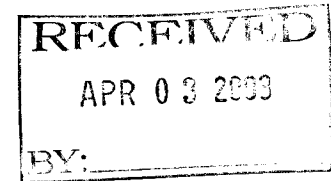




MEMORANDUM

Department of Environmental Health Sciences
School of Public Health
177220



March 31, 2003

To: Council on Academic Personnel
Academic Senate Office

Fr: Curtis D. Eckhert, Ph.D.
Chair

A handwritten signature in cursive script, appearing to read 'C. Eckhert'.

Re: Departmental Bylaws

Per your e-mail request dated March 27, 2003 I am enclosing **Environmental Health Sciences Department bylaws**, which include the voting procedures for Faculty actions.

If you have any questions please feel free to contact me by e-mail ceckhert@ucla.edu or at X58429 or Barbara Housel our Department Administrator at bhousel@ph.ucla.edu or X67950.

Thank you.

UCLA - SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES

BY-LAWS

Professional Research Series Appointments

Appointment as Associate Researcher and Researcher requires:

- a. A nomination letter by a Principal Investigator addressed to the Department Chair;
- b. A complete dossier;
- c. A letter by the Chair to the Dean requesting the appointment; and
- d. Dean and CAP approval.

Where no Principal Investigator can be identified in the Department, the Chair may act directly.

No faculty vote is required.

Appointment as Assistant Researcher:

The same requirements apply as listed above with the exception that CAP approval is not needed.

Voted on: March 11, 1992.

**UCLA - SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES**

BY-LAWS

Rights of Emeriti/ae

Emeriti/ae, as a class, are extended the right to vote on all non-personnel matters.

Voted on: March 18, 1993.

UCLA - SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES
BY-LAWS REGARDING ACADEMIC PROGRAMS AND DEGREES

EHS TRACK CONSTITUTION

By-Law 1: The Department should continue to carry on and develop its educational and research programs along *tracks of specialization*.

By-Law 2: For a track to be approved by the EHS faculty it should be supported by at least two faculty members who must also be willing to assume the main responsibility for (a) the development of the track core curriculum and (b) the continuous advancement and educational obligations of the track (as specified below).

By-Law 3: Each track should be administered by two *track core faculty* appointed by the EHS Chair as *Head* and *Associate Head*.

By-Law 4: All interested in a track EHS faculty members could be appointed to the track faculty by the EHS Chair as *affiliated faculty*. A major condition for such an appointment should be the willingness to (a) develop and teach desirable track courses and (b) participate in track and student committees.

By-Law 5: If a deadlock develops among the track faculty when administering the track, the EHS Chair should resolve the issue with (if so chooses) the advice of the whole EHS faculty.

By-Law 6: The autonomy given to a track under no circumstance should be interpreted as superseding the authority and obligations of the EHS Chair and EHS academic senate faculty.

By-Law 7: Each EHS faculty member must belong to the core faculty of at least *one* track but can be the Head of only one track. The EHS Chair may choose to temporarily withdraw from his/her track faculty assignments during his/her tenure.

By-Law 8: The core and affiliated faculty of each track should submit to the department, via its chair, every three years: (a) a review of the track curriculum; (b) a report of educational and research accomplishments; (c) an assessment of track viability; and (d) an updated master plan of future activities and growth objectives.

By-Law 9: The following tracks appear viable given the present EHS faculty expertise and research interests:

Air Quality, Environmental Chemistry, Environmental Decision Theory and Policy, Environmental Health Management, Environmental Toxicology, Industrial Hygiene, Occupational Medicine Residence, and Water Quality.

M.S. REQUIREMENTS AND PROCEDURES

School Core Curriculum

By-Law 10: Waive the core curriculum required by the school for all MS degrees.

Presently, this curriculum consists of two courses in Biostatistics and one course in Epidemiology. The committee recognizes the value of these courses but recommends that the department asserts its right to establish its own degree curricula.

Departmental Core Curriculum

By-Law 11: There should be no departmental core curriculum. Instead, the EHS faculty should approve a separate core curriculum for each track. Faculty who are interested in establishing a track should submit to this committee their recommendation and the committee should advance it to the EHS faculty with their comments.

By-Law 12: The **minimum** total credit hours of each track core curriculum should not be lower than 28 and the **maximum** should not exceed 50% of the total credit hours required for graduation (see next recommendation). These limits should not include required seminars and thesis or report research.

By-Law 13: The **minimum** total credit hours required for graduation may vary among tracks but it should not be less than 60. This limit should not include required seminars and thesis or report research.

By-Law 14: Each track core curriculum should include either the Biostatistics courses currently required or substitute courses from other campus departments.

By-Law 15: Each track core curriculum should also include at least one track seminar.

Admission and Other Degree Requirements

By-Law 16: The faculty of a track should also submit to this committee for the approval of all the EHS faculty a proposed procedure and format for the comprehensive examination required for all of its Plan II students.

By-Law 17: MS thesis committees should include at least two faculty from the student's track.

By-Law 18: The existing admission requirements may be augmented by a track but not reduced. Additional track admission requirements should be approved by the EHS faculty and explicitly stated in the Department's handbook. When an applicant without a clear statement of track preference does not satisfy the admission requirements of all tracks, the letter of admission should also emphasize (a) for which tracks the admission is valid and (b) which additional requirements should be fulfilled for each of the remaining tracks.

By-Law 19: Applicants should be evaluated by a departmental admissions committee on the basis of the general departmental admission requirements. However,

applicants with a clear statement of track preference should be evaluated by the faculty of their chosen track.

By-Law 20: All MS students should declare their track choice no later than the beginning of their second year of study. However, this delayed action should not negate the requirement for the student to satisfy any additional admission requirements of the chosen track.

The declaration should take the form of the completion of a standardized track study form signed by the student, the two core track faculty, and the EHS Chair.

The track study form should include both the track core courses and the electives agreed upon by the student and his/her advisor.

PH.D. REQUIREMENTS AND PROCEDURES

Core Curriculum

By-Law 21: No doctoral student should graduate without satisfying the MS core curriculum of his/her track.

By-Law 22: It should be a track decision to require a Ph.D. core curriculum. However, all tracks must institute a Doctoral Seminar Series as a requirement.

Admission and Other Degree Requirements

By-Law 23: The faculty of each track should submit to this committee for the approval of the EHS faculty an explicit set of procedures and requirements for (a) cognate fields and their satisfaction; and (b) advancement to candidacy examinations. These procedures and requirements should be uniform for all the students of the track.

By-Law 24: Admissions should be offered by each track according to its faculty strength, resources, and doctoral enrollment.

The current practice of admitting a doctoral student only if there is a sponsoring advisor should be phased out. Academic advisors should be appointed who may be different from Thesis research advisors. Thesis research advisors should be appointed at the beginning of the student's second year of study.

By-Law 25: Exceptional students without an M.S. may be admitted directly to the Ph.D. program, provided that they understand the requirement of having to complete the M.S. core curriculum of their track (according to recommendation 21).

M.P.H. REQUIREMENTS AND PROCEDURES

By-Law 26: The M.P.H. degree should be offered only by the Industrial Hygiene (IH) track and a new track that should be called MPH-EHS.

By-Law 27: The MPH-EHS track could be formed and administered by only one core faculty because of its special nature.

School Core Curriculum

The MPH is a PH School degree. Hence, the department has to accept the curriculum and other degree requirements imposed by the school.

Departmental Core Curriculum

By-Law 28: A separate core curriculum could be approved for the IH and MPH-EHS tracks.

By-Law 29: The core courses might be developed by the IH and MPH-EHS tracks or by the other tracks depending on their focus area.

By-Law 30: EHS faculty involved in the core courses should assist the IH and MPH-EHS track faculty in the administration of the comprehensive examinations.

Admission and Other Degree Requirements

By-Law 31: Current admission and graduation requirements should remain in effect.

Voted on: *February 8, 1992*

UCLA - SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES
RULES AND REGULATIONS
ACCELERATED MERIT ADVANCEMENTS

*The rules for EHS Faculty promotion and merit advancement are amended as follows:
Accelerated merit advancement for more than one year requires at least four letters from
extramural evaluators, two from evaluators selected by the Chair and two from evaluators
selected by the Faculty member under evaluation.*

Voted on: March 23, 1994 [10 yes votes with two eligible faculty absent]

**UCLA - SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES**

BY-LAWS

Rights of Emeriti/ae

Emeriti/ae, as a class, are extended the right to vote on all non-personnel matters.

Voted on: March 18, 1993.

**Department of Environmental Health Sciences
Procedures for Faculty Actions**

**Effective July 1, 1989
(Revised February 1991)**

- A. Voting eligibility**
- For all faculty actions: All Senate faculty are eligible to vote.
- B. Normal Merit Increase**
- 1) Dossier prepared by the candidate.
 - 2) Dossier reviewed by all faculty eligible to vote on the merit.
 - 3) Discussion at faculty meeting.
 - 4) Secret ballot vote.
 - 5) Chair prepares letter and forwards dossier to Associate Dean and Dean.
- C. Appointment (except categories listed in Section D), Promotion, Fourth Year Appraisal, Accelerated Merit, Merit to Professor VI and above, or five year review (if established).**
- 1) Dossier and detailed self-evaluation letter prepared by candidate.
 - 2) Solicitation of extramural/intramural letters where required.
 - 3) Dossier reviewed by Promotion Evaluation Committee (PEC) (see Section E).
 - 4) PEC prepares a letter on adequacy and quality of candidate's Research, teaching and Service. See Section F for information to be included in evaluating teaching.
 - 5) PEC presents its conclusions and recommendations to faculty eligible to vote on the action (candidate excluded). Faculty discusses action.
 - 6) Secret ballot vote.
 - 7) Chair incorporates PEC's letter into his or her letter and forwards it to the Associate Dean and Dean. The Dean sends it to CAP.

D. Appointment and Reappointment of Adjunct Assistant Professor and all ranks of Lecturer, Researcher, Visiting Professor and Visiting Researcher.

- 1) Dossier prepared by candidate. This usually consists of a CV plus any teaching evaluations.
- 2) Dossier reviewed by faculty and discussed at faculty meeting.
- 3) Secret ballot vote.
- 4) Chair prepares letter and forwards dossier to Associate Dean and Dean.

E. Promotion Evaluation Committee (PEC)

An ad-hoc PEC is to be established for each faculty action under category C.

- 1) It will consist of two or three members.
- 2) One member is selected by the Chair and one is selected by the candidate.
- 3) The Chair may select an optional third member who may be from outside the Department; a third member from the ESE IDC is required for ESE candidates.

F. In its evaluation of the adequacy and quality of teaching the PEC should balance the importance of research teaching and class room teaching, and should consider the following whenever possible.

- 1) Quantitative information
 - a. Teaching load
 1. Number of classes, type of classes, number of advisees
 2. Chair or member of masters or doctoral committees
 3. Compare 1. and 2. above to median for department
 4. Member of Department Comprehensive Exam Committee
 - b. Numerical scores on student course evaluations - compare to department medians
 - c. Anonymous exit survey of graduating student - this survey will include evaluation of tracks, programs, and the department
 - d. Surveys, similar to c. above, conducted for alumni two to five years after graduation
- 2) Qualitative information
 - a. Written comments on student course evaluations
 - b. Course materials, syllabi, reading lists, hand outs, and exams
 - c. Solicit input from faculty by questionnaire that will include:
 1. Assessment of the quality of seminar presented by faculty member

2. Assessment of preparation of doctoral candidates for qualifying exams
 3. Evaluation by co-instructors in co-taught courses
 4. Other appropriate information
- d. Lists of theses and MS reports and duration of MS and PhD students

ADDENDUM TO EHS PROCEDURES FOR FACULTY ACTIONS

7/21/91 (updated 12/16/91)

Ballots:

1. Ballot packets to include small blue envelopes to ensure confidentiality of ballots. Faculty members will place completed ballot inside small envelope, which s/he will then place in a larger envelope and seal and sign this larger envelope. Envelope to be returned to Department Administrator.
2. Two faculty members to open and count ballots with assistance of Department Administrator (or, in Administrator's absence, the Department Secretary).

The faculty members to sign the completed Department Vote form. Form is then submitted to Department Chair.

Department of Environmental Health Sciences

Policy on S/U Grading 2/28/91

- 1) **MSEHS students may take up to one course outside our department per quarter on an S/U basis, but all school, department (including ESE), and track core courses that are offered on an ordinal grading basis must be taken on that basis.**
- 2) **Courses taken on an S/U basis do not count towards school or department unit requirements.**
- 3) **The department recommends the above policy for MPH students.**

7/31/91 - from Glenda Baker, SAO:

This is internal Department policy. Does not need to be approved by Graduate Division.

In

To: "Barbara Housel" <bhousel@ph.ucla.edu>
 Subject: FW: Departmental Bylaws

Barbara,

Please copy our by laws and draft a memo from me to accompany them to the AP.

Curt

-----Original Message-----

From: Council on AP [mailto:CouncilAP@senate.ucla.edu]

Sent: Thursday, March 27, 2003 9:21 AM

To: Lavin, Sylvia; Drucker, Barbara; Vesna, Victoria; Rice, Timothy; Robertson, Jon; Waterman, Christopher; Park, No Hee; Senkan, Selim M.; Ju, Jiann-Wen; Ercegovac, Milos D.; Rahmat-Samii, Yahya; Tu, King-Ning; Mingori, D. Lewis; Varat, Jonathan D.; McIntosh, Richard A.; Hollan, Douglas; Bachman, Lyle F.; Vidler, Anthony; Liou, K. N.; Macias, Reynaldo F.; Gelbart, William M.; Gurval, Robert; Apter, Emily; Bodiford, William; Hotz, V. Joseph; Wortham, Thomas; Lionnet, Françoise; Agnew, John A.; Hewitt, Andrew; Stevenson, Brenda; Ciavolella, Massimo; Keenan, Edward L.; Giesecker, David; Morrison, Sherie L.; Barnette, Philip L.; Birnbaum, Lutz; Walser, Robert; Brousseau, Mark J.; Schniedewind, William M.; Van Valkenburgh, Blaire; Carriero, John; Pellegrini, Claudio; Arnold, Arthur P.; Lofchie, Michael F.; Bentler, Peter M.; Heim, Michael H.; Waldinger, Roger; Johnson, Randal; Malamuth, Neil M.; Willison, Bruce G.; Levey, Gerald S.; Kapur, Patricia A.; Neufeld, Elizabeth F.; Landaw, Elizabeth M.; Dowling, Patrick; Peltonen, Leena; Fogelman, Alan; Morrison, Sherie L.; Phelps, Michael E.; Feldman, Jack ...; Collins, Robert C.; DeCherney, Alan H.; Mondino, Bartly J.; Finerman, Gerald; Braun, Jonathan; McCabe, Edward R. E.; Philipson, Ken; Whybrow, Peter C.; Withers, H. Rodney; Enzmann, Dieter; Holmes, E. Carmack; Cowan, Marie J.; Cumberland, William G.; Harrison, Gail; Eckhart, Curtis D.; Frerichs, Ralph R.; Andersen, Ronald M.; Leibowitz, Arleen; Benjamin, A. E. (Ted); Shoup, Donald; Wollen, Peter; Ward, William D.; De Leeuw, Jan

Cc: Abedi, Marjan; Aheroni, Esther; Allin, Ben C.; Andrews, John S.; Apillanes, Arsenio; Bache, Rochelle; Barcliff, Larry; Barrera, Debbie; Becerra, Cristina; Hawkins, Douglas J.; Bedg, Janice; Biers, Bonita; Bieschke, Arlene; Bitar, Jane; Brooks, Shelly J.; Brown, Marsha R.; Castro, Consuelo; Cheever, Kathleen S.; Chen, Zugen; Connolly, Ryan; Corbett, Jason D.; Crenshaw, Betty R.; De Vera, Alain C.; Diaz, Olivia; Dixon, Soon-Ok; Endo-Tenorio, Carolyn; Failner, Michelle; Freese, Robert B.; Freeman, Jan Chapple; Gordon, Myrna; Haqar, Wendy; Hallenberg, Paul; Hayes, John; Heskett, Diana; Hinman, Leslie E.; Homsher, Dianne; Hopkins, Lynn; Housel, Barbara; Iamanaka, Marcia; Ibarra-Sandoval, Victoria E.; Jesek, Jami; Johnson, Karen M.; Kanas, Allison M.; Kawano, Scot S.; Kerr, Katherine; Khattab, Nagwa; Klein, Steven; Klepp, Chellee; Kuntz, Kristin; Lark, Regina; Leib, Meg; Mahoney, Kit M.; Malhotra, Baldev; McKnight, Hien; McMurray, Kasi; Michaelis, Mike; Mills, Diane; Morrissey, Marcia; Paray, Eleanor; Parsi, Ada; Price, Elizabeth (Betty); Prinz, Tracy; Quaglino, Inge; Redmond, Vicki; Rigmaiden, Cassandra J.; Ritter, Pat; Robinson, Stephanie C.; Roehrs, Kenneth H.; Schrandt, L. Whitney; Schreiner, Linda J.; Shea, Kathe; Shea, Pamala V.; Soto, Meredith; Spivak, Jill A.; Springer, Diana B.; Sullivan, Ann; Tendis, Barbara (Bo); Thomson, Warren; Tran, Stacey D.; Trang, Jacquelyn T.; Vaquerano, Norma; Vargas, Suzan; VerHeul, Judy A.; Wahl, Michelle; Wang, Christine; Werk, Geraldine; White, Gina; Yi, Lisa; Fielding-Farr, Christina; Inewman@mednet.ucla.edu; bwon@mednet.ucla.edu; Barreit, Kathy

Subject: Departmental Bylaws

March 27, 2003

FROM: Council on Academic Personnel

TO: All Department Chairs

RE: Departmental Bylaws

Cc: Departmental MSOs

The Academic Senate periodically requests a copy of all UCLA departmental bylaws, and of particular importance to the Council on Academic Personnel is that they include a section addressing departmental faculty voting procedures as required by *Systemwide Senate Bylaw 55 – Departmental Voting Rights* (<http://www.ucop.edu/senate/manual/blpart1.html#bl55>).

We ask that you please reply to this email by attaching an electronic copy of the complete set of your departmental bylaws. If not available electronically, they can be sent by hard copy to:

In

Council on Academic Personnel
UCLA Academic Senate
3135 Murphy Hall
Atten: Kim Chiu

A response by Friday, April 4th would be most appreciated.

If you have any questions, please contact Kim Chiu at extension 63804 or by email at chiu@senate.ucla.edu.

Thank you.

Chiu, Kimberly

From: Aberbach, Joan [JoanAber@english.ucla.edu]
Sent: Wednesday, April 02, 2003 4:39 PM
To: Chiu, Kimberly
Cc: Wortham, Thomas; Fuhrman, Gail
Subject: English Department Policies and Procedures



Things you should
know.doc (58...

Attached are the Departmental policies and procedures. This document is on the web and listed as "Things You Should Know." Faculty get a copy every year. Please let me know if you need and other information. joan
<<Things you should know.doc>>