

# UCLA Department of Musicology

## Department Bylaws

### Ia. The Chair

The Chair is the executive officer of the department and is appointed by the administration. Any faculty member may request a meeting to recommend candidates for appointment as Chair to the administration. Some of the Chair's responsibilities are set forth in Appendix I and elsewhere in "The UCLA Call" and may be further set or circumscribed by the specific charge of the Chair's appointment.

Ordinarily, the Chair is charged with overseeing the department, including:

- its administration and budget (with the unit's Chief Administrative Officer, the Financial Officer, and the Student Affairs Officer, and in consultation with the Dean of Humanities),
- its academic programs (in consultation with the faculty, especially the Vice Chair for Graduate Studies, the Director of Undergraduate Studies, the Graduate Curriculum Committee, and the Undergraduate Curriculum Committee), and
- its personnel actions (with the CAO and Personnel Officer).

Consulting with the faculty and in accordance with the bylaws, the Chair appoints the Director of Undergraduate Studies, all standing and ad hoc committees (including search committees), and all doctoral committees, and consults with the Dean concerning the appointment of the Vice Chair for Graduate Studies. Additionally, the Chair, in consultation with the faculty as appropriate:

- helps establish and carry out departmental policy.
- in consultation with the VC/GS, sets the schedule and agendas for faculty meetings and town hall meetings, and presides at all faculty meetings and town hall meetings.
- participates, with the VC/GS, in the Fall orientation meeting for new students, the end-of-year meetings for all graduate students, and town hall meetings.
- acts, as needed (and not peremptorily), in the stead or absence of either the VC/GS or DUgS.
- with the CAO and SAO, maintains the department's interface with the public, including the departmental webpage.
- sets the course schedule, and assigns TAs in consultation with the VC/GS.
- looks for opportunities to facilitate departmental community, and responds appropriately to disputes.
- chairs the Departmental Executive Committee.
- mentors individual faculty, especially regarding advancement to tenure, promotions, and other personnel actions.
- mentors students, as needed.
- represents the department, as Chair, within the UCLA Herb Alpert School of Music and in fostering collaboration with the Departments of Music and Ethnomusicology.
- represents the department, as Chair, at other administrative functions, such as the Arts Council and the meetings of the Humanities Chairs.
- oversees events sponsored by the department.
- assigns office space to all graduate students and faculty, including temporary faculty.
- assigns instructional space (usually delegated to the SAO).

### Ib. Vice Chair for Graduate Studies

The Vice Chair for Graduate Studies is charged with overseeing the department's graduate program. In particular, the VC/GS, with the Student Affairs Officer, tracks graduate students' degree progress,

encouraging timely progress, counseling students on when and how to schedule exams, and advising them in matters of professional development. As graduate students' primary advisor, the VC/GS periodically holds individual meetings with them until an advising relationship is established with a prospective dissertation advisor. The VC/GS also guides students in their preparation for the M.A. exam.

Additionally, the VC/GS:

- acts as needed in the stead or absence of the chair, in consultation with the Dean of Humanities when necessary.
- chairs the Graduate Curriculum Committee, bringing forward to the faculty, in consultation with the GCC, proposals for reform.
- chairs the Graduate Admissions Committee.
- serves on the Departmental Executive Committee.
- participates, with the Chair, in the Fall orientation meeting for new students, the end-of-year meetings for all graduate students, and occasionally town hall meetings.
- is responsible for organizing the offerings of Musicology 495, the Introductory Practicum for Teaching Apprentices.
- reviews the Grad Guide and relevant websites.
- is authorized to approve exceptions for graduate students in the department for which a clear precedent and a compelling rationale exist. On other matters the VC/GS should consult with the Chair, the GCC, and, if necessary, the entire faculty.
- collects TA preferences from students and faculty and drafts TA assignments for the Chair.
- looks for opportunities to facilitate departmental community.
- assists the Chair in setting the agenda for faculty meetings.

### **Ic. Director of Undergraduate Studies**

The Director of Undergraduate Studies is charged with overseeing the department's undergraduate programs. In particular, the DUgS chairs the Undergraduate Curriculum Committee (UgCC), and with the Student Affairs Officer counsels students on academic matters, approving petitions for which a clear precedent and compelling rationale exist. On other matters the DUgS should consult with the Chair, the UgCC, and, if necessary, the entire faculty.

Additionally, the DUgS:

- oversees 190, 191T, and 193ABCD, and serves as instructor of record for these courses when necessary.
- has primary oversight of the department's Capstone.
- with the UgCC reviews the undergraduate programs, bringing forward to the faculty proposals for reform.
- looks for opportunities to facilitate departmental community, in particular taking part in the planning of social events that involve undergraduates.
- serves on the Departmental Executive Committee.
- helps ensure that students are apprised of any significant changes to the curriculum.

## **II. Executive Committee (Bylaw 50)**

II.a Who chairs: the Chair.

II.b Who attends: the Chair, Vice Chair for Graduate Studies, Director of Undergraduate Studies, and two at-large faculty members elected by the faculty.

II.c How often does it meet: at least once per term, generally by the second week in order to set general departmental goals for the term.

II.d Quorum: majority.

Reminders:

- Faculty have the right to vote on their own representatives. The process should be clearly outlined.

### **III. Standing Committees (Graduate Admissions, Graduate Curriculum, Undergraduate Curriculum, Teaching, Events, External Affairs, Student Awards)**

General provisions

Appointments are made by the Chair with the approval of the Executive Committee (FEC) at the end of each spring quarter for the following academic year. The FEC may at its discretion serve as the Property & Space Committee and the Budget Committee. Quorum for all standing committees is a majority.

Reminders:

- If faculty decide to include student members on departmental committees, then students have the right to select their own representatives.

#### **Graduate Admissions**

The Graduate Admissions Committee (GAC) is chaired by the Vice Chair for Graduate Studies with two other members appointed by the Chair. The GAC reads all graduate applications and selects those most promising for admission to the graduate program. The committee normally meets only once to produce its list of finalists, taking into account candidates' qualifications, the range of interests among the faculty, and informed suggestions from others on the faculty, if any. The list the GAC submits to the faculty for further review will generally be between 15-20 names.

#### **Graduate Curriculum Committee**

The Graduate Curriculum Committee (GCC) consists of three faculty members of diverse rank, chaired by the Vice Chair for Graduate Studies, with two others appointed by the Chair, and, at the discretion of the committee, a non-voting student member. The GCC will meet at least once per quarter, and is primarily responsible for ongoing evaluation of the graduate program as a whole, including course content, course requirements and uniting, examinations, and thesis advising. The GCC will normally vet proposals to UCLA's Graduate Council. The GCC will also consider individual student issues with the graduate program that exceed the authority of the VC/GS. The GCC will report formally to the faculty once per year.

#### **Undergraduate Curriculum Committee**

The Undergraduate Curriculum Committee (UgCC) consists of three faculty members of diverse rank, chaired by the Director of Undergraduate Studies (DUgS), with two others appointed by the Chair, and, at the discretion of the committee, a non-voting student member. The UgCC will meet at least once per quarter, and is primarily responsible for ongoing evaluation of the undergraduate programs, including curricula and course content. The UgCC will normally vet proposals to UCLA's Undergraduate Council. The UgCC will also consider individual student issues that exceed the authority of the DUgS. The UgCC will report formally to the faculty once per year.

#### **Teaching Committee**

The Teaching Committee (TC) consists of three faculty members of diverse rank appointed by the Chair. The TC oversees a program of peer evaluation of faculty teaching, for the purposes of evaluating instruction for personnel actions and, when appropriate, counseling faculty in matters pertaining to teaching.

#### **Events Committee**

The Events Committee (EC) consists of two faculty members of diverse rank appointed by the Chair, and a student member chosen by the students. The Events committee is responsible for the coordination of invited talks, departmental talks, concerts, receptions, the annual UCLA party at the national meeting of the AMS, and other events sponsored by or within the Department of Musicology. The committee will meet quarterly to set the schedule of events and to coordinate event planning and publicity with the departmental SAO and staff. The Chair may delegate a budget to this committee to underwrite departmental events as the committee decides.

### External Affairs

The External Affairs Committee (EAC) consists of three faculty members of diverse rank appointed by the Chair. The committee's primary function is to coordinate with the departments of Ethnomusicology, Music, the UCLA Herb Alpert School of Music, and the UCLA Music Library, and to review the content and design of the Musicology webpage. This committee meets on an ad hoc basis to consider relevant issues of concern to the department and these other units.

### Student Awards

The Student Awards Committee (SAC) consists of the Chair, the VC/GS, and the DUGS. It meets each Spring to appoint subcommittees to adjudicate the various student awards and plan the annual event at which these awards are to be made. The annual award subcommittees should be appointed, as possible, so as to balance workload (especially regarding nearly simultaneous service on MA Exams) and to minimize potential conflicts of interest.

## IV. Faculty Meetings

How often	At least twice a quarter.
Agenda items	May be submitted by individual faculty, the FEC, or the department chair. If no agenda items are submitted 4 working days prior to a scheduled meeting date the meeting will be cancelled by the chair. Only items on the agenda are considered unless there is a unanimous consent by the faculty present at the meeting.
Quorum	50% of all ladder appointments and all faculty who hold joint appointments who are in residence during a quarter in which a meeting is held.

## V. Voting Procedures (UC Bylaw 55)

Appointment to any rank is decided upon by the vote of the regular ladder faculty (Professors, Associate Professors, and Assistant Professors) of the department. Promotions to and within all ranks are voted upon by the tenured faculty at or above the rank of the faculty member under review. Any member of the faculty whose promotion to Associate Professor has been definitively approved may immediately begin voting as a member of the tenured faculty. The faculty has decided not to extend voting privileges on personnel issues to visiting, acting, or emeritus faculty. Faculty have the right to vote in absentia, and it is the Chair's responsibility to obtain such votes.

### Reminders:

- Voting should be held open for at least five business days.
- No bylaw can deny a faculty member the right to vote on personnel matters except as spelled out in Bylaw 55 (voting privileges as determined by rank).
- A two-thirds vote of those who are eligible to vote is required
- No School or Department can require its faculty to either attend the meeting or read the dossier prior to casting their ballot. There is no requirement to vote other than membership within a rank.

## VI. Amendments to the Bylaws

The bylaws may be amended by the ladder faculty, with prior notice and a two-thirds majority of the entire ladder faculty, present or absent, required.