

## BYLAWS

### DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY

#### ORGANIZATION

1. The chief Departmental administrative officer is the Chair. The Chair receives assistance and advice from the Standing Committees of the Department, any Ad hoc Committees that may be appointed from time to time, and from the Faculty as a whole. Non-academic Staff assist the Chair in operational matters. The duties and responsibilities of the Chair are spelled out in the Announcement of the President entitled "The functions of departmental chairmen in the university."

2. One or more Vice-Chairs may be appointed by the Chair with the advice and consent of the Department and the approval of the Divisional Dean of Life Sciences. The normal term of service of a Vice-Chair will be three years with the appointment being renewed annually. Vice-Chairs will be responsible for duties assigned to them by the Chair.

3. There are five Standing Committees. Composition of committees is determined after consultation with faculty, who are asked for their preferences and allowed to review the list of assignments before it is finalized. Composition of committees is determined each year by the Chair, taking into account the following: (1) areas of expertise and interest of each faculty member; (2) discussions between Chair and Vice Chairs to achieve some balance of representative fields in a given year or on a rotating basis; (3) availability of faculty during the academic year for service on departmental committees; and (4) fairness of load, so that certain faculty members do not consistently carry an unfair burden. The standing committees are:

Personnel Committee  
Curriculum Committee  
Graduate Admissions and Support Committee  
Seminar Committee  
Departmental Awards Committee

Standing Committees may have student members, said students having full participatory and voting rights. The Chair works with appropriate Undergraduate and Graduate Student Organizations to identify student members. Students will normally serve for terms of one year. Except as explicitly provided below faculty appointments to standing committees are normally for terms of one or more years. The Chair ensures that terms are staggered in time.

4. Ad hoc Committees (e.g., Search Committees for new faculty members) may be appointed by the Chair as needed for the operations of the Department. The Chair determines the charges for these committees as is appropriate.

5. Special Functions of the Department may be assigned by the Chair as responsibilities of individual members of the faculty. These Functions may include, but are not restricted to:

Biomedical Library Liaison(s)  
Departmental Webmaster  
DWQE Coordinators  
Director, Botanical Garden/Herbarium  
Graduate Advisor  
Undergraduate Advisor  
MBQ Coordinator  
FBQ Coordinator  
Dickey Collection Advisor to the Chair

## **OPERATIONS**

### Voting and Parliamentary Procedures

- 1) The Department operates according to the rules of the UCLA Academic Senate. Except as specified below, standard parliamentary procedures are followed. Where applicable, Robert's Rules of Order are used for guidance.
- 2) A 2/3 majority of the entire Departmental faculty in residence is required for changes in this governance document. This document will be studied and revised by an ad hoc Governance Document Committee every 5 years.
- 3) All faculty members with regular appointments have equal voting rights in Departmental matters. Emeriti can participate in Departmental meetings; their voting privileges are determined according to Academic Senate rules. Adjunct faculty members can participate in Departmental meetings not involving personnel actions, but do not have voting privileges. Temporary faculty members may attend Departmental faculty meetings, but do not have voting privileges. Faculty members with joint appointments in other units have voting rights as agreed upon within the terms of their appointments.
- 4) Faculty members may vote by absentee ballot. Faculty members on leave may vote, but their votes will not be solicited.
- 5) Majorities are determined on the basis of pro and con votes only; votes to abstain do not count.
- 6) Departmental meetings are normally called by the Chair or the Chair's designee. Substantive matters (as defined by Academic Senate rules) for consideration at Departmental meetings must appear on a written agenda distributed to all faculty members at least three working days prior to the meeting. Exceptions to this rule require unanimous approval.

- 7) A quorum consists of 50% of the regular faculty members in residence.
- 8) Recruitment of new faculty is done by *ad hoc* search committees appointed by the Chair. Search committee recommendations are made to the department at scheduled faculty meetings as agenda items. Recommendations are discussed by all eligible faculty in attendance at those meetings. Faculty will vote on proposed appointments by secret written ballots for periods of two business days, beginning immediately after the presentation meeting.

## **CHARGES TO COMMITTEES**

### **RESPONSIBILITIES OF STANDING COMMITTEES**

#### **PERSONNEL COMMITTEE**

All discussions of personnel actions are confidential. Committee membership consists of a minimum of four regular faculty. Ad hoc members may be added as needed, as in cases involving faculty with joint appointments with other units.

#### Personnel Actions - Promotions

- 1) The Personnel Committee reviews and analyzes all aspects of a candidate's dossier, and makes a recommendation for action to the Department. Extramural references for candidates, when required, will be selected by the Department Chair after the candidate has been given the opportunity to provide suggestions.
- 2) The Personnel Committee presents its findings at a regularly scheduled Departmental meeting. After hearing the review and recommendation of the Committee, all regular members of the Department in residence discuss and consider the recommendation, then vote on it. A secret written ballot is held two working days after the discussion. The LSSA Office of Academic Personnel is responsible for conducting the ballot, the result of which is reported to the Chair. It is the responsibility of the Chair to inform the candidate of the exact vote.
- 3) The Personnel Committee then advises the Chair in the preparation of the Departmental letter.
- 4) The Chair forwards the Departmental recommendation to the Dean. At the Chair's discretion a second ("Chair's") letter may be included as described in University policy.

### Personnel Actions - Merit Increases

Merit increases, including fourth-year appraisals for Assistant Professors, are handled in the same manner as promotions except that external reviews are not solicited. Voting eligibility for merit increases is the same as for promotions.

### Personnel Actions - Adjunct Professor Series

- 1) Any member of the regular faculty may nominate a candidate for appointment in the Adjunct series. Fully documented nominations are referred by the Chair to the Personnel Committee for review and recommendation. Appointments, advancements in rank, and merit increases are handled in the same manner as for regular series faculty. Each initial nomination and all recommendations for subsequent actions must include statements specifically describing the ways in which the candidates will contribute to departmental teaching programs at either or both the undergraduate or graduate levels during the duration of the initial appointment or renewal appointment. Those statements must be developed jointly by the faculty sponsor and the candidate.
- 2) Votes on reappointments must be conducted by the Department every two years for appointees at the Assistant and Associate Professor levels, and every three years for appointees at the Full Professor level. The results are reported to the Divisional Dean.

### CURRICULUM COMMITTEE

Committee membership consists of a minimum of three regular faculty members, one of whom is committee Chair, the Lead Undergraduate Student Affairs Officer, and the Faculty Undergraduate Advisor.

Committee responsibilities are:

- 1) In general, to keep the catalogue and the schedule of classes up to date. To consider proposals for new courses or deletion or modification of existing courses by faculty members. The Committee presents its recommendations for new courses, changes in course descriptions, and deletions of courses to the Chair for final approval.
- 2) Proposed changes in core curriculum and the preparation for the major must be approved by the Department.

### GRADUATE ADMISSIONS AND SUPPORT COMMITTEE

Committee membership consists of five regular faculty members, one of whom is committee Chair, plus the Graduate Student Affairs Officer, and the Faculty Graduate Advisor. The latter two people are both ex officio members.

Committee responsibilities are:

- 1) The committee provides for the acceptance and admission of new graduate students. The committee monitors the calendar for admissions and works to ensure that offers of admission are as competitive as resources will permit. Through the Graduate Affairs Office it handles correspondence with prospective graduate students, manages student files, provides student files for faculty review, and designates provisional advisors.
- 2) The committee advises on policies and procedures for the selection, appointment and assignment of teaching assistants. It is responsible for collection of data for evaluation of the performance of teaching assistants. It generates and develops materials for orientation of new appointees. It also provides advice on the administration of graduate fellowships such as Traineeships, Fellowships, and others which may be sought by graduate students in the Department. It administers Departmental (e.g., travel and dissertation research support) and Graduate Division funds that support graduate students.

#### SEMINAR COMMITTEE

The committee is responsible for organizing, scheduling, and overseeing the Departmental seminar program. The committee solicits suggestions from the faculty, graduate students, and postdoctoral fellows for desired speakers. Committee structure and operations vary at the discretion of the Chair.

#### DEPARTMENTAL AWARDS COMMITTEE

The committee is composed of at least two faculty members. The committee oversees the Departmental awards program with the advice and assistance of the Lead Undergraduate Student Affairs Officer and the Graduate Student Affairs Officer. The committee assists the Chair in preparing and selecting nominations for the numerous extra-departmental faculty awards and prizes (e.g., Faculty Research Lecturer, Distinguished Teaching Award, Woman Scientist of the Year, etc.) for which the Department is asked to submit names and dossiers each year.

#### LIVE NON-MAMMALIAN ANIMAL CARE COMMITTEE

This committee is composed of faculty members in the Department who use live non-mammalian animals in research and teaching. Duration of committee service correlates with this requirement. The committee is responsible for ensuring appropriate care and maintenance of these animals. It serves as a liaison with the Vice Chancellor for Research and with the Chancellor's Animal Research Committee. Additionally, the committee is charged with informing the Chair of all matters pertaining to non-mammalian animal care, and of their on-going needs.

## APPENDICES

### A. Policy on Adjunct Professors

- 1) An Adjunct appointment will be made only when the Department will be clearly well served by such an appointment.
- 2) All such appointees must meet the hiring standards that we impose on any candidate for a regular tenure track position.
- 3) The candidate must demonstrate a commitment to teach on a regular basis. This will include participation in a graduate or advanced undergraduate course, and may also involve lower division or core course teaching. While there is no commitment to a salary for such participation, it is not precluded for lower division and core teaching. Salaries for such teaching must be negotiated with the Department Chair. Appointees are encouraged to serve as members of advisory committees for graduate students.
- 4) All extramural funding for research administered through UCLA must be "signed off" by the University, although overhead may not necessarily go to UCLA unless the University is the sole underwriter of the grant.
- 5) Space must be negotiated with the Department Chair.
- 6) The candidate will be eligible to co-sponsor graduate students.
- 7) Advancement will follow the same procedures as for regular faculty. Evidence of continuing academic excellence and productivity, similar to our active faculty, will be a condition of continued appointment.

### B. Departmental Equipment and Services

- 1) All equipment designated for instructional use and purchased with Departmental funds must be made available for regularly scheduled courses.
- 2) When such equipment is not in use in courses, it may be used for research with the understanding that it must be maintained in proper order by the faculty member concerned and that it must be relinquished promptly when needed for a course.
- 3) Whenever appropriate, major pieces of equipment purchased with Departmental funds and requiring special technical knowledge for their use will be assigned by the Chair to a specific faculty member who will assume responsibility for overall maintenance.
- 4) A current list of all pieces of Departmental equipment purchased for courses and their location will be available in the Stockroom. This will include a listing by courses.

- 5) The Facilities Manager will be responsible for maintaining a listing of all technical services (photographic, illustration, workshop, etc.) available in the Department.