UCLA Department of Geography Bylaws

Approved by Faculty, 4/11/2016; by 2/3 secret majority ballot 19 yes; 0 no

A. Bylaws: These Bylaws specify the core principles by which the Department of Geography at UCLA has chosen to govern itself.

I. Department Faculty members
   A. Senate Faculty of Department Geography include:
      i. Regular Line Faculty [Ladder Faculty: Full, Associate and Asst. Professors.]

II. Voting
   i. Departmental members of the Academic Senate holding the titles Professor, Associate Professor and Assistant Professor have the right to vote on all issues in department meetings.
   ii. All Senate department members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions.
   iii. Voting rights on personnel issues are specified in item III of the department bylaws.

III. Academic Personnel Actions
   A. Appointments: Full, Associate and Assistant Professors vote on all appointments that confer membership in the Academic Senate.
      i. Full and Associate Professors extended the right to vote on appointments to Assistant Professors. (Faculty meeting 1/11/16, 11 yes; 0 no; 0 abstain this represents more than 2/3 of eligible faculty).

   B. Non-Reappointments: Full, Associate and Assistant Professors vote on all non-reappointments of Senate members.
      i. Full and Associate Professors extended the right to vote on non-reappointments to Assistant Professors. (Faculty meeting 1/11/16, 11 yes; 0 no; 0 abstain this represents more than 2/3 of eligible faculty).

   C. 4th Year Appraisals: Full, Associate and Assistant Professors vote on all 4th Year Appraisals of Assistant Professors members.
      i. Full and Associate Professors extended the right to vote on 4th Year Appraisals to Assistant Professors. (Faculty meeting 1/11/16, 11 yes; 0 no; 0 abstain this represents more than 2/3 of eligible faculty).
D. Promotions:
   i. To Full Professor: Full Professors vote on all promotions to Full Professor
      a. Full Professors extended the right to vote to Associate Professors.
         (Faculty meeting 1/11/16, 8 yes; 0 no; 0 abstain this represents more
         than 2/3 of eligible faculty).
      b. Full and Associate Professors extended the right to vote to Assistant
         Professors. (Faculty meeting 1/11/16, 11 yes; 0 no; 0 abstain this
         represents more than 2/3 of eligible faculty).
   ii. To Associate Professor: Full and Associate Professors vote on all Promotions
       to Associate Professor.
      a. Full and Associate Professors extended the right to vote to Assistant
         Professors. (Faculty meeting 1/11/16, 11 yes; 0 no; 0 abstain this
         represents more than 2/3 of eligible faculty).

E. Merit Actions
   i. Full Professors extended the right to vote to Associate Professors on all Full
      Professor merits. (Faculty meeting 1/11/16, 8 yes; 0 no; 0 abstain).
   ii. Full and Associate Professors extended the right to vote to Assistant Professors
       on all Full and Associate Professor merits. (Faculty meeting 1/11/16, 11 yes; 0
       no; 0 abstain).
   iii. Full and Associate Professors extended the right to vote to Assistant Professors
        on all Assistant Professor merits. (Faculty meeting 1/11/16, 11 yes; 0 no; 0
        abstain. This represents more than 2/3 of eligible faculty).

F. Joint and Split Appointments
   Joint Appointments without a waiver for personnel actions and all Split Appointments
   follow the review and voting procedures as in all other Geography personnel voting
   practices and any other department member of the same rank.

G. Eight Year Reviews
   Eight year reviews are handled by Chair of the Department and the entire voting faculty
   following the department of Geography practice.
H. Non-Senate Faculty/Adjuncts
Non-Senate personnel actions are handled by the entire voting faculty following Department of Geography practice.

IV. Academic Personnel Committees
a. “The Geography Department does not have a standing personnel committee. The Ad hoc committees are chosen annually for each case, no standing Ad hoc committees. The entire Academic Senate Faculty of all ranks votes on all cases of promotion and tenure by secret ballot. We allow absentee votes for qualified faculty who cannot attend a given meeting. Emeriti faculty do not vote in department personnel cases.” Recalled emeriti have the right to vote on all non-personnel departmental matters.

b. Voting on department business is by show of hands, unless a motion is approved for a secret ballot. Voting on all personnel matters is by secret ballot only.

c. Department votes are by majority (50% +1), except in the case of appointment where a two-thirds (66%) vote is required.

d. Quorum: 50% of the departmental Academic Senate members in residence at the time of the meeting constitute a quorum to conduct department business, including personnel actions.

V. Amendments: Amendments to these Bylaws may be proposed by any voting member of the department. The request to amend a Bylaw should be made to the chair of the department who must present the request to the entire department at least one week before discussion and voting in a faculty meeting. Amendment of departmental Bylaws requires a 2/3 vote of those voting.

VI. Access: These Bylaws shall be posted on the department website and be accessible without restriction. A copy of the Bylaws will be kept in the MSO’s office, available upon request by any voting member of the department. The Chair is responsible for distributing a copy of the Bylaws to each voting member of the department at the time of their appointment. At the beginning of each academic year, the Chair also will provide a copy of the Bylaws to the graduate student representatives on all standing committees.

VII. Faculty Meetings: Departmental faculty meetings normally take place on the first Monday of each month during the academic year. The Chair may call a meeting at other times to deal with urgent matters. The Chair or a substitute designated by the Chair (typically the Vice-Chair) presides at faculty meetings. The MSO attends all faculty meetings.

a. Per Academic Senate regulations (Bylaw 55, II-6, http://www.apo.ucla.edu/call/ append4.htm), “Upon a request by … three Senate members …, the Chair must schedule and hold a meeting within ten days.” Three Senate members also may request that an item be placed on the agenda of a previously scheduled meeting.
b. One faculty meeting during the Spring Quarter of each academic year will be devoted in part, though not restricted, to a review of graduate student performance. The MSO and SAO will normally attend this meeting.

VIII. **Minutes:** Written minutes of departmental meetings, excluding discussion of personnel matters, shall be taken by the MSO and distributed in a timely fashion to the whole voting faculty as well as to designated graduate student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes are to include a list of those present at the meeting. A copy of minutes from all faculty meetings will be maintained in the MSO’s office. These will be available to any voting member of the department.

IX. **Graduate Student Representatives:** Two graduate students shall be elected annually to serve as student representatives to the Department of Geography. They shall be invited to participate in all departmental decisions, except those dealing with personnel actions. Graduate student representation in department meetings and on all committees must be in conformance with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.

   a. Student representatives are not eligible to vote at faculty meetings.

   b. Graduate student representatives may place items on the agenda for department consideration, and, if necessary, a vote. The representatives should contact the Chair to place items on the agenda at least one week prior to a scheduled faculty meeting.

   c. Graduate students shall be elected representatives to the department by all the graduate students in residence at the beginning of the academic year. They will serve as representatives for the year in which they are elected.

X. **Officers**

   **Chair** The Chair is appointed by the Chancellor upon the recommendation of the Dean of Social Sciences after consultation with the department. The Chair normally serves for a period of three years, with the possibility of renewal. The main responsibilities of the Chair (following APM 245, [http://www.ucop.edu/acadadv/acadpers/apm/apm-245.pdf](http://www.ucop.edu/acadadv/acadpers/apm/apm-245.pdf)) are:

   a. Academic personnel review: production and maintenance of records and reports concerning recruitment, tenure, promotion and leaves.

   b. Appointment of department officers, including Vice-Chair.

   c. Appointment of department committees.

   d. Supervision and evaluation of staff.

   e. Planning and review of undergraduate and graduate teaching and course scheduling.

   f. To maintain the budget and administer the financial affairs of the department in accordance with University policy.
Vice-Chair: The Chair may select the Vice-Chair to aid in the performance of her/his duties. Vice-Chairs are appointed by the Chair in consultation with the Dean of Social Sciences, and at the discretion of the Chancellor, for a renewable term of one year. The Department of Geography has one Vice-Chair who typically serves as Chair of the Graduate Committee.

XI. Committees

A good deal of the administrative work performed in the Department of Geography is charged to various committees that typically comprise faculty members, staff and student representatives as specified below.

All committees are appointed by the Chair. The term of appointment for all committees is one year.

Most standing committees include student representatives. These students do not have a committee vote, though they are asked to take part in discussion and to suggest agenda items for committee consideration. Graduate student representation in department meetings and on all committees must be in conformance with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.

Graduate Committee: The Graduate Committee of the Department of Geography oversees all operations of the graduate program in geography at UCLA, including, but not necessarily limited to, curriculum, degree requirements, admissions, funding and Teaching Assistantship decisions, and graduate student honors and awards. The Graduate Committee makes recommendations on graduate student policy to the department as a whole for consideration and approval. The Vice-Chair of the Department usually serves as the Chair of the Graduate Committee.

a. The Graduate Committee comprises three departmental faculty members in addition to the chair of the committee, and a graduate student representative. The faculty members of the committee are usually chosen so that major sub-fields across the department are represented.

b. The Student Affairs Officer (SAO) attends all meetings of the Graduate Committee to advise and assist where necessary.

c. The SAO and graduate student representative do not have a formal vote on the Graduate Committee.

d. The graduate student representative may not take part in Graduate Committee meetings in which funding decisions are to be made, or at any other time when individual student records are reviewed, including admissions.

Undergraduate Committee: The Undergraduate Committee of the Department of Geography oversees all operations of the undergraduate program in geography at UCLA, including, but not necessarily limited to, curriculum, degree requirements, undergraduate student honors and awards. The Undergraduate Committee makes recommendations on undergraduate student policy to the department as a whole for consideration and approval.
a. The Undergraduate Committee comprises three faculty members in addition to the chair of the committee and an undergraduate student representative. The faculty members of the committee are usually chosen so that major sub-fields across the department are represented.

b. The SAO attends all meetings of the Undergraduate Committee to advise and assist where necessary.

c. The SAO and undergraduate student representative do not have a formal vote on the Undergraduate Committee.

d. The undergraduate student representative may not take part in Undergraduate Committee meetings in which honors and awards decisions are to be made, or at any other time when individual student records are reviewed.

**Honors Committee**: The Honors Committee of the Department of Geography at UCLA makes suggestions on applications for university and department awards (e.g., UCLA Distinguished Teaching Award for faculty and graduate students, department graduate student teaching and research awards); it reviews the dossiers of applicants and makes honors/awards recommendations to the department as a whole for consideration and approval.

a. The Honors Committee comprises two faculty members in addition to the chair of the committee.

**Development and Alumni Relations Committee**: Renamed from “Community and Alumni Relations Committee”. The Community and Alumni Relations Committee of the Department of Geography at UCLA maintain the department’s connection to its alumni and to the Friends of Geography (FOG). The committee reports to the department on alumni affairs and on the operations of FOG.

a. The Community and Alumni Relations Committee comprises one faculty member in addition to the chair of the committee.

b. The Management Services Officer (MSO) attends meetings of the Community and Alumni Relations Committee to advise and assist.

**Operations and Facilities Committee**: The Space, Planning and Budget Committee reports to the department on issues connected to the physical organization of department activities, including room allocations and renovation, the department computing and laboratory infrastructure.

a. The Space, Planning and Budget Committee comprises three faculty members in addition to the chair of the committee and one graduate student representative.

b. The MSO attends meetings of the Operations and Facilities Committee to advise and assist.

**Colloquium Committee**: The Colloquium Committee plans and coordinates the Tod Speiker Colloquium series in the Department of Geography at UCLA. The Committee solicits advice on potential speakers from all members of the department, including the faculty and graduate students, and selects visiting speakers, including the annual Alexander von Humboldt distinguished speaker.
a. The Colloquium Committee comprises two faculty members, both serving as Vice-Chairs of the Committee, along with a graduate student representative.

**GIST Committee:** The GIST Steering Committee is made up of 4 faculty members, the IT, SAO and MSO as staff members. The committee guides the focus and structure of the GIST program and extension program.

**Course Scheduling Meeting:** This committee consists of Department Chair, Vice Chair and the chairs of the graduate and undergraduate program. The SAO and MSO are also members. This committee oversees the course scheduling, to ensure the courses are all taught between all faculty and our areas of study are covered.

**XII. Faculty Mentoring:** In consultation with a new appointee and with existing faculty members, the Chair will ask one or more existing faculty members to serve as mentor(s) to a newly appointed faculty member.

**XIII. Teaching:** The policy of Geography is a 4 course load for Faculty per academic year; 3 undergraduate courses and 1 graduate course. Faculty are required to teach every quarter. With permission by the Chair, a Professor can request stacking their courses in 2 quarters for reason of research; this request can be made every 2 years.

Lecturers have a 6 course load for full time per academic year.