ARTICLE I - NAME

The Department of Radiation Oncology, David Geffen School of Medicine at University of California, Los Angeles.

ARTICLE II - MISSION

To Practice the patient-centered care treatment paradigm, Innovate and lead in the development of multidisciplinary care models, Sustain growth in academic programs and strengthen community partnerships, Innovate, develop and translate new treatments and cures for cancer, and Foster leadership development in the field of Radiation Oncology.

ARTICLE III - MEMBERS

A. Full-Time Faculty
Full-time faculty shall include members who are salaried at UCLA David Geffen School of Medicine in both Academic Senate and non-Senate titles, as listed below.

A. Academic Senate Faculty Titles:
   a. Regular (19900, Ladder) Series
   b. In-Residence Series
   c. Professor of Clinical X

B. Non-Senate Faculty Titles:
   a. Adjunct Series
   b. Health Sciences Clinical (Compensated) Series
   c. Researcher Series
   d. Visiting Professor

B. Voluntary Faculty
Individuals who are community physicians and non-salaried by the University or one of the affiliated institutions may be appointed to the Voluntary Faculty. Voluntary faculty appointments are based on educational or research needs of the department, which are determined solely by the chair. Initial appointments shall be made for a maximum of two years. Appointments are proposed by the department Academic Affairs committee and/or Voluntary Faculty subcommittee and appointed by the Chair. Voluntary Faculty must fulfill defined teaching or research activities on an annual basis in order to remain members. Each Division shall be responsible for setting standards for teaching or research requirements, expectations for participation in educational activities of the division, and other privileges of the appointment which may include, but are not limited to: use of the UCLA name, use of faculty title, or advertisement of UCLA affiliation. Voluntary Faculty participation is reviewed at least every two (2) years to ensure compliance with Voluntary Faculty Guidelines as stated in departmental policy. The department shall
designate a review process for appointment and reappointment of Voluntary Faculty, and the results of these reviews shall be reported to the Chair’s Office and subsequently to the Dean’s Office.

C. **Staff**
   All non-faculty employed by the Department of Radiation Oncology are defined as staff under the following classifications: Management and Senior Professionals (MSP), Administrative and Professional (PSS), Research, Clinical, Clerical, and Technical. Members of the Clinical, Research, Clerical, and Technical classifications may be represented by recognized bargaining units. Staff may be employed as career employees with comprehensive University benefits or limited appointment employees with partial or no benefits.

D. **Equal Opportunity/Affirmative Action**
The Department of Radiation Oncology is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. (For the complete University of California nondiscrimination and affirmative action policy see: UC Nondiscrimination and Affirmative Action Policy.)

**ARTICLE IV - DIVISIONS AND SECTIONS**

The Department of Radiation Oncology shall be comprised of separate divisions representing the programmatic workings of the department. The Departmental Chairman, in consultation with the department’s Vice Chairs and Divisional or Executive Vice Chairs, may at his/her discretion create additional, merge, or eliminate divisions contingent upon programmatic or financial justification. The following Divisions shall be recognized as designated academic divisions:

- Division of Clinical Care and Clinical Research
- Division of Molecular and Cellular Oncology (DMCO)
- Division of Medical Physics
- Division of Brachytherapy

All full-time and voluntary faculty shall be appointed within one or more divisions.

**ARTICLE V - OFFICERS**

A. **Chair**
The Department Chair shall be the executive officer of the Department, responsible to the Dean and Vice Chancellor for Medical Sciences for the effective operation of the Department’s programs, financial management, and for compliance with University policies and goals.

Based on the recommendation of the Vice Chancellor and Dean for Medical Sciences, the Department Chair shall be appointed by the Chancellor of the University through the customary review and approval process. The Chair is normally appointed for a term of five (5) years and renewal of a Chair’s appointment is contingent upon a favorable five-year review conducted by the Chancellor in consultation with the Vice Chancellor and Dean for Medical Sciences.
The Chair may propose the appointment of an Executive Vice-Chair who would assist the Chair in determining department policy, represent the Department in lieu of the Chair at various School-wide and University committees, and shall serve as Chair in the event the Chair is out of town, on vacation, or temporarily unable to carry out his duties as Chair.

B. **Vice Chairs**
Vice Chairs with designated responsibilities within the Department may be appointed by the Chair with the approval of the Vice Chancellor and Dean for Medical Sciences. Vice Chairs are appointed on an annual basis and serve at the discretion of the Department Chair. Their appointment is administrative, rather than academic in nature, and therefore may be extended or terminated provided there is programmatic justification to do so.

C. **Division Directors**
Division Directors with designated responsibilities within the Department may be appointed by the Chair. Division Directors are appointed with administrative duties in mind, with the intent to provide leadership to a specific division and may have a research, clinical, educational, and financial or community engagement focus.

D. **Other Officers**
The department Chair may from time to time appoint other officers. These titles include Section Chiefs; site specific Medical Directors, as well as other department officer titles.

**ARTICLE VI - POSTGRADUATE EDUCATION**

The faculty shall have the overall responsibility for the selection and training of all house staff/fellows appointed by the Department of Radiation Oncology. The training experience shall assure an optimal provision of education to residents/fellows and medical care to patients, consistent with the general and specific requirements of the Accreditation Council on Graduate Medical Education and the Commission on Accreditation of Medical Physics Education Programs. Requests for assignment of house staff positions by the various institutions affiliated with the Department shall be considered by the appropriate reviewing bodies within the Department.

**ARTICLE VII - MEETINGS**

The Department Chair shall convene meetings of the general faculty quarterly, or as s/he deems necessary. The Chair shall set agenda for the meetings in advance and notify the full-time faculty. Upon individual request, voluntary faculty may be permitted to attend general meetings, but the Chair shall reserve the right to deny their attendance. Voluntary faculty shall not have voting privileges. Votes may be conducted via electronic poll and a majority vote shall be required in any matter before the body. All meetings and committees conducted by the Department will utilize appropriate and customary parliamentary procedures for order and voting processes.

**ARTICLE VIII - STANDING MEETINGS**

The Chair shall appoint standing and ad hoc committees as appropriate. The Department shall maintain the following standing committees:
A. **Clinical Faculty Staff Meeting**
The Clinical Faculty Staff Meeting shall be attended by all clinical faculty (physician or physicist), The Chair, The Vice Chairs, The Chief Administrative Officer, The Chief Financial Officer, as well as other invited staff and guests as determined appropriate. The Clinical Faculty Staff Meeting shall normally be held on a monthly basis. The agenda shall consist primarily of policy and process discussions related to clinical operations, quality and safety, education and research objectives.

B. **Clinical Physics Staff Meeting**
The clinical physics and dosimetry staff meeting shall be attended by all clinically active physicist faculty, hospital physicists, and dosimetrists of the department. Other staff and guests may be invited as appropriate on a periodic basis. The clinical physics and dosimetry staff meeting shall normally be held on a monthly basis with, at minimum, quarterly meetings. The agenda shall consist primarily of policy and procedure discussions, machines and systems, research, quality and safety.

C. **Division of Molecular and Cellular Oncology Meeting**
The Division of Molecular and Cellular Oncology (DMCO) Faculty meeting shall be attended by all DMCO faculty of the department. Other staff and guests may be invited as appropriate on a periodic basis. The DMCO faculty meeting shall normally be held on a monthly basis with, at minimum, quarterly meetings. The agenda shall consist primarily of research, policy and procedure discussions as well as other substantial issues specific to The DMCO.

D. **Division of Brachytherapy Meeting**
The Division of Brachytherapy meeting shall be attended by all brachytherapy faculty of the department. Other staff and guests may be invited as appropriate on a periodic basis. The brachytherapy faculty meeting shall normally be held on a monthly basis with, at minimum, quarterly meetings. The Director of the Division of Brachytherapy shall set the agenda for the meetings in advance and notify attendees. The agenda shall consist primarily of research, policy and procedure discussions as well as other substantial issues specific to Brachytherapy.

**ARTICLE IX- STANDING COMMITTEES**

A. **Academic Affairs Committee**
This is a committee of faculty at the Assistant, Associate and Full Professor rank in the department, appointed annually by the Department Chair. The Chair of the Committee shall be appointed by the Chair and convene the Committee in accordance with the Campus dossier submission timetable and pre-review the dossiers and proposed actions and assign ad-hoc dossier review committees for in-depth review. The Departmental Academic Personnel Coordinator shall provide staff support, i.e. schedule meetings, distribute the dossiers, etc. This Committee shall meet at least four to six (4-6) times annually for the purpose of pre-reviewing all dossiers proposed for appointment, promotion, termination of appointment, change in series, merit increase, fourth-year appraisals, five-year academic reviews, or other required academic review processes. The Committee shall forward track change and appointment-related recommendations to the Executive Committee for salary review. A summary of the Academic Affairs Committee recommendation shall be discussed at the Executive Committee and maintained in the Academic Personnel office.

B. **Executive Committee**
The Executive Committee shall be composed of the following standing members: Department Chair, Vice Chairs, Chief Administrative Officer, Chief Financial Officer and additional members, appointed at the department chair’s discretion. The Chair and Chief Administrative Officer shall set the agenda and notify members in advance. For the Executive Committee’s purposes, one more than fifty percent of the membership shall constitute a quorum. The Chief Administrative Officer and Chief Financial Officer are non-voting members for academic personnel actions. The Executive Committee shall approve all appointments and reappointments to the UCLA Medical Staff, decide policies on intra- and interdepartmental issues, and provide leadership in strategic planning efforts including space, personnel, clinical operations, community engagement, finance and educational programs. The Executive Committee, in conjunction with the Chairs of Standing Committees, shall have general responsibility for the development, implementation, and enforcement of the administrative, academic, research and patient care policies of the Department of Radiation Oncology. The Committee shall meet at least three times monthly.

C. Education Committee
The Education Committee shall be responsible for facilitating the development and implementation of curriculum for the training programs (medical student clerkships, residencies, and fellowships), recommending policy, adjudicating coverage and resource allocation issues, and ensuring compliance with RRC regulations (i.e., “Milestones”) and CAMPEP requirements. The Committee shall be comprised of the Department Chair, Vice Chair for Education, Vice Chair of Physics, Associate Vice Chair of Physics, Program Directors, Medical Student Clerkship Director, the Administrative Director of the Education Office (or their designated representatives), Program Coordinators and will be chaired by the Vice Chair for Education. The committee shall meet at least semi-annually, but sub-committees may be convened on a more frequent basis, as specific aspects of the educational program require. The Administrative Director of the Education Office shall maintain minutes of all Committee meetings.

D. Quality and Safety Oversight Committee
Each clinical Division shall have the responsibility of developing a Quality Improvement (QI) plan to be presented to the Chair, the Executive Committee and the Chief Quality Officers for approval. All faculty shall participate in the Departmental Quality Meetings. The Departmental Chief Quality Officers shall represent the Department in the appropriate Health System QI process. Quality Officers will manage the incident reporting system, review and assign QI projects as indicated, and recommend policy and procedural changes to ensure all regulatory requirements are being met by the department.

E. Academic Senate Committee Appointments
The Department of Radiation Oncology shall elect two representatives to the Legislative Assembly of the Academic Senate for three-year terms. The Chair, in consultation with the Division Chiefs, shall recommend a slate of two to six candidates representing the divisions. An electronic ballot will then be initiated for the Academic Senate members of the Department. Results of the election ballot will be tallied by the Chairman’s Office and forwarded to the Campus Academic Senate Office.

ARTICLE X - VOTING PRIVILEGES
A. **Academic Senate Faculty**
   All department Academic Senate Members, including Recalled Emeriti, shall have the right to vote on substantial department matters, and appointments and personnel actions of both Senate and non-Senate faculty as described below.

B. **Non-Senate Faculty**
   Non-Senate faculty may have an advisory vote on substantial departmental matters, as well as on personnel actions of both Senate and Non-Senate faculty.

C. **Emeriti Faculty**
   Emeriti faculty does not have the right to vote on departmental matters, nor on personnel actions. Emeriti faculty of the Department of Radiation Oncology who are recalled to service in the Department regain voting rights on all departmental matters during the period of such service.

**ARTICLE XI – VOTING**

A. **Review Process for Personnel Actions**
   a. The full-time Academic Senate faculty (Assistant, Associate and Full Professor Rank) shall be responsible for evaluating candidates in all titles, both Senate and non-senate, for appointment, merit, and promotion. Candidates shall be evaluated based on the following criteria: 1) professional training and technical competence; 2) local, regional and national recognition in their academic specialty; 3) evidence of teaching abilities and on-going commitment to the training program; 4) evidence of creative investigation in either basic or clinical research; and 5) university service, with weighting of each category as described in the UCLA CALL. Each dossier must contain documentation that strongly supports fulfillment of the aforementioned criteria. Each dossier beyond the initial appointment must contain teaching evaluations by residents and students as well as peer review evaluations by faculty. Dossiers for appointments, promotions, and changes in academic series (for Senate titles only) must also include letters of intramural and extramural support that attest to the individual’s capabilities with respect to the above criteria.

All Personnel actions shall be reviewed according to the following process:

1. Academic Personnel Committee will designate or serve as ad hoc committee for dossier review.

2. Vote of The Department of Radiation Oncology Faculty. Non-senate faculty will provide an advisory vote on academic personnel actions. Senate faculty votes will be recorded and tallied separately from non-senate faculty votes.

3. Academic Personnel Committee refers to Department Chairman to write a departmental letter of recommendation.

4. Departmental Chairman may write an optional, separate letter.

5. The Executive Committee shall review actions reviewed by the Academic Personnel Committee, and will provide oversight to the Department Chair regarding financial impact to the department on new appointments and changes in series. The Department Chair shall have final authority on all department financial decisions.
6. Ad Hoc Review Committee (at the discretion of the Chancellor’s Office), if applicable.

7. Committee on Academic Personnel (CAP) review, if applicable.

8. Chancellor’s Office review, if applicable.

B. Voting Privileges
Tenured Faculty members have extended the right to vote on Academic Personnel Actions to In Residence and Clinical X Faculty. [12/29/2015. In Residence 3 yes; 1 no; 0 abstain; Clinical X: 3 yes; 1 no; 0 abstain]

1. Appointments, Non-Reappointments
   a. Full and Associate Professors vote on all appointments that confer membership in the senate.
   b. Full and Associate Professors have extended the right to vote on appointments to Assistant Professors. [02/17/2016, by 2/3 majority secret ballot: 7 yes 2 no 0 abstain 1 not voted].

2. Promotions
   a. Promotions to Full Professor: Full Professors vote on all promotions to Full Professor. Full Professors have extended the vote on their promotions to Associate Professors [02/17/2016, by 2/3 majority secret ballot: 5 yes 2 no 0 abstain] and, with Associate Professors, to Assistant Professors [02/17/2016 by 2/3 majority secret ballot: 7 yes 2 no abstain].
   b. Promotion to Associate Professor: Full and Associate Professors vote on all promotions to Associate Professor. Full and Associate Professors have extended the vote on promotion to Associate Professor to Assistant Professors. [02/17/2016, by 2/3 majority secret ballot: 7 yes 2 no 0 abstain 1 not voted].

3. Merit Actions
   a. Full Professor merits. The same ranks (Full, Associate, and Assistant) vote on Full Professor merits as vote on Full Professor promotions. (SB 55.B.6)
   b. Associate Professor merits. The same ranks (Full, Associate, and Assistant) vote on Associate Professor merits as vote on Associate Professor promotions. (SB 55.B.6)
   c. Assistant Professor merits. All ranks (Full, Associate, and Assistant) vote on Assistant merits, including 4th year appraisals. Full and Associate Professors have extended the right to Assistant Professors. [02/17/2016, by 2/3 majority secret ballot: 7 yes 2 no 0 abstain 1 not voted].

4. Joint and Split Appointments
   a. Joint appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other department member of the same rank.

5. Five Year Reviews
5. **Five Year Reviews** are handled by the department process as described in Article XI, Item A department process.

6. **Non-Senate Faculty/Adjuncts**
   a. Non-senate academic personnel actions follow the review and voting procedures as any other faculty member of the same rank according to the department process as described in Article XI, Item B.
   b. Non-Senate Faculty/Adjuncts with 100% employment in the Department (including all affiliate locations) have been extended the right to an advisory vote on Faculty personnel actions. [02/17/2016, by 2/3 majority secret ballot: 7 yes 2 no 0 abstain 1 not voted].

7. **Non-Personnel Substantial Department Matters**
   a. Issues of this nature include but are not limited to: course and curricula decisions, membership of various faculties and councils, department budget and administrative decisions involving faculty.
   b. All senate faculty members may vote on non-personnel substantial department matters.

C. **Voluntary Series Faculty**
   1. Appointments and promotions in the Clinical (Voluntary) series require a division review of the programmatic need for such actions under consideration. All actions for Voluntary Series Faculty appointments will be reviewed by the David Geffen School of Medicine Faculty Executive Committee. Appointment to this series shall not be automatic either upon departure from the full-time faculty or graduation from a University of California residency or fellowship training program. Appointments and promotions at the Assistant Professor, Associate Professor and Full Professor ranks shall require a division vote and Faculty Executive Committee Review.

ARTICLE XII - APPOINTMENTS TO SCHOOL, MEDICAL CENTER AND UNIVERSITY COMMITTEES

The Department Chair shall sit on standing and ad hoc committees in the Medical School, UCLA Hospital System, the UCLA Health System, and the University Campus. In his absence the Executive Vice Chair or other designee shall represent him. The Department Chair may also propose that members of the Department of Radiation Oncology represent the Department on appropriate committees. Individuals may be asked to serve on more than one committee.

ARTICLE XIII - AMENDMENT OF BYLAWS

The Department Bylaws may be amended at any time by a 2/3 majority vote of a quorum of the division/departmental Senate faculty all ranks and series of the Department of Radiation Oncology. The
proposed amendments shall be submitted in writing and circulated to the entire faculty prior to the vote being taken.

Minor amendments to language in the Bylaws that reflect changes in University nomenclature or procedure and do not impact the prerogatives of the faculty may be enacted by the Chair.

A. The Department of Radiation Oncology Health Sciences Compensation Plan Bylaws may be amended at any time by a-two-thirds-vote of the senate division departmental faculty, with approval by the Department Chair and Dean. Affected Plan participants shall be afforded the opportunity to review and comment on any proposed revisions to these Bylaws prior to a vote being taken. (For additional information regarding these policies, see: APPENDIX A - The Department of Radiation Oncology Health Sciences Compensation Plan Bylaws.)