

## **BYLAWS OF THE DEPARTMENT OF PHYSIOLOGY**

### **Executive Committee for Academic Affairs**

The Executive committee for Academic Affairs represents the faculty members of the Department in advising the Chair of the Department on items within areas of the Chair's responsibility, and in representing the faculty in areas of general faculty responsibility.

The Committee Consists of the Academic Vice Chair of the Department who serves as Chair of the Committee, the Vice-Chair for Instruction, and three members elected by the faculty of the Department from among its voting members. Each elected member serves for two years; in alternate years two members are replaced by elections in the spring for terms to start on July 1. An elected member may not serve on the Executive Committee for Academic Affairs for two successive terms. A representative of the graduate students and a representative of the postdoctoral trainees of the Department, selected by the respective groups each year, shall be non-voting members of the Committee, and may attend all meetings except when personnel or other confidential matters are considered.

Meetings will be regularly scheduled within the week following the monthly meeting of the School of Medicine Faculty Council, but may be cancelled by the Chair of the Committee for lack of business. A special meeting shall be called by the Chair of the Committee on request of any members of the departmental faculty. Agenda for each meeting will be circulated at least a week in advance to all departmental faculty. Any departmental faculty member who is not a member of the committee may attend a meeting, but may not vote on matters before the Committee.

A summary of actions (exclusive of confidential items) taken at each meeting is to be circulated within one week by the Chair of the Committee to all faculty of the Department.

Any matter considered by the Committee may be referred by the Committee for a general departmental vote. Any action taken by the Committee may be brought to a departmental vote upon the request of any member of the Department, if submitted in writing to the Chair of Vice Chair of the Department within one week of distribution of the summary of Committee actions.

Voting rights are limited to Regular and In Residence faculty, having either full or joint appointments. Emeritus members of the Department have voting rights on all issues, except those involving academic personnel.

The Executive Committee specifically advises the Chair of the Department on: 1) allocation of space within the Department and 2) all faculty appointments, promotions and merit increases. When dealing with item 2, the Committee's deliberations are bound by the following rules:

## **Policy and Procedures on Appointments, Promotions and Merit Increases**

The Committee is to be provided with all pertinent materials from departmental files, including letters of evaluations and timetables for consideration of merit increases and promotions as stipulated in UCLA Summary of Policy – Academic Personnel. The Committee, through the Chair of the Department, is to: 1) consult with each candidate for promotion or merit increase regarding additional information and names of references for inclusion in the dossier; 2) encourage the candidate to submit a statement to the Committee summarizing progress and accomplishments since the last review; 3) apprise the candidate of the status of the proposal prior to its submission to the University administration as well as after it.

The Committee will consider all Regular, In Residence, Joint and Adjunct appointments in the Department. Each appointment will be evaluated on the basis of contributions to the department's teaching program, quality of research endeavors, and participation in departmental governance.

The Committee may advise the Chair of the Department to appoint an ad hoc committee to consider and make recommendations on any specific case; the Committee may recommend the membership of such an ad hoc committee. The report of the ad hoc committee is to be submitted to the Executive Committee for its final recommendation to the Chair of the Department.

The Committee shall inform the Chair of the Department in a written report about its recommendation concerning each appointment, promotion, merit increase with acceleration of more than one year, merit increase to Professor VI or Above-Scale. The following actions shall be discussed at a meeting of the appropriate departmental faculty, as stipulated by Senate BY-Law 55, and then voted on by secret ballot: 1) each positive recommendation; 2) each negative recommendation in the case of mandatory review for tenure; 3) any negative recommendation in case of promotion from Associate Professor to Professor or of merit increase to Professor VI and Above-Scale when the candidate requests that the recommendation be transmitted from the Department through normal channels. The appropriate voting faculty will have access to the candidate's dossier. Voting will be according to rank as follows:

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| 1. | Promotion to or acceleration of more than one year within the rank of | Vote by:  |
|    | a. Full Professor, Professor VI, Professor Above-Scale                | Full Professors   |
|    | b. Associate Professor  | Associate and Full Professors   |
| 2. | All initial appointments  | Assistant, Associate and Full Professors (above includes Regular and In-Residence Series including Joint Appointees with voting rights) |

After the departmental balloting, the Chair shall prepare the departmental letter of recommendation for inclusion in the dossier and submission to the Administration. The letter should include the substance of the Committee's report. The letter should be available for inspection to eligible voters.

These by-laws, including specifically the delegation of voting rights to the Committee, shall be reconsidered every three years.

All departmental procedures, including the provisions of these by-laws, will be in accord with The Call, The Academic Personnel Manual and by By-Law 55.

### **Committee on Instruction**

The Committee on Instruction represents the faculty members of the Department in advising the Chair of the Department on instructional items within areas of the Chair's responsibility, and in representing the faculty in areas of general faculty responsibility.

The Committee consists of the Vice-Chair for Instruction of the Department who serves as Chair of the Committee, the standing course chairs, the Chair of the Graduate Student Committee, the Laboratory Manager, and two members appointed by the Committee Chair from among the voting members who have expressed interest in serving on the Committee. Each appointed member serves for two years.