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ACADEMIC GOVERNANCE
OF
THE DEPARTMENT OF FILM AND TELEVISION

Issued by the Chair's Office
Department of Film and Television

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BY-LAWS: STATUS

All provisions of the BY-LAWS OF THE DEPARTMENT OF FILM AND TELEVISION must be consistent with THE CALL: SUMMARY OF POLICY, ACADEMIC PERSONNEL as well as with other established University policies and procedures. If a conflict should arise between the BY-LAWS and official University policy, the latter takes precedence.

Acceptance of these BY-LAWS requires approval by a majority vote of the Department Senate. This document shall be reviewed every three (3) years. Changes can be made at any time by majority vote of the Department Senate.

BY-LAWS FOR GENERAL DEPARTMENTAL GOVERNANCE

1. The basic governing body of the Department is comprised of Academic Senate members. This body may extend the vote on certain matters to other members of the faculty.
2. The Assembly of the Department shall consist of members of the Academic Senate plus any faculty to whom the voting privilege has been extended.
3. The Senate extends voting privileges in matters dealing with Departmental policy, to non-senate faculty members who hold an annual appointment.
4. Emeritus faculty do not have voting privileges. However, Emeriti/ae, while recalled to service in a department, regain voting rights on all departmental matters, except personnel matters.
5. All meetings will be conducted by Robert's Rules of Order.
6. All substantive matters for consideration at a Departmental meeting must appear on a written agenda distributed to all faculty members at least two (2) working days prior to the meeting. Exceptions to this rule may be made by a vote of the Assembly.
7. A quorum shall consist of a simple majority of the Academic Senate faculty not on sabbatical, sabbatical-in-residence, or leave of absence.
8. A motion shall be carried by a simple majority of those eligible to vote. Abstain votes will not count.
9. The Assembly has powers in the area of Standing Committees and Ad Hoc Committees as outlined below.
10. The Senate may recommend the establishment of new programs or divisions within the Department.
11. Minutes must be taken at each meeting and distributed in a timely manner.
12. The Senate must approve all changes in or additions to the curriculum, both core and specialization, all new courses including those involving film, television, and new media offered under the auspices of the School of Theater, Film and Television, changes in course descriptions, deletions of courses and requirements for matriculation and degrees or certificates.

13. Staff representation to the Assembly consists of the MSO and the Academic Administrator.
14. Student representation to the Assembly consists of two (2) graduate students (MA/Ph.D. and MFA) and one (1) undergraduate student elected by the student assembly.
15. The students will have voting privileges. Their votes will be recorded separately.

BY-LAWS ON PERSONNEL ACTIONS

1. A quorum shall consist of a simple majority of those eligible to vote, not on sabbatical, sabbatical-in-residence, or leave of absence.
2. All those absent from a meeting concerning personnel actions have the right of a secret vote within three (3) working days following the meeting, but in no case can the outcome be determined by the votes of faculty not present for the meeting. In such instances an additional meeting will be scheduled to consider the action.

In order to comply with the guidelines of Academic Senate By-Law 55 regarding confidentiality, no voting results can be announced until all votes are in -- generally three days following the meeting.

3. During the summer, the right to vote is delegated to the Executive Committee as prescribed, composed of Senate Faculty members available during the summer to vote on the completion of temporary faculty appointments (for those required to complete the teaching program for the following year) and to advise the Chair on course assignments and other administrative obligations not yet fulfilled. The Chair shall contact all Senate faculty available to meet and vote.
4. Faculty are required to sign off on dossiers in order to participate in voting.
5. Emeritus faculty do not have voting privileges.

SUMMARY OF VOTING CONSTITUENCY FOR PERSONNEL ACTIONS

Full Professors May Vote on the Following Actions:

Appointments to:	All Ranks. All Series
Appraisals:	All Ranks. All Series
Promotions to:	All Ranks. All Series
Renewals:	All Ranks. All Series
Non Renewal/Terminal Appointments	All Ranks, All Series
Merit Increases:	All Ranks, All Series

Associate Professors May Vote on the Following Actions:

Appointments to:	All Ranks, All Series
Appraisals:	All Ranks, All Series
Promotions to:	Associate Professor (All Series) and below Lecturer SOE
Renewals:	All Ranks, All Series
Non Renewal/Terminal Appointments	All Ranks, All Series
Merit Increases:	All Ranks, All Series

Assistant Professors May Vote on the Following Actions:

Appointments to:	Assistant Professor (All Series) Lecturer SOE
Appraisals:	All Ranks. All Series
Promotions to:	None
Renewals:	Assistant Professor (All Series)
Non Renewal/Terminal Appointments:	Assistant Professor (All Series)
Merit Increases:	Assistant Professor (All Series)

AD HOC REVIEW COMMITTEES

1. Prior to meeting for review by the eligible faculty of a candidate's dossier, the Department Chair will appoint a three-member ad hoc Committee for all actions requiring CAP review. These Committees shall be comprised of faculty eligible to vote and should include representation from the candidate's specialization, whenever feasible. The appointed Search committee will serve as the ad hoc committee.
2. The option to submit a confidential "negative" list of names to the Department Chair in relation to the Departmental ad hoc Committee is open to any candidate. In all cases where the candidate does submit such a list, the discretion of the Department Chair shall prevail.
3. Although the names of the three-member ad hoc Committee will remain anonymous throughout the process, they will be affixed to the final official Report when it is forwarded to the Dean. The Report is prepared by the Committee and is submitted, through the Department Chair, to the candidate for review. Although no reply is required if she/he so chooses, the Candidate's Response must be in writing and submitted within seven (7) calendar days of receipt of the ad hoc Report. The Committee Report and the Candidate's reaction to the Report are then made available to all faculty qualified to vote on the proposed personnel action and read by the Department Chair at the Senate meeting considering the personnel action.

4. The Department Chair will modify and reconstitute the ad hoc Committee as required by sabbaticals, leaves or illnesses. The Department Chair will fill vacancies on the ad hoc committee as need occurs.

PROCEDURES FOR THE COMMITTEE

1. Following notification by the Department Chair (indicating that the individual dossier is complete and available), the ad hoc Committee will meet promptly and submit within four weeks a report in keeping with its basic purpose, viz., an in-depth analysis, balanced (negative and positive) inclusion of all four evaluative areas: scholarly and creative activity; teaching competence; departmental service and University service.

Descriptions of these as contained in the Senate CALL will be available to the Committee.

2. The candidate's dossier (i.e., all relevant materials including solicited letters of evaluation) will be accessible to the Committee through the Academic Personnel Assistant. Further requests for information should be directed to the Department Chair, who will also aid in other procedural concerns.
3. Within the time designated, a comprehensive report will be submitted to the Department Chair. If the report is inadequate in any way, the Department Chair may return it to be amended. After the review and vote, the ad hoc Committee members will sign the ad hoc Report before it is forwarded to the Dean. This report is not a substitute for the Departmental Recommendation written by the Chair

BY-LAWS FOR SELECTION OF THE CHAIR

1. The Chair is selected by the Senate after taking a vote by secret ballot and appointed by the Dean of the School
2. The term of service shall be three (3) years, renewable for additional terms.
3. By a 2/3rds vote of the Departmental Senate a recommendation for the removal of the Chair can be forwarded to the Dean for action.

DUTIES OF THE CHAIR

The Chair serves as the chief administrative officer of the Department. Duties and responsibilities of department Chairs are specified in the Academic Personnel Manual.

The Chair of the Department of Film and Television shall administer the Department with the advice of the faculty and shall have the following duties:

1. To maintain the morale of students, staff and faculty.
2. To conduct open meetings with students, staff and faculty, individually and in groups.
3. To recruit and maintain lists of outstanding candidates for possible faculty and staff positions.
4. To arrange for interviews with these candidates and to appoint ad hoc search committees.
5. To negotiate title and salary with all Film Television staff and faculty, up to tenure rank.
6. To conduct a public relations and a development program with the industry, UCLA alumni and other potential donors.
7. To monitor, encourage, and promote faculty creative work and research.
8. To insure application of established university procedures in the handling of grievances by faculty, staff, or students.
9. To represent the interests of the Department to the Dean and Officers of the University.

In addition to the aforementioned, the Chair shall, with the advice of the Executive Committee be responsible for the following:

1. Chair meetings of the Executive Committee and the Departmental Assembly.
2. Assign duties and courses of instruction.
3. Supervise curricula, programs, catalog copy and all materials mailed to applicants.
4. Administer the budget -- purchasing, receiving and accounting.

5. Supervise student admissions, advisement, petitions, awards, waivers, discipline and dismissals.
6. Supervise the appointment and counseling of Academic Apprentice Personnel (Teaching Assistants, etc.) and Research Assistants.
7. Supervise the allocation of space and equipment.
8. Supervise staff with the advice of appropriate faculty members.

BY-LAWS FOR THE EXECUTIVE COMMITTEE

The Executive Committee is a standing committee of the Department which serves as an advisory body for the Chair and a coordinating body for Department Administration, Faculty, Staff and Students. The Executive Committee will refer all substantive matters to the Assembly for discussion and voting. Any member of the faculty of the Assembly may bring forward any items of the minutes of the Executive Committee to the Assembly.

The Executive Committee is chaired by the Department Chair. It is composed of Chairs of the standing committees, Vice Chairs, staff and student representatives and such other faculty that the Chair may feel are required for the effective operations of the Department.

Faculty and student representatives may vote with the student vote being recorded separately.

Additional representation to the Executive Committee includes:

- One undergraduate student selected by students
- One graduate student from the MA/Ph.D. program selected by students
- One graduate student from the MFA program selected by students
- Staff representation including the Academic Administrator and the MSO

Functions of the Executive Committee include:

1. Hold regularly scheduled meetings (at least one per quarter) with minutes of proceedings issued in a timely fashion.
2. Advise the Chair and submit proposals to the faculty on matters of Department policy, curriculum, operations, facilities planning, budget, and research.
3. Discuss matters that affect the Department as a whole or cross disciplinary boundaries.

BY-LAWS FOR STANDING AND OTHER COMMITTEES

I. Membership:

1. Members of committees are appointed by the Chair with majority approval of the Departmental Assembly. All committees must have student representation. They must meet regularly (at least once each quarter) and keep minutes for submission to the Chair, the Executive Committee, and the Departmental Assembly.
2. Membership of the standing committees shall be established by the end of the Spring quarter for the following academic year. Replacement of members or chairs caused by sabbaticals, leaves of absence or illness shall be made as specified in #1 above.
3. The Chairs of the Standing Committees are appointed by the Department Chair with approval of the faculty for two-year terms, renewable for additional terms. In light of the scope of activities in the areas of Critical Studies and Production/ Directing, these Chairs will also be designated as Departmental Vice Chairs.
4. Chairs of Standing Committees should be Senate members.
5. Membership on Department Standing Committees does not include the Dean or Associate Dean of the School of Theater, Film and Television, or the Chair of the Department of Film and Television.
6. The Assembly shall assign to the standing committees the authority and the responsibilities needed to administer the areas of their concern
7. All committee meetings shall be open to all members of the faculty; however, the vote of the committee shall be limited only to the members of the committee. Staff and students votes should be recorded separately for informational purposes.

II. Duties of the Chairs of Standing Committees (including the Vice Chairs):

1. To chair the meetings of the Standing Committees.
2. To report to the Chair and the faculty on activities in areas of responsibility assigned to the Standing Committee.
3. To monitor the application of university and departmental policies and procedures in the areas of activity assigned to the Standing Committee.
4. All committees shall report to the Assembly on a regular basis.

5. In consultation with the members of the Standing Committee to advise the Chair on such issues as: curriculum, financial aid and scholarships, petitions, assignment of teaching assistants, student leaves of absence, admissions, and, in general, all areas that affect the implementation of responsibilities assigned to the Committee.
6. To represent the Standing Committee on the Departmental Executive Committee.
7. Within the scope of the responsibilities assigned to the Committee or as requested by the Chair to represent the Committee or the Department at university, academic, or public meetings.

III. Responsibilities for the standing committees include the following:

- Review applications for admission and make recommendations for acceptance
- Recommend student probation and dismissal
- Advise the Department Chair on teaching assignments including the equitable distribution of teaching of graduate and undergraduate courses.
- Advise the Chair on the scheduling of courses.
- Make recommendations regarding the curriculum and the granting of degrees.
- Advise and approve student's course of study.
- Monitor and implement degree requirements including theses, examinations, advancement to candidacy, etc.
- Make recommendations for the appointment of Academic Apprentice Personnel.
- Make recommendations concerning the offering of financial support to students including tuition waivers, unrestricted aid, awards, etc.
- Supervise staff as assigned to specific areas.
- Oversee the use of equipment and facilities as assigned to specific programmatic areas.
- Present budget proposals, planning documents, proposals for curricular revision, and other reports as requested by Chair or Faculty Assembly.
- Coordinate on inter-departmental issues with other standing committees, ad hoc committees, and the Film and Television Archive.
- Meet regularly (at least once each quarter) and submit written minutes to the Chair and the Executive Committee. Report to the Departmental Assembly as required.
- Encourage, assist, and monitor faculty research.
- Monitor adherence to University and Department policies and procedures in the assigned areas of responsibility.

IV. The standing committees of the Department (as of 2000/2001) are as follows:

Animation
Critical Studies
Producers Program
Screenwriting
Production/ Directing: Curricular and Policy
Undergraduate
Executive
Department Operations
New Technologies

V. Ad Hoc Committees for the Department (for 2000/2001) are as follows:

End of the Quarter/Year Screenings Committee
Awards
Safety

1. The Chair may establish or eliminate ad hoc committees as needed. So too can the Executive Committee, the Departmental Assembly, or the Departmental Senate.
2. Ad Hoc Committees may become permanent standing committees by a majority vote of the faculty.