Appendix 6: Department of Geography Bylaws
(Not yet approved by the UCLA Academic Senate)
UCLA Department of Geography Bylaws
(Draft, June 2009 – not yet approved)

A. Bylaws

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

2. 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 majority vote of the members present.

3. 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.

B. Membership

1. Membership: Members of the Academic Senate holding the titles Professor, Associate Professor and Assistant Professor have the right to attend department meetings and to participate in all department decisions.

2. 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.

   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.

3. 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.

4. **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.

5. **Voting:** Departmental members of the Academic Senate holding the titles Professor, Associate Professor and Assistant Professor have the right to vote in department meetings.

   a. “The Geography Department does not have a personnel committee. The entire Academic Senate Faculty of all ranks votes on all cases of promotion and tenure by secret ballot. We allow proxy votes for qualified faculty who cannot attend a given meeting. Emeriti faculty do not vote in department personnel cases.” (Department of Geography exception to Academic Senate Voting Regulation, Bylaw 55, Nov 20, 2003.)

   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.

6. **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.
C. Officers

1. 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) 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.

2. 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.

D. Committees

1. 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.

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

   b. 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.
2. 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.

3. 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.
4. **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.

5. **Community and Alumni Relations Committee**: The Community and Alumni Relations Committee of the Department of Geography at UCLA maintains 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.

6. **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.

7. **Colloquium Committee**: The Colloquium Committee plans and coordinates the Tod Spieker 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.

**E. Appointments**

1. **Regular Ladder Appointments**: When a regular ladder appointment has been authorized by the Dean of Social Sciences, the Chair will appoint a Search Committee comprising three faculty members and a graduate student representative. The Search
Committee will draft a job advertisement and coordinate aspects of the search process with the Chair of the department. The faculty as a whole must approve the job advertisement. The Search Committee is responsible for an initial screening of applicants and will report on its deliberations to the department as a whole. Graduate student representatives on search committees may not have access to confidential materials (letters of reference), following University rules. The Search Committee must adhere to all affirmative action laws, policies and guidelines of the University (http://www.apo.ucla/call/append5.htm). The Chair of the department is responsible for reporting the details of the search to the Dean and the Vice-Chancellor for Academic Diversity.

2. **Joint Appointments:** In the case of joint appointments where the faculty FTE originates in another department, the Chair will appoint a Search Committee comprising three faculty members and a graduate student representative. The Search Committee will review candidate files and make a recommendation to the faculty as a whole.

3. **Visiting Appointments:** Visiting appointments are made by the Chair after consultation with the faculty. Such appointments are typically made for a period of one to three quarters, with the possibility of renewal.

4. **Lecturer Positions:** Department policy is that lecturers be appointed within the department on a temporary basis. The Chair will make such appointments, typically for individual quarters or an entire academic year depending on teaching demands within the department.

5. **Voting on Faculty Appointments (regular ladder or joint):** An affirmative vote of two-thirds of faculty present and constituting a quorum (half of the faculty in residence) is required to authorize a ladder faculty appointment at any level. All faculty in the department are eligible to vote on appointments.

**F. Faculty Promotion and Appraisal**

1. **Renewals, Merits and Promotion:** All faculty members eligible for a merit review, for promotion or subject to renewal of their appointment in a given year will be informed by the Chair no later than April 15 of the prior year. These faculty will be advised to familiarize themselves with “The UCLA Call” available online at http://www.apo.ucla.edu/call/. Reviews will normally be conducted during the Fall quarter, including accelerations. In exceptional circumstances, a review may be requested in Winter or Spring quarters. Candidates being considered for promotion to Associate Professor, Full-Professor, Professor VI and Professor Above-Scale require external letters of recommendation. These candidates must submit all their materials for review, including a list of potential external reviewers, to the department by June 15. All candidates for renewal, merit or promotion who do not require external letters must submit all their materials for review to the department by September 15.

2. **Review Committees:** An ad hoc review committee comprising three faculty members, with one designated as Chair of the Review Committee, will be appointed by the Chair of
the department for each faculty review. Membership of the departmental ad hoc review committee is not confidential. The review committee must provide its written assessment of the candidate to the department as a whole at least one week prior to the faculty meeting at which the candidate is to be reviewed. All candidates have the right to submit a written response to the ad hoc review committee report and to have that response included as part of their dossier.

**G. 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.