UCLA CLASSICS DEPARTMENT BYLAWS

Date of Approval (by 2/3 majority secret ballot): 01/04/16.
   Vote: 8 in favor, 0 opposed, 1 abstention

I. Bylaws

1) Bylaws: These Bylaws contain the core principles by which the Department has chosen to govern itself.

2) Amendment: Amendments to these Bylaws may be proposed by any voting member of the Department. This recommendation will be circulated prior to being presented for discussion and vote by the entire Department at a meeting, notice of which must be given at least one week in advance. Amendment of departmental Bylaws requires a two-thirds vote of the faculty in a secret ballot.

II. Membership

1) Membership:

   a. Academic Senate Membership: The Department uses titles in the Regular Series only.

   b. The Department currently has no joint appointments.

   c. The Department welcomes split appointments. Appointments, merit reviews, and personnel actions are conducted in accordance with the provisions of the Call Appendix 15.2.

   d. Members of the Academic Senate holding the titles Professor, Associate Professor, and Assistant Professor have the right to attend department meetings and participate in department decisions, in accordance with university regulations.

   e. Non-Senate Faculty. The department uses titles in the Adjunct Series and in the Lecturer Series.

2) Department meetings:

   a. Department meetings take place at the call of the Chair with a minimum of one week’s notice, except when the Chair finds that an emergency or urgent matter makes this impossible. The Chair or a substitute designated by the Chair presides at the meeting.

   b. Per Academic Senate regulations (UCLA Call, Appendix 4, Bylaw 55, ll-6, http://www.apo.ucla.edu/call/append4.htm), “upon the request of 2 Senate members, the Chair must schedule and hold a meeting within ten days.” Two Senate members may also request that an item be placed upon the agenda of a previously scheduled meeting.
c. The Chair will call at least one meeting each quarter.

3) Voting Rights: Department members who belong to the Academic Senate and meet the requirements may vote in Department meetings as outlined in the UCLA Call, Appendix 4, Senate Bylaw 55.I (http://www.apo.ucla.edu/call/append4.htm).

a. It is department practice that all department Senate faculty are entitled to vote on all departmental matters, both substantial and non-substantial.

b. Holders of split appointments are entitled to vote in all departmental matters, including personnel actions.

c. Emeritae/i:
   i. Recalled emeriti may vote on non-personnel substantial and non-substantial departmental questions.
   ii. Voting privileges on non-personnel matters may be extended to Emeritae/i upon a majority vote by secret ballot of the total non-Emeritae/i faculty. Any such extension of privilege to Emeritae/i must remain in effect for at least one calendar year; thereafter, any core faculty member may request reconsideration. The department has decided that, pursuant to Senate Bylaw 55, Emeritae/i faculty as a class shall not be allowed to participate in or vote on personnel actions, substantial matters, and non-substantial matters, except as provided in (i) above.

d. In the case of personnel actions the department has extended voting privileges to all departmental senate faculty (as detailed in the following subsections and in Appendix 1: Voting Constituencies). Any faculty member entitled to a vote on the cases in question under the provisions of Paragraphs 1 to 6 of Article B of Senate Bylaw 55 may request reconsideration of this policy. Following a request for reconsideration, and prior to any subsequent vote on the cases in question, the Chair or other appropriate departmental officer shall put the question of renewal of privileges to a vote. An extension of voting privileges will be renewed only upon at least two-thirds majority vote by secret ballot of those faculty entitled to vote on the cases in question under the provisions of Paragraphs 1 to 6 of Article B of Senate Bylaw 55.

e. Appointments: All Senate faculty vote on appointments that confer senate membership (see Appendix 1: Voting Constituencies).

f. Non-reappointments/terminations of assistant titles and 4th year appraisals: All Senate faculty vote on non-reappointments/terminations of assistant titles and 4th year appraisals (see Appendix 1: Voting Constituencies).

g. Promotions:
i. All Senate faculty vote on promotions to Full Professor (see Appendix 1: Voting Constituencies).

ii. All Senate faculty vote on promotions to Associate Professor (see Appendix 1: Voting Constituencies).

h. Merit Actions:

i. All Senate faculty vote on merit actions within the rank of Full Professor (see Appendix 1: Voting Constituencies).

ii. All Senate faculty vote on merit actions within the rank of Associate Professor (see Appendix 1: Voting Constituencies).

iii. All Senate faculty vote on merit actions within the rank of Assistant Professor.

i. Non Senate Faculty Personnel Actions: All Senate faculty vote on personnel actions within the Adjunct Professor Series (see Appendix 1: Voting Constituencies).

4) Mode of Voting: Voting on departmental business is usually by a show of hands, unless a motion is made for a secret ballot. Voting on all personnel matters is by secret electronic ballot only. All departmental votes are majority votes unless otherwise specified.

5) Student Representatives: Two graduate students will be elected annually to serve as student representatives to the Classics Department. They will participate in all departmental meetings, but may not be present during faculty discussions of personnel actions and student reviews, and they will be asked to provide input on issues that directly affect the department’s curriculum and teaching programs at both the graduate and undergraduate levels. Graduate student representation in departmental meetings and on all committees must be in conformity with UCLA obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.

a. Student representatives will be elected by the Classics Graduate students.

b. Student representatives can place items on the agenda for departmental consideration, and, if necessary, for a departmental vote

6) Quorum: One-half of the Academic Senate members in residence at the time of the meeting constitute a quorum to conduct department business during that quarter.

7) Referendum: Any action (except in matters relating to personnel and appointments) taken at a department meeting is subject to a referendum of all members of the department in residence under the following conditions: (1) if a request for such a referendum is made by not less than 25% of the membership of the department; and
(2) if such a request is submitted to the Chair not more than five days after the meeting at which the decision in question was taken (excluding Saturdays, Sundays and academic holidays).

III. Officers

1) **Chair**: The Chair is appointed by the Chancellor upon the recommendation of the Dean of Humanities in consultation with the department. The Chair serves at the Dean’s discretion normally for a term of three years with the possibility of renewal. The following constitute the main responsibilities of the Chair: (For a more extended enumeration of the Chair’s duties, see APM 245, Appendix A.

   a. In consultation with the Academic Personnel Committee Academic: personnel review, maintenance of records and reports concerning recruitment, tenure, and promotion.

   b. Supervision and evaluation of staff.

   c. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes.

   d. Scheduling and recommending sabbatical and other leaves to the Chancellor.

   e. Maintaining and assigning departmental work facilities.

   f. Appointing an Acting Chair to assume her/his place on a temporary basis during absence due to illness or travel.

   g. Appoint departmental Committees and Committee Chairs.

   h. In consultation with the Teaching Assistant Coordinator, supervising the assignment of Teaching Assistants.

   i. Supervising, or appointing a faculty member to supervise, the Teaching Assistant Training process.

   j. The Chair serves as an *ex officio* committee member on the Academic Personnel Committee and the Graduate Committee.

2) **Chair of the Academic Personnel Committee**: The Chair of the Academic Personnel Committee will be appointed by the Chair by the end of the Spring quarter prior to the academic year of service. He/she supervises matters related to academic personnel actions.

3) **Director(s) of Undergraduate Programs**: The Director(s) of Undergraduate Programs will be appointed by the Chair by the end of the Spring quarter prior to the academic year of service. He/she supervises all matters related to the Department’s
undergraduates and assists the Chair in overseeing the departmental teaching schedule. This oversight includes:

a. Being available to undergraduate students seeking advice.

b. Overseeing all undergraduate course actions.

c. Serving as Faculty Coordinator for departmental honors theses.

d. Serving as Chair(s) of the Undergraduate Affairs Committee.

4) Director of Graduate Programs: The Director of Graduate Programs will be appointed by the Chair by the end of the Spring quarter prior to the academic year of service. He/she is the primary instructor of the proseminar (Graduate Colloquium in Classical Literature: Classics 287) and supervises all matters related to the Department’s graduate students. This oversight includes:

a. Being available to graduate students seeking advice.

b. Serving as chair of the Department’s Graduate Affairs Committee.

c. Evaluating the progress of all graduate students in departmental reviews.

d. Mediating between graduate students and faculty in conformance with UCLA obligations under the Higher Education Employer-Employee Relations Act.

e. Approving forms related to student performance and progress (petitions, passing language examinations, advancements to candidacy, etc.).

f. Supervising departmental and field requirements.

g. Supervise and administer foreign language requirements and examinations.

5) Chair of Graduate Admissions: In consultation with the Director of Graduate Programs and Graduate Committee, coordinating graduate admission and recruitment.

6) Director of Post-Baccalaureate Programs: The Director of Post-Baccalaureate Programs will be appointed by the Chair by the end of the Spring quarter prior to the academic year of service. He/she is the primary instructor for the post-baccalaureate seminar and supervises all matters related to the department’s post-baccalaureate students. This oversight includes:

a. Being available to post-baccalaureate students seeking advice.

b. Coordinating post-baccalaureate admissions.

c. Serving as chair of the Department’s Post-Baccalaureate Committee.

d. Evaluating the progress of all post-baccalaureate students.
7) **Teaching Assistant Coordinator**: A Teaching Assistant Coordinator will be appointed by the Chair at the end of the Spring quarter prior to the academic year of service. He/she supervises all matters related to the Department’s Teaching Assistants. This oversight includes:

   a. Supervising the assignment of TAs to lower and upper division courses.

   b. Supervising the TA training process, including the TA Orientation.

   c. The Teaching Assistant Coordinator will also be asked to teach Classics 495 in association with the Teaching Assistant Consultant.

8) **Reading Room Supervisor**: The Chair may appoint a supervisor to oversee the Reading Room and recommend purchases of books and other materials.

**IV. Departmental Standing Committees**

**Committee Work**: Much essential work in the Department is conducted through committees composed of faculty, and sometimes student, members. The active participation of faculty on committees is indispensable to the functioning of the Department.

1) **Mode of Selection of Faculty Representatives**: All faculty committee members are appointed by the Chair.

2) **The Undergraduate Affairs Committee (UAC)** will oversee, in consultation with the faculty, the Department’s undergraduate programs. The Director(s) of Undergraduate Studies serve(s) as Chair of this Committee. The UAC’s mandate includes determining new teaching needs, removing courses that no longer meet departmental needs, overseeing the undergraduate Classics majors and minors, and supervising the undergraduate Honors program. The UAC also is responsible for conducting the periodic self-review of the undergraduate program. The Committee considers any questions or problems regarding the undergraduate program referred to it by the Chair of the Department and makes recommendations on significant policy matters to the Department for discussion and approval. In years when a departmental self-review is required, the sections related to undergraduate affairs are prepared by the Committee.

3) **The Graduate Affairs Committee (GAC)** oversees, in consultation with the faculty and graduate students, the Department’s graduate program. The Director of Graduate Studies serves as Chair of this Committee. The GAC’s mandate includes review of the graduate curriculum, approval of graduate student petitions, and advising on professional matters. In years when a departmental self-review is required, the sections related to graduate affairs are prepared by the Committee. The Committee considers any questions or problems regarding the graduate program referred to it by the Chair of the Department and makes recommendations on significant policy matters to the Department for discussion and approval. The Graduate Affairs Committee reviews all applications for admissions, including transfers from other departments, taking into account recommendations by the relevant faculty, and
presents its nominees to the faculty for approval. The GAC evaluates and approves all fellowships and teaching assistantships for entering and continuing students.

4) The Post-Baccalaureate Committee (PBC) oversees, in consultation with the faculty, the Department’s Post-Baccalaureate Program. The Post-Baccalaureate Advisor serves as Chair of this Committee. The PBC’s mandate includes review of the post-baccalaureate curriculum, and advising on professional matters. In years when a departmental self-review is required, the sections related to post-baccalaureate affairs are prepared by the Committee. The Committee considers any questions or problems regarding the Post-Baccalaureate Program referred to it by the Chair of the Department and makes recommendations on significant policy matters to the Department for discussion and approval. The Post-Baccalaureate Affairs Committee reviews all applications for admissions.

5) The Academic Personnel Committee (APC) under the supervision of its Chair prepares reports on department faculty who are undergoing personnel reviews. It conducts a pre-review and presents its report to the full department for consideration.

6) Curriculum and Scheduling Committee (CSC): The Curriculum and Scheduling Committee, which shall be chaired by the Department Chair (ex officio), is composed of the Teaching Assistant Coordinator, the Director of Undergraduate Studies, the Director of Graduate Studies, and Post-baccalaureate Advisor. The CSC’s mandate is to assist the Chair in all aspects of departmental curricular issues and the scheduling of courses.

7) Lecture and Colloquium Committee: The Lecture and Colloquium Committee consists of a Chair and one or two other members. Its mandate is to plan and oversee lectures and colloquia in the Department during the academic year, held by visiting scholars and the Department’s own faculty and students.

V. Appointments

1) Search Committees for Regular Ladder Appointments: When a regular ladder appointment has been authorized by the Dean, the Chair, in consultation with the faculty, shall nominate a search committee. The committee will work in concert with the Chair to prepare a file and report for departmental discussion. It will then make an oral presentation to Department members at the meeting prior to departmental discussion. Search Committees must adhere to all affirmative action laws, policies, and guidelines (http://www.apo.ucla.edu/call/appendS.htm).

   a. One or more members of the Committee should normally be from a field other than that of the prospective appointee.

   b. A specialist in the area of appointment from another department may be included on the Search Committee.

   c. The Classics graduate students will nominate two of their members to serve on the committee.
2) Joint appointments: In case of joint appointments which originate in another UCLA department, the name of the candidate chosen by that department must be submitted, with appropriate documentation, at a meeting of the Classics Department. The secret ballot will begin after this meeting, and the result ordinarily counted within one week.

3) Student Participation: The graduate student representatives will present at the Department meeting where the candidate is discussed an evaluation in written and oral form, including the vote of their constituency, of the publications, teaching record, and recruitment talk. Under present University rules the graduate student representatives do not have access to confidential material (placement files, letters of recommendation, etc.).

4) Voting: All eligible ladder faculty are permitted to vote on all appointments subject to provision II.3.e above. The secret ballot will begin after the meeting, and the result normally counted within one week.

5) Visiting Appointments: Visiting appointments should be suggested by the Chair in consultation with the faculty in the field in which the appointment will be made. A report will be presented by the Chair at the faculty meeting when the appointment is discussed, prior to the secret ballot. Visiting appointments will not normally exceed a two-year maximum.

6) Appointment of Temporary Lecturer(s): Temporary Lecturer appointments are non-ladder appointments made for a defined and limited duration. The Chair will solicit recommendations and then present them for discussion at the Department Meeting before the end of the Spring Quarter. Documentation concerning the appointment should be available at least one week prior to the meeting. Requests should be based on previous enrollment figures and/or significant programmatic need. When quick action is needed, the Chair may make an appointment after consulting with the Curriculum and Scheduling Committee. In such instances, solicitation of candidacies by telephone or letters may substitute for advertisements, but records must be kept about who is contacted.

VI. Promotions and Appraisal

1) All promotions and appraisals shall be in accordance with the current University guidelines, as published in the UCLA Call.

2) Five-year reviews shall be conducted in accordance with the provisions of the UCLA Call, Appendix 2.

VII. Course Load

1) The normal teaching load in the Department of Classics is five courses. This load is comprised of four teaching assignments and one service course (a major service leadership assignment).
a. Non-tenured faculty are excused the major service assignment, although they do serve on departmental committees. Their course load is thus four courses.

b. The Chair of the Department normally receives a two-course reduction in teaching.

c. The Graduate Advisor normally receives a one course reduction in teaching, and teaches Classics 287 as one of his/her four courses.

d. The Post-Baccalaureate Advisor normally receives a one course reduction in teaching, and teaches the Post-Baccalaureate Seminar as one of his/her four courses.

2) The department Chair, in consultation with the Curriculum and Scheduling Committee, is responsible for the assignment of courses to departmental faculty. The Chair may, at his/her discretion, allow a department member group her/his courses into two quarters, provided it will not disrupt the teaching program of the department and subject to the following provisions:

a. A non-teaching quarter is not and shall not be regarded as leave. During a non-teaching quarter, a departmental faculty member remains responsible for departmental committee work and for attending departmental meetings.

b. No faculty member shall normally be absent from the department for a period exceeding two weeks without the express consent of the Chair.

c. No departmental faculty member shall accept gainful employment during a non-teaching quarter except as specified in the guidelines at APM-660-667.

VIII. Sabbaticals (cf. Call, Appendix 24; APM 740)

1) Sabbatical leaves are not granted as a matter of individual right (APM 740.94). A sabbatical leave shall be granted only at a time when it will not disrupt the teaching program or other vital operation of the University. (Call, Appendix 24 V.2)

2) Application for sabbatical leave shall be submitted to the Department Chair for recommendation of approval to the Dean. Guidelines for the submission of such requests may be found in the Call, Appendix 24, X.1-5.

3) The following procedures shall govern the granting of sabbatical leave:

a. No more than one third of departmental faculty shall be absent in any one quarter.

b. In the case of competing requests, priority will given to faculty who have won year-long fellowships/awards and/or those who have least recently taken sabbatical or leave. Next priority shall be given to faculty who have won awards for part of the academic year.
4) Sabbatical leave shall not be used as a means of augmenting personal income. Except as provided in APM-740-18, a recipient shall not accept gainful employment during a sabbatical leave. This restriction applies even to some employment permissible when not on sabbatical leave, such as employment by University Extension (see APM-662, 663), and applies also to outside employment including full-time or part-time employment by, or consulting for, another university, domestic or foreign (Call, Appendix 24 VIII).
Voting Constituencies

Date and results of each vote to extend the minimum voting constituencies

I. WHO VOTES ON APPOINTMENTS THAT CONFER SENATE MEMBERSHIP?
   a. By a two-thirds majority vote in a secret ballot (10-0) of Full and Associate Professors on 12/1/2015, voting on appointment actions was extended to Assistant Professors

II. WHO VOTES ON NON-REAPPOINTMENTS/TERMINATIONS OF ASSISTANT TITLES AND 4TH YEAR APPRAISALS?
   a. By a two-thirds majority vote in a secret ballot (10-0) of Full and Associate Professors on 12/1/2015, voting on non-reappointments/terminations of assistant titles and 4th year appraisals was extended to Assistant Professors

III. WHO VOTES ON PROMOTIONS TO FULL PROFESSOR?
   a. By a two-thirds majority vote in a secret ballot (7-0) of Full Professors on 12/1/2015, voting on promotions to Full Professor was extended to Associate Professors
   b. By a two-thirds majority vote in a secret ballot (7-0) of Full Professors on 12/1/2015, voting on promotions to Full Professor was extended to Assistant Professors

IV. WHO VOTES ON PROMOTIONS TO ASSOCIATE PROFESSOR?
   a. By a two-thirds majority vote in a secret ballot (10-0) of Full and Associate Professors on 12/1/2015, voting on promotions to Associate Professor was extended to Assistant Professors

V. WHO VOTES ON MERIT ACTIONS WITHIN THE RANK OF FULL PROFESSOR?
   a. By a two-thirds majority vote in a secret ballot (7-0) of Full Professors on 12/1/2015, voting on merit actions within the rank of Full Professor was extended to Associate Professors
   b. By a two-thirds majority vote in a secret ballot (7-0) of Full Professors on 12/1/2015, voting on merit actions within the rank of Full Professor was extended to Assistant Professors

VI. WHO VOTES ON MERIT ACTIONS WITHIN THE RANK OF ASSOCIATE PROFESSOR?
   a. By a two-thirds majority vote in a secret ballot (10-0) of Full and Associate Professors on 12/1/2015, voting on merit actions within the rank of Associate Professor was extended to Assistant Professors

VII. WHO VOTES ON PERSONNEL ACTIONS FOR NON-SENATE FACULTY IN THE ADJUNCT SERIES?
   a. By a two-thirds majority vote in a secret ballot (10-0) of Full and Associate Professors on 12/1/2015, voting on personnel actions within the adjunct series was extended to Assistant Professors.