12.15.15

UCLA LAW SCHOOL
FACULTY BY-LAWS
AS AMENDED TO

December 15, 2015

PART I: FUNCTIONS

1. The Dean and Faculty shall conduct the government of the School of Law, subject to such rules and coordinating powers of the Board of Regents and the Academic Senate as may be applicable.

PART II: MEMBERSHIP

2. Membership in the Faculty of the School of Law (“Faculty”) is defined by Divisional By-Law 50 (A) of the Academic Senate.

PART III: OFFICERS

3. The Chancellor at Los Angeles is ex-officio permanent Chair of the Faculty.

4. The Dean of the School of Law is ex-officio Vice-Chair of the Faculty.

PART IV: COMMITTEES

5. The Elected Committee described in paragraph 6 shall be elected as follows:

In late spring of each academic year a list of all faculty eligible to serve on the upcoming academic year’s Elected Committee (“Eligible Faculty”) shall be compiled by the Vice-Chair or his/her designee. The list of Eligible Faculty shall be circulated to the Faculty and to all Emeriti recalled for the coming year (“Voting Faculty”). Each Voting Faculty member shall vote for up to three Eligible Faculty members and return his/her ballot to the Dean’s Office.

A second round ballot with the names of the five Eligible Faculty members having received the most votes in the first round of voting (“Candidates”) shall then be circulated to the Voting Faculty. Each Voting Faculty member shall vote for up to three Candidates and return his/her ballot to the Dean’s Office.

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1 The current bylaws were most recently approved at a faculty meeting on December 15, 2015 by a 2/3 secret ballot of all Senate Faculty [19 yes, 0 no, 1 abstain].

2 In the event of a tie for the fifth-most first round votes all those Faculty members tied for fifth place will be included on the second round ballot.
If only one Candidate is selected by a majority of the Voting Faculty in the second round of balloting, that Candidate—and only that Candidate—has been elected to the Elected Committee.

If two or more Candidates are selected by a majority of the Voting Faculty in the second round of balloting, the two Candidates receiving the highest number of votes—and only those two Candidates—have been elected to the Elected Committee.

After the Voting Faculty have been informed of the identity of the Candidate(s) elected in the second round, a ballot listing the names of the remaining Candidates shall be distributed to the Voting Faculty and a third round of voting shall be held. Successive rounds of voting may be undertaken as needed until three Candidates shall have received a majority vote by the Eligible Faculty. A final round will always be held to determine the third and final elected Candidate at such time as two Candidates have been elected and the Voting Faculty have been informed of the identity of these two Candidates. At all times, in order to be elected to the Advisory Committee a Candidate must receive a majority of the votes of those voting or a further run-off ballot will ensue.3

The Candidate with the highest number of votes serves as Chair of the Advisory Committee and as the Law School representative on the Academic Senate Council of Faculty Chairs (CFC).

The Vice-Chair, in consultation with the Elected Committee, shall appoint the Appointed Committees described in paragraph 7. On an annual basis, other committees will be created or disbanded as needed by the Vice-Chair, in consultation with the Advisory Committee. Unless the Faculty determines otherwise, members of all committees described in paragraphs 6 and 7 shall be elected or appointed before the commencement of the academic year during which they will serve (or as soon as practicable thereafter), and shall hold office until their successors are elected or appointed.

6. The Elected Committee of the School of Law shall be:

   The **Advisory Committee**

   This committee shall be composed of the Vice-Chair, as an ex-officio, non-voting member, and convening officer, and three elected members of the Faculty. It shall be the duty of this Committee (1) to make recommendations on behalf of the Faculty for (a) Senate merit actions (see paragraph 18 below) and (b) non-Senate academic personnel matters (see paragraphs 19-

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3 In any case where a tie vote affects the selection of a member of the Elected Committee, a run-off ballot will ensue and the Candidate with the lowest number of votes on the previous ballot will be removed from this run-off ballot.
21 below); (2) to advise the Vice-Chair, as needed, on matters concerning appointments, promotions, and the budget; (3) to aid the Vice-Chair in the administration of the School; and (4) to recommend to the Faculty such matters as it deems advisable for the promotion and development of the program of the School. The vice dean(s) and others as necessary may also participate ex-officio by invitation of the Vice-Chair or a majority of the elected members.

7. The Appointed Committees of the School of Law shall include:

A. The Curriculum Committee

The duties of the Curriculum Committee shall be to study the curriculum and any proposals for changes therein, and to make recommendations with respect thereto to the Faculty.

B. The Faculty Appointments Committee

The duties of this Committee are to recommend candidates for appointment to the Faculty and to review the records of faculty members holding temporary appointments and make recommendations concerning their advancement to tenure status. As needed, the Vice-Chair may divide the Faculty Appointments Committee into separate Internal and External Faculty Appointments Committees, or other subcategories as appropriate.

C. The Admissions Committee

It shall be the duty of this Committee to assist the Admissions staff as needed in assessing the qualifications of students seeking admission to the School, in accordance with the policies and standards approved by the Faculty; and to study and make recommendations to the Faculty with respect to policies and standards of admission.

D. The Standards Committee

It shall be the duty of this Committee to make recommendations to the Faculty with respect to the petitions of students relating to scholarship deficiencies and exceptions to the rules of the Faculty pertaining to academic programs and to make recommendations to the Faculty with respect to policies and standards of academic performance.

PART V: FACULTY MEETINGS

8. The Faculty shall meet at such times as it may determine, or at the Call of the Chair or Vice-Chair. Special meetings of the Faculty may be called by written notice signed by three
members of the Faculty, posted to all members thereof not less than forty-eight hours before the time of meeting stated in such notice; but a special meeting shall be limited to consideration of the matters of business specified in the notice.

9. Other instructional officers, including Lecturers, Adjunct Professors, Visiting Professors, and senior administrators may be invited by the Vice-Chair to attend Faculty meetings and receive the courtesy of the floor.

10. One elected officer of the Student Bar Association, and, where matters relevant to the related committee will be discussed, one student member of each Committee on which students sit shall be invited to attend Faculty Meetings except those at which personnel matters or other confidential matters are to be discussed, and shall receive the courtesy of the floor.

11. Half of those in residence and entitled to vote at Faculty meetings shall constitute a quorum.

12. Excepted as provided in Part VI:
   A. All Faculty of any series and rank and all recalled Emeriti in attendance may vote at Faculty meetings.
   B. Voting is by secret ballot only when requested by a voting member.

13. Not less than five days before any regular meeting of the Faculty, the Dean’s Office shall post and distribute to all members a written agenda of such meeting. The agenda shall include all matters delivered to the Dean’s Office not less than six days before the meeting. Matters of business not included on said written agenda will not be considered at the meeting over the objection of two members present.

14. After every regular or special meeting of the Faculty, the Dean’s Office shall have recorded minutes available for review upon request by any member of the Faculty, provided the requested minutes are viewable with consideration for said Faculty member’s voting rights or redacted as appropriate. At the end of each academic year the recorded minutes for all faculty meetings shall be provided to the Faculty, with redactions as appropriate. The recorded minutes shall be subject to revision, amendment, or correction by a majority vote of the Faculty, to be requested at a future faculty meeting. When required by the Faculty as a prerequisite to final approval, a copy of the minutes as revised, amended, or corrected shall be circulated to the Faculty by the Dean’s Office and shall be regarded as finally approved when approved by a majority of the Faculty. Minutes shall be entered in the official records of the School only after final approval.

PART VI: ACADEMIC PERSONNEL

Senate and Emeriti Faculty Personnel Matters
15. By a two-thirds majority vote of those present, subject to quorum rules, in a secret ballot, the Full Professors, most recently on December 15, 2015,\(^4\) extended to Acting Professors the right to vote on appointments (including joint and split appointments) into all Academic Senate titles.

16. Only Full Professors may vote on promotions from Acting to Full Professor or on interim appraisals of Acting Professors.

17. Emeriti Faculty are not eligible to vote on academic personnel matters unless the Faculty determines otherwise. By a two-thirds majority vote of those present, subject to quorum rules, in a secret ballot, the Full Professors, most recently on December 15, 2015,\(^5\) extended the right to vote on appointments (including joint and split appointments) into all Academic Senate titles to recalled Emeriti Faculty during the period of their recall.

18. By a two-thirds majority vote in a secret ballot of those present, subject to quorum rules, the Full Professors shall vote, at three-year intervals, most recently on December 15, 2015,\(^6\) to delegate Faculty recommendations for merit actions and five-year reviews for Acting and Full Professors to the Advisory Committee.

Non-Senate Faculty Personnel Matters

Paragraphs 19-21, below, were approved by the Faculty, most recently on December 15, 2015.\(^7\)

19. All Faculty of any series and rank are entitled to vote on appointments, promotions, and merit actions for all faculty in non-Academic Senate series, as well as appointments and promotions actions in instructional non-Academic Senate Series (such as Lecturers and Adjunct Professors). Faculty recommendations for merit actions in instructional non-Academic Senate series are delegated to the Advisory Committee. Authority over appointments, promotions, and merit actions for faculty in non-instructional series is delegated to the Vice-Chair and the Advisory Committee.

20. The Appointments Committee may recommend visiting appointments and the appointments of part-time instructors (such as Lecturers and Adjunct Professors) by circulation of a list of names to the Faculty. If three members of the Faculty so request, the name of a prospective visitor or part-time instructor on the list shall be removed and discussed at a faculty meeting. If there is no objection within five business days after circulation of the list, the recommendation is deemed approved. If a visiting appointment is of necessity and there remains less than a week before the AALS’s deadline for extending visiting offers, or in other exigent circumstances, the notice period may be shorter, but in no event may the notice period be less than two working days. The Council on Academic Personnel approved this delegation of authority on September 27, 1994.

\(^4\) [22 yes, 0 no, 0 abstain.]
\(^5\) [22 yes, 0 no, 0 abstain.]
\(^6\) [19 yes, 0 no, 0 abstain.]
\(^7\) [26 yes, 0 no, 0 abstain.]
21. The summer appointment powers as adopted by the Faculty are as follows. In the event it becomes necessary or desirable to make an appointment in the summer interim to the ranks of Lecturer, Adjunct Professor, or Visiting Professor, the following procedures shall be employed: The Appointments Committee may recommend to the Vice-Chair that the appointment be made. The Faculty shall be given one week’s notice of the intended appointment. If three members of the Faculty so request, the name of a prospective Visiting Professor, Adjunct Professor, or part-time Lecturer on the list shall be removed and discussed at a faculty meeting. If there is no objection within one week after circulation of the list, the recommendation is deemed approved. Those faculty members attending the meeting, whether or not they would otherwise constitute a quorum, shall be empowered to act on the recommendation for appointment.

If the appointment is one of necessity and the appointment issue arises within two weeks of the commencement of the fall term, the above procedures shall be followed, except that the first notice period (notice of intended appointment) shall be two days, and the notice period for calling the faculty meeting shall be two days.

Additional Personnel Matters

22. Voting on academic personnel matters is by secret ballot unless the Faculty votes to waive the secret ballot by the following procedure: The Faculty may decide on an annual basis to waive the secret ballot with respect to a given class of personnel actions, provided that this be decided unanimously in a secret ballot of Faculty entitled to vote on that class of personnel action, and provided further that a secret ballot shall be taken on a specific vote at the request of one or more voting member.

23. The foregoing Part VI incorporates by reference, each of the provisions delineated in Academic Senate By-Law 55.

PART VII: MISCELLANEOUS PROVISIONS

24. In the event it becomes necessary or desirable to add courses not previously approved by the Faculty to the curriculum during the summer interim, the following procedures will be employed: the Associate Dean for Curriculum and Academic Affairs may approve the course to be offered on a one-time, pilot basis after consultation with the Vice-Chair, the Advisory Committee and the Chair of the Curriculum Committee. If the course will be offered a second time, it must be approved through the regular course approval process.

PART VIII: AMENDMENT OF BY-LAWS

25. The foregoing By-Laws may be added to, amended, or repealed at any regular or special meeting by a two-thirds majority vote, by secret ballot, of the Faculty present, subject to quorum rules. (See page 1 for date of current draft and approval vote.)

26. Not less than five business days before any regular or special meeting at which
addition to, amendment of, or deletion of all or any portion of the By-Laws is considered, the Dean’s Office shall post to the Faculty a written notice of any such proposed addition, amendment, or deletion.