

**Department of Ethnomusicology
BYLAWS**

Approved by the faculty at its meeting of October 12, 2005.

Part I. Functions

The faculty of the Department of Ethnomusicology administers an undergraduate major in ethnomusicology, a graduate program in ethnomusicology, a graduate program in systematic musicology, the Ethnomusicology Archive, and other business of the department according to applicable rules of the Board of Regents and the Academic Senate of the University of California.

Part II. Membership and Voting Rights

- A. The membership and voting rights of the faculty of the Department of Ethnomusicology are 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. According to Bylaw 55, all non-emeritae/i faculty who are voting members of the Academic Senate have the right to vote on substantial departmental questions, including the appointment in the department of new faculty at all ranks.
- B. The limitations on voting rights specified in Bylaw 55 with respect to personnel actions may be extended to non-emeritae/i faculty otherwise not entitled to vote by a two-thirds majority vote by secret ballot of those faculty entitled to vote on the cases in question. Any extensions of the voting privilege must remain in effect for at least twelve months, whereupon any faculty member entitled to a vote on the cases in question may request reconsideration of renewal of privileges. An extension of privileges also requires a two-thirds majority vote by secret ballot of those faculty entitled to vote on the cases in question.
- C. Amendment 1. The full professors, voting according to the rules of Senate Bylaw 55, extended their voting privilege on promotion to professor, promotion to professor, Step VI, and all regular and accelerated merit increases to associate professors. This amendment was adopted March 13, 1996.
- D. Amendment 2. Non-tenured assistant professors shall have access to all merit and promotion dossiers and ad hoc committee reports, and may attend the faculty discussion of, and attend the vote on, these cases. At the chair's discretion, they may also be invited to participate as members of departmental ad hoc committees formed for cases requiring approval of CAP.

Part III. Officers

The officer of the Department shall be the Chair, who is appointed by the Chancellor on the recommendation of the Dean in consultation with the faculty. A Vice-Chair shall be appointed by the same procedure in the case of the temporary absence of the Chair. The faculty may express its collective recommendation on the appointment of a new Chair to the Dean in a formal vote.

Part IV. Meetings of the Faculty

A. The faculty shall meet at least once per quarter, and may meet more often at the discretion of the Chair. Notice of a meeting shall be given at least five days prior to the meeting. Three faculty members, as defined in Part II above, may also cause a meeting to be convened upon written notification of all other such members of the faculty with five days prior notice.

B. The Chair shall preside at all meetings or shall designate a substitute when absent.

C. The presence of half the voting members of the faculty shall constitute a quorum for the conduct of department business.

D. The business of the department shall be conducted at faculty meetings, except as modified under Part V below. This business includes, but is not limited to:

1. Personnel actions
2. Graduate admissions
3. Curriculum revisions and new course approvals
4. Establishing department policy
5. Student awards, petitions, and evaluations

E. Absent voting faculty shall have the right to vote in absentia, including those on leave or sabbatical. For personnel actions, the Chair shall make a reasonable effort to contact absent voting faculty in order to solicit their absentee ballot. Absentee ballots must be sent to the chair's assistant in time for them to be counted at the vote in the faculty meeting.

Part V. Committees and Other Delegated Authority

A. The Chair is an ex officio member of all committees.

B. The Chair shall appoint membership on all committees in consultation with the faculty.

C. Standing Committees

1. Executive Committee. The executive committee shall (1) act on behalf of the full faculty in administering established policies and curricula of all programs of the department; and (2) advise the chair on administration of the Archive, the publications program, the instrument collection, concert and lecture programming, and the acquisition of new equipment. The executive committee will review and act on student petitions in all programs.

2. Systematic Musicology Program Committee. The systematic musicology program committee will meet regularly with the chair to attend to the curricular and programmatic needs of the Program in Systematic Musicology.

3. Jazz Studies Committee. The jazz studies committee will meet regularly with the chair to attend to the curricular and programmatic needs of the undergraduate concentration. The director of the jazz studies program will serve on this committee.

4. Undergraduate Interview. The undergraduate interview panels shall attend undergraduate interview/auditions and forward their recommendations to the full faculty for admissions decisions.

D. Ad Hoc Committees for Personnel Actions

Ad hoc committees shall be appointed for all cases which must be forwarded to the Council on Academic Personnel (CAP): fourth-year reviews, promotions to associate professor with tenure, full professor, and professor, Step VI, and two or more years of accelerated or decelerated merit. All other normal and one-year accelerated or decelerated merits requiring Dean's final approval shall be conducted by the full faculty without an ad hoc committee.

E. Other Temporary Committees

Other committees may be constituted by the Chair from time to time, in consultation with the faculty, in order to discuss issues of importance to the department and report their recommendations to the faculty. If such a committee exists for more than one year, the bylaws should be amended to include it among the standing committees of the department.

E. Other Delegated Authority

The Chair may appoint individual faculty or students to carry out the business of the department on its behalf. Such business includes, but is not limited to:

1. Spring Concerts Coordinator
2. Undergraduate Recruitment Coordinator
3. Publications Coordinator

Part VI. Amendment of Bylaws

The bylaws may be amended or substantially revised at any faculty meeting by a two thirds vote of all voting faculty members, both present and absent. No amendment or revision shall be made inconsistent with Academic Senate regulations.