Bylaws
Department of Architecture and Urban Design
Approved by faculty by a majority vote, 03/30/2016, 7 yes; 0 no; 0 abstain, 5 not returned

I FUNCTIONS

The faculty of the Department of Architecture and Urban Design shall conduct the government of the Department Architecture and Urban Design.

II MEMBERSHIP

A. Membership in the Faculty of the Department of Architecture and Urban Design consists of those faculty whose appointment confers membership in the Academic Senate, including regular line ("Ladder") faculty and In-Residence "Studio Professors."

With the exception of non-Recalled Emeriti, all Senate faculty have the right to discuss and vote on substantial department questions.

B. Studio Professors

Per the UCLA CALL:
Appointment authority and review procedures for the Studio Professor title follow the procedures set forth for the Professor-in-Residence series. (Appendix 16, "V. APPOINTMENT AND REVIEW PROCEDURES")

* The department has extended Academic Senate personnel voting privileges to Studio Professors. (Faculty meeting by majority vote, 03/30/2016, 7 yes; 0 no; 0 abstain, 5 not in attendance)

C. Emeriti Professors:
Emeriti Professors shall not vote on academic personnel matters.
Non-recalled Emeriti Professors shall not vote on substantial departmental questions.

D. Non-Senate faculty (Lecturers without Security of Employment, Visiting, Adjunct or Acting Titles) may be invited to general faculty meetings and asked to consult on selected departmental issues. They may not vote on substantial department questions.

III OFFICERS

The Chair of the Department shall be appointed by the Chancellor following regular University procedures. The Chair in consultation with faculty recommends to the Dean the name of a Vice Chair. The Executive Vice Chancellor appoints the Vice Chair.

IV MEETINGS

The general faculty meets a minimum of once per quarter.
General Faculty Meetings are called by the Chair but individual faculty may also request that a meeting be called. Student representatives are invited to the Faculty Meetings.

Minutes shall be taken at all regularly schedules meetings. They shall be kept on file in the Department Office.

V. VOTING ON ACADEMIC PERSONNEL ACTIONS

A. Appointments
   The minimum voting body of Full and Associate Professors shall vote on all appointments that confer membership in the Academic Senate.

B. Promotions & Merits
   Full and Associate Professors vote on all merit and promotion personnel actions.
   *Associate Professors have been extended the vote on promotion to Full Professor and merits of Full Professors.
   (Faculty meeting by majority vote, 03/30/2016, 7 yes; 0 no; 0 abstain, 5 not in attendance)

C. Joint and Split Appointments
   Joint Appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other department member of the same rank.

D. Five Year Reviews
   Five year reviews are reviewed by ladder faculty (Full and Associate Professors) or the Staffing Advisory Committee, depending on the rank and step of the Professor.

E. Non-Senate Faculty Personnel Matters
   The tenured faculty members shall establish the method by which non-senate faculty personnel matters are determined. Adjunct faculty personnel cases are handled in the same manner as senate cases.

VI. QUORUM

A quorum shall consist of 50 percent-plus-one of senate faculty members. If a senate member is on sabbatical, he/she shall not be counted in determining the quorum.
VII. STANDING COMMITTEES

Faculty of the various specializations of the department will fulfill their administrative responsibilities by participating in the planning and effective implementation of the educational program of the department.

A. Executive Committee

1. Membership
   a. Term of membership is 2 years.
   b. 7 members total: 3 members of LADDER faculty, elected from faculty at large, along with Chair and Vice Chair (if there is one).
      i. 1 Student Representative, no voting privileges;
      ii. 1 NON-LADDER faculty member (faculty in the Lecture Series and Adjunct Faculty) no voting privileges are extended. Approved by a 2/3 majority secret ballot of all Senate Faculty 03/30/2016, 7 yes; 0 no; 0 abstain, 5 not returned.
      iii. The Chair will abstain from voting and only participates in voting in the case of a tie.
   c. Student Representative is an *ex officio* and no voting privileges are extended. They serve as advisory members of the committee. The Student Representative of the Executive Committee is responsible for bringing student concerns to the Executive Committee as a whole. The student on the Executive Committee must be recused during discussions where faculty or student privacy is at issue, or in cases of conflict of interest.
   d. The NON-LADDER faculty member of the Executive Committee is responsible for bringing NON-LADDER faculty concerns to the committee as a whole. The Non-Ladder faculty member must be recused during discussions involving Academic Personnel cases or in cases of conflict of interest.

2. Election procedures:
   a. LADDER FACULTY: Every member of the faculty nominates 3 from eligible faculty; the six with the most nominations will be put forward on ballot; three nominees with the most votes are elected.
   b. NON-LADDER FACULTY: Non-ladder faculty members with 3 quarters of teaching for the given year will be nominated; non-ladder faculty will vote; nominee with the most votes is elected.
   c. STUDENTS: Student representatives put forward names of three of their members (already elected by some portion of the student body); Executive Committee selects one.

3. Responsibilities
   a. The Executive Committee acts in an advisory capacity and offers consultative assistance to the Chair
   b. The Executive Committee maintains and updates all departmental by-laws, handbooks, student procedures.
   c. The Executive Committee makes curricular recommendations to the faculty for its approval.
d. The Executive Committee acts as an approval (Vote among The Executive Committee required) body for:
   (1) non-ladder faculty appointments of 3 quarters or longer.
   (2) appointment and constitution of task forces as needed.

4. Procedures
   a. Voting with the Executive Committee
      Elected faculty members and Vice Chair vote on Executive Committee matters; in the event of a tie, the Chair will vote.
   b. Regular Meetings
      The Executive Committee meets a minimum of once a month throughout the academic year and as needed through the summer.

5. Reporting and Accountability
   a. Agenda
      (1) The Executive Committee agenda for that quarter will be discussed at the general faculty held at the beginning of each term. At that time, faculty will be invited to contribute to that agenda. Additional items of concern can be added to the agenda by contacting The Executive Committee members.
      (2) The student representative on the Executive Committee is expected to bring issues of student concern to the agenda.
   b. Minutes
      (1) Summary minutes of the Executive Committee will be circulated to faculty and student representatives

B. MA/PhD Committee
   Membership: Critical Studies Ladder Faculty
   the MA/PhD Committee oversees admissions to the MA/PhD program, manages MA/PhD curricula, and supervises the academic affairs of students in those degree programs.

C. Staffing Advisory Committee
   Membership: Ladder Faculty. Appointed by the Chair, or Vice Chair
   The Staffing Advisory Committee is the body responsible for pre-reviewing and preparing cases for appointment, promotions and appraisals. Specific policies relating to these actions will be in accordance with The CALL, the Academic Personnel Office Manual and “Guidelines for Department Chairs” from the School of the Arts and Architecture.

VII. OTHER COMMITTEES
   Other committees (such as Awards Day Committee, Admissions Committee, Probation/Termination Committee) and/or task forces may established yearly as needed.

VIII. LEGISLATIVE ASSEMBLY
In addition, members of the Faculty will be selected to serve on the Legislative Assembly of the Academic Senate and on the Faculty Executive Committee of the School of the Arts and Architecture.

IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Sturgis’ *Standard Code of Parliamentary Procedure* shall govern provided that they are not inconsistent with these Bylaws or the Bylaws of the Academic Senate, or the Bylaws of the School of the Arts. [UCLA Bylaw 135(D)]

X. SUSPENSION OF RULES

The rules of the Faculty may be suspended by a vote of the Faculty, provided not more than two voting members present object to such suspension.

XI. STUDENT PARTICIPATION

The Department supports the active input from students in departmental governance where appropriate (ie, NOT personnel cases; search committees). Students from each degree program appoint representatives in accordance with the Graduate Student Association policy. At least one student is invited to participate in all committees, task forces and consultative groups when appropriate.

XII. BYLAW CHANGES

Any changes or amendments to the department’s bylaws must be approved by a two-thirds majority vote.

April 28, 2004; Revised March 30, 2016