This document is written to be in conformity with Bylaw 55 of the State-wide Academic Senate of the University (UC SB 55).

Approved by Faculty, 3/28/2016 (23 yes, 0 no, 0 abstentions)

I. Departmental Academic Senate Membership
   A. Senate Faculty of Department of Molecular and Medical Pharmacology include:
      i. Regular Line Faculty [Ladder Faculty]
      ii. In-Residence Faculty
   B. All Senate department members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions.

II. Academic Personnel Actions
   A. Tenured Faculty members voted by 2/3 majority to extend the right to vote on Academic Personnel Actions to In Residence Faculty. [12/10/2015 faculty vote by secret ballot; 12 yes; 1 no; 0 abstain].

   B. Appointments: Full and Associate Senate faculty are enfranchised to vote on all appointments that confer membership in the Academic Senate (SB 55(B)(1)). MMP Full and Associate Senate faculty voted by 2/3 majority to extend the right to vote on appointments that confer Senate membership at the Assistant, Associate, and Full ranks to Assistant Professors [1/11/16 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain] and Recalled Emeriti [1/11/16 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain].

   C. Non-Reappointments: Full and Associate Senate faculty are enfranchised to vote on all non-reappointments/terminations of Assistant titles in the Senate series (end of “8th year”). MMP Full and Associate Senate faculty voted by 2/3 majority to extend the right to vote on non-reappointments/terminations of Assistant titles to Assistant Professors [1/11/16 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain] and Recalled Emeriti. [1/11/2016 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain]

   D. 4th Year Appraisals: Full and Associate Senate faculty are enfranchised to vote on all 4th Year Appraisals of Assistant Professors members. MMP Full and Associate Senate faculty voted by 2/3 majority to extend the right to vote on 4th Year Appraisals to Assistant Professors [1/11/2016 faculty vote be secret ballot; 12 yes; 2 no; 0 abstain] and Recalled Emeriti. [1/11/2016 faculty vote by secret ballot; 13 yes; 1 no; 0 abstain]

   E. Promotions:
      1. To Full Professor: Full Senate faculty are enfranchised to vote on promotions to Full Professor.
2. To Associate Professor: Full and Associate Senate faculty are enfranchised to vote on promotions to Associate Professor.
   a. MMP Full and Associate Senate faculty voted by 2/3 majority to extend the vote on promotions to Associate Professor to Assistant Professors. [1/11/2016 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain] and Recalled Emeriti. [1/11/2016 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain]

F. Merit Actions/Merit Review Committee

All on-time and accelerated merit actions that are Dean's Final (currently up to 1 year accelerated for Associate rank and up to 2 years' accelerated for Full rank*) have been delegated to the elected Merit Review Committee (MRC). MMP Full, Associate, and Assistant faculty and Recalled Emeriti voted by 2/3 majority to delegate to the Merit Review Committee [1/21/2016 vote by secret ballot; 19 yes; 2 no; 0 abstain]

The MRC shall be composed of Senate members at Associate and Full rank, and shall be elected by Senate members, at all ranks, every spring for the following academic year. The department chair and the MRC may recommend that any merit action be referred to the full voting faculty for consideration.

G. Searches and New Faculty Appointments

The Chair shall appoint recruitment committees to conduct searches as often as is deemed appropriate. The recruitment committee shall evaluate the appointment and provide a recommendation to be voted on by the full voting faculty.

H. Joint and Split Appointments

Joint Appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other MMP department member of the same rank.
I. **Five Year Reviews**
Review of dossiers for 4 and 5 year reviews shall be performed by the MMP Merit Review Committee (MRC). Their report shall be provided to the Chair and Vice Chair for Academic Affairs, who will make recommendation in a Chair’s letter.

J. **Non-Senate Appointees**
MMP uses the following Non-Senate appointment titles: Visiting Academic titles, Adjunct series, Health Sciences Clinical series, Professional Research series, Project Scientist, Specialist.

i. Adjunct and Health Sciences Clinical series – Adjunct and Health Sciences Clinical faculty will be reviewed in the same manner as Senate faculty.

ii. Professional Research series – All appointments at the Assistant level are at the Chair’s discretion. Appointments at Associate and Full ranks, merits at all ranks, eight year limit reviews and promotions shall be handled by the Merit Review Committee (MRC).

iii. For all other Non-Senate appointees, appointments and merits at the Assistant level will be at the Chair’s discretion. Appointments, merits, and promotions at the Associate and Full rank shall be handled by the Merit Review Committee (MRC).

III. The Chair shall designate a Vice-Chair for Academic Affairs who will assist the Chair in the appointment of a 3 person ad hoc committee for pre-consideration of fourth year appraisals, promotions to Associate and Full Professor, and merits to Professor, Step VI, and Above Scale. The ad hoc committee’s findings shall be presented formally, as an advocacy document, and will be considered at a departmental meeting convened to consider the major review or promotion. The membership of the ad hoc committee will be confidential. Any accelerated merit actions that are Chancellor’s final are also to be reviewed by an ad hoc committee and considered at a departmental meeting.

For actions not delegated to the Merit Review Committee (MRC), the individual dossiers will be made available for 5 working days for review by the voting members of the department. Voting will take place electronically, via secret ballot. Strict confidentiality of all votes will be maintained.

*For further information, please consult The UCLA CALL: https://www.apo.ucla.edu/policies-forms/the-call*
Procedures for Appointment, Merit Review, and Promotion

Searches and New Faculty Appointments
The Chair shall appoint recruitment committees to conduct searches as often as is deemed appropriate. All Senate (tenured, tenure track, in-residence), Clinical, and joint appointment faculty in such categories may be eligible to serve on departmental search committees. The Senate and Clinical faculty shall be responsible for evaluating candidates for appointment. Request for joint appointment in the department shall be governed by the same processes as those used for new faculty appointments; an ad hoc committee will be appointed and make a recommendation to the department, and the Senate and Clinical faculty will vote on the recommendation. At three year intervals, based on the department’s programmatic needs and the appointee’s contributions, the Senate and Clinical faculty holding primary appointments in the department may determine, by formal vote, to continue or terminate the secondary appointment.

Merit Review Committee
The Merit Review Committee and its Chair will be appointed by the Department Chair and the Vice-Chair for Academic Personnel. Its membership will be composed of 5 Senate and/or Clinical faculty. This Committee shall meet for the purpose of reviewing all dossiers proposed for regular or one-year accelerated/decelerated merit increase. This committee shall be delegated with voting authority for the following personnel actions: Assistant Professor, Associate Professor, Professor – all regular merits/step increases, and those that are accelerated or decelerated by no more than one year. Members shall serve staggered terms of three years. The Chair of the committee shall convene the committee in accordance with the School of Medicine dossier submission timetables and shall assign dossiers to each committee member for in-depth review. A 3/5 majority vote of the Merit Review Committee is needed to recommend action. In the event of a tie, the Vice Chair for Academic Personnel will cast the deciding vote. Administrative support for this Committee shall be provided by the staff Academic Personnel specialist, who will schedule meetings, distribute the dossiers, record minutes of meetings, etc. If members of the committee are to be considered for merit review during their tenure on the committee, the committee will consider the dossier in their absence. The Department Chair can exercise the option of bringing any regular or one year accelerated/decelerated merit review to the entire department for a faculty vote.

Ad Hoc Review Committee(s)
When the Department Chair deems that an acceleration by more than one year is justifiable, or in the case of major reviews and promotions detailed below, the Chair shall, in consultation with the Vice Chair for Academic Personnel, appoint a 3 person ad hoc committee composed of Senate and/or Clinical faculty for consideration of the case. Their findings shall be presented formally, as an advocacy document, and will be considered at a departmental meeting convened to consider the major review or accelerated promotion. The ad hoc report will be signed by all members of the committee.
Major reviews and promotions include the following actions:
Fourth Year Appraisal
Promotion to Associate Professor
Promotion to Professor (at the Chair’s discretion to convene a faculty meeting)
Merit to Professor, Step VI
Merit to Professor, Above Scale

Actions shall be reviewed according to the following process:

1. Review and recommendation of ad hoc or standing faculty committee
2. Pharmacology faculty vote and Departmental recommendation
3. Dean’s Office
4. Committee on Academic Personnel (CAP)
5. Chancellor’s Office

Standard on-schedule merit increases, and one year accelerated/decelerated merit increases within each rank are approved at the Dean’s Office level.

Voting Privileges and Procedures for Personnel Actions

Departmental Academic Senate faculty members (tenured, tenure track, and in-residence) and faculty in the Clinical series in all ranks may vote on the following academic actions—initial appointments in all ranks and all series; promotions to associate and full professor rank in all series; fourth-year appraisals in all series; merit increases in all series involving acceleration or deceleration by more than one year; merit increases to Step VI; and merit increases to initial and further Above-Scale.

Copies of the individual dossiers for these actions will be made available for five working days for review by the voting members of the department, after which time they may vote by secret paper ballot, or electronically via the Academic Personnel specialist who will maintain confidentiality of all votes.

In accordance with Senate Bylaw 55, the Department has extended voting privileges on personnel matters to Emeriti faculty recalled for research or teaching.

It is presumed that joint appointees will participate fully in the research and teaching of the department. The joint appointees will have the same voting privileges as the primary faculty, unless such privileges are waived.

The Chair has the authority to recommend approval of all appointments to or promotions within the Visiting series, appointments to or salary increases within the Academic Administrator, Academic Coordinator, Clinical Instructor, or Specialist series; and all regular merit increases within the Professional Research series.

Promotions or Merit increases in the Researcher series that are accelerated by more than one year are to be reviewed by an ad hoc committee.
March 29, 2016

To: Linda Bourque, Chair
   Rules & Jurisdiction
   Academic Senate

From: Dr. Michael E. Phelps, Chair
   Department of Molecular & Medical Pharmacology

Re: Department Bylaws

In response to the request from Vice Chancellor Carole Goldberg for departments to review their voting eligibility provisions in departmental bylaws, the Department of Molecular and Medical Pharmacology has revised and put up for faculty vote bylaws that address the issues in our current version identified by the Rules & Jurisdiction Committee.

The results of the faculty vote on our revised bylaws are: 23 yes, 0 no, and 0 abstentions.

Also, once extension of voting privileges to In-Residence faculty was established, subsequent votes to extend voting privileges in most cases only resulted in an additional vote. I would like to clarify that In-Residence faculty were part of the voting population in these subsequent votes, but fewer votes total were cast.

Attachments:

Molecular and Medical Pharmacology Bylaws, 2005
Proposed Revised Molecular and Medical Pharmacology Bylaws, 2016

Cc: Marian M. Olivas, R&J Committee Analyst, Academic Senate
    Stephanie Shaw, Director, Academic Affairs, DGSOM
    Christine Wang, CAO
    Bernadette Omote, Academic Personnel
    Gizela Lizares-Ybiernas, Academic Personnel