BYLAWS OF THE DEPARTMENT OF ASIAN LANGUAGES AND CULTURES

Date

Adopted by the Faculty 2013 May 1.
Amended by the Faculty 2015 December 2.
(2015 December 2 meeting: 13 "yes" votes, 0 "no", 0 "abstain"; 4 on leave and 4 absent)

Preamble

This document sets forth the rules for the governance of the Department of Asian Languages and Cultures at UCLA and shall be known as the “Bylaws of the Department of Asian Languages and Cultures.” These bylaws shall become effective upon the date of adoption.

Article I — Name

The department shall be called the Department of Asian Languages and Cultures within the Division of Humanities in the College of Letters and Science.

Article II — Mission

The mission of the department is to advance the knowledge of Asian Languages and Cultures, which provides undergraduate and graduate education and fosters excellence in research and teaching.

Article III — Members

A. Regular Faculty. The Regular Faculty shall consist of all members of the Academic Senate with non-0% appointments/FTE in the Department of Asian Languages and Cultures. All new appointments shall require a majority of eligible voters. A request by a member of the Regular Faculty for a joint appointment in another department shall require a majority vote of all eligible ALC Faculty. A request by a member of the ALC Regular Faculty for a split appointment in another department shall require a majority vote of all eligible ALC Regular Faculty.

B. Affiliated Senate Faculty. A member of the Academic Senate whose appointment/FTE resides in another department may affiliate with the Department of Asian Languages and Cultures as a joint appointment at 0% time or a split appointment (UCLA CALL, Appendix 15).

1. Joint Appointment. An applicant for an initial join appointment shall either waive voting privileges on personnel matters, or be subject to reciprocal ALC review. A majority vote of the voting members of the department will be required for the initial appointment.
2. **Split Appointment.** A split appointment may be made if a Senate faculty member elects to transfer at least 25% of her/his FTE to the Department of Asian Languages and Cultures. Split appointments shall require a majority vote of all eligible Regular Faculty. Commensurate with the percentage of the FTE, a faculty member on a split appointment has the same obligations to ALC as a regular faculty member and shall have full voting rights in the Department as provided for by Academic Senate Bylaw 55 and these bylaws.

C. **Non-Senate Faculty.** Qualified individuals who are not members of the Academic Senate may be appointed to the Lecturer, Visiting or Adjunct titles to fulfill departmental teaching needs.

D. **Staff.** All non-faculty employed by the Department of Asian Languages and Cultures are defined as staff under the following classifications: Management and Professional, Administrative and Professional, Researchers, Clerical, and Technical. Members of the Clerical and Technical classifications are represented by recognized bargaining units. Staff may be employed as career employees with comprehensive University benefits or casual employees with partial benefits.

**Article IV — Faculty Administration of the Department**

Upon recommendation of the Dean after consultation with the Regular Faculty of the Department, the Chancellor appoints the Department Chair and Vice Chair, who serve at the discretion of the Chancellor (APM 245-24).

Chair. The Department Chair serves as the executive officer of the Department. In fulfilling her/his duties, the Chair shall regularly consult with the Faculty Executive Committee and/or the Department on all substantial matters related to courses, curricula, educational policy, budget, personnel, resources and space (APM 245, Appendix A). The Chair is normally appointed for a term of three (3) years and renewal of a Chair’s appointment is contingent upon favorable review conducted by the Dean.

Vice Chair. The Vice-Chair shall be responsible for bringing all Unit 18 Lecturer items to the attention of the Faculty Executive Committee and also for arbitrating all communications between the Lecturers and ALC Administration. The Vice-Chair shall serve as Chair in the event the Chair is out-of-town, on vacation, or temporarily unable to carry out his/her duties as Chair DGS. The Chair shall designate a Director for Graduate Studies / Graduate Admissions.

DUGS. The Chair shall designate a Director for Undergraduate Studies.

The Chair shall designate a Committee for Scheduling. This committee shall be responsible for the scheduling of the undergraduate program and graduate programs, by recommending policy, adjudicating coverage and resource allocation issues. The committee shall also assist the Chair in determining department policy; represent the Department in lieu of the chair at various School-wide, College-wide, and University committees.
The Chair shall designate Language Program Coordinators who will be responsible for coordinating designated language programs.

Article V — Standing Committees & Officers

The Chair shall appoint standing and ad hoc committees as appropriate. The following standing committees shall be maintained by the Department:

Faculty Executive Committee — The Department of Asian Languages and Cultures Faculty Executive Committee shall be chaired by the Department Chair and be composed of the following standing members: Vice-Chair, Director of Undergraduate Studies, Director of Graduate Studies, Scheduling Committee Chair, Language Coordinator Regular Faculty Representative, Buddhist Program Representative, China Program Representative, Japan Program Representative, Korea Program Representative and South & Southeast Asia Program Representative. One more than 50% of the total members shall constitute a quorum. The Department Management Services Officer shall provide staff support and attend the Committee in a non-voting, ex-officio capacity.

The Faculty Executive Committee shall have general responsibility for the development, implementation, and enforcement of the administrative and academic policies of the Department of Asian Languages and Cultures. The Faculty Executive Committee may review recommendations by other standing committees and make its own recommendation prior to Departmental vote on such issues. The Faculty Executive Committee will also be designated as the standing committee for voting on Unit 18 Lecturer personnel actions and Adjunct Professor personnel actions. Minutes of the Faculty Executive Committee shall be recorded by the Department’s Management Services Officer and maintained on file in the Departmental Business Office.

Director of Graduate Studies — The Director of Graduate Studies (DGS) shall have responsibility for implementation and enforcement of departmental policies and procedures for all aspects of Departmental Ph.D. program, and shall recommend changes to the program for consideration by the full faculty. Compensation will be at one course release per academic year. The duties of the DGS include:

- Development of departmental program requirements (courses, examinations, TAships), and policies governing graduate student support.
- Oversee graduate student progress towards degree — completion of Ph.D. requirements
- Distribution and management of Graduate Division unrestricted and advanced to candidacy allocation.
- Nominating body for academic and merit awards / fellowship from the University and outside agencies.
- Direct departmental public relations effort as it effects the graduate program (in the form of distribution materials, flyers, and brochures). This duty may be delegated to the Graduate Student Affairs Officer.
• Coordinate recruitment and admissions effort with an Admissions Committee chosen by the Chair and Director of Graduate Studies.

• Mediate concern and/or issues that arise between faculty mentors and graduate students.

**Director of Undergraduate Studies** — The Director of Undergraduate Studies (DUS) shall have responsibility for implementation and enforcement of departmental policies and procedures for all aspects of the Departmental B.A. program, and shall recommend changes to the program for consideration by the full faculty. Compensation will be at one course release per academic year. The duties of the DUS include:

• Review all student application to the department’s degree programs and make individual admissions determinations based upon the criteria established by the Department. The DUGS may also delegate this responsibility to the Undergraduate Student Affairs Officer.

• Oversee and make recommendations on the undergraduate student degree program - completion of B.A. requirements.

**Scheduling Committee** — This committee shall be responsible for the scheduling of the undergraduate program and graduate programs instruction by recommending policy, adjudicating disputes in coverage and resource allocation issues.

The scheduling committee will determine which courses should be identified as “programmatics” in the sense that they must be offered if our students are to fulfill the requirements of our various degree programs. The committee will advise the chair, faculty, and staff regarding the scheduling and assignment of programmatics courses.

The Scheduling Committee Chair will not be called upon to serve in any Ad Hoc committees for every year the faculty member holds this office.

**Language Program Coordinator(s)** — The Language Program Coordinator(s) shall be responsible for administration of placement tests; selection and assignment of TA appointments; assignment of lecturer appointments and schedules; assignment of summer sessions language courses; selection and assignment of TAs for summer session languages courses; ensuring that the pedagogical needs of each language proficiency requirements are met and that the programs adhere to standardized departmental schedules across ALC’s languages. They will also work in tandem with the Vice-Chair to ensure that the curriculums and teaching loads of each Unit Lecturer adhere to Departmental policy. Compensation will be at one course release per academic year.

**Language Committee** — The Language Program Coordinator(s) together with the Vice Chair shall constitute a Language Committee to facilitate communication across language programs and to address department-wide policies related to language programs.

**Article VI — 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. The search committee chair (also appointed by the Chair) will assume primary responsibility for conducting and coordinating the search, reviewing the candidate’s applications, selection of a short list, and the candidate’s visits and colloquia. After internal committee discussion and vote, the committee will formally submit to the Department Chair the committee’s recommendation for appointment in the form of a detailed advocacy document. The advocacy document will become part of the Departmental dossier to be forwarded for central administrative review upon favorable departmental vote. The Regular Faculty shall be responsible for evaluating candidates for appointment. Departmental meetings shall be held on all personnel actions concerning appointments.

Ad Hoc Review Committee(s) — The Department Chair will appoint a three (3) person ad hoc committee for the pre-review of all Academic Personnel cases. Major promotions (to Associate Professor with tenure, Professor I, and Professor VI, and Professor Above Scale) and all merit actions shall be handled in the same fashion. The committee’s findings shall be presented formally, as being favorable, opposed, or undecided, and will be considered at a departmental meeting convened to consider the action.

Review Process — Actions shall be reviewed according to the following process:

1. Pre-review and recommendation of an ad hoc committee.
2. Department of Asian Languages and Cultures’ Departmental Faculty vote.
3. Dean’s Office
4. Committee on Academic Personnel (CAP)
5. Chancellor’s Office.

Standard on-schedule merit increases within each rank are approved at the Dean’s Office level.

Article VII — Voting Privileges

A. Standing Order of the Regents 105.2c provides that “… the several department of the University, with the approval of the President, shall determine their own form of administrative organization and all Professors, Associate Professors, Acting Professors, Acting Associate Professors, and Assistant Professors and all Instructors of at least two years’ service shall have the right to vote in department meetings.” Academic Senate By-law 55 provides that “No department shall be organized in a way that would deny to any of its non-emeritae/i faculty who are voting members of the Academic Senate … the right to vote on substantial departmental questions, excepting only certain personnel actions as detailed in [Academic Senate By-law 55B].”

B. Non-personnel Voting. All ALC Regular Faculty of all ranks and Recalled Emeriti may vote on all non-personnel departmental matters. Emeriti professors and lecturers may participate in discussion of departmental matters, but are not permitted to vote on any of said matters.

C. Personnel Voting.

1. Appointments and Non-reappointments. All ALC Regular Faculty of all ranks (Full, Associate, and Assistant) have the right to vote on appointments which confer Senate
membership. The right to vote on Appointments has been extended to Assistant Professors by a two-thirds secret ballot of Full and Associate Professors (2015 December 2 meeting: 13 "yes" votes, 0 "no", 0 "abstain"; 4 on leave and 4 absent).

2. Promotion and Merit Actions. All ALC Regular Faculty of all ranks (Full, Associate, and Assistant) have the right to vote on promotion merit actions on all ranks. The right to vote on promotions and merit actions of Full Professors has been extended to Associate Professors by a two-thirds secret ballot of Full Professors (2015 December 2 meeting: 8 "yes" votes, 0 "no", 0 "abstain"; 2 on leave and 1 absent). The right to vote on promotions and merit actions of Full and Associate Professors has been extended to Assistant Professors by a two-thirds secret ballot of Full and Associate Professors (2015 December 2 meeting: 13 "yes" votes, 0 "no", 0 "abstain"; 4 on leave and 4 absent).

D. The Faculty Executive Committee will be the delegated body to discuss and vote on all personnel actions for Unit 18 Lecturers and Adjunct Professors.

E. Affiliated Faculty shall have the voting privileges attendant to the conditions of their respective appointments.

F. In accordance with UC bylaws, eligible faculty shall retain all voting rights in absentia and may exercise them by either a signed ballot or UCLA registered e-mail returned by the designated due date.

Article VIII — Teaching

Inasmuch as all Regular Senate Faculty in Asian Languages and Cultures are typically able to teach a broad range of subjects within the Department’s sub-fields, all faculty should be regarded as eligible to teach all courses for which they may be qualified.

The Regular Faculty teaching load consists of 5 courses. Normally these courses should consist of at least 3 programmatic courses (i.e., courses designated by ALC’s course scheduling committee as playing a fundamental role in ALC’s degree programs) plus 2 additional courses that also serve the educational needs of students.

The Regular Faculty teaching load will be assigned as such:

1. 100% in ALC: 5 courses each academic year (3 programmatic +2)
2. 83% in ALC: 4 courses each academic year (3 programmatic +1)
3. 75% in ALC: 3 and 4 courses on an alternating academic year basis (3 programmatic + 1 on normal years and 3 programmatic on alternate years)
4. 67% in ALC: 3 courses each academic year (3 programmatic on normal years and 2 programmatic +1 on alternate years)
5. 50% in ALC: 2 and 3 courses on an alternating academic year basis (3 programmatic on normal years and 2 programmatic on alternate years)
6. 40% in ALC: 2 courses each academic year (2 programmatic courses)
7. 33% in ALC: 1 and 2 courses on an alternating academic year basis (2 programmatic on normal years and 1 programmatic on alternate years)
8. 25% in ALC: 1 course each academic year (1 programmatic course)
A one-quarter sabbatical shall reduce the Regular Faculty teaching load as follows:

1. 100% in ALC: reduction by 2 courses
2. 83% in ALC: reduction by 1 or 2 courses on an alternating basis
3. 75% in ALC: reduction by 1 or 2 courses on an alternating basis
4. 67% in ALC: reduction by 1 course
5. 50% in ALC: reduction by 1 course
6. 40% in ALC: reduction by 0 or 1 on an alternating basis
7. 33% in ALC: no reduction
8. 25% in ALC: no reduction

Should Regular Faculty be unable to teach the full course workload, they will be required to secure a course release at least two quarters in advance from ALC, the College, or another Department.

Normally the course release shall not be applied to programmatic courses. This restriction, however, does not apply when the course release is reimbursed with funds provided from other units on campus (e.g., for administrative service to another unit, for work funded by a research grant, or as part of a retention agreement) so that ALC can afford to hire a replacement instructor to offer the course.

Teaching assignments for both faculty and teaching assistants will be made in a manner which maintains the existing curriculum for undergraduate and graduate students in a healthy state. The Area Coordinators in consultation with the Scheduling Committee and the Directors for Undergraduate and Graduate Studies, make recommendations to the Chair for the teaching assignments for all student instruction. The teaching load averaged over the academic year will be kept uniform between the major groups within the Department.

Departmental FTE allocations for teaching assistants shall be made in such a way that all courses be sufficiently staffed. The Director of Graduates Studies in coordination with the Area Coordinators shall be responsible for determining the suitability and qualification of potential TA’s from both within and outside the Department.

**Article IX — Meetings**

The Department shall meet at least once each term during the academic year and at such other times as needed to discharge its responsibilities. Non-Senate Faculty are permitted to attend all departmental faculty meetings, but must leave when personnel matters are to be discussed. Non-Senate Faculty shall be a Lecturer with a continuing appointment, but shall not have voting privileges.

Meetings of the Department shall be held at the call of the Department Chair or by written request from at least three members of the department faculty. Meetings of the committees shall be held at the call of the committee chair or the Department Chair. Notice of meetings and agendas shall be sent to eligible faculty at least three days in advance.
**Article X — Quorum and Voting Majoirties**

A quorum for any meeting of the department or a committee shall be a majority of the eligible voting membership. Except as otherwise provided in these bylaws, a majority of those eligible to vote on any particular matter shall be required for approval of that matter.

**Article XI — Amending the Bylaws**

All ALC Regular Faculty of all ranks may vote on the bylaws. Amendments to these bylaws may be made by a two-thirds majority of those voting in a secret ballot.