Part I. Functions

A. The Faculty of the Chavez Department of Chicana and Chicano Studies (CCDCCS) shall conduct the governance of the CCDCCS in accordance with all applicable rules of the Academic Senate of the University of California and the UCLA Academic Senate.

Part II. Membership

A. Membership in the Faculty of the CCDCCS is defined by Divisional Bylaws 50(A) and 184 and include ladder rank (UCLA Academic Senate members) appointments and faculty who hold joint or split appointments (0-100%) with the CCDCCS.

Part III. Officers

A. The officers of the Faculty shall consist of a Chair and a Vice-Chair. The Chair will be appointed by the Dean according to procedures prescribed in APM 245. The Chair shall serve a three-year term beginning July 1. In the event of an early leave (e.g., resignation, leave, sabbatical), the Vice-Chair will be acting Chair until a new chair is appointed to finish the unfinished term. In instances when the Chair is unavailable to perform departmental activities (out of town, illness, etc.) the Vice-Chair will be acting Chair. The Vice-Chair will be appointed by the Chair on an annual basis.

B. Lecturers, visiting professors, or non-UCLA Academic Senate members of the CCDCCS cannot serve as officers of the Faculty and cannot vote on matters of academic personnel.

Part IV. Meetings

A. The Faculty of the CCDCCS shall usually meet at least once quarterly and when necessary after a call by the Chair of the Faculty with a minimum of one day notice prior to the meeting. The agenda shall typically include all matters delivered to the Chair not less than five days prior to the meeting. Matters of business not included on said written agenda will not be considered at the meeting given the objection of two members present. The agenda of regular meetings shall typically include the following:
1. Consideration of the Minutes of the preceding Faculty meeting;
2. Announcements by the Chair, Vice-Chair, individual faculty members, Administrative officers, and Students;
3. Reports of committees;
4. Petitions of students;
5. New business;
6. Old business.

B. Special meetings of the Faculty may be held at other times with at least three instructional days notice:

1. After a call to meeting by the Chair of the Faculty, or
2. A written request for a meeting signed by at least three voting members of the Faculty, and the meeting must be scheduled to take place within five instructional days of receipt of the request.
3. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.

C. Other instructional officers, including Lecturers, Visiting Professors, and other non-UCLA Academic Senate Faculty may be invited to attend Faculty meetings as guests and receive the courtesy of the floor.

D. The Chair shall preside at all meetings of the Faculty or may assign a member of the Faculty to preside over the meeting.

E. The current edition of Alice Sturgis' *Standard Code of Parliamentary Procedure* (per bylaw 135(D) of the UCLA Divisional Manual) shall govern Faculty meetings in all instances not covered by the Bylaws.

Part V. Quorum

A. One half of those entitled to vote and present at faculty meetings shall constitute a quorum.

Part VI. Voting Eligibility

A. Non-personnel Substantial Department Questions

1. Voting on non-personnel substantial department questions is limited to members of the Academic Senate. Senate Faculty, including Recalled Emeriti and Joint and
Split Appointees, who are members of the Academic Senate may vote on all non-personnel substantial departmental questions matters before the CCDCCS.

2. Substantial Department Questions parallel those that are the duties and powers of the Academic Senate as outlined by the Board of Regents Standing Order 105.2;

“authorize and supervise all courses and curricula”

“advice...concerning budget”

B. Personnel Matters

1. Appointments and Non-Reappointments.

Tenured Professors (Associate and Full) in the Regular Series are enfranchised to vote on appointments that confer Academic Senate membership. Full and Associate Professors have extended the right to vote on all appointments to Assistant Professors. [Full and Associate Professors voted by secret ballot to extend the right to vote on all appointments to Assistant Professors, April 15, 2016, 2/3 majority: 9 yes; 1 no; 3 absent]

The right to vote on all non-reappointments was also extended to Assistant Professors. [Full and Associate Professors voted by secret ballot to extend the right to vote on all non-reappointments to Assistant Professors, April 15, 2016, 2/3 majority: 10 yes; 0 no; 3 absent]

2. Advancement in Rank
   a. Promotion to Full Professor

   Full Professors in the Regular Series are enfranchised to vote on promotions to the rank of Full Professor. Full Professors have extended the right to vote on Promotion to Full Professor to Associate Professors. [Full Professors voted by secret ballot to extend the right to vote on Promotion to Full Professor to Associate Professors, April 15, 2016, 2/3 majority: 5 yes; 1 no; 2 absent]

   Full and Associate Professors have extended the right to vote on Promotion to Full Professor to Assistant Professors. [Full and Associate Professors voted by secret ballot to extend the right to vote on
Promotion to Full Professor to Assistant Professors, April 15, 2016, 2/3 majority: 9 yes; 1 no; 3 absent

b. Promotion to Associate Professor

Only Full and Associate Professors in the Regular Series are enfranchised to vote on promotions to the ranks of Associate Professor. Full and Associate Professors have extended the right to vote on Promotion to Associate Professor to Assistant Professors. [Full and Associate Professors voted by secret ballot to extend the right to vote on Promotion to Associate Professor to Assistant Professors, April 15, 2016, 2/3 majority: 9 yes; 1 no; 3 absent]

3. Merit Actions
   a. All cases of advancement within any rank, including fourth-year Appraisals for Assistants, that confers membership in the Academic Senate shall be voted upon by those persons entitled to vote on promotion for that rank (See VI.B 1 & 2).

4. Non-Senate Faculty Personnel Actions

The department does not have in its employ any full time lecturers. The Department has only hired, part-time, non-Senate lecturers. Within University regulations, the Chair approves all personnel actions for part-time, non-Senate lecturers.

Part VII. Voting Procedures

A. The Personnel Review Committee

1. This Committee shall consist of at least three faculty members, including one Senior (tenured) faculty, one Junior faculty, and the Vice Chair.
2. The primary responsibility of the Committee is to pre-review faculty merit and tenure review dossiers (though a Department Ad Hoc Committee is usually assembled for tenure and barrier promotions).
3. The Chair, on an annual basis, will appoint committee members. Only faculty who are not due for a personnel action in the year of the appointment may serve on this committee.

B. Ballots

1. Personnel voting is by secret ballot.
2. For non-personnel department questions, voting is by secret ballot only when requested by a voting member.

C. Split Appointments and/or Joint Appointments

1. Joint Appointments (0%) 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 who are Academic Senate Members in the Regular Series (19900, Ladder). Faculty members, who have waived their rights to participation of their personnel action, also include waiving the right to vote on academic personnel matters in the secondary department regardless of rank. The waiver of participation and the right to vote does not extend, however, to matters in the secondary department that do not involve academic personnel issues.

2. Those faculty with split appointments participate in personnel process for each department following the procedures as outline in the CALL, Appendix 15.

D. Five-Year Reviews

1. All faculty in the department who have not undergone a review in five years must go through a mandatory Five-Year Review as outlined by the CALL (Appendix 12). The Five-Year Review should be conducted: (1) in the spring of the academic year that ends a period of five years in which the appointee has not received a completed review, or (2) at the time of the appointee’s second successive negative review.

Part VII. Committees

A. The Chair of the CCDCCS faculty is an ex officio member of all committees with the right to vote.

B. Chair’s Committees

As needed, the Chair will appoint ad hoc committees to develop and coordinate outreach programs, address public relations matters, and formulate plans for the expansion of the CCDCSS. All substantive matters considered by such committees shall be submitted to the Faculty for a vote.

C. Standing Committees of the CCDCSS
1. The Chairs and the members of the Standing Committees established herein shall be appointed by vote of the faculty of the CCDCCS.

2. In addition to Faculty, each Standing Committee may include one Student Representative.

3. All Standing Committees of the Faculty will be appointed each year prior to July 1 to serve a term of one year from July 1.

4. Each Standing Committee may appoint such subcommittee as it deems necessary to conduct its business, by requesting written approval from the Chair.

5. Standing Committees shall submit written reports to the department Chair at least once quarterly.

6. The Chair of the Faculty has authority to create additional Standing Committees. Members in such committees shall be appointed by the Chair or by vote of the faculty of the CCDCCS.

D. Undergraduate Curriculum and Admissions Committee

1. This Committee shall consist of at least two faculty members in addition to one Student Representative.

2. The primary responsibility of this Committee is to evaluate Undergraduate programs and educational objectives, and to recommend to the Faculty changes in the curriculum. In addition, matters of student admission to the undergraduate program will be administered in this committee. Due to student information & records privacy policy (FERPA) Student representatives shall not attend meetings, or portions thereof, when current or past graduate and undergraduate students are discussed and or reviewed.

E. Graduate Curriculum and Admissions Committee

1. This Committee shall consist of at least two faculty members, in addition to one Graduate Student Representative.

2. The primary responsibility of this Committee is to administer student admission to the graduate program, including evaluation of applications and recommendations for funding. In addition, the committee may also evaluate programs and educational objectives, and recommend to the Faculty changes in the curriculum. Due to student information & records privacy policy (FERPA) Student representatives shall not attend meetings, or portions thereof, when current or past graduate and undergraduate students are discussed and or reviewed.

F. Personnel Review Committee
1. This Committee shall consist of three faculty members, including one Senior faculty, one Junior faculty, and the Vice Chair.

2. The primary responsibility of this Committee is to pre-evaluate faculty merit and tenure review dossiers.

3. Committee members will be appointed by the Chair on an annual basis. Only faculty who are not due for a personnel action in the year of the appointment may serve on this committee.

Part VIII. Students

A. Student voice will be encouraged and their vote will be taken seriously, discussed, and recorded alongside other voting members of the Faculty and Standing Committees. Students have an opportunity to be represented in departmental affairs through the Student Departmental Senate (SDS) which, to be functional, must be comprised of a minimum of five majors and minors, have annual elections, and meet once a quarter. Students may nominate a SDS representative for each standing committees, who will be allowed to vote on all matters in accordance with all applicable rules of the Academic Senate of the University of California. In personnel cases (promotion and tenure), students will not be allowed to vote. In instances of hiring, per academic senate rules, students will only be allowed to see the public CVs and attend talks and to separately give an advisory vote and recommendation, but cannot deliberate cases with faculty which is undertaken in executive session. However, in accordance with Academic Senate Bylaws, their vote will be advisory.

B. Student representatives to all Standing Committees of the CCDCCS shall be elected on an annual basis in a duly constituted election by the student members, i.e., declared majors and minors of the CCDCCS. In the absence of such an election, Student Representatives may be selected by the Faculty of the CCDCCS. Student members shall be excluded from meetings, or portions of meetings, when faculty personnel actions are considered and when current or past graduate and undergraduate students are discussed and or reviewed.

Part IX. Amendment of Bylaws

A. Amendment to these Bylaws may be proposed and discussed at any regular or special meeting provided written notice of the amendment has been sent to each member of the Faculty at least five days previous to the meeting at which the amendment is to be proposed. Amendments to the Bylaws will be approved by secret ballot with a two-thirds majority vote of all faculty voting members of the department.
B. No amendment inconsistent or in contradiction with legislation of the Academic Senate shall be made.

C. Not less than five days prior to any regular or special meeting at which addition to, amendment of, or deletion of any portion of the Bylaws is considered, the Chair shall post to the faculty a written notice of any such proposed addition, amendment, or deletion.