ARTICLE I - NAME

The Department of Neurosurgery, David Geffen School of Medicine at University of California, Los Angeles.

ARTICLE II - MISSION

To provide exemplary patient care while creating permanent solutions to neurological illness through pioneering scientific research and to foster an outstanding and diverse training environment for neuroscientists and neurological surgeons of the future.

ARTICLE III - MEMBERS

A. **Full-Time Faculty**

Full-time faculty shall include members who are salaried at UCLA Center for the Health Sciences (CHS), Santa Monica/UCLA Medical Center or at one of the UCLA-affiliated institutions in both Academic Senate and non-Senate titles, as listed below.

1. **Academic Senate Faculty Titles:**
   a. Regular (19900, Ladder) Series
   b. In-Residence Series
   c. Professor of Clinical X

2. **Non-Senate Faculty Titles:**
   a. Adjunct Series
   b. Health Sciences Clinical (Compensated) Series
   c. Researcher Series
   d. Visiting Professor

Tenured faculty have extended the right to an advisory vote for personnel actions as well as non-personnel substantial department questions to 100% time Health Science Clinical Series, Approved by tenured faculty 10/17/2016 in a secret ballot, 2/3 majority: 4 yes; 2 no; 0 abstain (personnel), 5 yes; 1 no; 0 abstain (non-personnel).

Tenured faculty have extended the right to an advisory vote for personnel actions as well as non-personnel substantial department questions to 100% time Adjunct Series, Approved by tenured faculty 10/17/2016 in a secret ballot, 2/3 majority: 4 yes; 2 no; 0 abstain (personnel), 4 yes; 2 no; 0 abstain (non-personnel).

B. **Voluntary Faculty**

Individuals who are community physicians and non-salaried by the University or one of the affiliated institutions may be appointed to the Voluntary Faculty. Initial appointments shall be made for a maximum of three years. Voluntary Faculty must fulfill defined teaching activities on an annual basis in order to remain members. Voluntary Faculty participation is reviewed at least every three (3) years to ensure compliance with Voluntary Faculty Guidelines as stated in department policy.
C. *Equal Opportunity/Affirmative Action*
   The Department of Neurosurgery is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. (For the complete University of California nondiscrimination and affirmative action policy see: UC Nondiscrimination and Affirmative Action Policy.)

**ARTICLE IV – OFFICERS**

A. The **Department Chair** shall be the executive officer of the Department, responsible to the Provost and Dean for Medical Sciences for the effective operation of the Department’s programs, financial management, and for compliance with University policies and goals.

B. The Chair may propose the appointment of an **Executive Vice Chair** who would assist the Chair in determining department policy, represent the Department in lieu of the Chair at various School-wide and University committees, and shall serve as Chair in the event the Chair is out of town, on vacation, or temporarily unable to carry out his duties as Chair.

C. **Vice Chairs** with designated responsibilities within the Department may be appointed by the Chair with the approval of the Provost and Dean for Medical Sciences.

**ARTICLE V – EXECUTIVE COUNCIL**

The Executive Council includes the Department Chair, the Department Vice Chairs (Vice Chair of Research, Vice Chair of Academic Affairs, (Co-)Vice Chair(s) of Clinical Affairs), and three elected Senate faculty members. The Basic Science Executive Council member is elected by the Basic Science faculty. The Clinical Executive Council member is elected by the clinical Senate and Health Science faculty. The At-Large Executive Council member is elected by the entire faculty.

**ARTICLE VI - POSTGRADUATE EDUCATION**

The faculty shall have the overall responsibility for the selection and training of all house staff appointed by the Department of Neurosurgery. The training experience shall ensure an optimal provision of education to residents, and medical care to patients, consistent with the general and specific requirements of the Accreditation Council on Graduate Medical Education. Requests for assignment of house staff positions by the various institutions affiliated with the Department shall be considered by the appropriate reviewing bodies within the Department. The Residency Program Director shall be responsible for overseeing the curricula and policies of the postgraduate educational programs. This position shall be appointed by the Chair and report directly to the Chair for all educational matters.

**ARTICLE VII - MEETINGS**

The Department Chair shall convene meetings of the full-time faculty annually, or as s/he deems necessary. The Chair shall set agenda for the meetings in advance and notify the full-time faculty. Upon individual request, voluntary faculty may be permitted to attend general meetings, but the Chair shall reserve the right to deny
their attendance. All meetings and committees conducted by the Department will utilize appropriate and customary parliamentary procedures for order and procedures.

**ARTICLE VIII - STANDING COMMITTEES**

The Chair shall appoint standing and ad hoc committees as appropriate. The Department shall maintain the following standing committees:

A. **Executive Council**
   The Executive Council meeting shall be attended by the Department Chair, Vice Chairs, and elected Executive Council members. Other guests may be invited as appropriate on a periodic basis. The Executive Council shall discuss policies on intra- and interdepartmental issues, and provide leadership in strategic planning efforts. The Executive Council, in conjunction with the Chair, shall have general responsibility for the development, implementation, and enforcement of the administrative, academic, and patient care policies of the Department of Neurosurgery.

B. **Academic Senate**
   The Department of Neurosurgery shall elect two representatives to the Legislative Assembly of the Academic Senate for three-year terms. Results of the election ballot will be tallied by the Chairman’s Office and forwarded to the Campus Academic Senate Office.

C. **Appointments and Promotions (“A & P”) Advisory Board**
   This is a joint committee of Academic Senate faculty at the Associate and Full Professor rank in the participating surgical departments (e.g., Neurosurgery, Orthopaedic Surgery, Surgery and Urology), appointed by the Department Chairs in consultation with the respective Department faculty. This Committee shall meet as required for the purpose of pre-reviewing and providing advisory recommendations regarding all dossiers proposed for appointment, promotion, termination of appointment, change in series, merit increase, fourth-year appraisals, five-year academic reviews, or other required academic review processes. The Committee shall forward their advisory vote and recommendations to the Neurosurgery Faculty for vote and discussion.

**ARTICLE IX - VOTING PRIVILEGES**

A. **Academic Senate Faculty Actions**
   1. Academic Senate members, including recalled Emeriti shall have the right to vote on non-personnel substantial departmental questions.
   2. Voting rights for appointments and personnel actions of both Senate and non-Senate faculty are as outlined below.
      a. The right to vote on personnel actions has been extended to In-Residence and Clinical X Professors by a 2/3 majority secret ballot of Tenured Faculty, 2/4/2016, 6 yes; 0 no; 0 abstain; 0 not voting. These series will vote according to the privileges of their rank (Full, Associate, and Assistant).
      b. The right to an advisory vote on personnel actions is extended to 100% time Health Science Clinical series. See Article III.A.2.
3. **Appointments to the Academic Senate**
   Full and Associate Professors vote on all appointments that confer membership in the Academic Senate and on all Senate Joint and Split appointments to the department.

4. **Promotions and Merits**
   a. **Promotion to Full Professor and Full Professor merits**
      Full Professors have the right to vote on all promotions to Full Professor and all Full Professor merits.
   b. **To Associate Professor and Associate Professor merits**
      Full and Associate Professors have the right to vote on all promotions to Associate Professor and all Associate Professor merits.
   c. **Assistant Professor merits, Fourth-Year appraisals, and non-reappointment**
      Full and Associate Professors have the right to vote on all Assistant Professor merits, including fourth-year appraisals and non-reappointments.

5. **Five Year Reviews**
   Five-year reviews will be conducted according to the procedures described in the CALL, Appendix 12. Faculty review (and vote if needed) will be by the Full & Associate Professors for Associate Professors and by Full Professors if the review is of a Full Professor.

B. **Joint and Split Appointments**
   Joint Appointments without a waiver for personnel actions and all Split Appointments follow the same review and voting procedures as any other department member of the same rank and series.

C. **Non-Senate Faculty**
   1. **Adjunct Series**: Faculty in the Adjunct Series have advisory voting privileges for personnel actions and for non-personnel substantial department questions in the Department of Neurosurgery.
   2. **Health Sciences Clinical Series**: Faculty in the Health Sciences Clinical Series have advisory voting privileges for personnel actions and for non-personnel substantial department questions in the Department of Neurosurgery.
   3. **Researcher Series**: Faculty in the Researcher Series do not have advisory voting privileges.
   4. **Visiting Professor**: Visiting Professors do not have advisory voting privileges.

D. **Emeriti Faculty**
   Emeriti faculty retain membership in the department, but do not have the right to vote on substantial departmental matters or on personnel actions. Emeriti faculty of the Department of Neurosurgery who are recalled to service in the Department regain voting rights on all departmental matters, except personnel actions, during the period of such service.

E. **Voluntary Faculty**
   Voluntary faculty may not vote on substantial department questions or on personnel actions.

   1. **Clinical Voluntary Faculty**
Appointments and promotions in the Clinical (Voluntary) series require, at minimum, a departmental review of the programmatic need for such actions. Appointment to this series shall not be automatic upon either departure from the full-time faculty or graduation from a University of California residency or fellowship training program.

a. Clinical Voluntary appointments at the Assistant Professor rank shall require a vote of the Academic Senate faculty at the Associate and Full Professor rank in all series, as well as a vote of the Executive Committee.

b. Clinical Voluntary appointments and promotions at the Associate and Full Professor ranks shall require a vote of the Neurosurgery Committee on Academic Personnel, and a final vote of the Academic Senate faculty at the Associate and Full Professor rank in all series entitled to vote as outlined in Article IX of these Bylaws.

ARTICLE X – VOTING PROCEDURES FOR ACADEMIC PERSONNEL ACTIONS

A. Review, discussion and advisory vote by the Appointments and Promotions Committee.

B. This vote shall be recorded in the candidate’s dossier and forwarded to the voting Academic Senate faculty.

C. Formal vote by the departmental Academic Senate faculty entitled to vote on that personnel action. (See Article IX.) This vote shall be performed by confidential ballot.

ARTICLE XI - APPOINTMENTS TO SCHOOL, MEDICAL CENTER AND UNIVERSITY COMMITTEES

The Department Chair shall sit on standing and ad hoc committees in the Medical School, UCLA Hospital System, UCLA Health System, and the University Campus. In his absence, a Vice Chair or other designee shall represent him. The Department Chair may also propose that members of the Department of Neurosurgery represent the Department on appropriate committees.

ARTICLE XII - AMENDMENT OF BYLAWS

A. The Department Bylaws may be amended at any time by a 2/3 secret ballot vote of all Academic Senate faculty in all series, including recalled Emeriti of the Department of Neurosurgery. The proposed amendments shall be submitted in writing and circulated to the entire Academic Senate faculty prior to the vote being taken.

B. Minor amendments to language in the Bylaws that reflect changes in University nomenclature or procedure and do not impact the prerogatives of the faculty may be enacted by the Chair.

C. The Department of Neurosurgery Health Sciences Compensation Plan Bylaws may be amended at any time by a majority vote of a quorum of the faculty participating in the Health Sciences Compensation Plan, with approval by the Department Chair and Dean. Affected Plan participants shall be afforded the opportunity to review and comment on any proposed revisions to these Bylaws prior to a vote being taken.
Appendix A: Department of Neurosurgery Extension of Voting Privileges

As of February 8, 2016 (vote closed), the tenured faculty members of the Department of Neurosurgery have extended the right to vote on Academic Personnel Actions as follows:

- Tenured (Regular, Ladder-rank) Full Professors have extended the right to vote on their own Personnel Actions (including appointments, promotions, non-reappointments, 5-year reviews, and merit advancements, etc.) to other Full Professors in all Academic Senate series (e.g., In-Residence, Clinical X, etc. – See Article III.A.1 of these Bylaws).

  Vote:  5 Yes, 0 No, 0 Abstain

- Tenured (Regular, Ladder-rank) Full Professors have extended the right to vote on their own Personnel Actions (including appointments, promotions, non-reappointments, 5-year reviews, and merit advancements, etc.) to Associate Professors in all Academic Senate series (e.g., Regular, In-Residence, Clinical X, etc. – See Article III.A.1).

  Vote:  5 Yes, 0 No, 0 Abstain

- Tenured (Regular, Ladder-rank) Associate Professors have extended the right to vote on their own Personnel Actions (including appointments, promotions, non-reappointments, 5-year reviews, and merit advancements, etc.) to other Associate Professors in all Academic Senate series (e.g., In-Residence, Clinical X, etc. – See Article III.A.1).

  Vote:  1 Yes, 0 No, 0 Abstain

These voting rights shall be effective for a period of not less than 1 year and a maximum of 3 years from the closing date of the vote. Extension of voting rights by the tenured faculty may be renewed by a new vote.