Academic Governance of the Department of Film, Television and Digital Media

Approved on 3/9/2016 by a 2/3 majority secret ballot of Senate Faculty, 16 yes, 0 no, 0 abstain, 4 not voting

I. By-Laws
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I. BY-LAWS:

1. By-Laws: These By-Laws contain the core principles by which the Department of Film, Television and Digital Media has chosen to govern itself.

2. Acceptance of By-Laws: Acceptance of these By-Laws requires approval by a two-thirds vote of the Department Senate. The current By-Laws document will be reviewed periodically according to Senate guidelines.

3. Amendment: Amendments to these By-Laws may be proposed by any Senate member of the Department. The request to amend a By-Law will be referred to the By-Laws committee of the Department for a recommendation. This recommendation will be presented for discussion and vote to the Department Senate at a meeting, notice of which must be given at least one week in advance. Amendment of Department By-Laws requires a two-thirds vote of the Senate faculty.

4. Access: These By-Laws will be posted on the Department website and be accessible without restriction. At the beginning of each academic year, the Chair will be responsible for distributing a copy of the By-Laws to each member of the Senate faculty in the Department and to designated student representatives. In addition, a copy of the By-Laws will be kept in the Chair’s office.

II. DEPARTMENT SENATE MEMBERSHIP AND MEETINGS:

1. Membership: The basic governing body of the Department is comprised of Academic Senate members. Senate faculty in FTVDM is made up of regular line ladder faculty (Full, Associate, and Assistant Professors).
2. **Department meetings:** Department meetings take place at the call of the Chair with one week's notice, except when the Chair finds that an emergency or urgent matter makes this impossible. The Chair or a substitute designated by the Chair presides at the meeting.

   a. Per Academic Senate regulations (By-Law 55, 11-6, [http://www.apo.ucla.edu/cal/append4.htm](http://www.apo.ucla.edu/cal/append4.htm)), "upon the request of 2 Senate members, the Chair must schedule and hold a meeting within ten days." Two Senate members may also request that an item be placed upon the agenda of a previously scheduled meeting.

   b. The Chair will call for at least one general business meeting each quarter.

   c. All meetings of the Senate faculty will be conducted according to the current edition of Alice Sturgis' *Standard Code of Parliamentary Procedure*

3. **Minutes:** Written minutes of the Department meetings, excluding meetings devoted to personnel actions, will be taken by a staff member and distributed in timely fashion to the whole voting faculty, as well as to designated student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes are to include a list of individuals present at the meeting.

   A copy of minutes from all Department meetings will be preserved in the Chair's office, where any voting member of the Department may consult them on demand.

4. **Student Representatives:** Two graduate students and two undergraduates will be elected annually by the student body to serve as student representatives to the Department’s Senate. They will be invited to participate at the beginning of all Senate meetings, except those dealing exclusively with personnel actions, and will be asked to provide input at these meetings on issues that directly affect the Department's curriculum and teaching programs at both the graduate and undergraduate levels.

   a. Student representatives are eligible to vote at Department meetings. However, their votes will be recorded separately per UCLA Academic Senate By-Law 45E5 ([http://www.senate.ucla.edu/FormsDocs/By-Laws/ch4-3.htm#b45](http://www.senate.ucla.edu/FormsDocs/By-Laws/ch4-3.htm#b45)). Student representatives can also place items on the agenda for Department consideration, and, if necessary, a Department vote.

   b. Student representatives will be elected by an open vote of the undergraduate and graduate bodies respectively. Such appointments will be made by the appropriate undergraduate and graduate organizations by the end of the spring quarter for the following year and forwarded to the Department Chair.
5. **Voting Rights:** Department members who belong to the Academic Senate and meet the requirements may vote in Department meetings as outlined in the UCLA Faculty Senate By-Law 55 (CALL Appendix k http://www.apo.ucla.edu/call/append4.htm).

   a. Emeritus faculty do not have personnel voting privileges. Recalled Senate Emeriti have the right to vote on non-personnel related department issues.
   
   b. Voting on general Department business is done by a show of hands, unless a motion is made for a secret ballot. Voting on personnel matters is by secret ballot only. All Department votes are decided by simple majority, unless specified otherwise elsewhere in the By-Laws. Votes to abstain will not be counted.

6. **Quorum:** At meetings where any votes are taken and/or required, a quorum will consist of a simple majority of the eligible Academic Senate faculty not counting those absent due to sabbatical, sabbatical-in-residence, or leave of absence.

7. **Referendum:** Any action (except in matters relating to academic personnel and appointments) taken at a Department meeting is subject to a referendum of all Academic Senate members of the Department in residence under the following conditions:

   a. If a request for such a referendum is made by not less than 25% of the Senate faculty of the Department.
   
   and

   b. if such a request is submitted to the Chair not more than five days after the meeting at which the decision in question was taken (excluding Saturdays, Sundays and academic holidays).

8. **Agenda:** All substantive matters for consideration at a Department meeting must appear on a written agenda distributed to all faculty members at least two (2) working days prior to the meeting. Exceptions to this rule may be made by a vote of the Senate faculty

III. AUTHORITY AND DUTIES OF THE DEPARTMENT SENATE

The Senate faculty of the Department of Film, Television and Digital Media, in accordance with their responsibilities as members of the Academic Senate, operate by the overriding principal of shared governance.

1. The Senate may recommend the establishment of new programs or divisions within the Department.

2. The Senate must approve all changes in or additions to the FTVDM curriculum, both core and specialization, all new courses offered under the auspices of the School of Theater, Film and Television, changes in course descriptions, deletions of courses and requirements for matriculation and degrees or certificates.

3. Regarding teaching, the Department Senate primary responsibilities are:
   
   a. To maintain and teach the curriculum of the Department
b. To review and approve all courses offered for credit

4. In order to facilitate the above responsibilities the faculty will

   a. Each year, approve all courses that will be taught for unit credit. This will include all graduate and undergraduate courses, all online and professional program courses. In other words, all courses offered for Film, Television and Digital Media credit must be approved each year by the Senate faculty.

   b. The Department Chair will announce the proposed composition of search committees along with a proposed search committee chair. Members of the proposed search committee must agree to serve in advance of the announcement. Senate members who have concerns regarding the make-up of the proposed search committee can make their concerns known to the Senate Faculty at that time.

   c. While individual areas may make recommendations regarding curriculum, the Senate faculty makes the final decisions.

5. The Department Senate has powers in the area of Standing Committees and Ad Hoc Committees as outlined in Section VI below.

6. It is the responsibility of the Chair, vice chairs and committee heads to make every attempt to insure that all matters requiring a vote by Senate Faculty be resolved by the close of spring quarter.

IV. BY-LAWS ON PERSONNEL ACTIONS

1. All Senate faculty, whether in residence or on leave, are eligible to vote. All those eligible to vote who are absent from a meeting concerning personnel actions may submit a vote to the Director of Academic Personnel within three (3) working days following the meeting, but in no case can the outcome be determined by the votes of faculty not present for the meeting. In such instances an additional meeting will be scheduled to consider the action.

2. In order to comply with the guidelines of Academic Senate By-Law 55 regarding confidentiality, no voting results can be announced until all votes are in -- generally three days following the meeting.

3. Faculty are encouraged to review and to sign off on dossiers. The signature sheet will be presented by the Academic Personnel Office at the corresponding Senate Meeting.

4. Summary of Voting Constituency for Personnel Actions:
<table>
<thead>
<tr>
<th>TYPE OF ACTION</th>
<th>WHO MAY VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. All new <strong>Appointments</strong> to Assistant Professor that confer membership in the Academic Senate. For Assistant titles, includes the following actions:</td>
<td>All Senate faculty</td>
</tr>
<tr>
<td>a. 4th Year Appraisals</td>
<td>The vote is extended to Assistant Professors&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>b. Non-Renewal/Termination (end of “8&lt;sup&gt;th&lt;/sup&gt;” year)</td>
<td></td>
</tr>
<tr>
<td>II. All new <strong>Appointments</strong> to Associate and Full Professor that confer membership in the Academic Senate</td>
<td>Full Professors and Associate Professors</td>
</tr>
<tr>
<td>III. Promotion to Full Professor.</td>
<td>Full Professors</td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
</tr>
<tr>
<td>a. Hurdle steps: Step 6, Advancement to Above-Scale</td>
<td></td>
</tr>
<tr>
<td>IV. Promotion to Associate Professor.</td>
<td>Full Professors and Associate Professors</td>
</tr>
<tr>
<td>V. <strong>Merit Increases</strong> (Advancement within rank) for Full Professors.</td>
<td>Full Professors and Associate Professors. (The vote is extended to Associate Professors.)&lt;sup&gt;ii&lt;/sup&gt;</td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
</tr>
<tr>
<td>a. Further above scale</td>
<td></td>
</tr>
<tr>
<td>VI. <strong>Merit Increases</strong> (Advancement within rank) for Associate Professors.</td>
<td>Full Professors and Associate Professors</td>
</tr>
<tr>
<td>VII. <strong>Merit Increases, Renewals and Appraisals</strong> (Advancement within rank)</td>
<td>All Senate faculty (Full, Associate, and Assistant). (The vote is extended to Assistant Professors.)&lt;sup&gt;iii&lt;/sup&gt;</td>
</tr>
<tr>
<td>for Assistant Professors.</td>
<td></td>
</tr>
<tr>
<td>VIII. Non-Senate personnel actions.</td>
<td>All Senate faculty (Full, Associate, and Assistant).</td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
</tr>
<tr>
<td>a. Appointments</td>
<td></td>
</tr>
<tr>
<td>b. Promotions</td>
<td></td>
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</tbody>
</table>
5. Five year reviews are initiated by the Chair in consultation with the Executive Committee. The resulting recommendation is voted on by Senate Faculty and then sent to the Dean’s office.

6. Ad Hoc Review Committees
   a. Prior to a meeting for a discussion by the eligible faculty of a candidate’s dossier, the Department Chair will appoint a three-member Ad Hoc Committee for all actions requiring CAP review. These Committees will be comprised of Department current Senate faculty and should include representation from the candidate’s specialization whenever feasible.

   b. Any candidate has the option to submit a confidential list of names the candidate would prefer not to be contacted for the review to the Department Chair in relation to the Department Ad Hoc Committee. In all cases where the candidate does submit such a list, the discretion of the Department Chair will prevail.

   c. The names of the three-member Ad Hoc Committee will be affixed to the final official Ad Hoc Committee Report submitted to CAP. The Report is prepared by the Committee and is submitted, through the Department Chair, to the candidate for review. No Response is required, however if she/he so chooses, the Candidate’s written Response must be submitted within seven (7) calendar days of receipt of the Ad Hoc Report. The Committee Report and the Candidate’s Response to the Report are then made available to all Senate faculty qualified to vote on the proposed personnel action and will be presented at the Senate meeting considering the personnel action.

   d. The Department Chair will modify and reconstitute the Ad Hoc Committee as required by sabbaticals, leaves or illnesses. The Department Chair will fill vacancies on the Ad Hoc Committee as need occurs.

7. Procedures for the Committee
   a. Following notification by the Department Chair that the individual’s dossier is complete and available, the Ad Hoc Committee will meet promptly and submit within four (4) weeks a report in keeping with its basic purpose, namely, an in-depth analysis, balanced (positive and negative) of all four evaluative areas: scholarly and creative activity; teaching competence; Department service and University service. Descriptions of these as contained in the UCLA CALL will be available to the Committee.
b. The candidate’s dossier (i.e., all relevant materials including solicited letters of evaluation) will be accessible to the Committee through the School of TFT Academic Personnel Office. Further requests for information should be directed to the Department Chair, who will also aid in other procedural concerns.

c. Within the time designated, a comprehensive report will be submitted to the Department Chair. If the report is inadequate in any way, the Department Chair may return it to be amended. After the review and vote by the Senate faculty, the Ad Hoc Committee members will sign the Ad Hoc Report before it is forwarded to the Dean. This report is not a substitute for the Department Recommendation written by the Chair.

V. BY-LAWS FOR THE SELECTION AND RENEWAL OF THE CHAIR

1. Selection
   a. The Chair is selected by the Department Senate after taking a vote by secret ballot and appointed by the Dean of the School of Theater, Film and Television.
   
   b. The term of service will be three (3) years, renewable for additional terms.
   
   c. By a 2/3rds vote of the Department Senate, a recommendation for the removal of the Chair can be forwarded to the Dean for action.

2. Evaluation and Renewal of Appointment
   a. At the first Senate faculty meeting in the fall quarter of the third year of service, the current Chair should express her/his desire or not to serve an additional term.
   
   b. If the Chair wishes to continue, a committee composed of all the Vice-Chairs and Heads of Department Academic Programs will convene to make a recommendation to the full Department Senate Faculty. Notification in writing of the Chair’s wish to continue serving, along with the area heads’ recommendations will be distributed to Senate Faculty two weeks before a vote is taken.
   
   c. By the end of fall quarter of the current chair’s third year of service, a special meeting of the Senate faculty will be convened to discuss and vote on a proposed renewal. This meeting will be co-chaired by the Department Vice-Chairs. The Department Chair will not be present. A decision will be made by a simple majority vote by ballot. A decision to renew a chair’s term of service may be accompanied by recommendations.

3. Duties of the Chair

   The Chair serves as the chief administrative officer of the Department. Duties and responsibilities of Department Chairs are specified in the Academic Personnel Manual.
In fulfilling his or her duties, the Chair will regularly consult with the Senate faculty on all substantial matters related to standing committees, the Chair’s role on standing committees, courses, curricula, education policy, budget, personnel, resources and space (APM 245, Appendix A)

The Chair of the Department of Film, Television and Digital Media will administer the Department with the advice of the faculty and will have the following duties:

a. To maintain the morale of students, staff and faculty.

b. To conduct open meetings with students, staff and faculty, individually and in groups.

c. To recruit and maintain lists of outstanding candidates for possible faculty and staff positions.

d. To arrange for interviews with these candidates and to appoint ad hoc search committees

e. To negotiate title and salary with all Film/Television staff and faculty.

f. To conduct a public relations, development, and fundraising program with the industry, UCLA alumni and other potential donors.

g. To monitor, encourage, and promote faculty creative work and research.

h. To insure application of established university procedures in the handling of grievances by faculty, staff, or students.

i. To represent the interests of the Department to the Dean and Officers of the University.

j. To chair meetings of the Department Senate and the Executive Committee.

k. To assign duties and courses of instruction, in consultation with the Department Senate as specified in Section III above.

l. To supervise curricula, programs, catalog copy and all materials mailed to applicants

m. In consultation with the Senate faculty, the Chair will plan and administer the budget and supervise all purchasing, receiving and accounting in a manner that follows that plan. Every year the Department budget will be made available to the faculty for consultation and review at each major stage of development.
n. To supervise student admissions, advisement, petitions, awards, waivers, discipline and dismissals.

o. To supervise the appointment and counseling of Academic Apprentice Personnel (Teaching Assistants, etc.) and Research Assistants.

p. To supervise the allocation of space and equipment in accordance with Department priorities and programmatic specifications articulated by the Senate faculty. All significant re-allocation of space, equipment and technical staff resources must be done in consultation with the Senate faculty.

q. To supervise staff with the advice of appropriate faculty members in accordance with the Department objectives and curricular priorities defined by the Senate faculty. Any significant change in staff assignments, creation, or elimination of positions must be done in consultation with the Senate faculty.

VI. STANDING AND OTHER COMMITTEE BY-LAWS

Standing Committees include the Executive Committee and Program Committees. Other committees are formed for necessary but time-limited department business.

1. Membership:

a. Members of committees are appointed by the Chair with majority approval of the Department Senate. All committees must have active student representation and participation. They must meet regularly (at least once each quarter) and keep minutes for submission to the Chair and the Department Senate.

b. Membership of standing committees will be established by the end of the spring quarter for the following academic year. Replacement of members or chairs caused by sabbaticals, leaves of absence or illness will be made as specified in point a. above.

c. The Department uses program committees to advise on program work. Standing committees have an advisory relationship to the Chair and Senate faculty as a whole, particularly on any matters relating to curriculum and degree requirements. Chairs of program committees are appointed for two-year terms, renewable for additional terms. In light of the scope of activities in the areas of Cinema and Media Studies, Production/Direction and the Undergraduate Program, these Chairs will also be designated as Department Vice Chairs.

d. Chairs of Committees should be Senate members.

e. Membership on Department Committees does not include the Dean of the School of TFT.
f. The Department Senate will assign to the committees the authority and the responsibilities needed to administer the areas of their concern.

g. All committee meetings will be open to all members of the faculty and invited participants; however, the vote of the committee will be limited to the members of the committee.

2. **Duties of the Chairs of Program Committees (including the Vice Chairs):**

   a. To chair the meetings of the Program and Divisional Committees.

   b. To report to the Chair and Senate faculty on activities in areas of responsibility assigned to the Program and Divisional Committee.

      To monitor the application of university and Department policies and procedures in the areas of activity assigned to the Committee.

   c. In consultation with the members of the Program Committee, to advise the Chair on such issues as: curriculum, financial aid and scholarships, petitions, assignment of teaching assistants, student leaves of absence, admissions, and, in general, all areas that affect the implementation of responsibilities assigned to the Committee.

   d. Within the scope of the responsibilities assigned to the Committee or as requested by the Chair, to represent the Committee or the Department at university, academic, or public meetings.

3. **Responsibilities for the Program and Undergraduate committees include the following:**

   a. To review applications for admission and make recommendations for acceptance.

   b. To recommend student probation and dismissal.

   c. To advise the Department Chair on teaching assignments including the equitable distribution of teaching of graduate and undergraduate courses.

   d. To advise the Chair on the scheduling of courses.

   e. To make recommendations regarding the curriculum and the granting of degrees.

   f. To advise and approve student’s course of study.

   g. To monitor and implement degree requirements including theses, examinations, advancement to candidacy.
h. To make recommendations for the appointment of Academic Apprentice Personnel (TAs, RAs, SRs).

i. To make recommendations concerning the offering of financial support to students including tuition waivers, unrestricted aid, awards.

j. To supervise staff as assigned to specific areas.

k. To oversee the use of equipment and facilities as assigned to specific programmatic areas.

l. To present budget proposals, planning documents, proposals for curricular revision, and other reports as requested by Chair or Faculty Senate.

m. To coordinate on inter-Department issues with other standing committees, Ad Hoc Committees, and the Film and Television Archive.

n. To meet regularly (at least once each quarter) and submit written minutes to the Chair. To report to the Department Senate as required.

o. To encourage, assist, and monitor faculty research and creative activity.

p. To monitor adherence to University and Department policies and procedures in the assigned areas of responsibility.

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i The vote was extended by a 2/3 majority vote of Full Professors and Associate Professors in a secret ballot on 03/09/2016; 10 yes; 0 no; 1 abstain.

ii The vote was extended by a 2/3 majority vote of Full Professors and Associate Professors in a secret ballot on 03/09/2016; 10 yes; 0 no; 1 abstain.

iii The vote was extended by a 2/3 majority vote of Full Professors and Associate Professors in a secret ballot on 03/09/2016; 11 yes; 0 no; 0 abstain.