University of California, Los Angeles

Department of Slavic, East European and Eurasian Languages and Cultures

Bylaws

Contents

I. Membership
   A. Academic Senate Faculty
   B. Non-Academic Senate Faculty

II. Obligations

III. Voting Privileges
   A. Personnel Actions
   B. Substantial Departmental Issues Apart from Personnel Actions.

IV. Voting in Absentia

V. Personnel Action Procedures

VI. Meetings

VII. Officers

VIII. Appointment of Officers and Members of Committees

IX. Functions and Charges of Standing Committees

X. Amendment
I. Membership

A. Academic Senate Faculty
   The Department employs, or may employ, Academic Senate Faculty in the following series:
   the Regular Series (Assistant, Associate and Full Professors), the Acting Series (Associate
   and Full Professor) and Lecture/Senior Lecturer Series SOE (with Security of Employment)
   and PSOE (with Potential Security of Employment).

B. Non-Academic Senate Faculty
   The Department employs, or may employ, non-Senate Faculty in the Acting Series (Acting
   Assistant Professor), the Adjunct Series, the Visiting Series and the Lecture Series (without
   Security of Employment).

For purposes of these bylaws Core faculty comprises all Academic Senate faculty as
stipulated under I.A. above.

Full-time faculty comprises the core faculty and all full-time (100%) FTE lecturers.

Active faculty comprises all Senate and non-Senate faculty, whether full or part time.

Emeritus faculty comprises all former core faculty.

II. Obligations. All core faculty members not on leave of absence are obligated to attend faculty
meetings. Core faculty are expected to serve the Department as officers and members of
committees. Other faculty members may offer such service to the Department if they choose.

III. Voting Privileges

A. Personnel Actions

1. All Full Professors in the Regular Series are automatically enfranchised to vote on all
   personnel matters. All lecturers/Senior lecturers with Security of Employment are
   automatically enfranchised to vote on promotions to Lecturer/Senior Lecturer with Security
   of Employment (SOE) or Potential Security of Employment (PSOE).

2. Full and Associate Professors in the Regular Series have extended voting privileges on
   appointments that confer Academic Senate Membership to Assistant Professors in the
   Regular Series and to Lecturers/Senior Lecturers with Security of Employment (SOE).*

3. Full and Associate Professors in the Regular Series have extended voting privileges on non-
   reappointments or terminations of Assistant Professors only to lecturers with Security of
   Employment (SOE).*

4. Full Professors in the Regular series have extended voting privileges on promotions to Full
   Professor to Associate Professors in the regular series.*

5. Full and Associate Professors in the Regular Series have extended voting privileges on
   promotions to Full Professor to Assistant Professors in the Regular Series and to
   Lecturers/Senior Lecturers with Security of Employment (SOE).*
6. Full and Associate Professors in the Regular Series have extended voting privileges on promotions to Associate Professor to Assistant Professors in the Regular Series and to Lecturers/Senior Lecturers with Security of Employment (SOE).*

7. Full and Associate Professors in the Regular Series have extended voting privileges on appointments to Lecturer/Senior Lecturer with Security of Employment (SOE) or Potential Security of Employment (PSOE) to Assistant Professors in the Regular Series.*

8. Full and Associate Professors in the Regular Series have extended voting privileges on non-reappointments or terminations of Potential Lecturer/Senior Lecturer with Security of Employment (PSOE) to Assistant Professors in the Regular Series.*

9. Full and Associate Professors in the Regular Series have extended voting privileges on Outcome Votes for Five-Year Reviews to Assistant Professors in the Regular Series and to Lecturers/Senior Lecturers with Security of Employment (SOE).*

10. Full and Associate Professors in the Regular Series have extended voting privileges on the appointment, reappointment, termination, and merit actions of all non-Senate Faculty to Assistant Professors in the Regular Series and to Lecturers/Senior Lecturers with Security of Employment (SOE).* Non-Senate Faculty personnel actions are handled in the same way as Senate Faculty Personnel Actions (see Par. II below).

11. Full and Associate Professors in the Regular Series have extended voting privileges on joint and split appointment with the Regular Series to Assistant Professors in the Regular Series and to Lecturers/Senior Lecturers with Security of Employment (SOE).*

12. All merit actions of Academic Senate Faculty are handled in the way that promotions, terminations, and non-appointments are handled.

* Votes by the minimally enfranchised faculty on motions III. A. 2-11 were carried out on December 2, 2015 and February 3, 2016 and approved by a vote of 4 yea, 0, nay, no abstentions for all proposals.

B. Substantial Departmental Issues Apart from Personnel Actions.

1. Substantial departmental issues are those that parallel the duties and powers of the Academic Senate as outlined by Board of Regents Standing Order 105.2, to wit:
   a. Authorizing and supervising all courses and curricula;
   b. Determining the membership of the various faculties and councils and electing representatives to the local Academic Senate; and 3) advising on budgetary matters and extracurricular departmental initiatives.

2. Enfranchised voters

All recalled emeriti are entitled to vote on all matters other than personnel actions.

IV. Voting in absentia

Core faculty have the right to vote in absentia on any matter they choose and are responsible for registering their absentee vote with the Chair prior to the meeting at which the matter in question is to be decided. If they wish their views to be reflected either at the meeting or in
any subsequent documents emerging from the meeting, these must be submitted in writing to the Chair, who is responsible for conveying them to the faculty at the meeting.

V. Personnel Action Procedures

General procedures are dictated by the Academic Personnel Manual and the “Call.”

Ad-hoc review committees are normally composed of one to three members of the core faculty and are appointed by the Chair for each personnel action.

At the request of the candidate one of the members may be chosen from among ladder faculty outside the Department. Each ad-hoc committee prepares an anonymous report to the core faculty summarizing and evaluating evidence for the candidate's attainments in teaching, research, and service. The committee may, if it wishes, make a recommendation relative to the proposed advancement. The committee’s letter is distributed to the voting faculty within five days of the meeting at which a vote will be taken on the personnel action, and also, in redacted form, to the candidate, who shall have opportunity to read and respond to the ad hoc committee letter and submit a written response for the faculty to review at or prior to the meeting at which the vote on the action will take place. Following the vote a Departmental letter concerning the personnel action is prepared by the Chair and made available for five working days to the core faculty for comments and corrections. These must be made in writing during this time period. Corresponding emendations are made by the Chair, pursuant to APO guidelines. The redacted letter is made available for review to the core faculty after the emendment have been made, but at the end of the five-day period the letter, along with the candidate’s dossier, may be transmitted to the Dean’s office without further input from core faculty.

VI. Meetings

A. Faculty meetings are called by the Chair. All core faculty members are entitled to submit agenda items. If any two core faculty members so request, the Chair must call a meeting within 10 days. Agendas are to be distributed to all faculty eligible to vote no less than five days prior to the meeting. Significant documentation required for any decision is to be distributed or made available at the same time as the agenda.

B. Executive sessions for both faculty and subcommittee meetings are those at which only core faculty are present. The request or motion for a meeting to be held in, or to move into, executive session, may be made by any member of the core faculty, and does not require prior approval of the Chair or seconding at a meeting. A vote on the motion is to be acted on immediately, without discussion, and must by passed by majority vote for the meeting to proceed in executive session.

C. Attendance at meeting or parts of meetings devoted to personnel actions is limited to core faculty, the Chief Administrative Officer (CAO), and the Student Affairs Officer (SAO) of the Department. Meetings or parts of meetings devoted to graduate admissions and support are restricted to full time faculty, the CAO, and the SAO. Meetings or parts of meetings devoted to all other issues are open to full time faculty, the graduate student representative(s), the CAO, the SAO, and to invited guests.
D. A quorum is one half of the faculty eligible to vote on any given issue, including personnel actions.

VII. Officers

A. The Chair conducts the Department's business in accordance with decisions of the faculty and represents the Department in relation to the Dean of Humanities and other departments.

B. The Undergraduate Advisor counsels undergraduate students regarding their course work (choice of minor or major and specific courses, course distribution leading up to the B.A., etc.) and assists the Chair in finalizing the undergraduate portion of the annual schedule of courses.

C. Two Admissions and Support Coordinators are jointly responsible for 1) gathering data on available resources for support; 2) soliciting rankings of new applicants and continuing students from the full-time faculty; 3) summarizing and presenting these rankings to the faculty, 4) outlining to the faculty all contingencies (contractual obligations to continuing students, support history, etc.) that, beyond ranking, affect the distribution of resources; and 5) implementing the faculty decisions. In performing these duties they follow the procedures described in the Appendix to these Bylaws (Admission and Support Procedures).

D. The Graduate Adviser counsels graduate students regarding their overall curriculum (required and recommended courses, choice and sequencing of courses, deficiencies, foreign language requirements, etc.), periodically reviews the academic programs of graduate students to insure that they are fulfilling curricular requirements expeditiously, and assists them in formulating long-range academic plans.

E. Two recruitment officers are jointly responsible for recruiting new students. These two officers will typically be the same as those who serve as Admissions and Support Coordinators. They are assisted by a graduate student officer.

F. The Coordinator of the Slavic Graduate Student Colloquium is responsible for soliciting papers for the colloquium, insuring that they have been appropriately sponsored and vetted, and overseeing logistics for transportation and housing of students. The Coordinator is assisted by a graduate student officer.

G. The Departmental representative to the Legislative Assembly is elected by the core faculty by secret ballot. Any core faculty may submit nominations for the position, which is held for a term of three years.

H. One graduate student officer elected by the Slavic Graduate Student Association conveys the views of the Slavic graduate students at faculty meetings and casts a single vote on all issues not relating to personnel and graduate admissions and support.

VIII. Appointment of Officers and Members of Committees

A. The Chair canvases the full-time faculty for volunteers to serve as officers on standing committees once a year, in the spring quarter; they are appointed to serve from 1 July.

B. All faculty members of standing and ad hoc committees and their chairs (where applicable) as well as individual faculty members assuming a particular function (e.g., Admissions and Support Coordinators, Undergraduate Adviser, Graduate Adviser, or Faculty member in charge of the annual Colloquium) are appointed by the Chair, to whom they report. The only
exception to this rule is the Departmental representative to the Legislative Assembly, who is elected by the core faculty. Standing committees are appointed for the duration of one academic year.

Student members of standing committees and student officers are elected at the beginning of the Fall Quarter by the membership of the Slavic Graduate Student Association. In the absence of elected members the Chair will request volunteers for committee membership and make selections from the volunteer pool.

If the number of core faculty shrinks to a number that makes the assignment of committees as described impracticable, the Chair, with the consent of the majority of core faculty, will assign single faculty members to oversee matters previously handled by committees. Each faculty member so assigned will informally solicit the advice of the graduate students and, where appropriate, seek the consent of the core faculty, constituting a committee of the whole, in matters relating to the assigned area.

IX. Functions and Charges of Standing Committees

A. The Executive Committee advises the Chair on policy issues, organizational matters and long-range planning of personnel and programmatic issues. It also assists as required in the planning and preparation of faculty meetings. The committee normally has two faculty members and one student member.

B. Computer and Web Committee

The Computer Committee oversees the Department's computer equipment and facilities, coordinates the maintenance, upgrading, and updating of hardware, software, and electronic media. It is also responsible for the timely updating of the Department website. The committee normally has two faculty members and one student member.

C. Library Committee

The Library Committee supervises the management (student staffing, hours, access, etc.) of the Department's Russian and East European Reading Room and the acquisition of books, organizes book sales, and provides liaison between the Department and the Charles E. Young Research Library and, specifically, its Slavic Bibliographer. The committee normally has two faculty members and one student member.

D. Russian Language Program Committee

The Russian Language Committee supervises the Department's undergraduate Russian language offerings in consultation with the Undergraduate Adviser and the Curriculum Committee and administers the Department's Russian language proficiency tests. It is also responsible for recruiting undergraduates to the program and organizing extracurricular activities such as the undergraduate student conferences and programs. The committee normally has two faculty members and one student member.

E. Curriculum Committee

The Curriculum Committee serves as a clearing-house for proposals regarding the Department's undergraduate and graduate instructional program, including the introduction
or abolition of courses and modifications in the status and content of existing courses and programs. The committee normally has two three faculty members and one student member.

F. Foreign Language Committee

The Foreign Language Committee prepares and administers the Department's foreign language examinations for graduate students (M.A. and Ph.D. candidates) in German and French. It also makes recommendations to the Chair in those exceptional instances where a graduate student applies for permission to substitute another foreign language. The committee normally has two faculty members.

G. Committee on Teaching

The Committee on Teaching offers advice to faculty whose teaching is below Departmental standards. The Committee is also available for consultation regarding grading policies and instructional improvement. The committee normally has two faculty members.

H. Student-Faculty Committee

The Student-Faculty Committee meets at least once each quarter to consider the Department’s student-faculty relations. It has two student members and two faculty members nominated by the Department's graduate students and appointed by the Chair in consultation with the Executive Committee. The Committee is co-chaired by one faculty member and one student, chosen by the Committee at the beginning of the academic year.

I. Awards Committee

The Awards Committee selects graduate student recipients of travel funds and other special awards at the Department’s disposal and ranks students for those stipends and fellowships from intramural agencies such as the Graduate Division that request Departmental ranking. The committee consists of the Chair and two faculty members.

X. Amendment. These bylaws can be changed only by a majority vote of the core faculty.

Adopted unanimously, January 29, 2003
Voting faculty: Ronald Vroon (Chair), Michael Heim, Vyacheslav Ivanov, Olga Kagan, Emily Klenin, Roman Koropeckyj, Gail Lenhoff, David MacFadyen, Alexander Ospovat, Olga Yokoyama


Revised December 2, 2015 and February 3, 2016 and adopted by a vote of 5 in favor, 0 opposed, 0 abstentions by the core faculty: Ronald Vroon (Chair), Olga Kagan, Roman Koropeckyj, Gail Lenhoff, Vadim Shneyder.
APPENDIX

Graduate Advising and Admissions and Support Procedures

1. A Graduate Adviser appointed by the chair counsels graduate students regarding their overall curriculum (required and recommended courses, choice and sequencing of courses, deficiencies, foreign language requirements, etc.), periodically reviews the academic programs of graduate students to insure that they are fulfilling curricular requirements expeditiously, and assists them in formulating long-range academic plans.

2. Two Admissions and Support (A&S) Coordinators are jointly responsible for 1) gathering data on available resources for support; 2) soliciting rankings of new applicants and continuing students from the full-time faculty; 3) summarizing and presenting these rankings to the faculty, 4) outlining to the faculty all contingencies (contractual obligations to continuing students, support history, etc.) that, beyond ranking, affect the distribution of resources; and 5) implementing the faculty decisions.

3. It is the responsibility of A&S Coordinators to convene the faculty as a whole at least biannually, once in the Winter Quarter and once in the Spring Quarter, to review candidates for admission and support. Prior to the first the faculty is asked to review and rank all new applicants. The results are to be coordinated and presented to the faculty for discussion, and on the basis of the faculty's general recommendations the Recruitment Officers proceed with the recruitment of new students.

4. Following the conclusion of admissions (after April 1), when the results of recruitment are known, the A&S Coordinators ask the faculty to review the dossiers of continuing students and rank them. The rankings are to be conflated by the A&S Coordinators and presented to the faculty, along with an outline of the aforementioned contingencies, at a second general meeting. The faculty will provide the coordinators with a prioritized list of students eligible for aid (including TA-ships) that takes into account these contingencies (e.g. aid history, linguistic skills and experience for TA-ships, etc.) Based on the general recommendations of the faculty as a whole, the Coordinators proceed with the distribution of available resources to continuing students.

5. Prior to extending offers of aid to candidates for admission (in February-March) and to ongoing students (in April-May) the Coordinators submit their specific proposals to the Chair for final review. Any serious outstanding questions, would, if necessary, be brought to the attention of the faculty as a whole for review and resolution at the discretion of the Chair.

6. Final funding decisions are to be reported to the faculty by the chair no later than the beginning of the Fall quarter.

Adopted unanimously, January 29, 2003

Reaffirmed by unanimous vote of the full core faculty on December 2, 2015 and February 3, 2016: Ronald Vroon (Chair), Olga Kagan, Roman Koropeckyj, Gail Lenhoff, Vadim Shneyder.