

UCLA DEPARTMENT OF MICROBIOLOGY, IMMUNOLOGY, AND MOLECULAR GENETICS BY-LAWS and CONSTITUTION

Preamble

This document constitutes the academic and administrative merger of the Departments of Microbiology and Molecular Genetics from the Life Sciences Division, College of Letters and Science, and Microbiology and Immunology, School of Medicine, Basic Sciences, to produce a single, joint Department of Microbiology, Immunology, and Molecular Genetics. The resulting department will retain affiliation with both the College of Letters and Science and the School of Medicine

Article I - Name

The merged department shall be called the Department of Microbiology, Immunology, and Molecular Genetics (MIMG).

Article II - Mission

The mission of the department is to advance the knowledge of microbiology, immunology, and molecular genetics which provides optimal undergraduate and postgraduate and medical education and fosters creative excellence in research.

Article III - Members

Section 1. Full Time Faculty. Membership in the Department shall be open to all members of both Departments at the time of the merger. Joint appointment of faculty from other departments may be considered by the full time faculty.

Section 2. Adjunct Faculty. Individuals who do not hold regular professorial appointments may be appointed to fulfill defined teaching activities on an annual basis.

Section 3. Staff. All non-faculty employed by the Department of Microbiology, Immunology, and Molecular Genetics are defined as staff under the following classifications: Management and Professional (MAP), Administrative and Professional (A&PS), Researchers, Clerical, and Technical. Members of the Clerical and Technical classifications are represented by recognized bargaining units. Staff may be employed as career employees with comprehensive University benefits or casual employees with partial benefits.

Article IV - Faculty Administration of the Department

The Department Chair shall be the executive officer of the department, responsible to the Sr. Associate Dean and the Provost for Medical Sciences for the effective operation of the Department's programs, financial management, and for compliance with University policies and goals.

The Department Chair shall be appointed by the (Dean of the School of Medicine) through the customary review and approval process. The Chair is normally appointed for a term of five (5) years and renewal of a Chair's appointment is contingent upon a favorable five year review conducted by the Dean.

The Chair shall designate an executive Vice-Chair who shall
The Chair shall designate a Vice-Chair for Academic Personnel, who will Chair the standing Merit Review Committee (MRC) and will assist the Chair in appointment of ad hoc committees for consideration of promotions. Appointment of the Vice-Chair for Academic Personnel shall be reviewed every two (2) years.

The Chair shall designate a Vice-Chair for Graduate Studies / Graduate Admissions, who will serve as chair of the Departmental Graduate Committee.

The Chair shall designate a Vice-Chair for Curriculum and Instruction, who shall serve as chair of and appoint ad hoc members to the Education committee. This committee shall be responsible for the curriculum of the undergraduate program, graduate programs, and medical student instruction by recommending policy, adjudicating coverage and resource allocation issues. The Vice-Chair shall also assist the Chair in determining department policy, represent the Department in lieu of the chair at various School-wide, College-wide, and University committees, and shall serve as Chair in the event the Chair is out-of-town, on vacation, or temporarily unable to carry out his/her duties as Chair. Appointment of the Vice-chair for Curriculum and Instruction shall be reviewed every two (2) years.

The Chair shall designate a Course Coordinator for Departmental instruction of second year medical students. The Course Coordinator shall be responsible for the curriculum, recommending policy, and addressing instructional coverage and resource allocation issues. The Course Coordinator will also serve as Departmental liaison to and member of the School of Medicine Medical Education Committee.

Article V - Standing Committees – Non-Personnel

The Chair shall appoint standing and ad hoc committees as appropriate. The following standing committees shall be maintained by the Department:

Executive Committee - The Department of Microbiology, Immunology, and Molecular Genetics Executive Committee shall be chaired by the Department Chair and be composed of the following standing members: Executive Vice-Chair, Vice-Chair for Academic Personnel, Vice-Chair for Curriculum/Instruction, Vice-Chair for Graduate Studies, and two full time faculty members appointed by the Chair. One more than 50% of the total members shall constitute a quorum. The Department Chief Administrative Officer shall provide staff support and attend the Committee in a non-voting, ex-officio capacity. The Committee shall meet at least four (4) times annually.

The Executive Committee shall have general responsibility for the development, implementation, and enforcement of the administrative and academic policies of the Department of Microbiology,

Immunology, and Molecular Genetics, as well as developing strategic direction with respect to allocation of research space. The Executive Committee may review recommendations by other standing committees and make its own recommendation prior to Departmental vote on such issues. Minutes of the Executive Committee shall be signed by the Department Chair and maintained on file in the Departmental Office.

Graduate Studies Committee - The Graduate Studies Committee shall have responsibility for implementation and enforcement of departmental policies and procedures for all aspects of Departmental Ph.D. and M.S. programs, and shall recommend changes to the program for consideration by the full faculty. Among its duties:

- Development of departmental program requirements (courses, examinations, TAships), and policies governing graduate student support
- Oversee graduate student progress towards degree - completion of Ph.D./M.A. requirements
- Distribution and management of Graduate Division unrestricted and advanced to candidacy allocations
- Nominating body for academic and merit awards / fellowships from the University and outside agencies
- Direct departmental public relations effort as it effects the graduate program (in the form of distribution materials, flyers, and brochures)
- Supervise recruitment and admissions effort
- Mediate concerns and/or issues that arise between faculty mentors and graduate students

Education Committee - This committee shall be responsible for the curriculum of the undergraduate program, graduate programs, and medical student instruction by recommending policy, adjudicating coverage and resource allocation issues.

Computing Resources Committee - The Computing Resources Committee shall have responsibility for forming departmental policy on computing directions when these have resource implications for the department. The Chair shall appoint a committee chair; members will include three (3) full time faculty; the Chief Administrative Officer and Staff Computing Supervisor will provide administrative and technical support to the committee and serve as non-voting ex-officio members. This committee will make recommendation to the Chair on computing resource issues.

Article VI - Procedures for Appointment, Merit Review, and Promotion

Searches and New Faculty Appointments - The Chair shall appoint recruitment committees to conduct searches as often as is deemed appropriate. The search committee chair (also appointed by the Chair) will assume primary responsibility for conducting and coordinating the search, reviewing the candidate's applications, selection of a short list, and the candidate's visits and colloquia. After internal committee discussion and vote, the committee will formally submit to the Department Chair the committee's recommendation for appointment in the form of a detailed advocacy document. The advocacy document will become part of the Departmental dossier to be forwarded for central Administrative review upon a favorable departmental vote. The full

time faculty shall be responsible for evaluating candidates for appointment. Departmental meetings shall be held on all personnel actions concerning appointments.

Merit Review Committee - This committee is composed of the Vice-Chair for Academic Personnel, and three other tenured full time members of the Department who shall be appointed by the Chair. This Committee shall meet for the purpose of reviewing all dossiers proposed for regular merit increase. Members shall serve for terms of approximately 3 years. The Vice-Chair for Academic Personnel shall convene the Committee in accordance with the College and School of Medicine dossier submission timetables and shall assign dossiers to each committee member for in-depth review. Administrative support for this Committee shall be provided by the staff Academic Personnel specialist, who will schedule meetings, distribute the dossiers, record minutes of meetings, etc. The Committee shall forward their recommendations to the Department for consideration prior to departmental vote on the action.

Ad Hoc Review Committee(s) - When the Department Chair deems that an acceleration is justifiable, the Chair shall, in consultation with the Vice Chair for Academic Personnel, appoint a 3 person ad hoc committee for consideration of the case. Their findings shall be presented formally, as an advocacy document, and will be considered at a departmental meeting convened to consider the accelerated promotion. Major promotions (to Associate Professor with tenure, Professor 1, and Professor VI, and Professor Above Scale) shall be handled in the same fashion.

Actions shall be reviewed according to the following process:

1. Review and recommendation of ad hoc or standing faculty committee
2. Department of Microbiology, Immunology, and Molecular Genetics Faculty
3. Dean's Office
4. Committee on Academic Personnel (CAP)
5. Chancellor's Office.

Standard on-schedule merit increases within each rank are approved at the Dean's Office level.

Article VII - Voting Privileges and Procedures for Personnel Actions

Departmental Academic Senate members in all ranks may vote on all personnel cases. In accordance with Senate Bylaw 55, the Department has extended voting privileges on personnel matters to Emeriti faculty recalled for research or teaching.

In the situation where faculty from other departments wish to be considered for a joint appointment in MIMG, each case will be considered independently, and an ad hoc committee will review the application and submit its recommendation to the faculty. The full voting faculty shall make a recommendation shall be made by vote at a departmental meeting. It is presumed that joint appointees will participate fully in the research and teaching of the department. The joint appointees will have the same voting privileges as the primary faculty.

Article VIII - Teaching

Inasmuch as all faculty in the merged department are typically able to teach a broad range of subjects within the Department's sub-fields, all faculty should be regarded as eligible to teach all courses for which they may be qualified. It is hoped that faculty will draw the intellectual benefits that are to be gained by undertaking to teach courses that have heretofore been outside the domain of their department. This shall apply equally to teaching assistants.

Teaching assignments for both faculty and teaching assistants will be made in a manner which maintains the existing curriculum for undergraduate, graduate, and medical students in a healthy state. The Vice-Chair for Instruction will, in consultation with Vice-Chairs for Undergraduate and Graduate Studies, make recommendations to the Chair for the teaching assignments for all non-medical student instruction. The teaching load averaged over the academic year will be kept uniform between the major groups within the Department.

Departmental FTE allocations for teaching assistants shall be made in such a way that all courses be sufficiently staffed. The Vice Chair for Instruction shall be responsible for determining the suitability and qualifications of potential TA's from outside the Department.

The Departmental Course Coordinator for Medical Student Instruction will coordinate teaching assignments and all related aspects of departmental second year medical student instruction.

Article IX - Degree Programs and Curricula in MIMG

The following degree programs will be offered in the Department.

Undergraduate – The current undergraduate curriculum leading to a degree in Microbiology and Molecular Genetics will largely remain in place with only minor modifications in addition to the change in name of the degree to Microbiology, Immunology, and Molecular Genetics. Details of these modifications are detailed in documentation appended to these bylaws.

Graduate – The department will offer Ph.D./M.A (?) in Microbiology, Immunology, and Molecular Genetics. The graduate curricula currently in place in both Microbiology and

Molecular Genetics and Microbiology and Immunology are already quite similar, and it is anticipated that only minor modifications in addition to the change in name of the degree will result from the approval of the merger. Details of these modifications are detailed in documentation appended to these bylaws.

Article XI - Staff

The administrative and technical staff of the Department shall be unified administratively, and all will report to the Departmental Chief Administrative Officer for matters of personnel, payroll, promotions, duties, and job assignments. Within budgetary constraints and the principle of equitable distribution of resources throughout the Department, the CAO shall ensure that there be sufficient staff support to carry out the functions of the Department. In this regard, staff support includes all business office functions (accounting, payroll/personnel, purchasing, contract and grant activities), academic personnel, student affairs, computing assistance, and general/clerical functions.

Article XI - The Transition Period

It is foreseen that the current *de facto* merger will be formally complete, with approval from all relevant university bodies, by the summer of 2000. Until that time, the departments of Microbiology and Molecular Genetics and Microbiology and Immunology, while remaining nominally separate and independent entities, will take all steps necessary to enact a smooth transition to a formally single department at the appropriate time.

Article XII - Amending the Bylaws

Amendments to these bylaws may be made by a simple majority vote of the eligible voting members.