UCLA DEPARTMENT OF BIOMATHEMATICS
DEPARTMENT BYLAWS

This document is written to be in conformity with both the Standing Rules of the Regents of the University of California and Bylaw 55 of the Statewide Academic Senate of the University (UC SB 55). It was adopted by two-thirds majority vote of Departmental members of the UCLA Academic Senate following a regularly scheduled faculty meeting held on February 18, 2016 (7 of 7 eligible faculty voted by secret ballot; 5 yes, 1 no, 1 abstain).

I. DEPARTMENT OPERATIONS

1.1. The Department operates according to the rules of both the UC state-wide Academic Senate and the UCLA divisional Academic Senate. These bylaws apply to all Departmental actions on “substantial departmental questions” [UC SB 55(A)(1)] and all academic personnel actions [UC SB 55(B)(1-7)]. Except as specified below, standard parliamentary procedures are followed. When needed, A. Sturgis' The Standard Code of Parliamentary Procedures (4th edition, 2001) will be used for guidance.

1.2. Faculty members in the Department who are members of the Academic Senate and have active appointments are eligible to vote on the matters specified in section 1.1 except as otherwise noted in section 1.6. Changes in this governance document can only be made if the proposed action is a listed agenda item for a meeting of Departmental faculty that has been scheduled and publicized in advance according to normal Department procedures. A 2/3 majority vote of all eligible voting Senate members casting ballots is required for approval of changes in this document. Any recommended changes will be documented. This document will be reviewed by a Bylaws Committee at least every 4 years.

1.3 All primary faculty members with Senate series titles and active appointments have equal voting rights in all Departmental matters, including personnel actions, except as otherwise noted in section 1.6. Voting on all series was discussed at the Department faculty meeting on December 17, 2015. Personnel voting rights on all actions were extended to In-Residence series Professors by a two-thirds majority of Full Professors on December 22, 2015 (5 yes, 0 no). Personnel voting rights on all actions were extended to Associate-level Senate faculty by a two-thirds majority of Professors and In-Residence Professors on December 30, 2015 (5 yes, 1 no). Personnel voting rights on all actions were extended to Assistant-level Senate faculty by a two-thirds majority of Senate series Professors and Associate Professors on January 5, 2016 (5 yes, 2 no).

1.4. Senate faculty members with joint appointments in other units have voting rights on Departmental personnel actions, unless otherwise waived. Waivers are valid for a three year period and must be renewed. Joint appointees will have voting rights on all non-personnel Department matters regardless of waiver status.

1.5. Emeriti do not have voting privileges on Departmental personnel actions, regardless of recall status or appointment as Research Professors.

1.6. All Academic Senate members regardless of rank, subject to limitations as detailed in sections 1.1 - 1.5, will be eligible to vote on all Departmental academic personnel actions, including but not limited to:
• Appointments
• Promotions
• Merit Increases
• Reappointments
• Joint Appointments
• Fourth Year Appraisals
• Eight Year Limit Reviews
• Five Year Reviews
• Change in Series

1.7. The Department does not utilize the Lecturer (SOE) titles.

II. VOTING PROCEDURES FOR PERSONNEL ACTIONS

2.1. All academic personnel actions in the Department require an ad hoc committee be formed to review the proposed action.

2.2 Notice of proposed personnel action is sent to all members eligible to vote on the action, with date of Department meeting at which action will be discussed, and date (subsequent to Department meeting) by which vote must be made.

2.3. Dossier will be available in the Biomathematics Administrative Offices for inspection by voting members at least five (5) business days prior to the closing date of the vote. The voting period will be open for at least five (5) business days.

2.4. Vote will be by secret ballot. Currently, a secure electronic ballot system, maintaining voter anonymity, is used.

2.5. Votes will be recorded as yes, no, abstain, or absent. All votes will be reported.

III. AD HOC COMMITTEES

3.1. The Department does not hold a standing academic personnel review committee.

3.2. In all cases of all academic reviews (see 1.7 above), the Department Chair will form an ad hoc committee to review the personnel case. The committee will serve in an advisory capacity, providing a documented review of the personnel case for presentation at the next faculty meeting.