DEPARTMENT OF BIOLOGICAL CHEMISTRY BYLAWS

These bylaws were adopted (24 yes votes, 0 no votes) on May 24, 2016, by members of the Biological Chemistry Department, David Geffen School of Medicine (DGSOM). Revised on November 9, 2016.

I. ACADEMIC APPOINTMENT AND REVIEW

A. Academic Titles
The Department of Biological Chemistry uses the Academic Senate professorial series titles Regular Professor (a.k.a. ladder faculty), In-Residence Professor, and Emeritus Professor (with and without recall status). The Department also uses the non-Senate professorial series titles Adjunct Professor and Visiting Professor. Within these series, Department faculty may hold split appointments (FTE divided among two or more departments) and joint appointments. Split and joint appointment faculty members have all the rights and privileges associated with their rank, unless otherwise indicated. The Department also uses the title Research Professor, which is available to DGSOM Emeritus Professors with active research programs.

In addition to the professorial series listed above, the Department makes use of the non-professorial series titles Professional Researcher, Project Scientist, and Lecturer without security of employment (SoE).

B. Joint Appointments
Joint appointments are made following open faculty discussion and vote by those faculty members eligible to vote on new appointments (see section I.C.1).

The Department recognizes the invaluable contributions of faculty members with joint appointments. Joint-appointment faculty members are welcome to participate fully in all Department activities and governance, unless restricted by a voting waiver (I.C.2.d, below). Members with joint appointments are expected to contribute equitably to the Department’s teaching obligations and committee functions.

C. Appointment, Advancement and Promotion of Senate Faculty

1. Voting eligibility
   Voting rights vary according to in-title rank and the type of action as indicated below. At all levels, In-Residence Professors follow the same rules as Regular Professors. All Emeritus Professors and any joint appointment faculty with voting waivers are not eligible to vote on appointments, advancements, and promotions. Non-voting faculty members may participate in all pre-vote discussions.

   a) New appointments to a professorial series: All faculty members at all ranks in the Regular Professor and In-Residence Professor series are eligible to discuss and vote on new appointments.
b) Advancement to and within the rank of Full Professor (Regular and In-Residence): All Full Professors (Regular and In-Residence) are eligible to vote on these actions, including advancements to Step 6 and Distinguished Professor (Initial Above Scale). Not eligible to vote: Assistant and Associate Professors.

c) Advancement to and within Associate Professor rank (including tenure vote): All Regular Professors and In-Residence Professors at Associate rank or higher are eligible to vote on these actions. Not eligible to vote: Assistant Professors.

d) Advancement within Assistant Professor rank and 4th year appraisal: All Regular Professors and In-Residence Professors at Associate rank or higher are eligible to vote on these actions. Not eligible to vote: Assistant Professors.

e) Non-reappointment or termination of Assistant Professor or Assistant In-Residence Professor: All Regular Professors and In-Residence Professors at Associate rank or higher are eligible to vote on these actions. Not eligible to vote: Assistant Professors.

f) Merit equity review with advancement to or within the Full Professor (Regular and In-Residence) series: All Full Professors (Regular and In-Residence) are eligible to vote on these actions. Not eligible to vote: Assistant and Associate Professors.

2. Voting practices

a) An ad hoc advisory committee (see section IV), reviews the candidate’s dossier and summarizes their recommendation in a letter to the Chair.

b) Academic personnel dossiers, including the ad hoc committee letter, are made available for review by eligible faculty members two days prior to the faculty meeting at which proposed actions are discussed and voted upon.

c) Academic Senate professorial series faculty of all ranks, including Emeritus Professors, may participate in personnel discussions prior to an anonymous vote by eligible voting members. Absentee voting by eligible faculty is permitted up to two days following the initial vote.

d) Regular Professor and In-Residence Professor faculty members with joint appointments may be exempted from voting on personnel matters, while retaining all other rights and privileges, through a waiver procedure. Voting waivers are provided by majority vote of the faculty. Waivers are temporary but renewable as described in the CALL.

3. Five-year review of Associate or Full Professor (Regular and In-Residence).

All faculty members at all ranks in the Regular Professor and In-Residence Professor series who have not been reviewed for advancement within five years will undergo a five-year review as described in the UCLA CALL (Appendix 12). Submitted dossiers are reviewed by an ad hoc committee that reports to the Chair. A letter from the Chair communicates the review decision to the candidate. If a review outcome is “unsatisfactory”, a five-year action plan for improvement will be implemented.
4. Sabbatical leave
The Department adheres to sabbatical leave rules in the University’s academic personnel manual (APM 470). Briefly, application for sabbatical leave should include a project description and be submitted to the Chair. Applications approved by the Chair must then be authorized by the Dean and Chancellor. Within 90 days of return from leave, the faculty member must submit a report of their sabbatical activities.

D. Appointment, Advancement and Promotion of Non-Senate Faculty

1. Adjunct Professor series:
   Appointment to and advancement within this series is handled the same as for members of the Senate Professorial series.

2. Visiting Professor series:
The Chair has the authority to approve appointments to and advancements within the Visiting Professor series. The Chair is required to notify faculty members of new appointments in this series.

3. Professional Researcher:
   Professional Researcher appointments, advancements, and promotions require Chair approval. The Chair may seek advice from an ad hoc committee on these matters. All personnel actions in this series follow the appropriate academic personnel guidelines.

4. Project Scientist and Lecturer w/o SoE:
   Project Scientist appointments are initiated by faculty members in the Regular and In-Residence professorial series, who serve a supervisory role. Lecturer w/o SoE appointments are initiated by the Department as needed for its teaching mission. Appointments and advancements in both series require Chair approval and follow academic personnel guidelines.

II. TEACHING POLICY

The instruction of medical students, dental students and graduate students is a primary responsibility of the Department. Teaching assignments are balanced with service and other responsibilities. The Chair reviews the Department’s teaching obligations and the teaching duties of individual faculty members annually. Reasonable adjustments in teaching assignments are considered upon request.

III. FACULTY MEETINGS

Meetings of the Department of Biological Chemistry faculty will normally be convened monthly, but may be cancelled at the Chair’s discretion. The Department Chair functions as the faculty-meeting chair but may designate another faculty member to perform this duty. The following policies apply to the conduction of business at faculty meetings.
A. Membership
All Department members with professorial series appointments (Regular, In-Residence, recalled Emeritus, Adjunct and Visiting) receive pertinent materials and are invited to attend and participate in faculty meeting discussions. The Department CAO attends faculty meetings as an ex officio member. Department members with non-professorial titles and staff members attend by invitation and as nonvoting members. Two representatives of the Department’s graduate students and one representative of the postdoctoral fellows, each selected by members of those groups, attend and participate as nonvoting members. Students and postdoctoral fellows are not present for academic personnel discussions and votes.

B. Quorum and Vote Requirement
For non-personnel (i.e., policy) items, members at all ranks in the Regular, In-Residence, and recalled Emeritus Professors series are eligible to vote. For actions requiring approval by the Department, a faculty meeting quorum is defined as one half of the voting members. A simple majority of cast votes is sufficient to pass any action. Proxy voting is not allowed. Members attending by invitation will normally leave during academic personnel discussion.

C. Faculty meetings minutes
Minutes of each faculty meeting will be distributed to faculty members within a reasonable time after each meeting, but at least 2 days before the next faculty meeting.

IV. CHAIR AND VICE CHAIRS

A. Chair
Selection of a new Department Chair begins with the formation of a selection committee, the size and composition of which is determined by a meeting of those past and current Chairs and Vice Chairs who remain active in the Department (including recalled Emeritus Professors). The selection committee recommends a candidate, from inside or outside of the Department, who is then considered and voted upon by the full Department. Once approved by the Department, the candidate is put forward to the DGSOM Dean, who makes a final decision on the appointment.

B. Vice Chairs
The Department Chair will recommend to the DGSOM Dean that one or more Vice Chairs be appointed. The distribution of Vice Chair responsibilities is at the discretion of the Chair, but will typically include leading faculty meetings when the Chair is absent and overseeing personnel actions involving the Chair.

V. COMMITTEES

A. Standing Committees

1. Compensation Plan Committee
The Compensation Plan Committee oversees the Department’s Health Sciences Compensation Plan (see section IV). Committee members are the Department Chair and two compensation plan members, one selected by the Chair and another selected by a vote of plan member. Selected and elected members serve two-year terms that can be extended. The Department’s CAO serves as an ex officio member.
2. Graduate Committee
   The Graduate Committee oversees issues related to education and welfare of the Department’s graduate students. The committee’s four members are selected by the Chair.

B. Ad hoc Committees

1. Academic Review Committees
   Faculty members in the Regular, In Residence, and recalled Emeritus Professor series are appointed by the Chair to review dossiers of candidates for academic advancement or five-year review. University faculty members with appointments outside the Department may be asked to serve. When the Chair is under review, a designated Vice Chair appoints the ad hoc committee members. Typical ad hoc committees have three members but this number is not a requirement or limitation.

   Following dossier review, committee members provide their assessment in a letter to the Chair. If committee members are not in agreement, this should be conveyed in their letter. The committee letter is included in the candidate’s dossier for review by eligible faculty members. An ad hoc committee member will normally lead the discussion of candidate dossiers at faculty meetings.

2. Search Committees
   The Chair may form a committee of Regular Professor and In-Residence Professor series faculty members to identify and evaluate applicants for an open position in one of these academic series. University faculty members with appointments outside the Department may be asked to serve. The search committee chair, in consultation with committee members and Department faculty, and in compliance with University regulations, will determine the most appropriate mechanisms for identifying and evaluating candidates. The committee will provide the Department with progress updates and a final assessment prior to any faculty votes on new appointments.

3. Special Topic Committees
   The Chair may at any time form a committee of faculty members, from within or outside the Department, to provide information and advice on a matter under consideration.

VI. COMPENSATION PLAN

As written in a separate document and adopted June 4, 2014.

VII. MECHANISM FOR REVISION OF BYLAWS

Proposed amendments and revisions to the Department of Biological Chemistry bylaws must be provided to all members with Academic Senate professorial series titles at least two weeks prior to discussion at a faculty meeting. Adoption of amendments and revisions requires a two-thirds majority vote in a secret ballot by faculty members in the Regular Professor, In-Residence Professor, and recalled Emeritus Professor series.
Faculty votes to extend voting privileges and amend the revision mechanism (Nov. 9, 2016)

The Department of Biological Chemistry bylaws, adopted May 24, 2016, extend voting privileges beyond the required minimum. The UCLA Academic Senate needs an explicit vote (2/3 majority) to approve each variation from the minimum. We also need to correct our description of the process for adopting amendments and revisions.

**Vote 1:** Extending vote to In-Residence Senate Members  
**Description 1:** A YES vote allows In-Residence Professors to vote on academic advancements leading to and within their current rank.  
**Results:** Yes = 20, No = 1, Abstain = 1

**Vote 2:** Extending vote to Assistant Professors  
**Description 2:** A YES vote allows Assistant Professors to vote on new academic appointments at any rank.  
**Results:** Yes = 14, No = 4, Abstain = 1

**Vote 3:** Including Recalled Emeritus Professors in discussions  
**Description 3:** A YES vote allows Emeritus Professors who have been recalled to active service to review academic personnel dossiers and participate in pre-vote discussions (no vote).  
**Results:** Yes = 22, No = 0, Abstain = 0

**Vote 4:** Bylaws amendment and revision procedure  
**Description 4:** A YES vote rewords the current BC bylaws to state that amendments and revisions requires a two-thirds majority in a secret ballot of faculty members in the Regular Professor, In-Residence Professor, and recalled Emeritus Professor series.  
**Results:** Yes = 24, No = 0, Abstain = 1,