August 23, 2011

CHAIR, COMMITTEE ON RULES & JURISDICTION
UCLA ACADEMIC SENATE

On June 2, 2011, the ladder faculty of the Department of Education held a discussion of By-Law 55 at their regularly scheduled department meeting. There was unanimous agreement that the current by-laws continue unchanged from those approved in Spring 2008.

CURRENT BY-LAW 55 (as approved by ladder faculty by mail ballot, effective 7/1/2008)

1. **Voting rights on Full Professor promotions**
   
   Voting rights extended to tenured faculty and In-Residence Faculty (Associate and Full only).

2. **Voting rights on Associate Professor promotions**
   
   Voting rights extended to tenured faculty and In-Residence faculty (Associate and Full only).

3. **Voting rights on fourth-year appraisals**
   
   Voting rights extended to tenured faculty and In-Residence faculty (Associate and Full only).

4. **Voting rights for all tenured and tenure-track faculty appointments**

   Following the conclusion of the activities of a Search Committee and considering its report and recommendation, and having had the opportunity to meet each of the final candidates and submit a written evaluation, a meeting will be called of all tenure-track faculty as well as In-Residence faculty, for discussion and review and secret ballot on the final recommendation to the Chair. Moreover, eligible faculty not
in attendance at the meeting may submit a mail ballot after reviewing the file within one week of the meeting.

5. **Joint appointment requests with other departments**

Required approval by the relevant Division and supporting letters from Department Chair and Dean. Approval by Departmental tenure-track faculty is optional.

6. **Extension of voting rights to eligible faculty on leave**

Voting rights extended to eligible faculty on leave.

7. **Review procedures for initial merit advancement to Professor Above-Scale**

Voting rights extended to Full Professors and In-Residence Full Professors only for initial advancement to Professor Above-Scale.

8. **Review procedures for merit advancement to Professor, Step VI**

Voting rights extended to Full Professors and In-Residence Full Professors only for advancement to Professor, Step VI.

9. **Re-establishment of Academic Personnel Committee**

The membership of the Academic Personnel Committee (APC) is **10 faculty members** elected from each of the professorial ranks approximately in proportion to the number of professors in each rank.

9a. **Personnel matters currently considered by APC**

Merit increases for all steps of assistant, associate, and full professors and their equivalents in other academic series; two-year contract renewals for assistant professors; five-year reviews; appointments, merit review, promotions for all levels in the Professional Research series; initial continuing appointments and subsequent six-year continuing appointments of lecturers, supervisors of teacher education, and demonstration teachers.

9b. **Untenured faculty participation on the Department Academic Personnel Committee (APC)**

Voting rights extended to Assistant Professors in the election to and full participation in the Department Academic Personnel Committee (APC).
10. Extension of voting rights on appointments, promotions, and merit actions to emeriti faculty

Voting rights are not extended to emeriti faculty.

11. Establishment of review procedures for Academic Administrators in Teacher Education

Portfolio submitted by candidates for advancement are reviewed by a committee consisting of the Director of Center X, the Executive Director of Center X, the Director of Teacher Education, and an Academic Administrator. Report of committee is forwarded to the Dean.

12. Voting requirements on faculty personnel matters

Extended voting privileges are given only to those faculty who have either reviewed the record or who have attended the departmental faculty discussion.

The following material is simply for information since there are times when faculty inquire about particular procedures.

All academic personnel ad hoc committee names (appointed by the chair) shall be made known to candidate.

All academic personnel ad hoc committees are required to meet with the candidate at least twice prior to the Departmental vote on the candidate.

The vote on all personnel matters must be by secret ballot. Procedures are designed so that only the voter knows how he/she voted. However, nothing in this requirement prevents faculty members from making their own vote public.

The right to vote includes the right to discuss. A vote on any personnel matter shall be taken only after a meeting at which there has been an opportunity for full and informed discussion by those entitled to vote on the issue.

In those cases where voting rights have been delegated to a committee, the same requirement mandates a meeting of that particular committee.

Mail ballots shall not be distributed prior to a meeting.
Statements made or positions taken by individual faculty members in personnel discussions are deemed confidential. However, an individual faculty member should be free to reveal his or her own statement or position.

Comments should not be written on ballots. If for some reason a faculty member cannot attend a tenured faculty meeting and wishes to contribute to the discussion, signed comments can be submitted to the Chair in advance, either hardcopy or email. The Chair will read or summarize those comments during the faculty discussion at the meeting. Any anonymous comments will be disregarded.

The numerical result of the vote must be promptly reported to those who are entitled to vote.

Cordially,

Professor Megan Franke  
Chair, Department of Education