

Appendix N Women's Studies Department Bylaws

I. Bylaws

1. Bylaws: These bylaws contain the core principles by which the Department has chosen to govern itself. They should be read in tandem with the *Standing Rules and Procedures* of the Department which regulate current departmental practices.
2. Amendment: Amendments to these bylaws may be proposed by any voting member of the Department. This recommendation will be presented for discussion and vote to the entire Department at a meeting, notice of which must be given at least one week in advance. Amendment of departmental bylaws requires a two-thirds vote of the members present.
3. Access: These bylaws shall be posted on the departmental website and be accessible without restriction. At the beginning of each academic year, the Chair will be responsible to distribute a copy of the bylaws to each voting member of the Department and designated student representatives. In addition, a copy of the bylaws shall be kept in the Chair's office.

II. Department Membership, Meetings & Voting Rights

1. Membership: Membership in the Faculty of the Women's Studies Department is defined by Divisional Bylaws 50 (A) and 184 and include ladder rank (Academic Senate members), 100% appointment in Women's Studies and faculty who hold joint appointments (0-100%) within the WSD.
2. Non-Faculty Members
 - a. Non-faculty members – staff and lecturers – may attend departmental business meetings, place items on the agenda for departmental consideration and participate in deliberations.
 - b. Non-faculty members are eligible to vote at departmental meetings. However, their votes shall be recorded separately per UCLA Academic Senate By-Law 45E5 (<http://www.senate.ucla.edu/FormsDocs/bylaws/ch4-3.htm#b45>) They cannot vote on personnel matters in accordance with the requirements outlined in the UCLA Faculty Senate Bylaw 55 (CALL Appendix 4) (<http://www.apo.ucla.edu/call/append4.htm>).
3. Student Representatives: Two graduate students and two undergraduates shall be appointed annually to serve as student representatives to the Women's Studies department. These students will be elected by the appropriate student organizations.

- a. They shall be invited to participate in all departmental meetings, except those dealing with personnel actions, and shall be asked to provide input on issues that directly affect the department's curriculum and teaching programs at both the graduate and undergraduate levels.
 - b. Student representatives are eligible to vote at departmental meetings. However, their votes shall be recorded separately per UCLA Academic Senate By-Law 45E5 (<http://www.senate.ucla.edu/FormsDocs/bylaws/ch4-3.htm#b45>) Student representatives are not allowed to vote on personnel matters in accordance with the requirements outlined in the UCLA Faculty Senate Bylaw 55 (CALL Appendix 4) (<http://www.apo.ucla.edu/call/append4.htm>)
4. Department meetings: Department meetings take place at the call of the Chair, with one week's notice, except when the Chair finds that an emergency or urgent matter makes this impossible. The Chair or a designated substitute presides at the meeting.
- a. Per Academic Senate regulations (Bylaw 55, II-6, <http://www.apo.ucla.edu/call/append4.htm>), "upon the request of 3 Senate members, the Chair must schedule and hold a meeting within ten days." Any Senate member may also request that an item be placed upon the agenda of a previously scheduled meeting.
5. Minutes: Written minutes of the department meetings, excluding meetings devoted to personnel actions, shall be taken by a staff member and distributed by email in timely fashion to the whole voting faculty, as well as to designated student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes are to include a list of individuals present at the meeting.
- a. A copy of minutes from all departmental meetings will be preserved in the Chair's office, where any voting member of the department may consult them on demand. A copy of the minutes will be sent to all members.

III. Voting Rights

1. Department members who belong to the Academic Senate and meet the requirements outlined in the UCLA Faculty Senate Bylaw 55 (CALL Appendix 4) (<http://www.apo.ucla.edu/call/append4.htm>) and who have not waived their right to review by the WSD may vote on all matters, including personnel cases, in department meetings.
 - a. Mode of Voting: Voting on departmental business is usually by a show of hands, unless a motion is made for a secret ballot. Voting on personnel matters is by secret ballot only. All departmental votes are majority votes unless otherwise specified.

- b. Quorum: One-half of the Academic Senate members in residence at the time of the meeting constitutes a quorum to conduct department business during that quarter. One-half of the voting members of the Department constitutes a quorum for personnel discussions.

IV. Officers

1. Chair: The Chair is appointed by the Chancellor upon the recommendation of the Dean of Social Sciences in consultation with the department. The Chair serves at the Dean's discretion on an annual basis, although the term generally runs for three years with the possibility of renewal. The following constitute the main responsibilities of the Chair:¹
 - a. Academic personnel review: maintenance of records and reports concerning recruitment, tenure and promotion.
 - b. Appointment of departmental officers, including the Committee Chairs.
 - c. Appointment of departmental committees.
 - d. Supervision and evaluation of staff.
 - e. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes.
 - f. Scheduling and recommending sabbatical and other leaves to Chancellor.
 - g. Maintaining and assigning departmental work facilities.
2. Departmental Officers
 - a. Acting Chair: The Chair will designate one of the Vice Chairs to assume his/her place on a temporary basis during absence due to illness or travel. Notification of this designation should be given to all departmental staff, faculty, and students.
 - b. Committee Chairs: The Chair will select Committee Chairs to aid in the performance of her/his duties per APPM 245, Appendix A, after consultation with the faculty at a department meeting.
(<http://www.ucop.edu/acadadv/acadpers/apm/apm-245.pdf>)
 - c. Chair of the Committee for Graduate Affairs: The Chair of the Committee for Graduate Affairs supervises all matters related to the Department's graduate students. This oversight includes:
 - 1) coordinating graduate admissions and awards.
 - 2) supervising the TA training process.

¹ For a more extended enumeration of the Chair's duties, see APPM 245, Appendix A. (<http://www.ucop.edu/acadadv/acadpers/apm/apm-245.pdf>)

- 3) evaluating the progress of all graduate students at the end of each academic year.
 - 4) mediating between graduate students and faculty.
 - 5) approving forms related to student performance and progress (petitions, passing language examinations, advancements to candidacy, etc.).
 - 6) coordinating funding of new and continuing students.
3. Chair of the Committee for Undergraduate Affairs. The Chair of the Committee for Undergraduate Affairs supervises all matters related to the Department's undergraduate students. This oversight includes:
- a. approving new undergraduate courses
 - b. planning undergraduate curriculum
 - c. overseeing the undergraduate Honors Program
 - d. preparing the self-review of the Undergraduate curriculum for the 8th year review

V. Departmental Committees

1. Committee Work: Much essential work in the Department is conducted through committees comprised of faculty members. The active participation of faculty members on committees is indispensable to the functioning of the Department.
 - a. Mode of Selection: With the exception of the elected Executive Committee, all committees are appointed by the Chair after consultation with the faculty at a department meeting.
 - b. Student Participation: Student members elected or designated by their peers may serve as members of most standing committee, but they are not permitted to review personnel files. They may vote, but their votes shall be recorded separately per UCLA Academic Senate By-Law 45E5 (<http://www.senate.ucla.edu/FormsDocs/bylaws/ch4-3.htm#b45>).
2. The Executive Committee has the responsibility to make sure that appropriate salary and rank are recommended in appointments and personnel actions, ranks soft money allocations, and advises on planning and budget as well as other matters brought to it by the Chair.
 - a. Committee Composition: The Department will elect three members to serve on the Executive Committee. The Executive Committee is elected by a secret ballot of all senate members. Elections will take place each spring quarter to select members for the following academic year. The Department Chair will instruct the staff to prepare, distribute, and count the ballots. The Chair will confirm the count. All Department Senate faculty are eligible to serve. The

person receiving the fourth highest vote shall serve as an alternate in case one of the three elected members becomes unable to serve. The Chair of the Department will serve ex-officio. Term of office is one year.

3. Undergraduate Committee shall oversee Department's undergraduate program. The Undergraduate Committee's mandate includes determining new teaching needs, removing courses that no longer meet departmental needs, overseeing the undergraduate WS major, and supervising the undergraduate Honors program. The Committee also examines proposals for new courses after they have been approved (where appropriate) by the relevant field and before they are sent on for approval by the University's Undergraduate Curriculum Committee. The UC also is responsible for conducting the periodic self-review of the undergraduate program. The Committee considers any questions or problems regarding the undergraduate program referred to it by the Chair of the Department and makes recommendations to the Department.
 - a. Committee composition: The Chair shall select five Department members representing one-year terms after consultation with the faculty Executive Committee (and the Undergraduate Committee Chair). In addition, an undergraduate and graduate student representative shall serve on the Committee. Term of office is one year.

4. The Graduate Committee oversees Department's graduate program including awards and admissions. The GC's mandate includes review graduate curriculum, admission of new students, allocation of graduate funding and self-review of the graduate program in years when the Department is under review, and approval of graduate student petitions.
 - a. The Graduate Committee evaluates all applications for admission and all fellowship and teaching assistantship dossiers of continuing. It determines how many fellowships to award and in what amounts (according to University allocations); makes fellowship award recommendations to the University Fellowship Committee; ranks applicants for University "restricted" fellowships; makes recommendations to the Graduate Dean for campus-wide fellowships; makes recommendations for non-resident tuition awards; makes recommendations for appointments and reappointments of teaching assistants; and reviews criteria for fellowship and teaching assistantship awards.
 - b. Committee composition: The Chair shall select four Department members in consultation with the Chair of the Graduate Committee and the faculty Executive Committee. Two graduate students selected by the appropriate organization will serve on the GC. Grad students advanced to candidacy will participate in but not vote on admissions.

5. The Faculty Excellence Awards Committee oversees the awarding of faculty awards for Excellence in Teaching and Service. The Department Chair will appoint the

Awards Committee Chair and two other faculty members for a term of one year after consultation with the faculty Executive Committee (and the Awards Committee Chair).

VI. Appointments

1. Search Committees for Regular Ladder Appointments. When a regular ladder appointment has been authorized by the Dean, the Chair shall appoint a search committee after consultation with the faculty Executive Committee. Normally, the Search Committee will invite its three leading candidates to campus in order to present a talk to the Department. It will then make a recommendation and write a report on the top candidate, which should be accessible to Department members at least ten working days before the departmental discussion and vote. *If for any reason the Search Committee believes that the number of candidates invited should be reduced, or its procedure otherwise streamlined, it may seek approval of such change from the Chair and Executive Committee, so long as the requested change is consistent with University regulations regarding searches.* The committee will work in concert with the Chair to prepare a file and report for departmental discussion. Search Committees must adhere to all affirmative action laws, policies, and guidelines (<http://www.apo.ucla.edu/call/append5.htm>).
 - a. Voting: *The vote on all personnel matters shall be by secret ballot. A vote on personnel matters shall be taken only after a meeting at which there has been an opportunity for full and informed discussion by the faculty*
 - b. Student participation: Departmental search committees may invite one or more graduate students to serve as consulting members of the committee. These students will be asked to provide an evaluation in either written or oral form of the writings and public appearances of all candidates considered by the Search Committee, but may not under present University rules have access to confidential material (placement files, letters of recommendation, etc.).
2. Visiting Appointments. Visiting Appointment can be made by the Chair in consultation with the Department.
3. "Soft-Money" Appointments. Soft-money appointments are non-ladder appointment made for a defined and limited duration. Appointments are made by the Chair after consulting as widely as possible among colleagues.