ARTICLE I - NAME

The Department of Emergency Medicine, David Geffen School of Medicine at UCLA.

ARTICLE II - MISSION

To provide expert emergency care, compassionate community service, innovative medical education, thoughtful leadership, and impactful research to shape the future of our specialty.

ARTICLE III - MEMBERS

A. Full-Time and Part-Time Faculty

Faculty of the Department of Emergency Medicine (DEM) shall include full-time and part-time members who provide clinical, educational, administrative, and/or research services to the David Geffen School of Medicine at UCLA or at one of its affiliated sites. Faculty may be appointed in Academic Senate and non-Senate titles, as listed below.

1. Academic Senate Faculty Titles:
   a) Regular (19900, Ladder) Series
   b) In-Residence Series
   c) Professor of Clinical X

2. Non-Senate Faculty Titles:
   a) Adjunct Series
   b) Health Sciences Clinical Series
   c) Researcher Series
   d) Visiting Professor

B. Volunteer Faculty

Individuals who are community physicians, part-time, or non-salaried by the University or one of the affiliated institutions may be appointed to the Volunteer Faculty. Volunteer faculty appointments are based on educational or research needs of the department, which are determined by the Chair. Initial appointments shall be made for a maximum of two years. Volunteer Faculty must fulfill defined teaching or research activities on an annual basis in order to remain members. The DEM shall be responsible for setting standards for teaching or research requirements, expectations for participation in educational activities, and other privileges of the appointment which may include use of the UCLA name and faculty title. The DEM shall designate a review process for appointment and review of Volunteer Faculty, and the results of these reviews shall be reported to the Chair and Dean’s Office.
C. Staff

All non-faculty employed by the DEM are defined as staff, and may fall under classifications such as: Management and Senior Professionals (MSP), Administrative and Professional (PSS), Research, Clinical, Clerical, and Technical. Staff may be employed as career employees with comprehensive University benefits or limited appointment employees with partial or no benefits. Non-clinical staff members of the DEM report to the Chief Administrative Officer as well as the Chair.

ARTICLE IV - DIVISIONS AND SECTIONS

The Department of Emergency Medicine may create divisions and/or sections to meet the programmatic needs of the department. The Departmental Chair, in consultation with the Vice Chairs and Executive Committee, may at his/her discretion create, merge, or eliminate divisions or sections.

ARTICLE V - OFFICERS

A. Chair

The Department Chair shall be the executive officer of the Department, responsible to the Dean and Vice Chancellor for the effective operation of the Department’s programs, financial management, and for compliance with University policies and goals. Based on the recommendation of the Dean and Vice Chancellor, the Department Chair shall be appointed by the Chancellor of the University through the customary review and approval process. The Chair is normally appointed for a term of five (5) years and renewal of a Chair’s appointment is contingent upon a favorable five-year review conducted by the Chancellor in consultation with the Dean and Vice Chancellor.

B. Vice Chairs

Vice Chairs with designated responsibilities within the Department may be appointed by the Chair. Vice Chairs are appointed on an annual basis and serve at the discretion of the Department Chair. Their appointment is administrative, and therefore may be extended or terminated provided there is programmatic justification to do so. In general, the Chief of Emergency Medicine at affiliated hospitals shall have an appointment of Vice Chair in the DEM.

C. Division or Section Directors

Division or Section Directors with designated responsibilities within the Department may be appointed by the Chair. Directors are appointed with administrative duties in mind, with the intent to provide leadership to a specific division or section, and may have research, clinical, educational, financial and/or community service interests.

D. Other Officers

The Department Chair may appoint other officers such as Medical Director, Program Director, and others, as needed to carry out programmatic needs. Site Chiefs/Vice Chairs may also appoint site specific officers as needed.
ARTICLE VI - MEETINGS

The Department Chair may convene periodic meetings of the general faculty as needed. The Chair shall set agenda for the meetings in advance and notify the full-time faculty. Upon individual request, voluntary faculty may be permitted to attend general meetings. Votes taken for significant matters at such meetings shall be subject to the voting criteria as described below. Meeting schedules for other departmental committees, along with criteria for membership and attendance, shall be established by the relevant site Chiefs and committee chairs in conjunction with the DEM Chair.

ARTICLE VII - STANDING COMMITTEES

A. Executive Committee
   The Executive Committee shall be composed of the following standing members: Department Chair, Vice Chairs, Chief Administrative Officer, and additional members, appointed at the discretion of the Chair. The Executive Committee shall include representation from all major affiliated sites. The Chair shall set the agenda and notify members in advance. For the Executive Committee, 51% of the membership shall constitute a quorum. The Executive Committee shall provide leadership in strategic planning efforts including space, personnel, clinical operations, community engagement, finance and educational programs. The Committee shall meet at least quarterly.

B. Emergency Medicine Committee on Appointments and Promotions (EMCAP)
   The committee on appointments and promotions is an advisory committee with the responsibility of reviewing appointments and promotions of faculty members in the DEM. The specific details of membership, expectations, terms, and committee procedures are outlined in a separate DEM Policy on EMCAP.

ARTICLE VIII - VOTING PRIVILEGES

A. Academic Senate Faculty
   1. The Regular series (19900) Full and Associate faculty members of the DEM voted to extend voting rights on academic personnel actions to the In Residence and Clinical X faculty members of the DEM, in accordance with Rule 55 of the UC Academic Senate Bylaws.
      [In Residence: 11/15/16, by 2/3 majority secret ballot: 2 yes, 0 no, 0 abstain, 1 no vote; Clinical X: 11/15/16 by 2/3 majority secret ballot: 2 yes, 0 no, 0 abstain, 1 no vote.]

B. Appointments
   1. Full and Associate Professors vote on all appointments that confer membership in the Senate (SB 55.B.1).

   2. Full and Associate Professors do not extend the right to vote on appointments to Assistant Professors.
      [12/5/16, by less than 2/3 majority secret ballot: 9 yes, 6 no, 0 abstain, 2 no vote]
C. Promotions and Merit Actions

1. Promotions to Full Professor, and Full Professor Merits:
   Full and Associate Professors vote on all promotions to Full Professor, and Full Professor Merit increases (SB 55.B.2).
   Full Professors have extended the vote on their promotions and merits (including Above Scale) to Associate Professors.
   [12/5/16, by 2/3 majority secret ballot: Promotions: 9 yes, 3 no, 0 abstain, 1 no vote; Merits: 10 yes, 2 no, 0 abstain, 1 no vote]

2. Promotion to Associate Professor, and Associate Professor Merits:
   Full and Associate Professors vote on all promotions to Associate Professor and Associate Professor Merit increases (SB 55.B.3).

3. Full and Associate Professors have not extended the vote on their promotions and merits to Assistant Professors.
   [12/5/16, by < 2/3 majority secret ballot: Promotions: 7 yes, 8 no, 0 abstain, 2 no vote; Merits: 7 yes, 8 no, 0 abstain, 2 no vote]

4. Assistant Professor Merits:
   Full and Associate Professors vote on Assistant merits, including 4th year appraisals.

D. Joint and Split Appointments

1. Joint appointments without a waiver for personnel actions and all Split appointments follow the review and voting procedures as any other department member of the same rank.

2. Faculty members with joint appointments in the DEM and another department may request a waiver of review by one department if 100% compensated by the other.

E. Non-Senate Faculty

1. The Academic Senate Full and Associate faculty members of the DEM have extended advisory voting privileges on personnel actions to the Health Sciences faculty members who serve on the Emergency Medicine Committee of Appointments and Promotions,
   [12/9/16, by 2/3 majority secret ballot: 9 yes, 4 no, 0 abstain, 4 no vote]
   but not to Adjunct faculty members.
   [12/9/16, by less than 2/3 majority secret ballot: 7 yes, 6 no, 0 abstain, 4 no vote]

F. Non-Personnel Substantial Department Matters

1. All Academic Senate faculty members, including recalled Emeriti, may vote on non-personnel substantial department matters.
2. The Academic Senate faculty members of the DEM have extended advisory voting privileges on non-personnel substantial department matters to the **Health Sciences** faculty members of the DEM,

[12/9/16, by 2/3 majority secret ballot: 10 yes, 3 no, 0 abstain, 4 no vote]
but not to **Adjunct** faculty members.

[12/9/16, by less than 2/3 majority secret ballot: 7 yes, 6 no, 0 abstain, 4 no vote]

**G. Emeritus Faculty**

1. Emeritus faculty members do not vote on academic personnel matters.

2. Recalled Emeritus faculty members have the right (during recall) to vote on non-personnel substantial department questions.

**H. Voluntary Series Faculty**

1. Appointments and promotions in the Clinical (Voluntary) series shall be reviewed and voted upon by EMCAP, then forwarded to the David Geffen School of Medicine Faculty Executive Committee (FEC) for review and action.

**ARTICLE IX – VOTING PROCEDURES**

A. The DEM has established the **Emergency Medicine Committee of Appointments and Promotions (EMCAP)** for the purpose of pre-reviewing and providing advisory votes on personnel actions in the DEM.

B. The members of EMCAP shall include: one Senate member from each of 3 sites (Ronald Reagan, Olive View, Harbor) appointed by the DEM Chair, one member elected by each of the 3 sites, one member each from West Los Angeles VA and Kern Medical Center appointed by the DEM Chair. Additional members from future sites may be appointed by the Chair as needed.

C. EMCAP members shall review faculty dossiers, and hold advisory votes. For all Senate actions, the EMCAP review is preliminary. EMCAP voting results and comments are presented to the Senate Faculty for a discussion and a vote. For non-Senate actions, voting results and comments will be forwarded to the Chair for a final decision.

D. Personnel actions for Academic Senate members (including Merits) require a vote by secret ballot of the Senate members of the DEM. (See Article VIII (B) and (C) for voting privileges.)

1. The faculty dossier, along with the EMCAP advisory vote, will be forwarded to the Senate faculty members. The results of the Senate vote will be forwarded to the Department Chair.

2. The Chair will summarize the Senate member votes and comments along with the EMCAP advisory votes and comments in the Chair’s letter, co-signed by the Section or Division Director (if applicable), and the site Chief/Vice Chair (if applicable).
3. The dossier is then forwarded to the Dean’s office for consideration.

E. Non-Senate personnel actions do not require voting beyond the EMCAP advisory vote. The Department Chair will summarize the EMCAP votes and comments in the Chair’s letter, co-signed by the Section or Division Director (if applicable) and the site Chief/Vice Chair (if applicable). The dossier is then forwarded to the Dean’s office for consideration.

ARTICLE X - AMENDMENT OF BYLAWS

A. The Department Bylaws may be amended at any time by a 2/3 majority secret ballot vote of a quorum of the Senate faculty all ranks and series of the DEM. The proposed amendments shall be circulated to the entire faculty for comments prior to the vote being taken. Minor amendments to language in the Bylaws that reflect changes in University nomenclature or procedure and do not impact the prerogatives of the faculty may be enacted by the Chair without a faculty vote.

B. The DEM Health Sciences Compensation Plan may be amended at any time by a 2/3 majority vote of the departmental faculty who are members of the Plan, with approval by the Department Chair and Dean. Plan participants shall be afforded the opportunity to review and comment on any proposed revisions prior to a vote being taken.