BYLAWS
DEPARTMENT OF URBAN PLANNING
LUSKIN SCHOOL OF PUBLIC AFFAIRS

These bylaws were approved by a 2/3 majority secret ballot vote of Urban Planning Senate faculty on April 26, 2016: 12 Yes, 0 No, 3 Absent.

Part I. Functions

1. (A) The Faculty of the Department of Urban Planning shall conduct the governance in accordance with all applicable rules of the Academic Senate of the University of California and the Bylaws of the Luskin School of Public Affairs.

   (B) The Faculty and its officers shall provide for participation and include in all its deliberations, to the extent permitted by the applicable rules of the Academic Senate of the University of California and the Bylaws of the Luskin School of Public Affairs, the entire teaching staff, non-academic personnel, and students of the Department of Urban Planning.

Part II. Membership

2. Membership in the Faculty of the Department of Urban Planning is defined by Divisional Bylaws 50(A) and 179.

Part III. Officers

3. The Chair of the Departmental Faculty Executive Committee shall be the faculty member elected by the Urban Planning Faculty to the Schoolwide Faculty Executive Committee.

Part IV. Meetings

4. The Faculty of the Department shall meet with students, non-Senate Faculty, and staff at least once per quarter. These regular meetings shall be referred to as the "Assembly, and shall be led by the Chair of the Departmental Faculty Executive Committee."

5. The agenda for regular quarterly meetings shall include the following:

   (A) Consideration of the minutes of the preceding meeting;

   (B) Announcements of the President, Chancellor, Dean, Associate Dean, Department Chair, and other Departments in the School;

   (C) Reports of committees;

   (D) Reports from student organizations;

   (E) Reports from staff;
(F) Unfinished business; and

(G) New business.

6. Meetings of the Faculty may be held with at least three instructional days notice:

(A) After a call to meeting by the Department Chair or,

(B) A written request of a meeting signed by at least five voting members of the Faculty, and the meeting must be scheduled to take place with five instructional days of receipt of the request. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.

(C) Non-Senate Faculty, Staff, and Students may be invited by the Chair to attend meetings of the faculty and receive the courtesy of the floor. They do not have voting rights. Students and non-Senate faculty cannot participate in meetings in which personnel actions are discussed. Students cannot participate in meetings in which academic information about individual students is disclosed.

7. The Chair of the Department shall preside at all meetings of the Faculty. In the Absence of the Chair, the Vice Chair shall preside.

Part V. Committees

8. The Chair of the Department is an ex officio member of all committees without vote except as may be herein designated.

9. Except as may be herein designated, administrative officers of the Luskin School of Public Affairs cannot serve as members of the committees established by these Bylaws.

10. A Departmental Faculty Executive Committee (FEC) shall be composed of the Chair of the FEC and a second faculty member who serves as Vice Chair.

(A) In Spring Quarter, the Chair and Vice Chair of the Departmental FEC will be elected by a two-thirds vote of the Department's Academic Senate Faculty. The Chair will serve as the Department’s representative to the Schoolwide Faculty Executive Committee; the Vice Chair will serve as the alternate to the Schoolwide Faculty Executive Committee.

11. Members of the Executive Committee shall hold office for one year beginning on July 1, but may be reelected.

(A) Vacancies that occur in the middle of the school year shall be filled by election at a duly noted special election of the Department’s Academic Senate Faculty.
Members so elected shall fill the unexpired terms of those they replace.

12. The Faculty Executive Committee shall monitor and review the rules and policies established by the Faculty, and exercise general supervision of the educational policies and programs of the Department.

(A) Meetings may be called by the Chair or Vice Chair.

13. There shall be Standing Committees on Curriculum, the Masters in Urban and Regional Planning (MURP) and Doctoral Admissions, the Doctoral Program, Financial Aid, and Academic Personnel (the Staffing Working Group). The Department Chair shall appoint all chairs and faculty committee members (with the exception of the Staffing Working Group), and committee chairs shall report to the Department Chair. All Department committees may seek advisory input from students and non-Senate faculty.

(A) The membership of the curriculum committee shall be balanced, to the extent possible, to represent all areas of concentration in the Urban Planning Department. The Curriculum committee shall review existing MURP programs and consider and initiate proposals for change, develop long- and intermediate-range plans concerning curricula for the master’s degree, and approve all courses taught for the first time, taught by a visiting instructor, or organized as a student-initiated special topics course. The Curriculum committee shall also advise the Chair of the Department on appointments of temporary, non-Senate Faculty as necessary on a year-to-year basis.

(B) The entire Faculty shall serve on the MURP Admissions Committee along with student members. The MURP Admissions Committee shall be responsible for the development and maintenance of policies and standards for admission to the MURP program. The committee shall also review applications for admission and recommend to the Chair of the MURP Admissions Committee applicants who shall be admitted to the program. The decisions of the Chair of the committee are reviewable by the Department Chair.

(C) The Doctoral Admissions Committee shall include an appointed Chair. The Chair of doctoral admissions shall review all doctoral applicant files and refer the files to appropriate faculty members for additional reviews. Recommendations for admission to the doctoral program shall be discussed and decided upon by the entire faculty at a duly called special meeting for that purpose.

(D) The Financial Aid Committee shall include an appointed Chair, and appointed faculty. The Financial Aid Committee shall decide on all financial aid awards unless the faculty reserves to itself the right to make the decision on particular awards. In such cases the entire faculty shall vote on the awards either at a special faculty meeting or by ballot as determined by the Department Chair.

(E) By a two-thirds majority vote of the faculty and the approval of the divisional Committee on Academic Personnel, the faculty has delegated the authority for
merit actions and pre-reviews of major personnel actions to the Staffing Working Group, a duly elected standing personnel committee.¹

(1) At the beginning of the Fall quarter, members of the Staffing Working Group will be elected by the Department’s Academic Senate Faculty by a two-thirds majority vote.

(2) Subject to the extension of voting rights elaborated in Part VI, regular faculty of all ranks are eligible to participate on the Staffing Working Group.

(3) The Staffing Working Group shall coordinate the advice of the faculty and students on appointments, retention, and promotions of academic personnel. Students will not have access to faculty dossiers but will provide input based on publicly-available information. They will not attend Staffing Working Group meetings. The Staffing Working Group shall develop procedures for evaluation of academic personnel, and prepare reports of such evaluations. The chair of the committee shall review each report or designate a Committee member of appropriate rank to do so in accordance with Senate Bylaw 55.

14. Other standing committees may be appointed by the Faculty and special committees may be appointed from time to time to serve for a limited period by concurrence of the Department Chair to serve for a period of an academic year or less.

Part VI. Voting Rights

15. One third of those entitled to vote at a Faculty meeting shall constitute a quorum.

16. Voting shall be without secret ballot, except as provided below.

(A) The actual method of voting shall be determined by the eligible voters; subject, however, to the provision that no voter may be denied the option to require a secret ballot.

(B) Ballots on the extension of voting rights and on academic personnel shall always be by secret ballot.

17. All Senate faculty may vote on new appointments (to any rank) that confer membership in the Academic Senate (SB 55 (B)(1)). The Department extends the vote to Assistant Professors (SB 55(C)).²

18. All Senate faculty may vote on the following Assistant actions (a) non-reappointment/terminations of Assistant titles (end of “8th” year) and (b) 4th Year appraisals of Assistant Professors. The Department extends the vote to Assistant Professors (SB 55 (B)(5)).³
19. All Senate faculty may vote on (a) promotion to full professor (b) advancement to Professor Step VI, and (c) Advancement to Above Scale. The Department extends the vote to Associate and Assistant Professors (SB 55 (B)(2)).

20. All Senate faculty may vote on promotion to Associate Professor. The Department extends the vote to Assistant Professors (SB 55 (B)(3)).

21. Professors Emeriti do not have voting rights on personnel actions. Recalled Professor Emeriti have voting rights on non-personnel matters.

Part VII. Responsibilities of the Faculty

22. The faculty of the Department of Urban Planning shall be responsible for the following matters:

(A) The recruitment, appointment, supervision, and evaluation of department academic personnel.

(B) The development of the departmental curriculum and administration of its degree programs.

(C) The admission and matriculation of departmental students.

(D) The proper functioning of a grievance procedure for both Departmental personnel and students.

Part VIII. Responsibilities of the Department Chair

23. The Chair of the Department of Urban Planning is responsible for the following departmental matters:

(A) The proper administration of the budget according to the allocations and categories decided by the Dean in consultation with the Chair. The Department Chair, with concurrence by the faculty and with the approval of the Dean, has flexibility to make adjustments between lines for exceptional circumstances.

(B) The staffing and supervision of the departmental curriculum.

(C) The recruitment, supervision, and evaluation of non-academic personnel.

Part IX. Amendment of Bylaws

24. The forgoing Bylaws may be added to, amended, or repealed at any regular or special faculty meeting and after approval by a two-thirds majority of the Faculty in a secret
ballot.

25. Not less than ten days prior to any regular or special meeting at which addition to, amendment of, or deletion of all or any portion of the Bylaws is considered, the Chair shall post to the Faculty a written notice of any such proposed addition, amendment, or deletion.

Part X. Implementation

26. These Bylaws shall become effective immediately after approval by a two-thirds majority of the Faculty in a secret ballot.

1 A secret ballot was held on September 28, 2015 of the faculty enfranchised to vote who voted by more than a two-thirds majority to delegate regular merit actions and the pre-reviews of major personnel actions to the Staffing Working Group, a duly elected Standing Personnel Committee (15 yes, 0 no, 0 abstain).
2 A secret ballot was held on September 01, 2015 and more than two-thirds of Full and Associate Professors elected to extend the vote on all appointments to Assistant Professors (12 yes, 0 no, 0 abstain).
3 A secret ballot was held on September 01, 2015 and more than two-thirds of the Full Professors in the Regular series elected to extend the vote on all personnel actions of Full Professors to Associate Professors (10 yes, 0 no, 0 abstain). A second secret ballot was held on September 01, 2015 and more than two-thirds of Full and Associate Professors elected to extend the vote on all personnel actions for all ranks (Full, Associate, and Assistant) to Assistant Professors (12 yes, 0 no, 0 abstain).