I. Bylaws

1. **Bylaws:** These Bylaws contain the core principles by which the Department has chosen to govern itself.

2. **Amendment:** Amendments to these Bylaws may be proposed by any voting member of the Department. The request to amend a Bylaw will be referred to the standing Bylaws committee of the Department for a recommendation. This recommendation will be presented for discussion and vote to the entire Department at a meeting, notice of which must be given at least one week in advance. Amendment of departmental Bylaws requires a two-thirds vote of the members present.

3. **Access:** These Bylaws shall be posted on the departmental website and be accessible without restriction. At the beginning of each academic year, the Chair will be responsible to distribute a copy of the Bylaws to each voting member of the Department and designated student representatives. In addition, a copy of the Bylaws shall be kept in the Chair’s office.

II: Membership

1. **Membership:** Members of the Academic Senate holding the titles Professor, Associate Professor, Assistant Professor, Lecturer (SOE) series, or in the Professor in Residence series have the right to attend department meetings and participate in non-personnel substantial department questions.

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 UC Academic Senate regulations (Bylaw 55, II-6, [link](http://senate.universityofcalifornia.edu/manual/blpart1.html#bl55), “upon the request of 3 Senate members, the Chair must schedule and hold a meeting within ten days.” Three 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. At least one business meeting per year shall be devoted in part, but not restricted, to student affairs.

   c. The Chair shall request that one faculty member of the Bylaws Committee, or a substitute designated by the Chair, serve as parliamentarian for departmental meetings.
3. **Minutes:** Written minutes of the department meetings, excluding meetings devoted to personnel actions, shall be taken by a staff member and posted on the faculty intranet, as well as made available to designated student representatives. A vote to approve the minutes (simple majority) will be held at the beginning of the next faculty meeting. Minutes are to include a list of individuals present at the meeting, a summary of what was said by each speaker with name listed, and the disposition of any motion (Amended 11/19/14).

4. **Student Representatives:** Two graduate students and two undergraduates shall be elected annually to serve as student representatives to the History Department. They shall be invited to participate in all departmental meetings, except those dealing with personnel actions, and shall be asked to provide input on issues that directly affect the department’s curriculum and teaching programs at both the graduate and undergraduate levels. Graduate student representation in departmental 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 eligible to vote at departmental meetings. However, their votes shall be recorded separately per UC Academic Senate By-Law 45E7 [http://senate.universityofcalifornia.edu/manual/blpart1.html#bl45](http://senate.universityofcalifornia.edu/manual/blpart1.html#bl45) Student representatives can also place items on the agenda for departmental consideration, and, if necessary, a departmental vote.

   b. Student representatives shall be elected by the Undergraduate History Association and the History Graduate Student Association. Such nominations shall be made by the appropriate undergraduate and graduate organizations by the end of the spring quarter for the following year. Each student representative shall serve on at least one departmental committee. In recognition of their service to the Department student representatives shall be awarded an honorarium at the end of the academic year.

5. **Voting Rights:** Department members who belong to the Academic Senate and meet the requirements may vote in Department meetings as outlined in the UC Academic Senate Bylaw 55 [http://senate.universityofcalifornia.edu/manual/blpart1.html#bl55](http://senate.universityofcalifornia.edu/manual/blpart1.html#bl55)

   a. **Emeriti/ae:** Pursuant to UC Academic Senate Bylaw 55, the Department has decided that "Emeriti as a class not be allowed to participate in personnel actions and hold no voting rights.” Recalled Emeriti/ae regain voting rights on all non-personnel departmental matters during the period of such service (Amended 12/2/15).

   b. **In-Residence Professors:** On 10/7/15, by a two-thirds majority vote by secret ballot of 35 (Yes), 0 (No), 0 (Abstain), the Senate Faculty of the Department of History voted to extend the right of Full Professors in Residence to vote on personnel matters including appointments, promotions, 4th Year appraisals, non-reappointments, and terminations effective 10/7/15 – 6/30/18.

   c. **Mode of Voting:** Voting on departmental business is usually by a show of hands, unless a motion is made for a secret ballot. Voting on personnel matters is by secret ballot only. All departmental votes are majority votes unless otherwise specified.
6. **Quorum:** One-half of the Departmental Academic Senate members not on leave status at the time of the meeting constitute a quorum to conduct department business. One-half of the Department Academic Senate members eligible to vote constitute a quorum for matters of personnel and appointments (Amended 4/6/16).

On 4/6/16, by a two-thirds majority vote by secret ballot of 25 (Yes), 0 (No), 2 (Abstain), the Senate Faculty of the Department of History voted to change the quorum for business from one-third to one-half.

7. **Referendum:** Any action (except in matters relating to personnel and appointments) taken at a department meeting is subject to a referendum of all members of the department not on leave status under the following conditions: (1) if a request for such a referendum is made by not less than 25% of the membership of the department; and (2) 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).

III. **Officers**

1. **Chair:** The Chair is appointed by the Chancellor upon the recommendation of the Dean of Social Sciences in consultation with the department. The Chair serves at the Dean’s discretion on an annual basis, although the term generally runs for three years with the possibility of renewal. The following constitute the main responsibilities of the Chair:
   a. Academic personnel review: maintenance of records and reports concerning recruitment, tenure and promotion.
   b. Appointment of departmental officers, including the Vice Chairs.
   c. Appointment of departmental committees.
   d. Supervision and evaluation of staff.
   e. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes.
   f. Scheduling and recommending sabbatical and other leaves to Chancellor.
   g. Maintaining and assigning departmental work facilities.

2. **Departmental Officers**
   a. **Acting Chair:** The Chair will designate one of the Vice Chairs to assume his/her place on a temporary basis during absence due to illness or travel. Notification of this designation should be given to all departmental staff, faculty, and students.
   b. **Vice Chairs:** The Chair may select Vice Chairs to aid in the performance of her/his duties per APM 245, Appendix A (http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-245.pdf) Vice Chairs are appointed by the Chair in consultation with the Dean of Social Sciences for a renewable term of one year. They are not eligible for election to the Academic Personnel Committee. At present, the Vice Chairs of the Department are:

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1 For a more extended enumeration of the Chair’s duties, see APM 245, Appendix A. (http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-245.pdf)
1. **Vice Chair for Academic Personnel:** The Vice Chair for Academic Personnel, has the following responsibilities:
   a. to prepare and write reports for all personnel cases submitted to the Dean’s office.
   b. to monitor the preparation of files for promotion, merit increase, and acceleration.
   c. to meet with the chairs of Ad Hoc Committees to assure fair and expedient assembly of files.

2. **Vice Chair for Undergraduate Affairs:** The Vice Chair for Undergraduate Affairs supervises all matters related to the Department’s undergraduates and oversees the departmental teaching schedule. This oversight includes:
   a. assuring that that the Department’s curricular needs are met, and that all faculty members adhere to departmental and university regulations regarding their teaching loads and course contents.
   b. serving as chair of the Department’s Undergraduate Curriculum Committee and overseeing all course actions.
   c. serving as Faculty Coordinator for senior theses and chairing the committee that determines the level of honors awarded to completed theses.
   d. supervising the assignment of teaching assistants to lower and upper division courses.
   e. making recommendations to the Advisory Committee about the allocation of “soft money” appointments.

3. **Vice Chair for Graduate Affairs:** The Vice Chair for Graduate Affairs supervises all matters related to the Department’s graduate students. This oversight includes:
   a. coordinating graduate admissions and awards.
   b. serving as chair of the Department’s Graduate Affairs Committee.
   c. supervising the TA training process.
   d. evaluating the progress of all students at the end of each academic year.
   e. mediating between graduate students and faculty 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.
   f. approving forms related to student performance and progress (petitions, passing language examinations, advancements to candidacy, etc.).
g. supervising departmental and field requirements and web page changes.

h. coordinating funding of new and continuing students.

3. Fields and Field Coordinators: A departmental field\(^2\) is an area of historical inquiry with an established body of scholarship, a significant constituency of undergraduate and/or graduate students, and faculty representation at UCLA.\(^3\) The proposal to create a new field must be made by at least two members of the ladder faculty in writing to the Advisory Committee. If the Advisory Committee approves, the proposal is presented to the Department for a majority vote. A field shall advise the department, through a committee of its members, on admissions and continuing students in its area. A field may advise the department, through the Advisory Committee, on its coverage needs.

a. Field coordinators shall be selected by members of respective fields and will serve one year terms.

1. The field coordinator shall be responsible for scheduling classes taught by field members and work in coordination with the Vice Chair for Undergraduate Affairs.

2. The field coordinator shall be responsible for appointing committees within the field.

3. Field coordinators will represent their Fields on either the Advisory or Development Oversight Committees.

(Amended 12/2/15)

IV. Departmental Committees

1. Committee Work: Much essential work in the Department is conducted through committees comprised of faculty members. The active participation of faculty members on committees is indispensable to the functioning of the Department.

a. Mode of Selection: All committees are appointed by the Chair, except as specified in these Bylaws.

b. Student Participation: Student members elected or designated by their peers may serve as members of most standing committees. They may vote, but their votes shall be recorded separately per UCLA Academic Senate By-Law 45E7 (http://www.senate.ucla.edu/FormsDocs/Bylaws/ch4-3.htm#b45). Graduate student representation 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.

\(^2\) A departmental field is distinct from a Ph.D examination field, although the two may overlap in content. To create a new Ph.D examination field, a student or faculty member must submit a written proposal for approval to the Vice Chair for Graduate Affairs.

\(^3\) At present, the recognized fields within the History Department are Africa, Ancient, China, Europe, Japan, Jewish, Latin America, Medieval, Near East, Religion, Science, South/Southeast Asia, U.S., and World.
2. **The Advisory Committee** has the responsibility to discuss and make recommendations (but not final decisions) on budget and planning, faculty-related staff issues, and other matters placed before it by the Chair or by the Department. In addition, it is the responsibility of the committee to recommend, for discussion and vote by the Department at a meeting called for that purpose, the order of priorities for FTE requests made to the administration. This committee also approves and ranks soft money requests from fields.

   a. **Committee Composition**: The Chair is an *ex officio* member of this Committee. This Committee will be comprised of the six Field Coordinators who are NOT serving on the Development Oversight Committee that academic year. The following year, the Fields will trade places: those Fields whose coordinator served a year on the Advisory Committee will then serve one year on the Development Oversight Committee. In addition, an undergraduate and graduate student representative shall serve on the Committee (Amended 12/2/15).

   b. **Term of Office**: Members of the Advisory Committee shall serve one year terms. (Amended 12/2/15)

3. **The Academic Personnel Committee** is an elected committee responsible for voting on merit advancements, appointment renewals for assistant professors (except for Fourth-Year Reviews), and salary increases in cases of promotion as well as advancement. In all merit review cases except Step VI and Above Scale, the Committee will conduct its own reviews. The Academic Personnel Committee also has responsibility for previewing the Vice Chair for Academic Personnel’s letters transmitting recommendations for merit increases and contract renewals that are within its purview and can recommend changes. (Amended 12/2/15)

   a. **Authority of Committee**: The Department delegates authority to the Academic Personnel Committee through a two-thirds majority vote of the eligible voters; this delegation of authority must be reaffirmed every three years. After the delegation has been in effect for one year “upon the request of any faculty member entitled to a vote…the eligible voters shall reconsider the question of how such cases shall be handled.” (UC Statewide Bylaw 55.B.7). Delegation of authority must be approved by CAP. (Amended 12/2/15)

      On 5/7/14, by a 2/3 majority vote by secret ballot of 33 (Yes), 0 (No), 0 (Abstain), the Senate Faculty of the Department of History delegated authority to the elected Academic Personnel Committee for voting on merit advancements, contract renewals for assistant professors (except for 4th Year Appraisals), and salary increases in cases of promotion as well as advancement for the period 7/1/14 – 6/30/17.

   b. **Committee Composition**: The Academic Personnel Committee consists of seven Full Professors or Full Professors in Residence, three Associate Professors, and one Assistant Professor (Amended 5/7/14).

   c. **Voting**: Members of the Committee will consider and vote on personnel actions according to rank. Full Professors and Full Professors in Residence will vote on all actions that come before the Committee; Associate Professors will consider and vote on personnel actions concerning Associate Professors and Assistant Professors that come before the Committee; Assistant Professors will consider and vote on personnel actions concerning Assistant Professors that come before the Committee. Committee members are only present for cases that they consider.
d. **Eligibility:** Those eligible for election to this Committee are members of the Department who will be in residence for at least two quarters in the next academic year. Eligible members do not include current Vice Chairs or faculty who have just completed two years on the Academic Personnel Committee.

e. **Mode of Election:** During the eighth week of classes of the spring term, the Chair distributes ballots to all faculty members whose advancements and salary increases are reviewed by the Academic Personnel Committee with instructions on the number of colleagues to vote for at each rank. Any faculty member who receives a majority of the votes cast is elected. If there are still open positions, a run-off election will be held among the top vote-getters at each rank (two nominees per position), with the winners elected by a plurality of the votes cast. If a member of the Academic Personnel Committee goes on leave or is otherwise incapacitated, the candidate with the next highest number of votes shall assume her/his place as an alternate.

f. **Term of Office:** Members of the Academic Personnel Committee shall serve in staggered, two year terms. Having served a two-year term, faculty will be ineligible for election in the following two years (Amended 5/7/14).

4. The Undergraduate Affairs Committee (UAC) shall oversee, in consultation with fields, the Department's undergraduate program. The Vice Chair for Undergraduate Affairs serves as Chair of this Committee. The UAC’s mandate includes determining new teaching needs, removing courses that no longer meet departmental needs, over-seeing the undergraduate History major, and supervising the undergraduate Honors program. The Committee also examines proposals for new courses after they have been approved (where appropriate) by the relevant field and before they are sent on for approval by the University’s Undergraduate Curriculum Committee. The UAC also is responsible for conducting the periodic self-review of the undergraduate program. The Committee considers any questions or problems regarding the undergraduate program referred to it by the Chair of the Department and makes recommendations on significant policy matters to the Department for discussion and approval.

   a. **Committee composition:** The Chair shall select four Department members representing different fields for one-year terms. In addition, an undergraduate and graduate student representative shall serve on the Committee. (Amended 12/2/15)

   b. **Term of Office:** Service on this committee, as for all committees other than the Academic Personnel Committee, will be for one year.

5. The Graduate Affairs and Awards Committee (GAAC) oversees, in consultation with the fields, the Department’s graduate program (except admissions). The Vice Chair for Graduate Affairs serves as Chair of this Committee. The GAAC’s mandate includes review of graduate curriculum, approval of graduate student petitions, and conducting workshops for graduate student placement. It evaluates all fellowship and teaching assistantship dossiers of continuing students after they have been ranked by the fields. It makes recommendations on the number and amount of departmental fellowship awards, non-resident tuition awards, University “restricted” fellowships, and campus-wide fellowships. The Committee considers any questions or problems regarding the graduate program referred to it by the Chair of the
Department and makes recommendations on significant policy matters to the Department for discussion and approval. In years when a departmental self-review is required, it is prepared by the Committee. (Amended 12/2/15)

a. **Committee composition:** The Chair shall select six Department members, ensuring adequate field representation, for one-year terms. In addition, a graduate student representative shall serve on the committee. The student representative participates in discussions of policy matters, but not in meetings dealing with the review of individual students or applications for support.

6. **The Graduate Admissions Committee** reviews and finalizes all recommendations for admissions and recruitment made by fields. This Committee also awards fellowship monies, taking into consideration field recommendations.

   a. **Committee composition:** The Chair shall select five Department members, ensuring adequate field representation, for one-year terms. In addition, a graduate student representative shall serve on the committee. The student representative participates in discussions of policy matters, but not in meetings dealing with the review of individual applications for admission. The Committee reports to the Vice Chair for Graduate Affairs.

7. **The Teaching Committee** oversees regular peer evaluations of faculty teaching. It also oversees the selection of nominees for the campus-wide Distinguished Teaching Award and the Distinguished Teaching Assistant Award. Annual nominees shall also be recognized as recipients of that year’s departmental Distinguished Teaching Award and Distinguished Teaching Assistant Award (the Laura Kinsey Prize).

   a. **Committee composition:** The Chair shall appoint at least three faculty members for one-year terms.

8. **The Bylaws Committee** reviews and makes recommendations on requests to amend or revise the Department’s Bylaws. The Committee also addresses questions regarding enforcement of existing Bylaws.

   a. **Committee composition:** The Chair shall appoint three faculty members for one-year terms. In addition, a graduate student representative shall serve on this committee.

9. **The Prizes and Awards Committee** oversees the distribution of awards and fellowships including the Ahmanson Fellowship, Dickson Art History Fellowship, Laura Kinsey Teaching Assistant Prize, the Norris Hundley, Jr. Dissertation Prize, Mary Ritter Beard Prize, and the Carey McWilliams Undergraduate Thesis Prize.

   a. **Committee composition:** The Chair shall appoint three faculty members for one-year terms.

10. **The Development Oversight Committee** (DOC) provides oversight, guidance, and consultation regarding the Department’s fund-raising efforts. It ensures faculty input into Department development efforts by reviewing prospects and shaping priorities.
a. The responsibility of the Committee is three-fold:

1. Establish a list of suggested development priorities for the Department in consultation with the Department faculty. It is understood that donors have their own interests and priorities, but the Chair and other faculty engaged in development work should seek, where flexibility exists, to direct prospects to the Department’s established priorities.

   a) Faculty engaged in development efforts will notify the Chair of their activities and consult with the DOC per #2.

2. Receive reports from and consult with the Chair (and other faculty engaged in development efforts) on a quarterly basis. In addition, the Chair will discuss with the DOC the academic benefits, as well as any ethical or reputational challenges, of a major gift before a gift agreement is finalized.

3. Vet and approve major development prospects at an appropriate point in the cultivation process. For discussions involving gifts that may have an impact on the Department’s curriculum, the appropriate Vice-Chair for Undergraduate or Graduate Affairs will be included in the conversation. New courses taught by non-ladder faculty that are introduced as a result of fundraising efforts will also need to be approved by the respective fields in the Department.

b. The Development Oversight Committee will be comprised of the six Field Coordinators who are NOT serving on the Advisory Committee that academic year. The following year, the Fields will trade places: those Fields whose coordinator served a year on the Development Oversight Committee will then serve one year on the Advisory Committee. (Amended 12/2/15)

V. Appointments

1. Search Committees for Regular Ladder Appointments. When a regular ladder appointment has been authorized by the Dean, the Chair shall appoint a search committee, one of whose members should normally be from a field other than that of the prospective appointee. Normally, the Search Committee will invite its three leading candidates to campus in order to present a talk to the Department. It will make a recommendation and write a report on the top candidate(s), which must be submitted to the Department’s Academic Personnel Office at least seven working days before the departmental discussion and vote and be accessible to Department members at least five working days before the departmental discussion and vote (Amended 4/10/13). The committee will work in concert with the Vice Chair for Academic Personnel to prepare a file and report for departmental discussion. Search Committees must adhere to all affirmative action laws, policies, and guidelines (http://www.apo.ucla.edu/call/append5.htm).
a. **Joint appointments:** Any voting member or Field Group may nominate a UCLA faculty member for a Joint Appointment. Nominations should be made to the Chair who will present the nomination to the Chair’s Advisory Committee for discussion. The Chair’s Advisory Committee, following consultation with any relevant field or fields, will present a recommendation to the Department as a whole for a vote.

Amended 4/6/16 by a two-thirds majority vote of Senate faculty by secret ballot of 26 (Yes), 0 (No), 0 (Abstain).

b. **Split Appointments:** In case of all split appointments, the candidate must be submitted to a meeting and vote of the History Department. (Amended 12/2/15 by 2/3 majority vote Senate faculty by secret ballot: 31 YES; 0 NO; 0 Abstain)

Any voting member or Field Group may nominate a UCLA faculty member from another UCLA department for a split Appointment. Nominations should be made to the Chair who will present the nomination to the Chair’s Advisory Committee for discussion. Following consultation with any field or fields potentially affected by the Appointment, the Chair will arrange for the candidate’s research and teaching to be presented to the department as a whole and will appoint an Ad Hoc committee to prepare a recommendation to the Department as a whole for a vote.

Amended 4/6/16 by a two-thirds majority vote of Senate faculty by secret ballot of 26 (Yes), 0 (No), 0 (Abstain),

c. **Voting:** An affirmative vote of a majority of those present and constituting a quorum for matters of personnel and appointments (half of the faculty eligible to vote) is required to authorize a ladder appointment at any level. All eligible ladder tenured faculty are permitted to vote on appointments. Assistant Professors and Full Professors-in-Residence may vote on new appointments. (Amended 12/2/15)

On 10/7/15, by a two-thirds majority vote by secret ballot of 35 (Yes), 0 (No), 0 (Abstain), the Senate Faculty of the Department of History voted to extend the right of Assistant Professors to vote on appointments (new, split, joint) effective 10/7/15 to 30 June 2018.

d. **Student participation:** In consultation with the Department Chair and HGSA, departmental search committees shall invite one or more graduate students to represent the graduate student community and provide an evaluation in either written or oral form of the writings and public appearances of all candidates considered by the Search Committee, but may not under present University rules have access to confidential material (placement files, letters of recommendation, etc.). They may, at the discretion of the committee and to the extent that maintenance of the rules of confidentiality allows, present this evaluation to a department meeting called to consider the appointment.

2. **Visiting Appointments.** Visiting appointments can be made by the Chair in consultation with the field in which the appointment will be made and with the approval of the Advisory Committee. Normally they shall not exceed a two-year maximum.

3. "Soft-Money" Appointments. Soft-money appointments are non-ladder appointments made for a defined and limited duration. The Vice Chair for Undergraduate Affairs will solicit recommendations from fields by the third quarter of every academic year, and then forward them for discussion and approval by the Advisory Committee. Requests should be based on previous enrollment figures and/or significant programmatic need. When approval has been given by the Advisory Committee, appointments are made by the Chair upon recommendation of resident members of the field. When quick action is needed, the Chair may make appointments after consulting as widely as possible among colleagues. In such instances, solicitation of candidacies by telephone or letters may substitute for advertisements, but records must be kept about who is contacted.
VI. Promotions and Appraisal

1. **Fourth-Year Appraisal of Assistant Professors.** The Chair shall give written notice by April 15 to an Assistant Professor in her/his third year of the fourth year review. This review is intended to "provide an early assessment of likelihood of eventual qualification for promotion to tenure rank and to identify any areas of weakness or imbalance in the record which appear to require correction." Procedures for appraisals are the same as those followed in cases of promotion to Associate and Full Professor (see VI.3) including the appointment of a review committee, except that no extramural letters of reference will be collected.

   a. **Vote of Fourth Year Review:** The vote on the appraisal given by the tenured faculty is characterized as: (a) "favorable," indicating an assessment that it appears likely that the individual will eventually qualify for promotion to tenure rank, (b) "with reservations," indicating an assessment that there is identified weakness or imbalance in the record which appears to require correction in order for the individual eventually to qualify for promotion to tenure rank, and (c) "unfavorable," indicating an assessment that it appears unlikely that the individual will eventually qualify for promotion to tenure rank. Whenever the Department's appraisal is unfavorable, a separate vote shall be taken at a subsequent meeting and recommendation made with respect to the question of the individual's continuation of appointment.

2. **Notice of Eligibility for Promotion to Associate and Full Professor:** The Chair shall give written notice by April 15 to colleagues who will become eligible for promotion to Associate or Full Professor in the following academic year, and shall ask them to submit materials required for review (e.g., statement of activities, or vita, bibliography, copies of publications or manuscripts, list of outside referees) no later than June 15. Candidates for promotion shall also be provided with a copy of the "Synopsis of Academic Personnel Manual."

   a. **Timing of Promotion:** Department members are considered for promotion (with tenure) to Associate Professor during their seventh year unless they request earlier consideration. Department members may be considered for promotion to Full Professor after six years as an Associate Professor unless they request earlier consideration.

3. **Review Committees:** Reviews for promotion are conducted by a committee consisting of three Department members who are at or above the rank to which promotion is considered, one of whom may be suggested by the candidate. The Department Chair will consult with the candidate about the composition of the committee. The candidate has the right to indicate to the Chair or Vice Chair for Academic Personnel the names of faculty members who may be antagonistic to his/her case. One or more of the members of the review committee should come from outside of the candidate’s field. The composition of the committee is

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2 The UCLA Call, Appendix 6: Appointment and Advancement of Assistant Professors at UCLA
confidential and should remain so even after the case has been completed. The committee will work in concert with the Vice Chair for Academic Personnel to prepare a file and report for departmental discussion.

4. **External Letters:** Outside letters are an essential component of the review process. The review committee is responsible for collecting extramural letters of reference for each promotion case. The candidate will provide a list of referees, and the committee will supply its own list. The Department Chair or Vice Chair for Academic Personnel shall solicit from the candidate the names of potential referees who may be antagonistic to his/her case. The committee will check the list of outside referees submitted by the candidate to assure that it reflects a broad spectrum of scholars with expertise in the candidate’s areas of research. Finally, the committee will work to insure that a total of at least eight (8) letters are received for each case.

5. **Teaching Evaluation:** Evaluation of instruction is an essential component of the review process. The candidate may provide a list of recent undergraduate and graduate students from whom letters of evaluation may be solicited. The department may also solicit letters from a random sampling of students whom the candidate has taught. In addition to examining course evaluations and student letters, the review committee shall base its assessment of the candidate’s teaching on any available peer evaluation conducted by the Department.

6. **Review Committee Report:** The chair of the review committee shall submit a written report to the Department Chair, who will make it available to colleagues in the departmental academic personnel office. The committee report, including the file on the candidate and all written materials, must be submitted to the Department’s Academic Personnel Office at least seven working days before the departmental discussion and vote and be accessible to Department members at least five working days prior to the department meeting at which the report and recommendations are to be made (Amended 4/10/13).

7. **Communication and Summary of Appraisals:** The Chair shall make available to the candidate the report and redacted materials in the file at least five working days before the Department meeting at which the file will be considered. If the candidate wants to produce a written response, the response must either be made available prior to the meeting or distributed during the meeting (Amended 10/9/13).

8. **Voting eligibility.** All Associate Professors and Full Professors are eligible to vote on promotions to the Associate Professor rank and on 4th year appraisals; all Full Professors are eligible to vote on promotions to the Full Professor rank.

9. **Voting procedure.** Voting on all academic personnel decisions shall be by secret ballot by eligible Department members.

10. **Informing the Candidate of the Departmental Recommendation.** The Chair shall inform the candidate of the departmental recommendation as soon as possible, but not later than two days after the departmental recommendation has been voted upon at the meeting.
11. **The Departmental Report**, written by the Vice Chair for Academic Personnel, expresses the departmental recommendation. It shall be available for inspection by all voting Department members for five days after they have been notified of its availability. Eligible members may recommend changes to the report.

12. **Right of Appeal**: If an Assistant Professor's promotion to tenure file receives a preliminary negative assessment, or if the assessment is contrary to that of the department, the faculty member and the Department Chair will receive notice in writing. The faculty member may then request copies of the extra-departmental reports from the Academic Personnel Office and respond to them in writing. The case will return to the department for additional consideration. An Assistant Professor who receives notice of termination may request reconsideration from the Academic Personnel Office before the final termination date. Reconsideration provides an opportunity for the reversal of the decision to terminate, based on additional materials to be placed in the file. (UCLA CALL, section IX, "Preliminary Assessment of Non-Renewal of an Assistant Professor" [(https://www.apo.ucla.edu/policies-forms/the-call/appendices/appendix-6-appointment-and-advancement-of-assistant-professors-at-ucla)](https://www.apo.ucla.edu/policies-forms/the-call/appendices/appendix-6-appointment-and-advancement-of-assistant-professors-at-ucla)

**VII. Merit Increases and Renewals of Appointment**

1. **Chair's Notice.** The Chair shall give written notice by May 15 to colleagues who will become eligible for a merit increase (i.e. an advance in step within a given rank) or whose contract must be renewed during the following academic year. The Chair shall ask the eligible candidates to submit materials required for review (statement of activities since last review or vita; bibliography; copies of publications or manuscripts) no later than September 15 of the same calendar year. Colleagues in these categories shall be provided with a copy of the "Synopsis of Academic Personnel Manual."

2. **Academic Personnel Committee.** Members of this Committee oversee merit increase cases in the Department per By-Law IV.3 [(http://www.apo.ucla.edu/call/append5.htm)](http://www.apo.ucla.edu/call/append5.htm). Full Professors on this Committee vote on the merit increases of all ranks; Associate Professors vote on the merit increases of Associate and Assistant Professors, and Assistant Professor members vote on merit increases of Assistant Professors.

3. **Renewals of appointment of Assistant Professors**: Renewals shall be considered and voted upon by the Professor, Associate Professor and Assistant Professor members of the Academic Personnel Committee.

Amended 4/6/16 by a two-thirds majority vote of Senate faculty by secret ballot of 25 (Yes), 1 (No), 0 (Abstain).

4. **Right of Appeal**: The candidate may exercise her/his right of appeal to a merit increase decision by way of written communication to the Chair, who will bring it to the Academic Personnel Committee for reconsideration. Should the candidate wish to pursue the appeal beyond the Department, her/his appeal should be directed to the Dean of the Social Sciences and, where appropriate, to CAP.
5. **Advancement to Step VI and Above Scale.** In cases of merit increases to Professor Step VI and Professor Above Scale, the Chair of the Department appoints a review committee consisting of Full Professors, one of whom may be suggested by the candidate. The review committee shall solicit letters of evaluation from a broad spectrum of scholars expert in the candidate’s fields of research. It will then issue a written report and/or recommendation to the Full Professor members of the Academic Personnel Committee and the Department Chair. As in cases of promotion, the candidate shall be informed of the review committee's recommendation by the Chair, and retains the right to submit a written response to the committee report for inclusion in the file.

   a. **Communication of Academic Personnel Committee’s Recommendation:**
      As soon as possible, but not later than two days after the Academic Personnel Committee has met, the Chair shall inform the candidate of the Committee's recommendation. The candidate may submit a written statement in response to the Academic Personnel Committee’s recommendation for inclusion in the file sent on to the Dean.

   b. **Departmental Letter:** The Chair or Vice Chair for Academic Personnel shall write the letter expressing the departmental recommendation. This letter shall be available for inspection to members of the review committees and of the Academic Personnel Committee for five days after they have been notified of its availability. They may recommend changes to the departmental letter and/or ask that a statement of theirs accompany it.

**VIII. Five-Year Reviews**

1. **Chair's Notice.** The Five-Year Review is mandatory for faculty members who have not been reviewed during the past five years. “The purpose of the Five-Year Review is to identify any impediments to success; to develop, where applicable, alternative strategies for improvement; and to assess the likelihood that the faculty member will earn a normal advancement to the next step or rank within a designated period following the Five-Year Review.” The Chair shall give written notice by May 15 to colleagues who are required to have a Five-Year Review the following academic year if they do not apply for a merit increase or a promotion to Full Professor (see Sections VI. and VII.). The Chair shall ask each faculty member subject to a Five-Year Review to submit by January 15 of the following year a personal statement; a bibliography; a data summary form; teaching evaluations; and, when appropriate, copies of publications, manuscripts, or other evidence of progress in research since the last review.

2. **Preliminary Review:** The Chair, in consultation with the Vice Chair for Academic Personnel and the Academic Personnel Committee, will appoint a
member of the faculty to write an initial report assessing the case and making recommendations to the Chair (see 4. below). The faculty member appointed to conduct this review should be at or above the rank of the colleague being reviewed and may be either a member of the Academic Personnel Committee or another appropriate faculty member. The Department Chair or Vice Chair will also consult with the colleague under review, who has the right to indicate the names of faculty members who may be antagonistic to his/her case. Once the preliminary review report has been submitted, the colleague under review may read and respond to it in writing.

3. Academic Personnel Committee. Members of this Committee will discuss with the Chair and the Vice Chair the recommendations presented in the preliminary review and (when submitted) the candidate’s response. The faculty member who wrote the preliminary report will also be invited to participate in this meeting. If the Committee concludes that the level of research productivity and quality of teaching and service warrant a salary adjustment, or demonstrate qualifications adequate for advancement, the Chair and Vice Chair should take such recommendations into account in their final letter to the Dean and Vice Chancellor, Academic Personnel.

4. The Chair’s Recommendations. The Chair’s letter is sent to the Dean for final action by the Vice Chancellor, Academic Personnel. The Five-Year Review may result in any number of outcomes. If the person is no longer productively engaged in research or has an exceptionally weak teaching or service record, the letter may propose a shift in responsibilities, target areas for improvement, or simply suggest no course of action. A Five-Year Review of a productive faculty member, especially one at a barrier step (Associate III, Professor V, Professor IX) may justify a salary adjustment or other forms of institutional support (for example, course release, research funds, equipment). The Chair’s letter may also conclude that the person is ready to be considered for advancement the following year.

5. Right of Appeal: The person under review may read the Chair’s letter and respond to it either informally or in writing. Should she or he wish to pursue the appeal beyond the Department, her/his appeal should be directed to the Dean of the Social Sciences and the Vice Chancellor, Academic Personnel.