Department of Anthropology

Bylaws

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I. THE FACULTY OF THE DEPARTMENT OF ANTHROPOLOGY

A. Definition of Departmental faculty

The faculty includes:

- Regular departmental ladder appointments
- Ladder faculty who hold appointments in other academic units; such appointments may be split with other unit(s) and the anthropology department or 0% joint appointments with waivers
- Emeriti professors who were departmental members at the time of retirement and are currently recalled to service
- Adjunct professors

B. Faculty Responsibilities

All of the above have the right to attend departmental meetings, to discuss substantive departmental issues, and (with the exception of adjunct faculty, emeriti, and 0% professors without voting rights), the right to vote on personnel actions. With the exception of adjunct professors and emeriti, they may also chair and serve on Standing Departmental Committees, M.A. and Ph.D. committees.

Apart from responsibilities delegated by the administration to the Department Chair, the faculty is responsible for departmental decisions. Within the framework of university regulations, faculty responsibilities include:

- Curriculum
- Degree requirements
- Graduate student admissions and dismissals
- Space
- Budget
- Faculty hiring policies

II. THE CHAIR

The Chair is the Executive Officer of the department and is appointed by the administration. Any five faculty may request a meeting to recommend to the administration candidates for appointment as department chair.

Department Chair Responsibilities:

- The Chair is responsible for the day-to-day operation of the department, especially with reference to hiring, promotion, termination, and allocation of duties to the departmental staff. The Chair is responsible for hearing faculty, staff, and student complaints with respect to classes, performance of duties, and so on. When the Chair cannot resolve an issue to the satisfaction of those involved, the matter is brought before the Executive Committee for action or referred to the Office of the University Ombuds Services, as appropriate.
- The Chair assigns classes and sets the schedule of classes for the faculty.
- The Chair is head of the Executive Committee.
- The Chair appoints departmental functionaries as required when these appointments are not under the aegis of the Executive Committee.
- The Chair appoints ad hoc review committees for faculty searches and promotions.
- The Chair is responsible for appointing M.A. and Ph.D. committees after consultation with the students and faculty involved.
• The Chair makes recommendations to the administration about personnel matters in accord with University regulations, especially SB 55. It is the responsibility of the Chair to transmit:
  a. faculty evaluations, recommendations and actions
  b. Executive Committee decisions
  c. any other pertinent information, and
  d. the Chair’s recommendation

III. EXECUTIVE COMMITTEE (EC)

A. Committee membership
This committee will consist of six faculty members and the Department Chair as the seventh *ex-officio* voting member, and non-voting one graduate student representative and one undergraduate student representative, selected by the Anthropology Graduate Student Association (AGSA) and the Anthropology Undergraduate Student Association (AUSA) and the Biological Anthropology Society (BAS), respectively. The six committee members are elected by the faculty, and a quorum will consist of the Chair and three members. Election to the Executive Committee shall take place each Spring Quarter for service beginning the following Fall. Three persons shall be elected each year and tenure will be for 2 years. The procedures for elections are:
  - Each member shall vote for three candidates. The six with the most votes shall constitute the slate of nominees, except in the event that none of the top six is of non-tenure rank, in which case the lowest two will be passed over in favor of the two non-tenured members having the largest number of votes.
  - The six nominees shall constitute the slate of candidates and these are submitted to the faculty for final votes, each member again having three votes. The three receiving the highest number of votes will be declared elected, except in the event that none is a non-tenured member, in which case the third shall be passed over in favor of the highest ranking person of non-tenure rank.
  - In the event that there are eight or fewer persons eligible for the Executive Committee, then the nominations slate shall be omitted and the voting of eligible members will be taken on the first ballot in the manner indicated.
  - Eligible persons shall be those eligible faculty members who are not currently serving on the Executive Committee and who anticipate being in residence at least two quarters of the following academic year.
  - No replacement will be made for Executive Committee members on leave for one or two quarters. Should a member of the Executive Committee go on more extended leave or resign from the University or the Committee, a special election will be held to fill the unexpired term. In the event of such special election, the Executive Committee will nominate a slate of three persons and election will be by simple plurality of the faculty.

B. Committee Schedule
The Executive committee meetings are convened at the request of the Chair or five faculty members.

C. Committee Responsibilities
The Executive Committee is charged with the following:
  a. Reviewing and coordinating departmental policies
  b. Faculty and staff personnel matters that cannot be resolved by the Department Chair
  c. The Executive Committee may at its option serve as the Property and Space Committee and the Budget Committee.

D. Committee Meetings
  - The agenda for all regular meetings will be circulated to the faculty at least three days prior to a meeting.
  - Any faculty shall have the right to participate in any discussion bearing on his/her interest.
  - Faculty members who are not on the Executive Committee may not be present when a vote is taken.
  - The meeting minutes will be circulated within four working days after a meeting.
  - Privileged information will not be included in the minutes.
E. Committee Actions
The Executive Committee actions are binding on the department. However, any five faculty may call a general faculty meeting within two weeks after the minutes of an Executive Committee meeting have been circulated to request a reexamination of action taken.

The majority of the faculty present at the general faculty meeting may rescind an Executive Committee decision. This procedure does not apply to personnel matters.

IV. DEPARTMENTAL COMMITTEES
A. Standing Departmental Committees
The Standing Departmental Committees are as follows:

- Executive Committee  - elected
- Standing Review Committee – elected
- Academic Coordinating Committee
- Graduate Admissions Committee
- Graduate Awards Committee
- Diversity Committee
- Property and Space
- Budget

B. Appointments
Appointments to Standing Departmental Committees are made by the Department Chair, who takes into consideration the objective of achieving relative balance among the subfields and reasonable workloads for faculty. With the exception of the Executive Committee, which is elected for a two-year term, and the Standing Review Committee, which is elected for a one-year term, all Standing Departmental Committee assignments are for a one-year term and may be renewed at the Chair’s discretion.

V. FACULTY MEETINGS
A. Scheduling and Agenda Items
Three regular meetings will be scheduled each quarter and the Chair will set the dates by the first week of each quarter.

- Individual faculty, the Executive Committee, the Department Chair or the MSO may submit items for the Agenda.
- If no agenda items are received three days prior to a meeting, the Chair will cancel it.
- A quorum for a faculty meeting will consist of 50% of all voting faculty in residence during the quarter in which a meeting is held.
- Decisions made at a faculty meeting are binding unless changed at a subsequent meeting. Only items on the Agenda are considered unless there is unanimous consent by the faculty present at the meeting to discuss or review an additional topic.

VI. FACULTY APPOINTMENTS
A. Guidelines for Appointments
Faculty appointments are made within the following guidelines:

- Visiting, summer school and extension appointments are made by the Department Chair in consultation with the Vice Chair and the Executive Committee whenever appropriate.
a. Temporary faculty must have a PhD prior to teaching in the Department, however the Chair has the authority to grant exceptions.
b. Temporary faculty may not teach 199 courses during summer sessions unless they are teaching a regular summer session class for the Department.

- Joint appointments for faculty in other departments are made at the request of the person involved. Such potential appointments are reviewed by the Chair, approved by the Executive committee, and voted on by the faculty.
- New ladder appointments are made:
  a. After hiring priorities are established at a faculty meeting.
  b. The position has been advertised in accord with University policies.
  c. An ad hoc review committee appointed by the Department Chair reviews applications.
  d. The ad hoc committee prepares a report that is submitted to the faculty.
  e. A ballot has been put before the faculty.
  f. The review process may include bringing candidates to the department.
  g. Faculty meetings may be held as a case warrants.

VII. GUIDELINES FOR FACULTY SEARCHES
A. Guidelines for Dean’s FTE Searches:
   - The Chair will appoint a search committee, normally consisting of three to five members, the majority of who are from the subfield involved, but with representation from outside the subfield.
   - The search committee will draft an advertisement, which must be approved by the faculty.
   - The search committee will screen all applicants, and select a short-list, typically three or four people, who will be invited to visit and present to the Department.
   - The search committee will prepare a written report and recommendation to the faculty for its consideration and vote.
   - The faculty will discuss the search committee’s recommendation, after which ballots will be distributed.
   - The ballots will be tallied and the results presented, one week after the faculty discussion.

B. Guidelines for Institutional FTE Searches
Conditions of Institutional FTE searches:
   - The department must first agree, in principle, to accept the FTE being offered.
   - The Department Chair will appoint a search committee; at least half of the members will be from the Anthropology Department.
   - The search committee will draft an advertisement, which must be approved by both the department and the IDP.
   - The search committee will screen all applicants, and select a short-list, typically of three or four people.
   - The search committee will prepare a written report and recommendation to the faculty for its consideration and vote.
   - The report will, at the same time, be presented to the IDP for its consideration.
   - The Anthropology Department faculty will discuss the search committee’s recommendation, after which ballots will be distributed.
   - The ballots will be tallied, and the results presented, one week after the faculty discussion.
   - A hiring will be recommended to the Dean only if both the Department and the IDP agree.

C. Policy for Multi-Department Searches
The Department prefers not to participate in multi-departmental searches. When an IDP or other unit has compelling reason for conducting a multi-departmental search, it should make this reason known to the Department. If the faculty agrees that it is in its interest to participate in such a search the Department will participate.
If the Department agrees to participate, it will have a significant decision-making role. In addition to the Anthropology Department member(s) on the search committee, the Department will form a committee responsible for helping draft the advertisement, screening all applications from anthropologists, and presenting a list of acceptable candidates to the unit involved.

The departmental committee will serve as an ad hoc committee for the purposes of reviewing the dossiers of any anthropologists on the short-list in the context of the applicant pool, and presenting a report to the faculty for its consideration and vote.

In the event that more than one viable anthropology candidate should emerge, the Department reserves the right to invite the top two or three candidates for campus interviews.

D. Expectations for New Hires

We expect that normally a person to be hired will:

- meet a hiring goal that has been established by the faculty and the subfield most heavily involved
- increase departmental integration*
- have a strong commitment to undergraduate teaching*
- meet established expectations for excellence in anthropological research and teaching
- not be a recent UCLA PhD

*points 2 and 3 will be specified in the advertisement

E. Policy Regarding the Appointment of Adjunct Professors

According to the UCLA Call:

“Titles in the Adjunct Professor of...series are assigned to academically qualified research or other creative personnel who contribute significantly to teaching either in formal courses or in guidance of graduate students. At UCLA this series is frequently used to employ qualified individuals drawn from professional practice. Such usage serves (a) to attract to University service appointees with wide experience and breadth of interest and (b) to facilitate integration of the academic and professional components of the instructional program.”

Such appointments require periodic review and advancement (similar to ladder faculty appointments) and they can be made with or without salary. Based on the recommendations of the Executive Committee and a discussion of the faculty as a whole, the department has decided that it will use the following criteria in considering Adjunct appointments:

- The language of the Call will be closely followed and the Department will consider only those who can make “significant” contributions to our teaching program.
- All such appointments will be made without salary, to insure that our lecturer funding is not compromised and to set a high standard regarding a candidate’s commitment to the Department and to University service.
- Preference will be given to candidates who already hold a position or title at UCLA or some other institution, as another way to insure that candidates have a strong commitment to service and a demonstrated track record in that regard.
- Once appointed, adjunct professors will be reviewed by the Standing Review Committee, in the same way as other department faculty. (Approved at February 7, 2007 Faculty Meeting.)
- Adjuncts are required to teach one undergraduate lecture course per year and advise and/or mentor undergraduates and graduate students in their areas of expertise.
- The specific course offerings will be negotiated with the coordinator of the adjunct’s subfield, with the objective of adding breadth and diversity to the department’s teaching program. (Approved at October 12, 2011 Faculty Meeting.)
VIII. FACULTY PROMOTIONS & 4TH YEAR ASSISTANT PROFESSOR APPRAISALS

Faculty promotions and 4th Year Assistant Professor Appraisals are considered in terms of the policy as set forth in the “CALL”. A faculty member may request by memo to the Department Chair not to be put forward except when an evaluation for tenure or a 4th year appraisal is mandatory. A faculty member may request an acceleration by memo to the Chair, or the Executive Committee may request an acceleration on behalf of a candidate after consulting with the person involved.

A. Evidence of research activities

- All published works for the required period.
- All accepted manuscripts.
- Other manuscripts at the discretion of the candidate.
- Any extended commentaries of the candidate’s work.
- Copy of funded, pending and submitted extramural grant applications, when appropriate.
- A self-evaluation of research and career development in progress and projected.
- The names, addresses, rank, and a brief identifying statement of four to six extramural scholars to evaluate candidate’s research. (Does not apply in the case of 4th year appraisals.)
- The Department Chair seeks letters from four to six additional extramural scholars and seeks comments about the names suggested from the candidate, but the candidate does not have veto power over the list. (Does not apply in the case of 4th year appraisals.)
- The burden of preparing the administrative forms and substantive material for the dossier is on the candidate, not the chair’s assistant or other administrative staff. Letters solicited by the Chair on behalf of the Department, candidate or chair of the review committee are the responsibility of the Chair’s Assistant, and cannot be provided by the candidate, but all the other standard parts of the dossier are the candidate’s responsibility. Upon completion, the candidate initials/signs approval of the final copy as dictated by University regulations.

B. Evidence of Teaching Activities

- Names and addresses of three undergraduate and three graduate students who will be asked to write letters of evaluation; the Department Chair will solicit letters from three additional students.
- Names and addresses of all students who received a Ph.D. with the candidate as chair of their committee within the past five to ten years.
- Names and address of three students who received their M.A. degrees with the candidate as chair or as a member of their committees.
- The ad hoc review committee chair assembles information about the candidate’s teaching from student evaluations.
- The candidate submits a description of teaching which includes selected syllabi, innovative projects, variety of courses taught, special studies courses, graduate student committee memberships, and so on.

C. Evidence of other Evaluative Criteria

- University service at all levels
- Community service
- Consulting and editorial service

D. Balloting Procedures

- All tenure and tenure-track faculty are eligible to vote on appointments, Fourth-Year Appraisals and promotions in the Department.
- For each secret mail ballot the eligible voters will receive a large envelope that includes:
  a. 1 small envelope with a signature line on the front.
  b. 1 larger envelope with the faculty’s name on the front.
  c. 1 ballot on a separate sheet.
Once the vote is indicated on the ballot, the ballot is placed in the small envelope, the envelope signed, and returned to the Chair’s Assistant.

After the ballots are counted, the results are reported at the next scheduled faculty meeting and the vote is included in the minutes.

A department memorandum is distributed to eligible voting faculty with the counted results indicated.

The faculty member being reviewed does not receive a ballot on their case. The spouse of the faculty member being reviewed is not eligible to receive a ballot.

Any active faculty member on temporary leave of absence for not more than one year may request and receive an absentee ballot. *(Unanimously approved at January 23, 2000 Faculty Meeting)*

Departmental balloting procedures in relation to the University of California’s Academic Senate’s Bylaws concerning Departmental Voting Rights (Bylaw 55) were discussed at a convened faculty meeting held November 4, 2015. The discussion prompted the following motions.

• The right to vote on all personnel actions (appointments, merits, and hurdle step promotions) relating to Full Professors in the regular series is extended beyond the minimal enfranchised voting class as provisioned in Academic Senate of the University of California Bylaw 55 to Associate Professors in the regular series *(A secret ballot was distributed to Full Professors; it passed on November 13, 2015. 17 voted in favor of this measure, 1 voted against, 1 abstained, and 1 did not return the ballot).*

• The right to vote on all personnel actions (appointments, merits, and hurdle step promotions) relating to Full Professors in the regular series is extended beyond the minimal enfranchised voting class as provisioned in Academic Senate of the University of California Bylaw 55 to Assistant Professors in the regular series *(A secret ballot was distributed to Full and Associate Professors; it passed on November 25, 2015. 22 voted in favor of the measure, 2 voted against, 0 abstained, and 6 did not return the ballot).*

• The right to vote on all personnel actions (appointments, merits, and hurdle step promotions) relating to Associate Professors in the regular series is extended beyond the minimal enfranchised voting class as provisioned in Academic Senate of the University of California Bylaw 55 to Assistant Professors in the regular series. *(A secret ballot was distributed to Full and Associate Professors; it passed on November 25, 2015. 22 voted in favor of the measure, 2 voted against, 0 abstained, and 6 did not return the ballot).*

• The right to vote on all personnel actions (appointments, merits, and hurdle step promotion) relating to Assistant Professors in the regular series is extended beyond the minimal enfranchised voting class as provisioned in Academic Senate of the University of California Bylaw 55 to Assistant Professors in the regular series *(A secret ballot was distributed to Full and Associate Professors; it passed on November 25, 2015. 21 voted in favor of the measure, 2 voted against, 1 abstained, and 6 did not return the ballot).*

**E. Promotion and Merit Review Timeline**

The calendar with due dates for materials to be submitted for promotions and merits is available through our internal website: [https://classes.sscnet.ucla.edu/course/view.php?name=ANTHRO-FILES](https://classes.sscnet.ucla.edu/course/view.php?name=ANTHRO-FILES).
F. Faculty Merit Increases
All routine merit actions are handled by an elected Departmental Standing Review Committee. The Standing Review Committee consists of six regular Departmental faculty members, those who received the most votes in a secret ballot presented to all regular Departmental ladder faculty. Members serve a one-year term and are not eligible to serve if they served the previous year or if on leave or sabbatical during the fall quarter. The SRC is elected during the spring quarter prior to the year of service. The department chair chooses the committee chair from among the elected members. (This policy was discussed at a Faculty Meeting on November 4, 2015 and affirmed by a secret vote of Academic Senate Faculty, on November 13, 2015; 28 faculty voted in favor of this policy, 1 voted against, 0 abstained, and 2 did not vote).

- The candidate assembles the information about research, teaching, community service, etc. and completes the administrative forms by the designated deadline.
- The Standing Review Committee handles the candidate’s review. A committee of two SRC members is appointed (this number may be varied in special circumstances) to review the candidates’ dossier. The committee will make a written report including its recommendation to the Chair. If s/he deems it appropriate, the SRC Chair will consult with the Review Committee and may consult with the Department Chair or the Executive Committee. The review of merit increases does not require a full faculty vote or a faculty meeting.
- Additional members may be added to the Standing Review Committee at the Chair’s discretion. (Approved by Executive Committee on May 23, 2012)
- The candidate will be given a copy of the report and may write a letter to the Department and/or SRC Chair to comment on the report. However, failure to write such a letter will not be taken to mean that the candidate accepts all the comments in the report, nor that the candidate agrees with the committee’s evaluation and recommendation.

The SRC Chair will forward the dossier, SRC report, and the Chair’s letter of recommendation to the department chair’s assistant, who will do the final preparation of the materials for submission to the Office of the Dean.

G. Accelerations
Accelerations for faculty whose home is in other departments may be recommended by the SRC but the candidate’s home department should be contacted and aware of the secondary department’s recommendation for acceleration. It is in the candidate’s best interest if the home department is willing to support the acceleration before going up. The review for accelerations is as follows:

- Merit one-year acceleration: Dean’s final
- Merit one-year retroactive: Dean’s final, although Vice Chancellor will decide the retroactivity
- Merit one-year acceleration and retroactivity: Deans final on merit, Vice Chancellor decides on retroactivity
- Promotion: ad hoc committee assigned, case reviewed as with standard promotion.

H. Five Year Reviews
The Chair shall initiate the Five-Year Review of faculty who have not had a formal review for advancement in the last five years. The review process is to be conducted in accordance with University policy as stipulated in UCLA’s Academic Personnel Manual and in consultation with the elected Standing Review Committee of the Department. (Unanimously approved at the December 2, 2015 Faculty Meeting)

IX. REVIEW PROCESS FOR HURDLE STEP PROMOTIONS
A. Guidelines for Review
- An anonymous ad hoc review committee, generally consisting of three tenured faculty and one non-tenured observer, is appointed by the Department Chair, in consultation with the Executive Committee.
Under special circumstances, a four to five member committee (e.g., to draw on the knowledge of diverse specialists) or a two-person committee (e.g., for adjunct professor reviews) might be appointed.

- Prior to convening the faculty meeting to discuss the candidate’s dossier, ad hoc review committee will prepare a written report describing the candidate’s strengths and weaknesses, utilizing the terms of the standard categories (i.e., research, teaching, community and university service). The report will consist of an evaluation of the candidate’s complete record for the review period in question, including an evaluative summary of the extramural letters and a recommendation concerning the action to be taken. A copy of the report will be given to the candidate two weeks before to the faculty meeting. The candidate may, at his/her discretion, respond by memo to the Department Chair and has one week to do so.

- If the candidate chooses to write a letter to the chair commenting on the report, that letter will also be made available to the eligible faculty, but the writing of such a letter is entirely optional. The failure to write such a letter will not be taken to mean acceptance by the candidate of the committee evaluation and recommendation. The ad hoc committee report is not submitted in order to be accepted or rejected or edited by the Department. The faculty does not vote on the report, but on the promotion. The view of the faculty will be expressed through its vote on the promotion (see below). If any faculty member does not think this is a sufficient means of expressing his/her views, s/he is free to write a letter to the Chair for inclusion in the dossier. No written synopsis of the faculty discussion will normally be made.

- Faculty will have one week to review the ad hoc committee report and candidate’s dossier before the case is discussed at the faculty meeting.

- A secret mail ballot is distributed to all persons defined as voting faculty and faculty will have one week to cast their ballots.

- The Chair transmits to the Dean the faculty vote, the dossier, the ad hoc committee report, the departmental recommendation about the promotion, and the Chair’s letter(s).

- The Chair has the option of writing two letters for personnel reviews. One is the Departmental Letter that summarizes the faculty discussion of the case and underscores the substance of the ad hoc committee report. The other is a Confidential Chair’s Letter. The Departmental Letter is available to the candidate and to all voting faculty members until the dossier goes to the Dean’s office. The optional Chair’s Confidential Letter is not available for review by the candidate or the other faculty members.

X. JOINT (0%) APPOINTMENTS

- 0% joint appointments with waivers of personnel actions are permitted. Those holding such appointments do not participate in Anthropology Department personnel decisions, and Anthropology faculty do not participate in their personnel actions. The Department does not allow for 0% joint appointments who do not waive their voting rights. Candidates who wish to be considered for a 0% joint non-voting appointment in the Department of Anthropology will be asked to submit a CV and brief statement outlining their reasons for seeking the appointment. The CV and statement will be referred to the appropriate subfield(s) coordinator(s) for discussion. If subfield members feel that the individual will add unique and significant expertise, they may recommend that the faculty as a whole consider the appointment. In that event, the case will be presented by the subfield(s) coordinator(s) at a subsequent faculty meeting. If the faculty votes to consider the appointment, the candidate will be invited to give an informal talk to the Department. After the talk, the faculty will again discuss the desirability of offering the candidate the 0% joint appointment and proceed to a formal ballot vote. (Unanimously approved at the December 2, 2015 Faculty Meeting)
XI. SPLIT APPOINTMENTS

A. Making the Appointment

- Individuals who hold appointments in other departments at UCLA are eligible for split appointments in the Department of Anthropology. Candidates for split appointments are initially evaluated by an ad hoc faculty committee appointed by the Department Chair, normally consisting of at least three faculty members, including a tenured faculty member from outside the specific sub-field. The review committee will review the candidate’s research and publications, then make a recommendation to the faculty about the desirability of the appointment. Candidates may be required to present a seminar to the faculty on their work.

The ad hoc review committee report will be made available to the faculty at least one week prior to the faculty meeting in which the prospective appointment is to be considered. The prospective appointment will be discussed at a meeting of the full faculty, and a secret ballot will be issued after the meeting has ended. Faculty will have one week to cast their ballots. *(Unanimously approved at the December 2, 2015 Faculty Meeting)*

B. Rights and Duties

Faculty who hold split appointments in the Department of Anthropology have all the rights and privileges of regular faculty members. For example, they are entitled to chair doctoral committees, teach courses, serve on departmental committees, and vote on all matters brought before the faculty. Individuals who hold split appointments are reviewed independently in their home department and in Anthropology.

At the same time, there are certain obligations associated with split appointments. Thus, those who hold split appointments are expected to be willing to serve on departmental committees, advise graduate students, serve on graduate student committees, and develop and offer graduate and undergraduate courses that are relevant to the Anthropology curriculum.

XII. STUDENT PARTICIPATION IN DEPARTMENTAL COMMITTEES

A. Guidelines for student selection and participation in departmental governance

Faculty meetings, Executive Committee meetings and those of each Standing Departmental Committee will include representation as advisors by one undergraduate and one graduate student each.

- Early in fall quarter, the two undergraduate anthropology associations, Anthropology Undergraduate Student Association (AUSA) and the Biological Anthropology Society (BAS) will choose the undergraduate representatives and alternates and the Anthropology Graduate Student Association (AGSA) will choose the graduate student representatives and alternates. Representatives normally will serve for one academic year.
- These representatives normally will not attend meetings, or portions thereof, when personnel matters about faculty are discussed or when current or past graduate and undergraduate students are reviewed.

XIII. FACULTY RESPONSIBILITIES

A. Policy for Faculty Teaching *(approved at Faculty Meetings of January 28, 2009 and January 15, 2014)*

- Each full time faculty member is required to teach four courses per academic year, including at least two undergraduate courses.
- Subfields will have some discretion modifying this requirement.
• Any class taught with more than 150 students will count as two classes. This stipulation includes both lower division classes (Anthro 7, 8, 9, and 33) and upper division classes. Only one class of this kind may count as two classes per year for any one faculty member.

• Upper division lecture classes will not be capped lower than 60 students per class except where smaller classes sizes are required for accepted pedagogical reasons. The ACC will exercise oversight in class size capping. Faculty members are expected to share the responsibility of teaching large upper division classes.

• Fiat lux Freshman Seminars, upper division Honors Seminars attached to an upper division class and graduate classes that run concurrently with an undergraduate class (i.e., classes with “C” prefix) do not count as separate classes toward faculty teaching. Independent studies (Ant 197 and 199) do not count toward faculty teaching.

• One faculty member will be identified per year as the organizer of an interest group and will receive one class credit. Responsibility for organizing the interest groups should be rotated annually.

• Stacking teaching into two quarters, leaving a “zero quarter” free, must be negotiated with the subfield in the context of annual teaching planning.

• When one-quarter sabbatical leaves are taken in two or more successive years, course reductions will alternate between one and two courses in those years. A two-quarter sabbatical leave reduces the teaching load by three classes. A full-year sabbatical leave reduces the teaching load by four classes.

• Team-taught classes will count as one class for each faculty member, but only one such class may be taught per year. The ACC will exercise oversight in the scheduling and frequency of such classes.

• A course will only count toward teaching requirements if it enrolls at least twelve students at the Lower Division Undergraduate level, eight students at the Upper Division Undergraduate level, or four students in a Graduate or cross-listed Graduate/Undergraduate class.

• If a class does not meet the minimum enrollment requirements in the third week, a faculty member has the option of cancelling the class or continuing to teach it without course credit. Either way, the faculty member is expected to make up for the reduction in course load by adding a class in a subsequent quarter, should that be possible, or teaching five classes the following academic year.

• Requests for exceptions to the minimum enrollment policy must be referred to the ACC for approval.

B. Teaching Workload Equity
The faculty agree to maintain a teaching-work load balance which will ensure that new faculty are not exploited and that will allow faculty sufficient time to address individual graduate student needs. The faculty agrees that a four-course teaching load is more congruent with a major university than a five-course one. *(Vote to establish teaching load, Jan 28, 2009)*

C. Summer Sessions

• Courses that are projected to lose money will be cancelled prior to the start of the scheduled session unless there are special circumstances that indicate the trajectory could be altered (e.g., change of time, session instructor). The Vice Chair in consultation with the MSO will make the final decision.

• The Vice Chair, in consultation as needed with the MSO, the ACC and the SAO, will designate summer course offerings to promote maximum enrollment in classes.

• Ladder faculty members are not generally eligible to teach Summer Session classes except under exceptional circumstances. The eligibility of ladder faculty to teach Summer Session classes shall be determined in consultation with the Chair, Vice Chair and MSO.

• Graduate students who have advanced to candidacy by the time of application, or can be guaranteed by their committee chair to advance by the time of the class offering will be considered for Summer Sessions teaching.

• Non-ladder faculty members (e.g., Adjunct, Researchers and Postdocs) as well as PhD-holding individuals outside the department are eligible to apply to teach Summer Session classes.
• All Summer Session appointments will be made on the basis of need, with final decisions made by the Vice Chair in consultation with the MSO.

XIV. INDEPENDENT STUDIES (COURSE 199’S AND 596’S):

Policy to restrict Independent Studies (199s & 596s) to faculty members currently teaching in the Department.

If there is compelling cause for an independent study to be offered by someone who is not a current member of the faculty, it must be approved by the Vice Chair. Approval of such projects is not guaranteed.

The Vice Chair would want to assure that:

• The student and instructor will meet regularly,
• There will be appropriate content and supervision
• There is a compelling reason that a member of the regular faculty could not supervise the project.

The supervisor of the Independent Study would then be appointed as a Lecturer Without Salary. (Instructors who are concerned about using up their quarters as Lecturers Without Salary might elect not to sponsor 199’s and 596’s when they are not teaching). The Vice Chair will not be expected to monitor progress of these projects or to verify that they have been completed. (Approved 12/12/96)

XV. REVIEW OF FACULTY CONDUCT

The faculty code of conduct, as approved by the Assembly of the Academic Senate, is available at the Academic Personnel website, http://www.ucop.edu/acadpersonnel/apm/apm-015.pdf.

• Any faculty member who does not wish to meet his classes at regular scheduled hours or hold regularly scheduled final examinations in undergraduate courses shall place his alternate plan and justification before the Executive Committee, which has the right of approval.
• Should the Executive Committee question the purpose and intent, or believe the alternate program is not in the beneficial interest of the department, the instructor shall present the matter before the Executive Committee.
• If no satisfactory solution is arrived at in consultations between the Executive Committee and the instructor, the matter shall be brought before the faculty at the next regular meeting for a final decision.

XVI. AMENDMENTS TO THE REGULATIONS PROCEDURES

Any amendment to the regulations as set forth in the Bylaws must be approved by a two-third majority vote of the faculty in a secret ballot.

XVII. IMPLEMENTATION

The Bylaws become officially effective upon approval of the faculty.

These updated bylaws were discussed at a Faculty Meeting on January 13, 2016 and affirmed by a secret ballot that had been distributed to all Academic Senate Faculty. The vote was counted on January 22, 2016. 24 faculty voted in favor of the updated bylaws, 1 voted against, 0 abstained, and 15 did not vote.