

**BY-LAWS**  
**DEPARTMENT OF MUSIC**  
UNIVERSITY OF CALIFORNIA, LOS ANGELES

**I. DEPARTMENTAL GOVERNANCE**

**CHAIR**

The Department shall be headed by a Chair appointed yearly by the Chancellor upon the recommendation of the Dean, subsequent to a faculty nomination, arrived at by confidential vote (as outlined in VOTING POLICIES AND PRIVILEGES), which will be communicated to the Dean. The Chair's term of office shall be renewed on a year-to-year basis at the total discretion of the Chancellor. Those eligible to serve as Chair shall, at the time of their nomination or at the time of assumption of office, be members of the tenured professorial faculty. The Chair shall normally teach one-half of a full time load, or the equivalent, per year; serve on thesis and dissertation committees as time permits; preside over the Departmental Executive Committee; and participate in the Dean's Cabinet. The Chair appoints Division Chairs, Graduate Advisors, and in consultation with the faculty, appoints Area Heads. Merit increases and promotions for the Chair shall be handled according to Section 245 of the Academic Personnel Manual (APM) and Part I, Appendix A, of The Call. Similarly, the responsibilities of Chairs, as specified in the APM, are both taken into account and assumed in these By Laws.

**ADMINISTRATIVE VICE-CHAIR**

The Administrative Vice-Chair has the responsibility for assisting the Chair of the Department of Music. The Administrative Vice-Chair is appointed yearly by the Chancellor upon the recommendation of the Dean and the Chair.

The responsibilities of the Administrative Vice-Chair shall be to:

1. work closely with the Chair and division faculty in the recruitment and appointment of new faculty,
2. write reports and letters for academic personnel actions,
3. assist with the design and implementation of curricula and degree programs,
4. work closely with the Chair and faculty to develop and implement strategic plans, and
5. assist the Chair in the appointment of ad hoc committees and subcommittees.

## **DIVISIONS AND DIVISION CHAIRS**

For administrative purposes, the Department shall consist of three Divisions: 1) the Division of Composition & Theory, 2) the Division of Performance, and 3) the Division of Music Education.

Each Division shall be headed by a Division Chair appointed yearly by the Chair of the department in consultation with the faculty of the division. The Division Chairs' terms of office shall be renewed on a year-to-year basis at the discretion of the Chair. Those eligible to serve shall, at the time of their nomination or at the time of assumption of office, be members of the Academic Senate. The teaching load of the Division Chairs may be reduced at the discretion of the Chair. Two representatives shall be elected to serve on the SOAA Executive Committee.

The responsibilities of the three Division Chairs shall be to:

1. serve as voting members of the Executive Committee of the Department and report to their respective faculty the business of the meeting in a timely fashion;
2. implement policy for and supervise the ongoing activities of their Division; and
3. convene meetings of their divisional faculty, as required; determine the agenda of such meetings; and see to the prompt distribution of accurate minutes.

## **DIVISIONAL RESPONSIBILITIES**

Each of the three Divisions shall:

1. determine the content of its undergraduate program, subject to (a) approval of the full voting faculty and (b) the 24-unit undergraduate specialization limit in a specific area. Proposed changes that materially affect the complementary Division shall be negotiated;
2. supervise and establish policy, subject to the full voting faculty, for its own graduate program, including establishing entrance, curricula and completion requirements (including languages); formulate and administer entrance exams; determine the admission of students and determine any deficiencies to be removed; disburse fellowships, teaching assistantships and other aid as allocated by the Executive Committee; consider for approval Forms I, thesis and dissertation committees, petitions, and special actions regarding graduate students in its area(s). Proposed changes that materially affect the complementary divisions of the Department shall be negotiated; and
3. recommend to the Executive Committee, through the Division Chair, nominees for graduate fellowships, scholarships, teaching assistantships, and applicable awards.

## **AREAS AND AREA HEADS**

In the Performance Division, there are five areas: brass/percussion, keyboard, string, voice, and winds. Each of these areas has its own area head who reports to the Division Chair.

## **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Departmental Chair, Vice Chair, and the three Division Chairs, along with the MSO and Graduate and Undergraduate Advisors in non-voting capacities. The Departmental Chair shall preside. Other faculty may be invited to attend Executive Committee meetings in an advisory capacity. Each Division shall appoint a deputy to act in the event of the absence of its Chair.

The responsibilities of the Executive Committee shall be to:

1. oversee the long-range planning of the Department, including matters of curriculum and the allocation of FTE and budget (as specified below);
2. supervise, and where appropriate act upon, the allocation of teaching assistantships and monies for graduate student aid, scholarships and fellowships to the three programmatic areas, which shall in turn be responsible for the final awarding of these within their respective areas;
3. consider curriculum changes that affect more than a single area and, subsequently, forward recommendations to the full voting faculty of the Department for approval;
4. serve, in addition to the full voting faculty, as the unifying agency of the Department and the agency of central accountability. The Executive Committee shall be the conflict-resolving body.

In all of the above matters, the final decision rests with the Chair.

## **GRADUATE PERFORMANCE COMMITTEE**

The Graduate Performance Committee shall consist of the Departmental Chair, the Faculty Graduate Advisor for Performance, the Chair of Performance, one member-at-large, and the graduate Student Affairs Officer. When discussing a particular student, the student's major teacher is invited. The Faculty Graduate Advisor for Performance shall preside.

The responsibilities of the Graduate Performance Committee shall be to:

1. oversee all aspects of the MM and DMA degrees,

2. make decisions on admissions,
3. make recommendations to the faculty on Program Requirements, and
4. evaluate the DMA qualifying recitals and exam.

### **FACULTY GRADUATE ADVISORS**

The Faculty Graduate Advisor is a professional contact for students with regard to their degree requirements and future in the profession. The Faculty Graduate Advisor works closely with the staff Graduate Advisor in advising students about course, language and other requirements for their degrees. In addition, the faculty advisor meets periodically with students to discuss their progress, both academically and musically, and provides additional professional advice as needed.

### **PERFORMANCE COUNCIL**

The Performance Council shall consist of the Department Chair; the Chair for Performance; the Faculty Graduate Advisor; Area Heads for brass/percussion, keyboard, string, voice, winds, music education, performance practice; the Directors of band, choral studies, music theater, and orchestra; and the MSO and Graduate and Undergraduate Student Affairs Officers in non-voting capacities. The Chair for the Division of Performance shall preside.

The responsibilities of the Performance Council shall be to:

1. administer all aspects of performance related to the performance degrees and requirements,
2. determine the curriculum for graduate and undergraduate performance majors,
3. Evaluate and make decisions regarding admissions and scholarships,
4. Develop and implement requirements for required student recitals, and
5. Consider performance faculty needs and evaluation and made recommendations regarding part-time faculty appointments.

### **COMPOSERS' COUNCIL**

The Composers' Council shall consist of the Division of Composition and Music Theory roster faculty. The Chair for the Division of Composition and Music Theory shall preside.

The responsibilities of the Composers' Council shall be to:

1. Determine the curriculum for composition majors at both the undergraduate and graduate levels,
2. oversee the admissions process to the composition major,
3. adjudicate competitions, scholarships, and fellowships in the division, and
4. make recommendations to the upper administration about part-time faculty appointments.

### **FACULTY CONCERT COMMITTEE**

The Faculty Concert Committee shall consist of three faculty appointed by the Department Chair.

The responsibilities of the Faculty Concert Committee shall be to:

1. solicit faculty performers,
2. select dates, reserve venues, and confirm with performers,
3. consult with publicity staff regarding flyers and other publicity, and
4. make recommendations to the Department Chair.

### **PERSONNEL ACTIONS**

The entire voting faculty of the Department, comprising the tenured senate faculty (including Lecturer SOE) of all three Divisions, shall be responsible for all appointments to the faculty, promotions, merit increases, and renegotiations of salary. Extension of Voting Privileges is outlined below.

### **BUDGET**

The Department Chair is charged by university policy with submitting an annual departmental budget to the Dean. The Chair shall request the areas to submit their annual requests 60 days in advance to the Executive Committee. If deemed necessary by the Chair, Division Chairs and Chair may be asked to provide justification for particular items.

## **STUDENT PRIVILEGES AND RESPONSIBILITIES**

Both undergraduate and graduate students shall each have the privilege of electing, from among their peers who are enrolled full time, one non-voting representative to each of the three programmatic divisions. The elections for the forthcoming academic year shall take place during May of the preceding Spring Quarter. These student representatives may be invited to attend all regular, divisional and full faculty meetings, being excluded only from meetings (or portions thereof) that involve personnel and student personnel matters. They shall receive copies of all advance agendas and pertinent portions of the minutes of divisional and faculty meetings. Divisions shall provide adequate means for gathering student input to search committees, including, at their discretion, non-voting representation on such committees.

## **II. VOTING POLICIES AND PRIVILEGES**

### **EXTENSION OF VOTING PRIVILEGES**

The Academic Senate faculty voted by mail on the following extensions of voting privilege in April 1995, and the results were reported to the faculty at the June 2, 1995 meeting. All other voting conforms to the minimum constituency stated in Senate By Law 55.

#### **1. APPOINTMENT**

- a. To the following series: Professor, Studio Professor, Adjunct Professor, Visiting Professor, Acting Professor, Professor in Residence, voting privilege was extended to SOE Faculty, Assistant Professors and Studio Professors.
- b. To Senior Lecturer SOE, Lecturer SOE, voting privilege was extended to Assistant Professors and Studio Professors.

#### **2. APPRAISAL**

- a. Of Assistant Professor, Assistant Professor in Residence, voting privilege was extended to SOE Faculty, Assistant Professors and Studio Professors.

#### **3. PROMOTION**

- a. To Professor or Professor in Residence (from any series), voting privilege was extended to Associate Professors and SOE Faculty.

- b. To Associate Professor or Associate Professor in Residence, voting privilege was extended to SOE Faculty. Assistant Professors and Studio Professors may participate in discussion but may not vote.
- c. To Senior Lecturer SOE, voting privilege was extended to Associate Professors and Lecturers SOE.
- d. To Lecturer SOE, it was voted that Assistant Professors and Studio Professors may participate in discussion but may not vote.

#### 4. RENEWAL OF APPOINTMENT

- a. To Acting Professor Series, Assistant Professor, Studio Professor, voting privilege was extended to SOE Faculty, Assistant Professors and Studio Professors.

#### 5. NON-RENEWAL OF APPOINTMENT

- a. Of Assistant Professors, of Adjunct Professor, Studio Professor and Professor in Residence Series, voting privilege was extended to SOE Faculty, Assistant Professors and Studio Professors.

#### 6. MERIT INCREASE

- a. Within the following series: Professor, Studio Professor, Adjunct Professor, Visiting Professor, Acting Professor, Professor in Residence, voting privilege was extended to SOE Faculty, Assistant Professors and Studio Professors.
- b. Within Senior Lecturer SOE and Lecturer SOE Series, voting privilege was extended to Assistant Professors and Studio Professors.

#### 7. VOTING RIGHTS ON PERSONNEL MATTERS FOR REAPPOINTED (RECALLED) EMERITI

- a. Voting privilege on personnel actions was extended to Reappointed Emeriti during their period of recall.
- b. Voting rights on all other departmental matters are regained while recalled to service.

#### 8. MATTERS OF GENERAL DEPARTMENTAL CONCERN OTHER THAN PERSONNEL ACTIONS

- a. an “Advisory Vote” (to be reported in a separate tally) was extended to Non-Senate faculty with two or more years of service.

### **ABSENTEE VOTING**

Normally, voting on all matters will be confidential and immediately follow discussion of the proposed action.

In non-personnel matters of a routine nature, the Chair may circulate to the full voting faculty written ballots on a question, provided that in addition to “yes” and “no” the optional vote of “wish to call a meeting” is given, and in an instance of two or more “wish to call meeting” votes the motion shall be placed before a convened quorum and considered by the assembled body.

### **RULES OF ORDER**

Department, committee, and sub-committee meetings shall be conducted in accordance with those rules of order adopted by the Academic Senate (The Standard Code of Parliamentary Procedure by Alice Sturgis).

### **PARLIAMENTARIAN**

A parliamentarian may be appointed to serve in an advisory capacity by and at the discretion of the Department Chair.

Amended 12/13/01

Approved 6/2/02

Amended and approved 6/6/03