MATERIALS SCIENCE AND ENGINEERING DEPARTMENT BYLAWS

This document is written to be in conformity with both the Standing Rules of the Regents of the University of California and Bylaw 55 of the State-wide Academic Senate of the University (UC SB 55). It was adopted by a secret ballot two-thirds majority vote of Departmental members of the UCLA Academic Senate following a regularly scheduled faculty meeting held on 10/13/2016 (10 of 13 eligible faculty voted; 10 yes, 0 no, 0 abstain)

I. Department Faculty
A. Senate Faculty of the Materials Science and Engineering (MSE) Department are the ladder faculty members (Tenured: Full and Associate; Non-tenured: Assistant). All Senate department members, including Joint and Split appointments and recalled Emeriti, have the right to vote on non-personnel substantial department questions. Emeritae/i faculty does not have the right to vote on personnel actions. This includes those emeritae/i who are recalled.

B. Non-Senate Faculty series in MSE include the Adjunct Professor and Professional Research series.

II. The Chairperson
A. The Chairperson is the executive officer of the department and is appointed by the administration. The duties of the Chairperson shall be assigned by the Dean according to university practice and agreed upon by the senate members (Ladder-rank – “tenured or tenure-track” faculty) of the department.

B. The Chairperson is responsible for the recommendation of the Vice Chair for Graduate Affairs and the Vice Chair for Undergraduate Studies, in consultation with the faculty and Dean. The duties of the Vice Chairs shall be assigned by the Chairperson. In consultation with the Vice Chairs and faculty members, the Chairperson appoints all standing and ad hoc committees.

III. Executive Committee
A. The Executive Committee (EC) is comprised of the Chairperson and Vice Chairs. The Executive Committee is chaired by the Chairperson. Meetings are attended by the Vice Chairs, and as needed, by staff members. The meetings are held as needed.

B. The quorum for these meetings is one half of the executive committee.

C. The purpose of the Executive Committee is to ensure that the academic and research programs for undergraduate and graduate students are effectively coordinated with the administration of the Department. The Executive Committee approves appointments to Standing Committees, helps recommend agenda items for faculty meetings and may serve as the Budget Committee.

IV. Standing Committees
A. For all committees except the elected Merits Committee, appointments are made by the Chairperson with the approval of the Executive Committee (EC) at the end of each spring quarter for the following academic year, or the beginning of the fall quarter of that year. The Chairperson or his/her designate are ex officio members of all committees without vote. For the Merits Committee, see III.B.4 below.
B. The committees and their individual charges are as follows:

1. **Programs and Curriculum**: The duties of the Vice Chairs include overseeing departmental academic and research activities and determine issues of concern to the department. Decisions regarding curricular issues in general are the concern of the faculty as whole. However, working groups for particular curricula and projects, such as preparing for the periodic review of the Accreditation Board for Engineering and Technology (ABET), will be constituted as needed.

2. **Undergraduate and Graduate Advising** is the overall responsibility of the two Vice Chairs with the assistance of the student affairs officer. The Vice Chairs customarily delegate this activity to the faculty who serve as advisors for specific graduate and undergraduate students.

3. **Budget Committee**: The Executive Committee may, at its discretion, serve as the Budget Committee for the Department. The charge is to consult with senate faculty members, conduct formal faculty review of the budget, and vote on whether to approve the annual curricular and teaching plan, and the associated budget. Any proposal requiring departmental funding will be submitted to the faculty for vote of approval.

4. **Merits Committee**: The Executive Committee identifies a slate of 3 candidates and 2 alternates to serve on the Merits Committee. The Committee is elected by a 2/3 majority of the senate faculty members in a secret ballot. In the event that less than 3 members receive a 2/3 majority, a second election occurs. See VI.D.1(b) for delegation of regular merits to this committee.

5. **Other Committees**: The Chairperson appoints committees of the faculty for which no other provision has been made. These working groups within the department may be constituted on an *ad hoc* basis to address particular concerns.

C. All standing committees meet as needed.

D. **Quorum**: the chair and one half of the respective committee members.

E. The members of each standing committee vote on issues related to that committee and, for substantial department questions, forwards their recommendation to the full faculty for a vote. Examples of such situations include the addition/elimination of courses, changes in curricula and budgetary issues.

F. If the Senate faculty decides to include student members on departmental committees, then students have the right to select their own representatives. Students are advisory, non-voting members and may not serve on personnel committees.

V. **Faculty Meetings**

A. The Faculty meet at least twice each quarter, and periodically during the quarter, at the discretion of the Chairperson. The Chairperson presides at all meetings. In the absence of
the Chairperson, either Vice Chair will preside. Should both Vice Chairs be absent, the Chairperson will designate a substitute.

B. Notice of the meeting is given at least five instructional days prior to the meeting.

C. Agenda items may be submitted by individual faculty, the Executive Committee, or the department Chairperson. Only items on the agenda are considered unless there is a unanimous consent by the faculty present at the meeting.

D. Quorum: 50% of all senate appointments who are in residence (not on sabbatical) during a quarter in which the meeting is held.

VI. Personnel Voting Rights

Senate Personnel Actions

A. Appointments

All Senate ladder faculty ranks (Full, Associate, Assistant) have the right to vote on appointments that confer membership in the Academic Senate. *Full and Associate Professors extended the right to vote on Appointments to Assistant Professors by a 2/3 majority in a secret ballot, 10/13/2016: 9 yes; 1 no; 0 abstain; 3 not voting.*

B. Promotions

1. Full Professors have the right to vote on all promotions to the Full Professor rank.

2. Full and Associate Professors have the right to vote on all promotions to the Associate Professor rank.

C. Non-Reappointments

Full and Associate Professors have the right to vote on all non-reappointments of Assistant Professors. (SB 55.B.5)

D. Merits

1. Regular (on time) merits.

   Votes on regular (on time) merits and one-year accelerations have been delegated to the elected Merits Committee. See IV.B.4 for a description of the elected Merits Committee. *Full, Associate, and Assistant Professors have delegated the vote by a 2/3 majority in a secret ballot, 10/13/2016: 10 yes; 0 no; 0 abstain; 3 not voting.*

2. Accelerated (two years or more) and hurdle merits; Fourth-year Appraisals

   All non-Regular merits will follow the same voting privileges as those for Promotion (SB 55.B.6).
   a. Full Professors have the right to vote on all non-Regular and hurdle merits for the Full Professor rank.
   b. Full and Associate Professors have the right to vote on all non-Regular and hurdle merits for the Associate Professor rank.
   c. Full and Associate Professors have the right to vote on 4th-year appraisals for the Assistant Professor rank.

Non-Senate Personnel Actions

1. Adjunct Professor cases are handled the same as for senate members

2. Professional Researcher cases are handled the same as for senate members

VII. Personnel Voting Procedures (UC Bylaw 55)

*Ad Hoc Committees:* The charge for these committees, comprised of senate faculty and appointed by the Chairperson, is to provide an in-depth review of the academic matter under
consideration and report their findings to the Department for further review and vote. Examples include appointments, promotions, accelerations of two or more years and hurdle merits.

A. Academic Personnel
Personnel matters are assigned to Ad Hoc Committees appointed by the Chairperson as described above. The Ad Hoc Committee submits its report to the Chairperson. Depending upon the specific academic personnel action under consideration, there may or may not be further discussion and voting by the faculty as described in the following paragraphs.

1. Appointments in the Regular Series
The Ad Hoc Committee is primarily responsible for reviewing and recommending to the Chairperson and the Department the appointment of new faculty. The Chairperson presides at a faculty meeting that discusses the report. This is followed by a vote of senate faculty as defined above under Voting Procedures.

2. Appointments in the Adjunct Professor and Professional Researcher Series
The Ad Hoc Committee is responsible for reviewing and recommending to the Chairperson and the Department appointments in the Adjunct Professor and Professional Researcher Series. The Chairperson presides at a faculty meeting that discusses the report. This is followed by a vote of all senate faculty regardless of rank.

3. Merit Actions
The elected Merits Committee is responsible for reviewing and recommending to the Chairperson merit actions of faculty who teach in their respective areas. The Chairperson uses that report as the basis for a recommendation to the Dean. Votes on regular (on time) and one-year acceleration merit actions have been delegated to the elected Merits Committee.

4. Promotions/Accelerations (two years or more)
The Ad Hoc Committee appointed by the Chairperson reviews the faculty’s dossier and submits its report for the full faculty to review. External letters are requested in accordance with Academic Senate protocols and are part of the dossier. The Chairperson presides at a faculty meeting that discusses the dossier. This is followed by a vote of senate faculty as defined above under Voting Procedures. For Accelerations of two years or more, external letters are not requested unless there is a promotion associated with the acceleration. A faculty vote is required as discussed above.

5. Voting on personnel matters will be by secret ballot and must pass by a simple majority of those eligible to vote.

6. Voting should be held open for at least five instructional days.

VIII. Amendments to By-Laws
The Department By-Laws can be amended by a two-thirds majority vote in a secret ballot of Departmental members of the UCLA Academic Senate following a regularly scheduled faculty meeting.