I. The Chairperson
The Chairperson is the executive officer of the department and is appointed by the administration. Any World Arts and Cultures faculty may request a meeting to recommend candidates for appointment as chairperson to the administration. The duties of the Chairperson shall be assigned by the Dean according to university practice and agreed upon by the senate members of the department.

The Chairperson is responsible for the recommendation of the Vice Chair for Graduate Affairs and the Vice Chair for Undergraduate Affairs, in consultation with the faculty and Dean. The Vice Chair for Graduate Affairs and the Vice Chair for Undergraduate Affairs, are appointed by the Chancellor, after consultation with the Dean, Chairperson and faculty. The duties of the Vice Chairs shall be assigned by the Chairperson. In consultation with the Vice Chairs and faculty members, the Chair appoints all standing and ad hoc committees.

II. Executive Committee (Bylaw 50)
The Executive Committee (EC) is comprised of the Chairperson and Vice Chairs. The Executive Committee is chaired by the Chairperson. Meetings are attended by the Vice Chairs, and as needed, by staff members. The meetings are held at least once a month. The quorum for these meetings is one half of the executive committee.

III. Standing Committees (i.e., Personnel, Programs and Curriculum, Undergraduate Advising and Affairs, Graduate Advising and Affairs, Student Awards, Budget, Production)
Appointments are made by the Chairperson with the approval of the Executive Committee (EC) at the end of each spring quarter for the following academic year. The Chairperson or his/her designate are ex officio members of all committees without vote except as herein designated.

The Chairperson appoints committees of the Faculty for which no other provision has been made or he/she may delegate that responsibility to other faculty committees as appropriate.

The different committees and their individual charges are as follows:

Academic Personnel: the charge is to review and vote on merits and promotions. All senate faculty members participate in this process. As noted in Section V, Voting Procedures, the senate faculty has voted to delegate personnel matters to standing committees representing the two separate units within the department.

Programs and Curriculum: The duties are to oversee departmental activities and determine issues of concern to the department. Decisions regarding curricular issues in general are the
Departmental Bylaws

concern of the faculty committee as whole. However, working groups for particular curricula and projects will be constituted to represent affected areas of the department as needed.

Undergraduate and Graduate Advising and Affairs will be undertaken by the two Vice Chairs with the assistance of the student affairs officer.

Student Awards: the membership of this committee will be drawn so that information regarding students from all programs in the department can be easily acquired and represented.

Admissions: The members of this committee are constituted to facilitate planning and implementation of such admissions processes as application and transcript evaluation and audition planning.

Budget Committee: The EC may at its discretion serve as the Budget Committee. The charge is to consult with roster faculty members, conduct formal faculty review and vote of approval of the annual curricular plan and associated budget that takes place annually in the spring quarter preceding the next academic year. Any proposal requiring departmental funding will be submitted to the roster faculty for vote of approval.

Production: This committee is constituted to facilitate the planning and execution of production activities in the department.

Other Committees: Other working groups within the department may be constituted on an ad hoc basis to address particular concerns.

All standing committees meet as needed.
Quorum – the chair and one half of the respective committee members.
The members of each standing committee votes on issues related to that committee and recommends to the full faculty for approval.

If faculty decided to include student members on departmental committees, then students have the right to select their own representatives.

IV. Faculty Meetings
The Faculty meets at the beginning and end of each quarter, that is at least twice a quarter, and periodically during the quarter, at the discretion of the Chairperson. The Chairperson presides at all meetings. In the absence of the Chairperson, either Vice Chair will preside at Faculty meetings. Should both Vice Chairs be absent, the Chairperson will designate a substitute.

Notice of the meeting is given at least five days prior to the meeting.

Agenda Items may be submitted by individual faculty, the EC, or the department chairperson. If no agenda items are submitted 3 days prior to a scheduled meeting date the meeting will be
cancelled by the chairperson. Only items on the agenda are considered unless here is a unanimous consent by the faculty present at the meeting.

Quorum. 50% of all ladder appointments and all faculty who hold joint appointments, who are in residence during a quarter in which the meeting is held.

V. Voting Procedures (UC Bylaw 55)
The membership and voting rights of the Senate Faculty of the Department of World Arts and Cultures is defined by Standing Order 105.1(a), which specifies voting members of the Academic Senate, and Divisional Bylaw 55, which designates the voting rights of these faculty, who will henceforth be referred to as “faculty.”

All members of the senate faculty are eligible to vote on all issues of personnel, irrespective of rank, and shall consult at the Chair’s request on budgetary issues. The Chair will make every attempt to contact absent faculty for their votes. The senate faculty has voted to delegate personnel matters to standing committees representing the two separate units within the department. The Chair of each area will make every attempt to contact absent faculty for their votes. Extension of the vote on academic personnel appointments and advancement will be considered and voted on annually in accordance with By-law 55.

Senate members of the department will vote on other matters that the Chair requests of them. Voting should be held open for at least five business days.

The Chairperson shall recuse him/herself from appointing ad hoc committees for “hurdle” reviews to minimize appearance of bias. The Vice Chairs, in consultation with faculty members, shall appoint the ad hoc committees for “hurdle” reviews.

No bylaw can deny a faculty member the right to vote on personnel matters except as spelled out in Bylaw 55 (voting privileges as determined by rank.)

A simple majority vote of those who are eligible to vote is required.

No School of Department can require its faculty to either attend the meeting or to read the dossier prior to casting their ballot. There is no requirement to vote other than membership within a rank.