I. Bylaws

1. **Bylaws:** These bylaws contain the core governing principles for the Department. They should be read in tandem with the *Standing Rules and Procedures* of the Department that regulate current departmental practices.

2. **Amendment:** Amendments to these bylaws may be proposed by any voting member of the Department. Proposed amendments will be presented for discussion and vote to the entire Department at a meeting, upon written notice given at least one week in advance. Notice shall include the proposed bylaw amendments along with an explanation of the proposed change(s). Bylaws are amended by a two-thirds vote in secret ballot.

3. **Access:** These bylaws shall be posted on the departmental website and be accessible without restriction. At the beginning of each academic year, the Chair will be responsible for distributing a copy of the bylaws to each voting member of the Department and designated student representatives. In addition, a copy of the bylaws shall be kept in the Chair's office.

II. Department Membership and Meetings

1. **Membership**
   
   Membership in the Faculty of African American Studies is defined by Divisional Bylaws 50 (A) and 184. Members of the Academic Senate are Assistant, Associate, and Full Professors in the Regular Series and In Residence Faculty who hold full, split or joint appointments (0-100%) within the Department of African American Studies are members of the Department.

2. **Non-ladder Faculty and other Departmental Personnel**
   
   a. Non-ladder faculty and staff may attend departmental business meetings, place items on the agenda for departmental consideration and participate in deliberations.

   b. As provided by the UCLA CALL, Appendix 4, non-ladder faculty may not vote on personnel matters. Unless otherwise provided by vote of the faculty, non-ladder faculty are not eligible to vote at departmental meetings.

   c. Emeriti faculty on recall have rights to participate and vote on substantial departmental questions in accordance with Senate Bylaw 55 (D)(3). Emeriti voting on academic personnel actions is subject to the vote to extend the franchise by the tenured full and associate professors.

3. **Student Representatives**
   
   The Graduate African American Studies Student Association and the Undergraduate African American Studies Student Association shall elect one graduate and one undergraduate student from their respective membership to serve as student representatives to the department. Student representatives may attend and participate in all departmental meetings, except those dealing with personnel actions or other confidential matters. Students are not eligible to vote.
4. Department Meetings

a. Department meetings take place at the call of the departmental Chair, upon at least one week’s notice. The Chair or a designated substitute presides at all meetings.

b. In the case of urgent matters, the Department Chair may call a special meeting of the Faculty upon at least three instructional days notice. Additionally, pursuant to the written request of two voting faculty members, the Chair must schedule and hold a meeting within ten (10) days of the request. (See Academic Senate regulations (THE UCLA CALL, Appendix 4, section II-6, http://www.apo.ucla.edu/call/append4.htm) Any Senate member may request that an item be placed on the agenda of a previously scheduled meeting.

5. Minutes

Minutes of the department meetings shall be taken by a staff member and distributed in timely fashion to the voting faculty, as well as to designated student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes shall include a list of individuals present at the meeting. A copy of minutes from all departmental meetings will be preserved in the Chair's office, where any voting member of the department may consult them on demand.

III. Voting

1. Substantial Department Questions

a. Department members who meet the requirements outlined in the UC Academic Senate Bylaw 55 A (1) (THE UCLA CALL Appendix 4) (https://www.apo.ucla.edu/policies-forms/the-call/appendices/appendix-4-voting-rights) and who have not waived their right to personnel review by the Department, may vote on all substantial departmental questions, including personnel cases. Faculty members of the Department who have waived personnel review (pursuant to a joint appointment with waiver) may vote on all substantial departmental questions except personnel cases. (See II.2(c) for emeriti voting rights.)

b. This provision is to be read to comply with Senate Bylaw 55 (A)(1) which provides that the department shall not deny to any of its non-emeritae faculty who are voting members of the Academic Senate the right to vote on substantial departmental questions, excepting only certain personnel actions as specified in the bylaw.

2. Personnel Actions

a. All In Residence faculty have been extended equal rights to vote on personnel cases as those of the same rank of Regular line faculty. (Faculty meeting 3/30/ 2016; 2/3 secret ballot of Tenured Faculty, 7 yes, 1 no, 1 abstain)

b. Appointments

By this provision, the Department’s full and associate professors extend the franchise for voting on appointments to assistant professors. Senate Bylaw 55 (B)(1); 55 (C ). (Faculty meeting 3/30/2016; 2/3 secret ballot of Tenured Faculty, 9 yes, 0 no, 0 abstain)
c. Promotions

The Department has extended votes on all promotions to all ranks as follows: Full Professors have extended the right to vote on promotions to Full Professor to Associate Professors. Full and Associate Professors have extended the right to vote on promotions to Full or to Associate Professor to Assistant Professors. (Faculty meeting 3/30/2016; 2/3 secret ballot of Full Professors: Extend to Associates: 4 yes, 0 no, 0 abstain; Extend to Assistants: 4 yes, 0 no, 0 abstain; Associate Professors: Extend to Assistants: 5 yes, 0 no, 0 abstain.)

d. Merits

(i) Merits are voted on by the same rank that vote on Promotions. (Faculty meeting 3/30/2016; 2/3 secret ballot of Full Professors: Extend to Associates 4 yes, 0 no, 0 abstain; Extend to Assistants: 4 yes, 0 no, 0 abstain. Associates Professors: Extend to Assistants: 5 yes, 0 no, 0 abstain.)

(ii) Accelerated merits are voted on by the same ranks that vote on Promotions. (Senate Bylaw 55 (B)(6). (Faculty meeting 3/30/2016; 2/3 secret ballot of Full Professors: Extend to Associates 4 yes, 0 no, 0 abstain; Extend to Assistants: 4 yes, 0 no, 0 abstain. Associates Professors: Extend to Assistants: 5 yes, 0 no, 0 abstain.)

3. Quorum

One half of the members of the Department (defined in Section II of these bylaws) in residence at the time of the meeting constitute a quorum to conduct department business during that quarter. One-half of the voting members of the Department entitled to vote on personnel matters constitute a quorum for personnel matters.

4. Mode of Voting

Voting on departmental business is by a show of hands, unless a motion is made for a secret ballot. All departmental votes are majority votes unless otherwise specified.

5. Personnel Matters

The vote on all personnel matters shall be by secret ballot only. The vote shall be taken only after a meeting at which there has been an opportunity for full and informed discussion by the faculty. In order for the vote to be informed, all voting faculty are strongly encouraged to attend the meeting. Should an eligible voting member not be able to attend the meeting, absentee ballots may be submitted via email up to 24 hours after the scheduled meeting. Quorum will be defined by the number of ballots received.

IV. Officers

1. Chair

The Chair is appointed by the Chancellor upon the recommendation of the Dean of Social Sciences in consultation with the department. The Chair serves at the discretion of the Chancellor. The term of appointment typically will be for three years with the possibility of renewal. In accordance with the provisions of APM 245, the duties of the chair are as follows: 

1 Additional information regarding the Chair’s duties can be found in APM 245: http://ucop.edu/academic-personnel-programs/_files/apm/apm-245.pdf
a. Planning the programs of the department in teaching, research, and other functions;

b. Recruitment, selection, and evaluation of both the faculty and the staff personnel, and in consultation with colleagues, and in accordance with relevant procedures, recommending appointments, promotions, merit advances, and terminations;

c. Ensuring that faculty members are aware of the criteria prescribed for appointment and advancement, and making appraisals and recommendations in accordance with the procedures and principles in the Academic Personnel Manual and Procedures;

d. Planning and review of undergraduate and graduate teaching and scheduling;

e. To make arrangements and assignments of duty for the counseling of students, and for the training and supervision of Teaching Assistants and other student teachers and teacher aides, subject to the terms of any pertinent Memorandum of Understanding;

f. To prepare the budget and administer the financial affairs of the department, in accord with University procedures;

g. To schedule and recommend to the Chancellor sabbatical leaves and other leaves of absence for members of the department. (The chair may approve a leave of absence with pay for seven calendar days or less for attendance at a professional meeting or for the conduct of University business without submitting a leave of absence form);

h. To be responsible for the custody and authorized use of University property assigned to the department, and for assigning departmental space and facilities to authorized activities in accordance with University policy and campus rules and regulations;

i. To maintain records and prepare reports in accord with University procedures;

j. To report any failure of a faculty or staff member to carry out responsibilities and to recommend appropriate disciplinary action;

k. To seek the advice of faculty colleagues in a systematic way in performing the duties specified above, and to provide for the conduct of department affairs in an orderly fashion through department meetings and the appointment of appropriate committees. The chair also is expected to seek student advice on matters of concern to students enrolled in the department’s programs;

l. The Chair is an ex officio member of all committees.

2. Departmental Officers:

a. In the event of the Chair’s temporary unavailability, the Chair can appoint one of the committee chairs or one of the members of the Executive Committee to serve in his/her stead. This provision does not apply to any prolonged absence, due to leave or other cause.

b. Committee Chairs: The Chair will select committee chairs to aid in the performance of his/her duties in consultation with the Executive Committee.
V. Departmental Committees

1. **Committee Work:** Much essential work in the Department is conducted through committees comprised of faculty members. The active participation of faculty members on committees is indispensable to the functioning of the Department.

2. **The Executive Committee:** The Executive Committee shall be comprised of three voting members of the Department, elected by the faculty members of the Department. At least one of the three members shall be an Assistant Professor. Members of the Executive Committee for a one-year term. The Executive Committee shall serve as a planning and coordinating body, who will advise the Chair on committee assignments, as well as recommending changes in policy and programs as may from time to time be warranted. The Executive Committee will review promotions and merit reviews as well as other matters that the Chair submits for its consideration. The review of the Executive Committee is preliminary in nature and does not supplant the work of any appointed ad hoc committee or Search Committee (see Section VI) nor does it take the place of a faculty vote.

3. **Undergraduate Committee:** The Undergraduate Committee will conduct periodic review of the undergraduate curriculum and align the curriculum with university requirements and the Department’s educational objectives and priorities. The Committee initiates and reviews proposals for changes to the curriculum before they are reviewed by the Department and submitted to the University's Undergraduate Curriculum Committee. The Committee considers any questions regarding the undergraduate program referred to it by the Chair of the Department and makes recommendations to the Department. In consultation with the Executive Committee, the Chair will appoint three faculty members and one undergraduate student to serve on the Undergraduate Committee. The term of service is for one year.

4. **Graduate Committee:** The Graduate Committee oversees the Department's graduate program, including the following:
   a. The Committee evaluates applications for admission, and fellowships and teaching assistantship dossiers of continuing students. The Committee determines the number of fellowships to award; makes fellowship award recommendations to the appropriate University Committee; ranks applicants for University "restricted" fellowships; makes recommendations to the Graduate Dean for campus-wide fellowships; makes recommendations for non-resident tuition awards; makes recommendations for appointments and reappointments of teaching assistants; reviews criteria for fellowship and teaching assistantship awards; conducts periodic evaluation of the progress of graduate students; supervises the TA training process; and considers and reviews matters pertaining to student progress (such as petitions, advancement to candidacy)
   b. The Graduate Committee reviews graduate curriculum and also conducts required reviews of the graduate program.
   c. In consultation with the Executive Committee, the Chair will appoint three members of the faculty and one graduate student to serve on the Graduate Committee. The term of appointment is for one year. Graduate students can participate in discussions but may not vote on admissions decisions, nor may they participate in discussions or voting on the award of fellowships.
VI. Personnel Actions

A. Appointments

1. Search Committees for Regular Ladder Appointments: When a regular ladder appointment has been authorized by the Dean, the Chair, in consultation with the Faculty Executive Committee, shall appoint a Search Committee. The conduct of the search shall be in accordance with all university procedures and requirements. A list of finalists for the position shall be forwarded from the search committee to the department. Thereafter, the Search Committee will invite the finalists to make a presentation to the faculty, and prepare a report on its recommendation. The report shall be submitted to the Chair and to the faculty for consideration at least ten days prior to the departmental discussion and vote. Departmental search committees may invite one or more graduate students to provide an evaluation in either written or oral form of the writings and presentations of the finalists. Pursuant to University rules, students may not have access to confidential material such as letters of recommendation.

2. Visiting Appointments: In consultation with the Executive Committee, the Chair may make Visiting Appointments.

3. Non-ladder Appointments: In consultation with the Executive Committee, the Chair may appoint non-Senate faculty for a defined and limited duration.

B. Merits and Promotions

1. Eligibility: Eligibility for merit reviews and promotions shall be determined in accordance with the provisions of Academic Personnel Manual.

2. Review Process

Prior to the time period for submission of dossiers for review, the Chair will consult with the Executive Committee for a preliminary review of the case for promotion. Ad Hoc Committees will be appointed for fourth year appraisal, promotion to Associate Professor, to Full Professor, and merit advances to Professor VI, and Professor Above Scale, or for acceleration. Ad Hoc Committees are not required in other cases such as routine merit reviews. The Chair will appoint members to the Ad Hoc Committee following consultation with the Executive Committee. Where the candidate also holds an appointment in another department that retains personnel review, the Chair will seek to coordinate the departmental review with the Chair of the corresponding department both with regard to the appointment of the ad hoc committee and the review process overall. The ad hoc committee will review the candidate’s record with regard to scholarship, teaching and service and submit a report to the Chair, who will circulate it to the faculty for consideration at least ten days before the departmental discussion and vote. Faculty votes on all merit and promotions shall be taken in accordance with the provisions of Section III.2.