

**BYLAWS OF THE
DEPARTMENT OF COMMUNICATION STUDIES
UCLA**

This document sets forth the rules for the governance of the Department of Communication Studies at UCLA and shall be known as the “Bylaws of the Department of Communication Studies.” These bylaws shall become effective upon the date of adoption.

Article I. Name

The department shall be called the Department of Communication Studies within the Division of Social Sciences in the College of Letters and Science.

Article II. Mission

The mission of the department is to advance the knowledge of human communication, provide undergraduate and graduate education and foster excellence in teaching and research.

Article III. Membership

The membership of the Department of Communication Studies is comprised of the following groups: Regular Faculty, Affiliated Senate Faculty, Non-Senate Faculty, and Staff.

A. Regular faculty. The Regular Faculty shall consist of all members of the Academic Senate with 100% appointments/FTE in the Department of Communication Studies. All new appointments shall require a two-thirds majority of eligible voters. A request by a member of the Regular Faculty for a joint appointment in another department shall require a majority vote of all Communication Studies Faculty. A request by a member of the Communication Studies Regular Faculty for a split appointment in another department shall require a three-fourths vote of all Communication Studies Regular Faculty.

B. Affiliated Senate Faculty. A member of the Academic Senate whose appointment/FTE resides in another department may affiliate with the Department of Communication Studies as a joint appointment at 0% time or as a split appointment (UCLA CALL, Appendix 15).

1. Joint Appointment. An applicant for an initial joint appointment shall waive voting privileges on personnel matters. A two-thirds vote of all Regular Faculty is required for the initial appointment. Thereafter, joint appointments and waivers shall be reviewed no later than every three years and may be renewed or discontinued by a majority vote of all Regular Faculty. Any change in voting privileges shall require a two-thirds vote of all Regular Faculty. Joint appointments in the Communication Studies IDP that were in effect before January 1, 2006, shall retain the voting privileges attendant to the original approval for a period of three years from that date, or until review by the Regular Faculty, whichever comes first.

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2. Split Appointment. A split appointment may be made if a Senate faculty member elects to transfer at least 50% of her/his FTE to the Department of Communication Studies. Split appointments shall require a two-thirds vote of all Regular Faculty. Commensurate with the percentage of the FTE, a faculty member on a split appointment has the same obligations to the Communication Studies Department as a Regular Faculty member and shall have full voting rights in the Department as provided for by Academic Senate Bylaw 55 and these bylaws.

C. Non-Senate Faculty. Qualified individuals who are not members of the Academic Senate may be appointed to the Lecturer or Adjunct titles to fulfill departmental teaching needs. Members of the Lecturer classification are represented by the PERB certified Non-Senate Instructional Unit, University Council-AFT.

D. Staff. All non-faculty employed by the Department of Communication Studies are defined as staff under the following classifications: Management and Professional, Administrative and Professional, Researchers, Clerical, and Technical. Members of the Clerical and Technical classifications are represented by recognized bargaining units. Staff may be employed as career employees with comprehensive University benefits or casual employees with partial benefits.

Article IV. Voting Rights and Procedures

A. Standing Order of the Regents 105.2c provides that "...the several departments of the University, with the approval of the President, shall determine their own form of administrative organization and all Professors, Associate Professors, Acting Professors, Acting Associate Professors, and Assistant Professors, and all Instructors of at least two years' service shall have the right to vote in department meetings." Academic Senate By-law 55 provides that "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...the right to vote on substantial departmental questions, excepting only certain personnel actions as detailed in [Academic Senate By-law 55B]."

B. All Communication Studies Regular Faculty of all ranks may vote on all departmental matters, including all personnel actions.

C. Affiliated Faculty shall have the voting privileges attendant to the conditions of their respective appointments.

D. In accordance with UC bylaws, eligible faculty shall retain all voting rights in absentia and may exercise them by a signed ballot returned by the designated due date .

E. Unless specifically provided for in these bylaws, *ex officio* status does not carry voting privileges.

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Article V. Faculty Administration of the Department

A. Department Chair and Vice Chair. Upon recommendation of the Executive Dean after consultation with the Regular Faculty of the Department, the Chancellor appoints the Department Chair and Vice Chair, who serve at the discretion of the Chancellor (APM 245-24). The Department Chair serves as the executive officer of the Department. In fulfilling her/his duties, the Chair shall regularly consult with the FEC and/or the Department on all substantial matters related to courses, curricula, educational policy, budget, personnel, resources and space (APM 245, Appendix A).

B. Standing Committees. The following standing committees shall carry out the business of the department: Faculty Executive Committee, Undergraduate Admissions Committee. The term of service is one year.

1. Faculty Executive Committee.

a. Membership and Election.

(1) The Faculty Executive Committee (FEC) shall consist of three elected members of the Regular Faculty and shall be increased to five members when the Regular Faculty of the Department reaches 15 FTE. Prior to July 1, 2009, all Regular Faculty professorial ranks are eligible for election; after July 1, 2009, only tenured Regular Faculty shall be eligible.

(2) Each year the Department shall conduct a mail ballot to elect the membership of the FEC. The ballot shall list all eligible faculty willing to serve on the committee and the electors may cast three votes. If there are no more candidates than open positions, the nominees shall be deemed elected as of the closing date of the balloting. If there are more candidates than open positions, those receiving the highest number of votes shall be elected. The person receiving the single highest vote total shall serve as chair of the committee. In the event of tie votes or vacancies, the committee shall select its chair and/or members by majority vote.

b. Duties.

(1) The Faculty Executive Committee shall advise the Chair and the Department on any matter related to the operation and functions of the Department and recommend appropriate actions related thereto.

(2) The FEC shall regularly inform the Faculty and the Department Chair of all matters under its consideration and timely submit to the Faculty and/or the Department Chair those matters requiring action by the Faculty and/or the Department Chair.

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2. Undergraduate Admissions Committee.

- a. **Membership.** The voting members of the Undergraduate Admissions Committee shall consist of two Regular Faculty and one representative of the Non-Senate Faculty, appointed by the FEC. The Non-Senate Faculty representative shall be a Lecturer with a continuing appointment. The Management Services Officer and Student Affairs Officer shall be *ex officio* members of the committee.
- b. **Duties.** The Undergraduate Admissions Committee shall review all student applications to the department's degree programs and make individual admission determinations based upon the criteria established by the Department. The committee shall report its actions to the Chair and the FEC for information.

Article VI. Meetings

The Department shall meet at least once each term during the academic year and at such other times as needed to discharge its responsibilities. A representative of the Non-Senate Faculty selected by majority vote of the FEC shall be invited to attend and participate in all Department meetings except those dealing with personnel matters. The Non-Senate Faculty representative shall be a Lecturer with a continuing appointment and shall have voting privileges on non-personnel matters.

Meetings of the Department shall be held at the call of the Department Chair or by written request from at least three members of the department faculty. Meetings of committees shall be held at the call of the committee chair or the Department Chair. Notice of meetings and agendas shall be sent to eligible faculty at least seven days in advance.

Article VII. Quorum and Voting Majorities.

A quorum for any meeting of the department or a committee shall be a majority of the eligible voting membership. Except as otherwise provided in these bylaws, a majority of those eligible to vote on any particular matter shall be required for approval of that matter.

Article VIII. Amendment of Bylaws

These bylaws may be amended by a three-fourths vote of all Regular Faculty members of the Department.

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