I. Functions

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

II. Membership

Membership in the faculty of the Department of Design | Media Arts consists of those faculty whose appointments confer membership in the Academic Senate.

III. Officers

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

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

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

Voting on personnel matters shall be as outlined in Academic Senate Bylaw 55. Voting on all other matters shall comply with the General Provisions of Bylaw 55, which states:

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.

Effective 12/1/97, associate professors shall vote on all personnel actions of full professors, associate professors, assistant professors, studio series appointments, lecturer and senior lectures with Security of Employment (SOE).

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.

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.

Departmental matters of a *substantial* nature (including all academic personnel matters) shall be decided by a vote of all eligible faculty members – present and not present – and shall be 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

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.

VII. Committees

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.

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

Last approved revision: 15 April 2008