C Bylaws

Here is the complete text of our bylaws as approved by the computer science faculty in May 2014 and as submitted for approval to the Academic Senate Committee on Rules and Jurisdiction in June 2014.

I. The Chair

The chair is the executive officer of the department and is appointed by the Dean of Engineering.

II. Standing Committees

The department has ten standing committees. The charges of those committees are as follows.

- Academic policy committee. Handles academic policy matters such as proposals for ad hoc majors and ad hoc minors, proposals for new courses, and curriculum changes.
- Awards committee. Nominates faculty members for awards.
- By-law-55 committee. Votes on merit cases delegated to the committee.
- MS admission committee. Runs the MS admission process and makes the admission decisions.
- PhD visit day committee. Runs the visit day for prospective PhD students. The committee selects and works closely with a group of current PhD students.
- PhD admission committee. Runs the PhD admission process. Gets all regular faculty and possibly others involved in the admission process and eventually makes the admission decisions.
- PhD progress tracking committee. Runs the PhD progress tracking process. Every year, the process begins with contacts between the committee, the PhD students, and their advisors, continues with a faculty meeting at which all faculty discuss every student, and culminates with a progress letter to each student.
- Policy and planning committee. Advises the chair on strategy.
- Recruiting committee. Selects faculty candidates for interview. Gets all regular faculty and possible others involved in the selection process.
- Written qualifying exam committee. Runs the PhD written qualifying exam.

Every year, all regular faculty vote on membership of the By-law-55 committee. The typical number of members of that committee is five people who are all full professors.

The department chair appoints regular faculty to the other committees by the end of the Summer for the following academic year. Typically, the other committees have 3-4 members, though the MS and PhD admission committees may in
some years be much larger. The policy and planning committee usually includes one or more former department chairs.

The department chair may be a member and may even be the committee chair of one of more of the standing committees.

Each committee meets at the request of the chair of that committee. A quorum is the chair plus at least half of the other members.

III. Faculty Meetings

The chair schedules faculty meetings and announces them at least a week in advance, if at all possible. All faculty members can submit agenda items. A quorum is half of all regular faculty who are in residence during the quarter in which a meeting is held.

IV. Voting Procedures (UC Bylaw 55)

The UCLA Call, Appendix 4 on Voting Rights, defines the Minimum Voting Constituency for all votes. The Computer Science Department lets exactly the members of the Minimum Voting Constituency vote, except in the following cases:

1. For new regular, adjunct, and in-residence appointments, all regular faculty vote.

2. When The UCLA Call allows, we delegate the vote to an elected By-Law-55 Committee.

All votes are by secret ballot. Voting is open for at least five business days, except for voting on new appointments which may have a shorter voting period.