UCLA Department of Design | Media Arts Senate Faculty Bylaws
At the faculty meeting held on December 9, 2015, our faculty voted by a secret ballot to unanimously approve the new bylaws (9 “YES” and 0 “NO” votes).

I. Functions

1. The faculty of the Department of Design | Media Arts shall conduct the government of the department.

II. Membership

2. Membership in the faculty of the Department of Design | Media Arts consists of those faculty in the Regular 19900, Ladder Series whose appointments confer membership in the Academic Senate. “Incoming” joint and split appointments shall be voted on the same way as new appointments.

III. Officers

3. The department chair shall be appointed by the Chancellor, following regular university procedures. The chair, then, shall appoint other officers as may be needed to conduct the business of the department.

IV. Meetings

4. The faculty shall meet once each month or at the call of the chair.

5. Minutes shall be taken at all regularly scheduled meetings. Upon approval, minutes shall be kept on file in the department’s administrative office.

V. Voting Rights

6. Members of the faculty whose appointment title confers upon them membership in the Academic Senate, including Recalled Emeriti (See 7E), may vote in departmental meetings as delineated in the University of California Academic Senate Bylaw. 55:

According to the Standing Orders of the Regents, ". . . the several departments of the University, with the approval of the President, shall determine their own form of administrative organization . . ." No department shall be organized in a way that would deny to any of its non-emeritae/i faculty who are voting members of the Academic Senate, as specified in Standing Order 105.1(a), the right to vote on substantial departmental questions, excepting only certain personnel actions as detailed in Article B of this Bylaw.

7. A. Designation of Voting Rights:

A. Full Professors and Associate Professors have the right to vote on all new departmental appointments that confer membership in the Academic Senate.
B. Full Professors have the right to vote on all personnel cases of Full Professors, including promotions, merit actions, and five-year reviews. The vote is extended to Associate Professors by a two-thirds majority vote by the Full Professors in a secret ballot on November 25, 2015. (9 YES, 1 NO, 1 ABSTAIN)

C. Full Professors and Associate Professors have the right to vote on all personnel cases of Associate Professors, including promotions, merit actions, and five-year reviews.

D. All cases of non-reappointments, terminations, and fourth-year appraisal of Assistant Professors shall be voted upon by Full Professors and Associate Professors.

E. Emeritae/i members of the faculty do not have voting privileges. Emeritae/i, while recalled to service, regain voting rights on all departmental matters, except personnel matters, during the period of such service.

F. The tenured faculty members shall establish the method by which non-senate faculty personnel matters are determined.

G. Joint appointment holder(s) shall have voting rights according to their rank, unless offered the waiver option.

8. The department chair, in consultation with the senate faculty, shall determine whether departmental matters are to be considered substantial or non-substantial for purposes of determining how a vote shall be undertaken.

9. Departmental matters of a non-substantial nature shall be decided by a vote of all eligible faculty members present at the meeting when the matter is under consideration and shall be by open ballot (show of hands) unless a secret ballot is requested by an eligible voting member. In the event of a secret ballot, all ballots will be distributed to eligible faculty members upon the motion for a vote to be taken. Ballots shall be returned promptly to the department manager (or other designated administrative staff member) for tallying.

10. Departmental matters of a substantial nature (including all academic personnel matters, the establishment or disestablishment of programs, and major changes in programs) shall be decided by a vote of all eligible faculty members – present and not present – by secret ballot. Any faculty member who is eligible to vote and who shall not be present at a meeting where a matter of substantial nature shall be considered and voted upon shall be provided with a ballot (placed in their departmental mailbox) and notified by email that they shall have one week to return their completed ballot to the departmental manager (or other designated administrative staff member) for inclusion in the final vote tabulation.

VI. Quorum

11. A quorum shall consist of 50 percent-plus-one of senate faculty members. If a senate member is on sabbatical, he/she shall not be counted in determining the quorum. If an odd number of faculty members constitute a quorum, then 50
percent-plus-.5 shall constitute a quorum. (For example, 11 faculty members would mean, $5.5 + .5 = 6$ for a quorum.)

VII. Committees

12. The chair shall appoint committees to conduct various aspects of departmental business. The chair shall be a member ex-officio of all committees, with full voting privileges.

13. Committees shall hold office for a term of one academic year or until successor committees are appointment thereafter.

14. Last approved revision: December 9, 2015, by unanimous vote (9 YES, 0 NO).