Bylaws of the UCLA Department of Linguistics

Submitted to Rules & Jurisdiction, April 2016

These bylaws were approved by a 2/3 majority secret ballot vote of Senate faculty April 15, 2016: 13 Yes, 0 No, 0 Abstain.

PART I: DEPARTMENT COMPLIANCE WITH UNIVERSITY SENATE BYLAWS

Article 1: Faculty titles employed by the Department

The Department of Linguistics employs the following Academic Senate Faculty titles:

Regular series (19900, Ladder)

No other titles are employed.

Article 2: Voting on Appointments that Confer Senate Membership

The Linguistics Department declares itself in compliance with UC Senate Bylaws which require the following faculty to have the franchise to vote on appointments that confer Academic Senate Membership:

Full Professors in the regular faculty series
Associate Professors in the regular faculty series

By a 2/3 majority vote of the Full and Associate Professors the Linguistics Department has extended the franchise to vote on appointments that confer Academic Senate Membership
Assistant Professors in the regular faculty series

Vote by secret ballot in faculty meeting, April 15, 2016: 13 Yes, 0 No, 0 Abstain

Article 3: Voting on Non-Reappointments/Terminations of Assistant Titles and 4th year Appraisals

The Linguistics Department declares itself in compliance with UC Senate Bylaws that require the following faculty to have the franchise to vote on non-reappointments/terminations of assistant titles and 4th year appraisals:

Full Professors in the regular faculty series
Associate Professors in the regular faculty series
By a 2/3 majority vote of the Full and Associate Professors the Linguistics Department has extended the franchise to vote on non-reappointments/terminations of assistant titles and 4th year appraisals to Assistant Professors in the regular faculty series

Vote by secret ballot in faculty meeting, October 30, 2015: 13 Yes, 0 No, 0 Abstain

Article 4: Voting on Promotions to Full Professor

The Linguistics Department declares itself in compliance with UC Senate Bylaws that require the following faculty to have the franchise to vote on promotions to Full Professor:

Full Professors in the regular faculty series

By a 2/3 majority vote of the Full Professors, the Linguistics Department has extended the franchise to vote on promotions to Full Professor to the following categories:

Associate Professors in the regular faculty series
Vote by secret ballot in faculty meeting, October 30, 2015: 9 Yes, 0 No, 0 Abstain

Assistant Professors in the regular faculty series
Vote by secret ballot in faculty meeting, October 30, 2015: 9 Yes, 0 No, 0 Abstain

Article 5: Voting on Promotions to Associate Professor

The Linguistics Department declares itself in compliance with UC Senate Bylaws which require the following faculty to have the franchise to vote on promotions to Associate Professor:

Full Professors in the regular faculty series
Associate Professors in the regular faculty series

By a 2/3 majority vote of the Full and Associate Professors the Linguistics Department has extended the franchise to vote on promotions to Full Professor to the following categories:

Assistant Professors in the regular faculty series

Vote by secret ballot in faculty meeting, October 30, 2015: 13 Yes, 0 No, 0 Abstain
Article 6: Voting on Personnel actions for Senior Lecturers and Lecturers (Security of Employment and Potential Security of Employment)

The Linguistics Department declares itself in compliance with UC Senate Bylaws which require the following faculty to have the franchise to vote on promotion to Senior Lecturer Security of Employment and merit actions of the (SOE/PSOE) series:

- Full Professors in the regular faculty series
- Associate Professors in the regular faculty series
- Senior Lecturer with Security of Employment

By a 2/3 majority vote of the Full and Associate Professors the Linguistics Department has extended the franchise for these votes to the following categories:

- Assistant Professors in the regular faculty series

Vote by secret ballot in faculty meeting, January 22, 2016: 12 Yes, 0 No, 0 Abstain

Article 7: Voting on Merit Actions

The Linguistics Department shall have an elected Personnel Committee. This committee may be referred to within the department, following custom, using the alternative name “Merit Review Committee.” The Personnel Committee is composed of three department Senate members, and is elected by the department’s Senate members.

Some of the department’s personnel actions are delegated to the Personnel Committee, and some are voted on in a full faculty meeting, as follows.

The following personnel actions are voted on in full Faculty meeting (observing the voting privileges established elsewhere in these Bylaws).

- Promotions in rank, including Professor Step VI
- Any personnel action involving Assistant Professors
- All accelerations or decelerations of more than one year

The Personnel Committee is responsible for ALL OTHER personnel actions.

By a 2/3 majority vote of the Full Professors, the Linguistics Department has delegated to the Personnel Committee all merit actions for Full Professors other than accelerations or decelerations of more than one year.

Vote by secret ballot in faculty meeting, October 30, 2015: 9 Yes, 0 No, 0 Abstain

By a 2/3 majority vote of the Full and Associate Professors, the Linguistics Department has delegated to the Personnel Committee all merit actions for Associate Professors other than accelerations or decelerations of more than one year.
Vote by secret ballot in faculty meeting, October 30, 2015: 13 Yes, 0 No, 0 Abstain

Article 8: Personnel Committees

A. Personnel committees that pre-review actions

Actions are pre-reviewed by an appointed Research Committee, responsible for assessing the research record, and an appointed Teaching Committee, responsible for assessing the teaching record. These committees are appointed by the Chair.

B. Elected personnel committee that handles merits

The Personnel Committee is elected by the group consisting of Full Professors, Associated Professors, and Assistant Professors.

Article 9: Split appointments and joint appointments

For joint appointments (0% in Linguistics), personnel review takes the same form it takes for all regular Linguistics appointments, unless a waiver has been approved per UCLA CALL Appendix 15E.

For split appointments (greater than 0% in Linguistics), personnel review takes the same form it takes for all regular Linguistics appointments.

Votes in faculty meeting, January 22, 2016:

I. Personnel review of Full Professors, joint appointments. Extended to Associate and Assistant Professors.

Secret ballot of the Full Professors: 9 yes, 0 no, 0 abstain

II. Personnel review of Associate Professors, joint appointments. Extended to Assistant Professors.

Secret ballot of the Full and Associate Professors: 12 yes, 0 no, 0 abstain

III. Personnel review of Full Professors, split appointments. Extended to Associate and Assistant Professors.

Secret ballot of the Full Professors: 9 yes, 0 no, 0 abstain

IV. Personnel review of Associate Professors, split appointments. Extended to Assistant Professors.

Secret ballot of the Full and Associate Professors: 12 yes, 0 no, 0 abstain
Article 10: Handling of 5-year reviews

The department treats 5-year reviews identically to merit reviews, following the procedure given in Article 7:

Article 11: Handling of non-personnel substantive departmental questions

The Linguistics Department declares itself in compliance with UC Senate Bylaws which require the following faculty to have the franchise to vote on non-personnel substantive departmental questions:

- All department Senate members
- All recalled emeriti/ae.

Article 12: Non-Senate faculty

The Linguistics Department uses the following non-Senate faculty titles:

Visiting Assistant Professor
Lecturer (without Security of Employment)

Article 13: Non-Senate faculty personnel actions

By a vote of the tenured faculty, personnel actions for Non-Senate faculty are handled by the Personnel Committee.

Vote by secret ballot in faculty meeting, April 15, 2016: 13 Yes, 0 No, 0 Abstain

PART II: PRINCIPLES OF DEPARTMENT-INTERNAL GOVERNANCE

Article 14: General governance policy

The Linguistics Department is run on the basis of collegiality and shared governance.

The Chair holds the forms of authority provided for under the UC Academic Personnel Manual and delegates part of this authority to the faculty Director of Graduate Studies. Both Chair and Director of Graduate Studies are expected to exercise initiative in running the department, but to refer major policy decisions for vote in faculty meeting. They are also expected to keep faculty informed of major developments.

Article 15: The Chair

The Chair will attend to, or where appropriate delegate, all duties assigned to him/her by the UC Academic Personnel Manual, including management of personnel cases.
The Chair is responsible to the Chancellor through the Dean of Humanities, and will interact with appropriate members of the UCLA Administration, acting in the interests of the Department, its faculty and students, and the University.

The Chair holds fiduciary responsibility for the Department and (with the help of the Staff) is responsible for the expenditure of resources and the administration of the Department, acting in accordance with department legislation and in consultation with the faculty.

The Chair will call faculty meetings and will normally preside over them. The Chair will assign the task of presiding to others where appropriate, particularly to the DGS when graduate program matters are discussed.

**Article 16: Legislation**

Department legislation is passed by majority vote in faculty meetings, following the voting procedure of Article 10: Legislation shall be made accessible to all through the department Website and other means. The department’s Legislation Page is currently located at http://www.linguistics.ucla.edu/component/content/article/2/84-legislation.html; the Chair will ensure that legislation remains accessible to all department members as future shifts in technology occur.

**Article 17: Attendance at faculty meetings**

Faculty meetings are open to all active Senate faculty and also to all emeritus faculty.

The department invites two representatives elected by the graduate students to attend faculty meetings. They are excluded from the meeting under the following circumstances:

— when academic progress or other private business involving graduate students is discussed
— in discussions of other sensitive matters where the Chair judges this necessary
— where University policy requires them to be excluded

The department will also invite a representative elected by the Department’s lecturers to attend meetings; this representative will not be present at personnel actions, in discussions of other sensitive matters where the Chair judges this necessary, and where excluded by University policy.
Appendix: Former bylaws

- These bylaws are completely superceded by the text above.

**Linguistics Department**

All Senate members vote on all promotions, merits to full prof. level VI, and all (further) above scales. We also all vote on an acceleration or deceleration of more than one year. Ordinary merits, including a recommendation for a one year acceleration, are handled by a committee whose membership varies every year. If the committee recommends something other than the merit or a one year acceleration it goes to the entire faculty and everyone votes. A candidate can request (and be granted) a one year deceleration without a committee meeting or faculty vote.

This policy has been in effect since Vicki Fromkin first became Chair of the dept in the early 1970s. It is well known to all faculty members (since it gets put into practice every year). But your message prompts me to have our policy written up formally and put on our web site.