

Department of Political Science Bylaws

1. Membership and Individual Voting Rights

Members of the Department are Senate members who hold appointments in the Department.

Non-emeritus members who enjoy permanent tenure may vote on fourth-year appraisals and on advancements in rank, step, and status, and they alone may do so. All non-emeritus members may vote on all other matters, including appointments to the Department.

Emeritae/i members of the Academic Senate retain membership in the department. However, they do not have the right to vote on department academic personnel matters.

Emeritae/i who are members of the Academic Senate and have been recalled to active service, regain voting rights on all departmental matters, except personnel matters, during the period of such service.

2. Departmental Authority and Collective Voting Rights

The following actions require votes of the Department:

Bylaw amendments;

The adoption of academic regulations, including curricular and degree requirements and general rules for evaluating, retaining, assisting, and rewarding students;

Appointments to the Department;

Decisions on the advancement of academic personnel not herein devolved on the Merit Review Committee;

General policies and procedures governing graduate admissions;

General policies and procedures governing the recruitment of academic personnel.

Even if no change is made, policies of that last category require annual approval by Department vote.

3. Department Organization

The Chair of the Department appoints all Vice Chairs, committees, and committee chairs, except for the Merit Review Committee and its Chair.

An Executive Committee comprises the Department Chair, a Committee Chair, the Department Vice Chairs, and three other members, chosen by the Department Chair to ensure

representation of the Department's chief fields of research and teaching.

The Executive committee:

- Advises the Department Chair on any question that the Chair or the Committee may raise;
- Acts for the Department when a decision is required but time prevents a Department vote;
- Hears complaints and proposals and formulates policies for Department approval on matters not covered by other committees;
- Advises the Department Chair on sabbatical leave requests and teaching allocations;
- Advises the Department Chair on allocations of space and other prized resources;
Manages the conduct of elections.

A Graduate Studies Committee is chaired by a Vice Chair for Graduate Studies and represents the Department's chief fields of concentration or qualification. This committee supervises the administration of the graduate program, hears and decides appeals and requests for exceptions by graduate students, approves all graduate degrees and terminations, decides or recommends all honors and awards of financial assistance to graduate students, and reviews all proposed changes in the graduate program prior to Department votes.

An Undergraduate Studies Committee is chaired by a Vice Chair for Undergraduate Studies and comprises at least three other members of the Department. Its responsibilities parallel those of the Graduate Studies Committee.

A Graduate Admissions Committee consists of a Chair, at least four other members of the Department chosen to represent its chief fields of concentration, and an elected student representative. It recommends to the Graduate Vice Chair applicants for admission and initial financial aid, ranking them as need be.

A Merit Review Committee consists of seven members elected by the Department for two-year terms, staggered so that about half are elected each year. The Executive Committee recruits and nominates candidates to achieve broad representation of fields of expertise. The Committee elects a Chair from among its members. It votes and reports to the Department Chair on all step increases other than Step 6, one-year and two-year accelerations, and mandated decelerations.

A Department vote of tenured members is required for all other advancements in rank, step, or status. Such a vote shall follow a report by an ad hoc, confidential review committee.

4. Voting Procedures

Agenda items to be voted on by the Department, along with any committee reports on those items, shall be made available to all qualified voters at least three days before any meeting called for the purpose.

Passage requires a simple majority of votes cast, except for Bylaw amendments, whose passage requires a simple majority of all qualified voters in residence. Passage further requires that at least one-third of all qualified voters in residence attend the meeting.¹

In each case, absentee ballots count for final passage, though not for procedural votes or amendments to motions on the floor, provided they are received within five days of the meeting.

A secret ballot shall be used in all personnel cases and whenever requested by any member. When a secret ballot is used, votes shall not be tallied until absentee voting is completed.

Elections shall be held each spring for single-member positions, defined by field, on the Merit Review Committee and for the Department's representatives to the Legislative Assembly of the Los Angeles Division and to the Faculty Executive Committee of the UCLA College. Any tenured, non-emeritus member may run for the Merit Review Committee, and any member may run for any other position. Votes are tallied by Approval Voting with ties broken randomly.

Meetings of the department may be called by the chair, any standing committee, or any three members.

¹ Joint and split appointees who have waived their right to participate in Department personnel decisions count as qualified voters for Bylaw amendments only if they do vote, and for a quorum only if they attend.

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