This document sets forth the rules for the governance of the Department of Communication Studies at UCLA and shall be known as the “Bylaws of the Department of Communication Studies.” These bylaws shall become effective upon the date of adoption.

Article I. Name

The department shall be called the Department of Communication Studies within the Division of Social Sciences in the College of Letters and Science.

Article II. Mission

The mission of the department is to advance the knowledge of human communication, provide undergraduate and graduate education and foster excellence in teaching and research.

Article III. Membership

The membership of the Department of Communication Studies is comprised of the following groups: Regular Faculty, Affiliated Senate Faculty, Non-Senate Faculty, and Staff.

A. Regular faculty. The Regular Faculty shall consist of all members of the Academic Senate with 100% appointments/FTE in the Department of Communication Studies. All new appointments shall require a majority of eligible voters. A request by a member of the Regular Faculty for a joint appointment in another department shall require a majority vote of all Communication Studies Faculty. Recalled emeriti senate faculty will be eligible to vote on substantial departmental issues (excluding personnel issues) during the period of their recall.

B. Affiliated Senate Faculty. A member of the Academic Senate whose appointment/FTE resides in another department may affiliate with the Department of Communication Studies as a joint appointment at 0% time or as a split appointment (UCLA CALL, Appendix 15).

1. Joint Appointment. An applicant for an initial joint appointment shall either waive voting privileges on personnel matters, or be subject to reciprocal CS review. A majority vote of the voting members of the department will be required for the initial appointment.
The Department will follow the procedures for joint appointments described in The Call, Appendix 15 - http://www.apo.ucla.edu/call/append15.htm.

**2. Split Appointment.** A split appointment may be made if a Senate faculty member elects to transfer at least 50% of her/his FTE to the Department of Communication Studies. Split appointments shall require a majority vote of all Regular Faculty. Commensurate with the percentage of the FTE, a faculty member on a split appointment has the same obligations to the Communication Studies Department as a Regular Faculty member and shall have full voting rights in the Department as provided for by Academic Senate Bylaw 55 and these bylaws.

**C. Non-Senate Faculty.** Qualified individuals who are not members of the Academic Senate may be appointed to the Lecturer or Adjunct titles to fulfill departmental teaching needs. Members of the Lecturer classification are represented by the PERB certified Non-Senate Instructional Unit, University Council-AFT.

**D. Staff.** All non-faculty employed by the Department of Communication Studies are defined as staff under the following classifications: Management and Professional, Administrative and Professional, Researchers, Clerical, and Technical. Members of the Clerical and Technical classifications are represented by recognized bargaining units. Staff may be employed as career employees with comprehensive University benefits or casual employees with partial benefits.

**Article IV. Voting Rights and Procedures**

**A.** Standing Order of the Regents 105.2c provides that "...the several departments of the University, with the approval of the President, shall determine their own form of administrative organization and all Professors, Associate Professors, Acting Professors, Acting Associate Professors, and Assistant Professors, and all Instructors of at least two years' service shall have the right to vote in department meetings.” Academic Senate By-law 55 provides that "No department shall be organized in a way that would deny to any of its non-emerite/i faculty who are voting members of the Academic Senate...the right to vote on substantial departmental questions, excepting only certain personnel actions as detailed in [Academic Senate By-law 55B].”

**B. Voting on Personnel Actions**

1. **APPOINTMENTS**

All Communication Studies Regular Faculty of all ranks may vote on the appointments of Academic Senate Faculty.

12/3/15: "The Department of Communication Studies shall extend to assistant professors the right to vote on the appointments of Academic Senate Faculty." Unanimously approved by a 2/3 majority in a secret ballot vote of all full and associate professors. (7 yes, 0 no, 0 abstain)

2. **PROMOTIONS & MERITS**
Full and associate professors may vote on promotions to Full Professor and promotions to Associate Professors as well as all merit actions, including all Assistant Professor actions.

12/3/15: “The Department of Communication Studies shall extend to associate professors the right to vote on the Promotions to the rank of Full Professor of Academic Senate Faculty.” Unanimously approved by a 2/3 majority in a secret ballot vote of all full professors (4 yes, 0 no, 0 abstain); extended to Full Professor merit actions, BL 55.B(6).

C. Affiliated Faculty shall have the voting privileges attendant to the conditions of their respective appointments.

D. In accordance with UC bylaws, eligible faculty shall retain all voting rights in absentia and may exercise them by a signed ballot returned by the designated due date.

E. Unless specifically provided for in these bylaws, ex officio status does not carry voting privileges.

Article V. Faculty Administration of the Department

A. Department Chair and Vice Chair. Upon recommendation of the Executive Dean after consultation with the Regular Faculty of the Department, the Chancellor appoints the Department Chair and Vice Chair(s), who serve at the discretion of the Chancellor (APM 245-24). The Department Chair serves as the executive officer of the Department. In fulfilling her/his duties, the Chair shall regularly consult with the Department on all substantial matters related to courses, curricula, educational policy, budget, personnel, resources and space (APM 245, Appendix A).

B. Standing Committees. The following standing committees shall carry out the business of the department: Undergraduate Admissions Committee. The term of service is one year.

Undergraduate Admissions Committee.

a. Membership. The voting members of the Undergraduate Admissions Committee shall consist of two Regular Faculty and one representative of the Non-Senate Faculty, appointed by the Chair. The Non-Senate Faculty representative shall be a Lecturer with a continuing appointment. The Management Services Officer and Student Affairs Officer shall be ex officio members of the committee.

b. Duties. The Undergraduate Admissions Committee shall review all student applications to the department’s degree programs and make individual admission determinations based upon the criteria established by the Department. The committee shall report its actions to the Chair and department for information.
Article VI. Meetings

A. The Department shall meet at least once each term during the academic year and at such other times as needed to discharge its responsibilities.

B. Senate Faculty have extended a right to an advisory vote on non-personnel department questions to Non-Senate Faculty (03/03/2016; by a 2/3 majority secret ballot 9 yes; 0 no; 0 abstain).

C. Non-Senate Faculty will select a representative by majority vote. This representative shall be invited to attend and participate in all Department meetings except those dealing with personnel matters. The Non-Senate Faculty representative shall be a Lecturer with a continuing appointment and shall have advisory voting privileges on non-personnel departmental issues.

D. Meetings of the Department shall be held at the call of the Department Chair or by written request from at least three members of the department faculty. Meetings of committees shall be held at the call of the committee chair or the Department Chair. Notice of meetings and agendas shall be sent to eligible faculty at least seven days in advance.

Article VII. Quorum and Voting Majorities

A quorum for any meeting of the department or a committee shall be a majority of the eligible voting membership. Except as otherwise provided in these bylaws, a majority of those eligible to vote on any particular matter shall be required for approval of that matter.

Article VIII. Amendment of Bylaws

These bylaws may be amended by a two-thirds majority of all Academic Senate faculty in a secret ballot.