UCLA ART HISTORY DEPARTMENT BYLAWS  
(Feb ruary 2016, approved by 2/3 majority via secret ballot, 15-yes, 0-no, 0-abstain)

I. Bylaws

1. Bylaws: These Bylaws contain the core principles by which the Department has chosen to govern itself.

2. Amendment: Amendments to these Bylaws may be proposed by any voting member of the Department. This recommendation will be circulated prior to being presented for discussion and vote by the entire Department at a meeting, notice of which must be given at least one week in advance. Amendment of departmental Bylaws requires a two-thirds vote of the faculty in a secret ballot.

3. Access: These Bylaws will be posted on the departmental website and accessible without restriction.

II. Officers

1. Chair: The Chair is appointed by the Chancellor upon the recommendation of the Dean of Humanities in consultation with the department. The Chair serves at the Dean's discretion normally for a term of three years with the possibility of renewal. The following constitute the main responsibilities of the Chair:

   a. Academic personnel review: maintenance of records and reports concerning recruitment, tenure and promotion.

   b. Supervision and evaluation of staff.

   c. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes.

   d. Scheduling and recommending sabbatical and other leaves to Chancellor.

   e. Maintaining and assigning departmental work facilities.

2. Vice Chair: The Chair may nominate, in consultation with the faculty, one ladder faculty member to serve as Vice Chair to assist the Chair and to assume his/her place on a temporary basis during absence due to illness or travel.

3. Director of Undergraduate Studies: The Director of Undergraduate Studies will be appointed by Chair at the end of the spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's undergraduates and assists the Chair in overseeing the departmental teaching schedule. This oversight includes:

   a. Being available to undergraduate students seeking advice.
Working with the Chair to assure that the Department's curricular needs are met and that all faculty members adhere to departmental and university regulations regarding their teaching loads and course contents.

b. Overseeing all undergraduate course actions.

c. Serving as Faculty Coordinator for senior theses.

d. Coordinating faculty readers as needed to determine undergraduate awards and level of honors to completed theses.

e. Supervising diversity recruitment efforts.

4. Director of Graduate Studies: The Director of Graduate Studies will be appointed by the Chair at the end of the spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's graduate students and will receive one course reduction at the discretion of the Chair. This oversight includes:

   a. Being available to graduate students seeking advice.

   b. Coordinating graduate admissions.

   c. Serving as chair of the Department's Graduate Review Committee.

   d. Evaluating the progress of all graduate students at the end of each academic year.

   e. Mediating between graduate students and faculty 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.

   f. Approving forms related to student performance and progress (petitions, passing language examinations, advancements to candidacy, etc.).

   g. Supervising departmental and field requirements.

5. Chair of the Financial Aid Committee: The Chair of the Financial Aid Committee will be appointed by the Chair at the end of the spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's fellowships and teaching assistantships and will receive one course reduction at the discretion of the Chair. This oversight includes:

   a. Coordinating applications for financial awards and teaching assistantships.

   b. Serving as chair of the Department's Financial Aid Committee.
c. Serving as convenor and chair of the Dickson Committee.

6. **Teaching Assistant Mentor:** The Teaching Assistant Mentor will be appointed by the Chair at the end of the spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's Teaching Assistants. This oversight includes:
   a. Supervising the assignment of TAs to lower and upper division courses.
   b. Supervising the TA training process.

7. **Director of Foreign Language Exams:** The Director of Foreign Language Exams will be appointed by the Chair at the end of the spring quarter prior to the academic year of service. He/she will determine policy regarding departmental language requirements, supervise the :

III. **Standing Committees**
The active participation of faculty and students on committees is indispensable to the functioning of the Department. All faculty committee members are nominated by the Chair and elected by the faculty in the spring quarter for the upcoming academic year. Student representatives elected or designated by their peers may serve as members on department committees when deemed appropriate by the faculty. They may vote, but their votes will be recorded separately per UCLA Academic Senate Bylaws 45E, 6 & 7. Graduate student representation 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.

1. **Graduate Review Committee (GRC)** oversees, in consultation with the faculty and Graduate Students Association, the Department's graduate program. The Director of Graduate Studies serves as Chair of this Committee. The GRC's mandate includes review of graduate curriculum, approval of graduate student petitions, and advising on professional matters. In years when a departmental self-review is required, the sections related to graduate affairs is prepared by the Committee. The Committee considers any questions or problems regarding the graduate program referred to it by the Chair of the Department and make recommendations on significant policy matters to the Department for discussion and approval. The GRC reviews all applications for admissions, including transfers from other departments, taking into account recommendations by the relevant faculty, and forwards its nominees to the faculty for approval. The GRC coordinates with the Financial Aid Committee in determining allocation of funds for entering students.
   a. Committee Composition: Two faculty members of different fields. In addition, a doctoral level graduate student representative will serve on the committee.

2. **Financial Aid Committee** evaluates all fellowship and teaching assistantship dossiers of continuing students and coordinates with the Director of Graduate Studies and the
Graduate Review Committee in allocation of funds for entering students. The Committee administers Dickson Fellowships, other Department fellowships, non-resident tuition awards, University "restricted" fellowships, and campus-wide fellowships. It also administers the selection of Teaching Assistants.

a. Committee composition: Two faculty members of different fields. The chair of the Financial Aid Committee convenes all meetings including the Dickson Committee. In adherence to the Dickson Will, the Chairs of the departments of English, History, and Philosophy will each nominate a member of their faculty to serve on the Dickson Committee. These outside members will only be responsible for participating in the administration of the Dickson funds.

3. Visual Resources and Information Technology Steering Committee (VRITSC) will consist of the Chair, who will chair the committee; the Dodd Humanities Group Manager; a qualified staff member; and two Art History faculty members appointed by the Chair in consultation with the faculty. The Committee will identify short- and long-term needs in implementing and maintaining a high quality of necessary computing and image support services, both analog and digital, in the Department. Proposed changes to improve operations will be presented at a faculty meeting when appropriate.

IV. Faculty Meetings

1. Membership: Members of the Academic Senate holding the titles Professor, Associate Professor, Assistant Professor, and Lecturer have the right to attend department meetings and participate in department decisions, in accordance with university regulations.

2. Meeting Schedule: Department meetings take place at the call of the Chair with a minimum of one week's notice, except when the Chair finds that an emergency or urgent matter makes this impossible. The Chair or a substitute designated by the Chair presides at the meeting. The Chair will call for at least one meeting each quarter.

3. Mode of Voting: Voting on departmental business is usually by a show of hands, unless a motion is made for a secret ballot. Voting on personnel matters is by secret ballot only. All departmental votes are majority votes unless otherwise specified. Pursuant to UCLA Academic Senate Bylaw 55, Emeritae/i faculty do not have the right to participate in or vote on personnel actions. Emeritae/i faculty who are recalled have the right to participate and vote during the year of recall on substantial departmental business other than personnel matters. See Section V for more on Voting Procedures on personnel actions.

4. Minutes: Written minutes of the department meetings, excluding details of discussions of personnel actions, will be taken by a staff member and distributed in a timely fashion to the whole voting faculty, as well as to designated student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes are to include a list of individuals present at the meeting.
5. **Student Representatives:** Two graduate students and one undergraduate will be elected annually to serve as student representatives to the Art History Department. They will participate in all departmental meetings, but may not be present during faculty discussions of personnel actions, and they may be asked to provide input on issues that directly affect the department’s curriculum and teaching programs at both the graduate and undergraduate levels. 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.

   a. Student representatives are eligible to vote at departmental and committee meetings. However, their votes are advisory and will be recorded separately per UCLA Academic Senate Bylaws 45E, 6 & 7. Student representatives can also request of the Chair to place items on the agenda for departmental consideration, and, if necessary, a departmental vote.

   b. Student representatives will be elected by the Art History Undergraduate Student Association and the Art History Graduate Student Association. Such nominations shall be made by the appropriate undergraduate and graduate organizations by the end of the spring quarter for the following year.

6. **Quorum:** 50% of all Academic Senate appointments and all faculty with joint appointments (without a waiver) in residence (i.e., not on leave) at the time of the meeting constitute a quorum to conduct department business during that quarter, including personnel actions and appointments. Majority vote carries on all matters with the exception of changes to the Bylaws, which must be by two-thirds vote.

7. **Referendum:** Any action (except in matters relating to personnel and appointments) taken at a department meeting is subject to a referendum, which can be requested by a single faculty member of the department in residence. A secret ballot may also be requested on the referendum in advance of the discussion.

V. **Academic Personnel Actions**

1. **Voting Rights**

   a. The membership and voting rights of the Senate Faculty of the Department of Art History is defined by Standing Order 105.1(a), which specifies members who belong to the Academic Senate, and University of California Bylaw 55, which designates the voting rights of these faculty.

   b. In case of personnel actions, the Department has extended the franchise to all Senate faculty as detailed in the following subsections and in Appendix I: Voting Constituencies. This extension of voting privileges beyond the
minimum constituency as specified in Senate Bylaws 55 (B)(1-6) must remain in effect for one year or 12 calendar months before it can be reconsidered by the Department. All members of the senate faculty are eligible to vote on all issues of personnel matters after review of recommendations by ad hoc committees and faculty discussion. Voting on all academic personnel decisions shall be by secret ballot and completed within five instructional days. Pursuant to UCLA Academic Senate Bylaw 55, Emeritae/i faculty do not have the right to participate in or vote on personnel actions.

2. **Personnel Action Procedures**

   a. **Appointments:** When a regular ladder appointment has been authorized by the Dean, the Chair, in consultation with the faculty, shall nominate a Search Committee, one or more of whose members should normally be from a field other than that of the prospective appointee. A specialist in the area of appointment from another Department may be included on the Search Committee. Normally, the Search Committee will invite its three leading candidates to campus in order to meet with faculty and students and present a lecture in the Department that is also open to a broader UCLA community. The committee will work in concert with the Chair to prepare a file and report for departmental discussion. It will then make an oral presentation to Department members at the meeting prior to departmental discussion. A graduate student representative, in cooperation with the Executive Committee of the Art History Graduate Students Association, will provide the Department with the graduate students’ assessment of the publications, teaching record, and recruitment lectures of the appointment candidates in written and/or oral form. Student representatives will not be present during the faculty’s discussion of the case. Under present University regulations the graduate student member does not have access to confidential material (placement files, letters of recommendation, etc.).

   i. **Joint appointments:** In case of joint appointments which originate in another UCLA department, the name of the candidate chosen by that department must be submitted, with appropriate documentation, at a meeting of the Art History Department. The secret ballot will begin after this meeting, and the result ordinarily counted within one week.

   ii. **Visiting appointments:** Visiting appointments should be suggested by the Chair in consultation with the faculty in the field in which the appointment will be made. A report will be presented by the Chair at the faculty meeting when the appointment is discussed, prior to the secret ballot. Normally visiting appointments will not exceed a two-year maximum.

   b. **Assistant Professor Appraisal/Review**

   i. **Fourth-Year Appraisal:** The Chair shall give written notice by April
15 to an Assistant Professor in her/his third year of the fourth year review. This review is intended to "provide an assessment of the likelihood of eventual qualification for promotion and to identify any areas of weakness or imbalance in the record which appear to require correction.” Procedures for appraisals are the same as those followed in cases of promotion to Associate and Full Professor, except that no extramural letters of reference will be collected.

ii. **Vote of Fourth-Year Appraisal:** The vote on the appraisal given by the faculty is characterized as: (a) "favorable," indicating an assessment that it appears likely that the individual will eventually qualify for promotion to tenure rank, (b) "with reservations," indicating an assessment that there is identified weakness or imbalance in the record which appears to require correction in order for the individual eventually to qualify for promotion to tenure rank, and (c) "unfavorable," indicating an assessment that it appears unlikely that the individual will eventually qualify for promotion to tenure rank. Whenever the Department’s appraisal is unfavorable, a separate vote shall be taken and recommendation made with respect to the question of the individual’s continuation of appointment.

iii. **Renewals of Contract of Assistant Professors:** Renewals will be considered and voted upon by eligible ladder faculty.

iv. **Right of Appeal:** If an Assistant Professor's promotion to tenure file receives a preliminary negative assessment, or if the final assessment is contrary to that of the department, the faculty member and the Department Chair will receive notice in writing. The faculty member then may request copies of the extra-departmental reports from the Academic Personnel Office and respond to them in writing. The case will return to the department for additional consideration. An Assistant Professor who receives notice of termination may request reconsideration from the Academic Personnel Office before the final termination date. Reconsideration provides an opportunity for the reversal of the decision to terminate, based on additional materials to be placed in the file. See UCLA CALL, Appendix 6, Section V, "Non-Renewal and Terminal Appointment."

c. **Merit Reviews (Advancement in Step within a Rank) and Contract Renewals**

i. The Chair shall give notice by May 15 to colleagues who will become eligible for a merit increase or whose contract must be renewed during the following academic year. The Chair shall ask the eligible candidates to submit materials required for review (statement of activities since last review or vita; bibliography; copies of publications or manuscripts) no later than September 15 of the same calendar year.
d. **Promotions (Advancement in Rank):** The Chair will give notice by April 15 to colleagues who will become eligible for promotion to Associate Professor, Full Professor, Professor Step VI, or Professor Above Scale in the following academic year, and will ask them to submit materials required for review. The Chair will also appoint two faculty members of same or higher rank to serve as the ad hoc committee. The ad hoc committee will work in concert with the Chair to prepare a file and report for departmental discussion. It will then make an oral presentation to Department members at the meeting prior to departmental discussion.

3. **External Letters:** Outside letters are an essential component of the review process. The Chair is responsible for collecting extramural letters of reference for each promotion case. The candidate will provide a list of six (6) referees by May 15 of the preceding year, and the Department will supply its own list. The Department Chair shall solicit from the candidate the names of potential referees who may be antagonistic to his/her case. The Chair will check the list of outside referees submitted by the candidate to assure that it reflects a broad spectrum of scholars with expertise in the candidate's areas of research. Finally, the Chair will work to insure that a total of at least eight (8) letters are received for submission to the Dean with each dossier.

4. **Teaching Evaluation:** Evaluation of instruction is an essential component of the review process. The candidate may be asked to provide a list of recent undergraduate and graduate students from whom letters of evaluation may be solicited. The department may also solicit letters from a random sampling of students whom the candidate has taught. In addition to course evaluations and student letters, the assessment of the candidate's teaching may also include available peer evaluation conducted by the Department or statements from faculty outside the department who are familiar with the candidate’s teaching.

5. **Review Procedures:** The candidate’s dossier shall be available for inspection in the Department office and/or digitally at least two weeks before the action is to be discussed at the department meeting. The ad hoc committee report and recommendation will be circulated to the faculty prior to departmental discussion. The members of the Executive Committee of the Art History Graduate Students Association will present in written and/or oral form at the department meeting where the candidate is discussed the assessment of their constituency in regards to the candidate’s teaching, mentorship, and contribution to the culture of the department. Student representatives will not be present during the faculty’s discussion of the case. Under present University rules, graduate student members do not have access to confidential material (placement files, letters of recommendation, etc.).

6. **Informing the Candidate of the Departmental Recommendation:** The Chair will inform the candidate of the departmental recommendation as soon as possible, but not later than three business days after the departmental vote has been counted. At that time the Chair will speak with the candidate about the results of the discussion and make available the redacted materials in the file if the candidate requests.
7. **The Departmental Letter**: written by the Chair, presents the faculty discussion and expresses the departmental recommendation. It will be available for inspection by all voting faculty members, who may recommend changes to the letter, for five days after they have been notified of its availability.

8. **Right of Appeal**: The candidate may exercise her/his right of appeal to a merit assessment or promotion decision by way of written communication to the Chair, who will bring it to the faculty for reconsideration. Should the candidate wish to pursue the appeal beyond the Department, her/his appeal should be directed to the Dean of the Humanities and, where appropriate, to CAP.
Department of Art History. Bylaws Appendix I. Fall 2015.
Voting Constituencies

Date and results of each vote to extend the minimum voting constituencies

I. WHO VOTES ON APPOINTMENTS THAT CONFER SENATE MEMBERSHIP?
   a. By a two-thirds majority vote in a secret ballot (13-0) of Full and Associate Professors on 12/9/2015, voting on appointment actions was extended to Assistant Professors

II. WHO VOTES ON NON-REAPPOINTMENTS/TERMINATIONS OF ASSISTANT TITLES AND 4TH YEAR APPRAISALS?
   a. By a two-thirds majority vote in a secret ballot (13-0) of Full and Associate Professors on 12/9/2015, voting on non-reappointments/terminations of assistant titles and 4th year appraisals was extended to Assistant Professors

III. WHO VOTES ON PROMOTIONS TO FULL PROFESSOR?
   a. By a two-thirds majority vote in a secret ballot (10-1) of Full Professors on 12/9/2015, voting on promotions to Full Professor was extended to Associate Professors
   b. By a two-thirds majority vote in a secret ballot (10-1) of Full Professors on 12/9/2015, voting on promotions to Full Professor was extended to Assistant Professors

IV. WHO VOTES ON PROMOTIONS TO ASSOCIATE PROFESSOR?
   a. By a two-thirds majority vote in a secret ballot (12-1) of Full and Associate Professors on 12/9/2015, voting on promotions to Associate Professor was extended to Assistant Professors

V. WHO VOTES ON MERIT ACTIONS WITHIN THE RANK OF FULL PROFESSOR?
   a. By a two-thirds majority vote in a secret ballot (10-1) of Full Professors on 12/9/2015, voting on merit actions within the rank of Full Professor was extended to Associate Professors
   b. By a two-thirds majority vote in a secret ballot (10-1) of Full Professors on 12/9/2015, voting on merit actions within the rank of Full Professor was extended to Assistant Professors

VI. WHO VOTES ON MERIT ACTIONS WITHIN THE RANK OF ASSOCIATE PROFESSOR?
   a. By a two-thirds majority vote in a secret ballot (12-1) of Full and Associate Professors on 12/9/2015, voting on merit actions within the rank of Associate Professor was extended to Assistant Professors

VII. WHO VOTES ON PERSONNEL ACTIONS FOR NON-SENATE FACULTY IN THE ADJUNCT SERIES?
   a. By a two-thirds majority vote in a secret ballot (13-0) of Full and Associate Professors on 12/9/2015, voting on personnel actions within the adjunct series was extended to Assistant Professors.