UCLA Department of Earth, Planetary, and Space Sciences Bylaws

Passed by Senate faculty, 05/02/2016 by a 2/3 majority secret ballot: 14 yes; 0 no; 0 abstain.

I. Department Membership and Definitions

A. Senate Faculty of Department of Earth, Planetary, and Space Sciences (EPSS) include:
   i. Regular Ladder Faculty
   ii. In-Residence Faculty
   iii. Joint & Split Appointments (Joint: zero percent appointment in EPSS; Split: non-zero percent appointment in EPSS)

B. All Senate department members have the right to vote on non-personnel department questions. Emeriti who have been recalled to active service regain this right during the period of active service.

C. A quorum consists of at least 50 percent of all eligible voting faculty in residence at UCLA (i.e., not on sabbatical, nor on leave) during the quarter in which a meeting or vote is held. For meetings scheduled during summer quarter, quorum rules for spring quarter will hold.

II. Academic Personnel Actions

A. In Residence Faculty

   Full and Associate Professors have extended the right to vote on personnel actions to In-Residence Professors. In-Residence Professors will then vote according to their rank.

   [11/09/2015 Faculty Meeting by a 2/3 majority secret ballot: 10 yes; 4 no; 0 abstain]

   Personnel actions for In-Residence Faculty follow the same procedures as those for Ladder Faculty.

B. Appointments

   Full and Associate Professors vote on all appointments that confer membership in the Academic Senate.

   i. Full and Associate Professors have extended the right to vote on appointments to Assistant Professors.

      [11/09/2015 Faculty Meeting by a 2/3 majority secret ballot: 11 yes; 3 no; 0 abstain]

C. Non-renewal of appointments

   Full and Associate Professors vote on all non-renewal of appointment of Senate members.
   The right to vote on non-renewal of appointments has not been extended to Assistant Professors (SB 55.B.5).

D. Promotions

   i. To Full Professor: Full Professors vote on all promotions to Full Professor
   ii. To Associate Professor: Full and Associate Professors vote on all Promotions to Associate Professor.
E. **Merit Actions**

Merit actions, including hurdle steps and Assistant 4\textsuperscript{th} year appraisals, are handled by the same voting body as Promotions, as follows:

i. Full Professors vote on all Full Professor merits.

ii. Full and Associate Professors vote on all Associate Professor merits.

iii. Full and Associate Professors vote on all Assistant Professor merits, including 4\textsuperscript{th} year appraisals.

F. **Joint and Split Appointments**

Joint Appointments without a waiver for personnel actions and all Split Appointments follow the same review and voting procedures for other faculty members of the same rank. Joint and Split Appointments vote on all other non-personnel substantial department questions.

G. **Five Year Reviews**

Five year reviews are conducted by the department chair with the assistance of the vice chairs; no faculty vote is required.

H. **Researcher Series**

Appointments at the Assistant Researcher rank are proposed by a supervising faculty member and reviewed by the department chair. Renewals at the Assistant Researcher rank are put forward by the department chair on the recommendation of the sponsoring faculty member.

III. **Voting Procedures**

A. Meetings of eligible faculty are held for all appointments, promotions to tenure (Associate) and to Professor, merit increases in the Assistant Professor ranks, and merit increases to Professor Steps VI and Initial Above Scale. Assistant and Associate Professors may participate as non-voting members in meetings considering actions for which they are not eligible to vote so that they may gain familiarity with the procedures and discussions relevant to their future advancement. The meetings are followed by a secret ballot. Merit increases within the Associate and Full Professor ranks are by secret ballot, with an option for a meeting of eligible faculty. A meeting may be called prior to the vote by the department chair or at the request of two or more faculty who are eligible to vote on the action. All meetings on personnel actions must satisfy quorum rules. The result of all secret ballots shall be reported by the Chair to all faculty eligible to vote.

IV. **Academic Personnel Committees**

A. **Professorial Series**

All personnel actions in the Professor and In Residence series require ad hoc committee review. Each ad hoc committee consists of three or more faculty members appointed by the department chair from within the department. For split appointees and joint
appointees who have not waived voting rights, the committee is constituted with faculty members from relevant units, and the committee chair comes from the home department. Votes on personnel in the Adjunct and Visiting Professor Series are by meetings of eligible faculty or by secret ballot.

B. Researcher Series
Appointments at the Associate Researcher or Researcher rank and merit actions at all ranks are evaluated by the Committee for Researcher Personnel Actions, which is chaired by the EPSS vice chair for academic personnel and includes one additional departmental faculty member. The committee prepares a written evaluation and a formal recommendation, and the case is then reviewed by the department chair who puts forward a recommendation to the Dean. Promotions to Associate Researcher and Researcher, as well as accelerations of more than one year, require ad hoc committee review. Each ad hoc committee consists of at least two faculty members. Meetings of eligible faculty are held for all promotions, followed by a secret ballot voted by Ladder and In Residence Faculty.

C. Specialist Series
Appointments, promotions, and merits in the Specialist series follow the same procedures as those in the Researcher series.

V. Amendment of Bylaws
Any amendment to these bylaws must be approved by a 2/3 majority vote of the faculty in a secret ballot.