.