UCLA LAW SCHOOL
FACULTY BY-LAWS
AS AMENDED TO

September 27, 1996

PART I: FUNCTIONS

1. The Dean and Faculty shall conduct the government of the School of Law, subject to such rules and coordinating powers of the Board of Regents and the Academic Senate as may be applicable.

PART II: MEMBERSHIP

2. Membership in the Faculty of the School of Law is defined by Divisional By-Law 50 (A) of the Academic Senate.

PART III: OFFICERS

3. The Chancellor at Los Angeles is ex-officio permanent Chair of the Faculty.

4. The Dean of the School of Law is ex-officio Vice-Chair of the Faculty.

5. The Secretary of the Faculty shall be elected, and shall hold office for such term as shall be determined by the Faculty.

PART IV: COMMITTEES

6. The Elected Committee described in paragraph 7 shall be elected as follows:

At the May meeting of the faculty, a list of five nominees for positions on the Advisory Committee will be compiled as follows. Faculty on leave, or those unable to attend the meeting will submit lists of three names prior to the meeting. At the meeting, those present will submit ballots containing three names. If additional ballots are required to compile a list of five names, votes of absentees will continue to be counted if relevant.

A mail ballot will be used to choose the three members of the advisory committee. A candidate is elected if he receives a majority of the votes of those voting. A run-off ballot will be used to fill places on the committee if three candidates do not receive a majority on the first ballot.

The appointed Committees described in paragraph 8 shall be appointed by the Vice-Chair. Other committees may be appointed from time to time by the Chairman or Vice-Chair for any purpose not included within the scope of authority of a committee described in paragraphs 7 or 8. Unless the Faculty determines otherwise, members of all committees described in paragraphs 7 and
8 shall be elected or appointed prior to the commencement of the academic year during which they will serve, and shall hold office until their successors are elected or appointed.

7. The Elected Committee of the School of Law shall be:

A. Advisory Committee

This committee shall be composed of the Dean, as Chair, and three elected members of the Faculty. It shall be the duty of this Committee to advise the Dean on matters concerning appointments, promotions, and the budget; to aid the Dean in the administration of the School; and to recommend to the Faculty such matters as it deems advisable for the promotion and development of the program of the School.

8. The appointed Committees of the School of Law shall include:

A. Curriculum Committee

The duties of the Curriculum Committee shall be to study the curriculum and any proposals for changes therein, and to make recommendations with respect thereto to the Faculty.

B. Faculty Appointments Committee

The duties of the committee are to recommend candidates for appointment to the Faculty and to review the records of faculty members holding temporary appointments and make recommendations concerning their advancement to tenure status.

C. Faculty-Student Relations Committee

This Committee shall act as a liaison agency between students and Faculty; and shall seek to develop ways and means to improve such relationships and promote effective participation of students in the conduct of the School.

D. Graduate and Continuing Education Committee

This Committee shall assist the Dean and the other authorized agencies in the University in administering the post J.D. program of the School, and shall make recommendations to the Faculty with respect to post J.D. education and continuing education of the Bar.

E. Library Committee

This Committee shall study the operations of the Law Library; make recommendations to the Faculty with respect to Library plans, operations,
and policies; and shall implement such rules, regulations, and policies for the Library as may be approved by the Faculty. The Law Librarian shall be, ex-officio, a member of the Committee.

F. Admissions Committee

It shall be the duty of this Committee to examine and pass upon the qualifications of students seeking admissions to the School, in accordance with the policies and standards approved by the Faculty; and to study and make recommendations to the Faculty with respect to policies and standards of admission.

G. Law Review Committee

This Committee shall act as liaison between the Law Review staff, the Faculty and the Dean.

H. Moot Court Committee

This Committee shall act as a liaison between the Moot Court Student Committee, the Faculty, and the Dean.

I. Externship Committee

It shall be the duty of this Committee to supervise all approved externship programs. The Committee shall recommend to the Faculty the adoption of new programs and the termination of existing programs. The Committee shall prepare for submission to the Faculty at the final regular meeting in the Spring of each academic year a list of the existing approved programs and the number of students participating in each program.

J. Standards Committee

It shall be the duty of this Committee to make recommendations to the Faculty with respect to the petitions of students relating to scholarship deficiencies and exceptions to the rules of the Faculty pertaining to academic programs and to make recommendations to the Faculty with respect to policies and standards of academic performance.

PART V: FACULTY MEETINGS

9. The Faculty shall meet at such times as it may determine, or at the Call of the Chair or Vice-Chair. Special meetings of the Faculty may be called by written notice signed by three members of the Faculty, posted to all members thereof not less than forty-eight hours prior to the time of meeting stated in such notice; but a special meeting shall be limited to consideration of the
matters of business specified in the notice.

10. Other instructional officers, including Lecturers, Visiting Associate Professors, and Visiting Professors may be invited to attend Faculty meetings and receive the courtesy of the floor.

11. One elected officer of the Student Bar Association, one student member of the Admissions and Standards Committee, one student member of the Curriculum Committee, one student member of the Faculty Student Relations Committee, and, where another committee on which students sit, one student member of such Committee shall be invited to attend all Faculty Meetings except those at which personnel matters are to be discussed, and shall receive the courtesy of the floor. Reporters from newspapers which are primarily concerned with the affairs of the Law School are permitted to be present at Faculty meetings except those at which personnel matters, readmissions, and any other items involving personal matters of individual students are being discussed; however, any student who is the subject of such discussion is to be advised of his right to have the media present.

12. Half of those in residence and entitled to vote at Faculty meetings shall constitute a quorum.

13. Excepted as provided in Part VI:

A. All members of the Faculty in attendance may vote at Faculty meetings.

B. Voting is by secret ballot only when requested by a voting member.

Comment: "Faculty" means members of the Academic Senate.

14. Not less than five days prior to any regular meeting of the Faculty, the Secretary shall post to all members a written agenda of such meeting. The agenda shall include all matters delivered to the Secretary not less than six days prior to the meeting. Matters of business not included on said written agenda will not be considered at the meeting over the objection of two members present.

15. Within ten days after every regular or special meeting of the Faculty, the Secretary shall post to all members a copy of the proposed minutes of the meeting. The proposed minutes shall be presented at the next meeting for final approval by the Faculty. Prior to final approval, the proposed minutes shall be subject to revision, amendment, or correction by majority vote. When required by the Faculty as a prerequisite to final approval, a copy of the minutes as revised, amended, or corrected shall be circulated to the Faculty by the Secretary and shall be regarded as finally approved, when approved in writing by a majority of the Faculty. Minutes shall be entered in the official records of the School only after final approval.

PART VI: ACADEMIC PERSONNEL
16. Except as provided in this Part, all Faculty may vote on academic personnel matters.

Comment: Carries on our practice of allowing Lecturers SOE and Acting Professors to vote on outside tenure appointments. This broad catch-all provision should give faculty the right to vote in all cases covered By-Law 55(B)(1)-(5).

17. Only Professors and Lecturers with Security of Employment may vote on the promotion of tenured Faculty to Professor or Lecturer with Security of Employment, or on interim appraisals of nontenured faculty.

Comment: Continues the bar against our acting professors voting on tenure decisions regarding their colleagues.

18. The Advisory Committee has exclusive authority to recommend to the Chancellor salaries for academic personnel with respect to initial appointment and subsequent advancement.

Comment: Delegation of authority to the Advisory Committee pursuant to By-Law 55(B)(7) to pass on merit increases and accelerations for existing faculty as well as beginning salaries for new appointees.

19. The Appointments Committee may recommend visiting appointments and the appointments of part-time lecturers by circulation of a list of names to the Faculty. If three members of the Faculty so request, the name of a prospective visitor or part-time lecturer on the list shall be removed and discussed at a faculty meeting. If there is no objection within one week after circulation of the list, the recommendation is deemed approved. If a visiting appointment is of necessity and there remains less than a week before the AALS's March 15 deadline for extending visiting offers, the notice period may be shorter, but in no event may the notice period be less than two working days.


20. In the event it becomes necessary or desirable to make an appointment in the summer interim to the ranks of Lecturer, Adjunct Professor, or Visiting Professor, the following procedures shall be employed: The Appointments Committee may recommend to the Dean that the appointment be made. The Faculty shall be given one week's notice of the intended appointment. If three members of the Faculty so request, the name of a prospective visitor, adjunct, or part-time lecturer on the list shall be removed and discussed at a faculty meeting. If there is no objection within one week after circulation of the list, the recommendation is deemed approved. Those faculty members attending the meeting, whether or not they would otherwise constitute a quorum, shall be empowered to act on the recommendation for appointment.

If the appointment is one of necessity and the appointment issue arises within two weeks of the commencement of the fall term, the above procedures shall be followed, except that the
first notice period (notice of intended appointment) shall be two days, and the notice period for calling the Faculty meeting shall be two days.

Comment: Delegation of authority pursuant to By-Law 55(B)(7). These are the summer appointment powers adopted by the faculty.

21. Voting on academic personnel matters is by secret ballot unless the Faculty votes to waive the secret ballot by the following procedure: The Faculty may decide on an annual basis to waive the secret ballot with respect to a given class of personnel actions, provided that this be decided unanimously in a secret ballot of Faculty entitled to vote on that class of personnel action, and provided further that a secret ballot shall be taken on a specific vote at the request of one or more voting member.

Comment: In 1978 Privilege and Tenure extended this means of waiving secret ballots on personnel matters the faculty believes to be minor where secret voting may be considered to be too time consuming.

PART VII: MISCELLANEOUS PROVISIONS

22. In the event it becomes necessary or desirable to add courses not previously approved by the faculty to the curriculum during the summer interim, the following procedures will be employed: the Associate Dean shall approve the course after consultation with the Dean, the Advisory Committee and the Chair of the Curriculum Committee. The Associate Dean will provide faculty members with a description of the new course so approved, and, if a faculty member believes that there should be a discussion of the course, there will be a discussion in the first faculty meeting of the Fall.

PART VIII: AMENDMENT OF BY-LAWS

23. The foregoing By-Laws may be added to, amended, or repealed at any regular or special meeting by a simple majority vote of the members present.

24. Not less than five days prior to any regular or special meeting at which addition to, amendment of or deletion of all or any portion of the By-Laws is considered, the Secretary shall post to the Faculty a written notice of any such proposed addition, amendment, or deletion.

Comment: Old Part VII becomes VIII.