



MEMORANDUM

School of Public Policy
and Social Research
165606

May 30, 1996

TO: SPPSR Faculty

FROM: Martin Wachs, Chair
Faculty Executive Committee

Re: Approval of Bylaws

Attached is a copy of the Bylaws of the School of Public Policy and Social Research, which were approved by the Legislative Assembly of the Academic Senate on May 28, 1996. This version of the Bylaws omits section II. 2.(A), which read as follows:

Faculty members who hold zero appointments and who have waived review in the Department of Policy Studies shall be entitled to vote on matters of academic personnel until such time as six members of the Department of Policy Studies are subject to review by that Department. At that time, section 2.(A) shall be deleted from these Bylaws.

This section was deleted because it is not in compliance with existing Senate policy. The language was originally drafted in order to provide a means for the Department of Policy Studies to develop in an orderly fashion. When the Committee on Rules and Jurisdiction reviewed our Bylaws last summer, they requested a number of revisions, including deletion of the above paragraph. The Faculty Executive Committee recommended that the requested revisions be adopted with the exception of section II.2.(A). This recommendation was unanimously approved at a meeting of the faculty on June 30, 1996.

I was subsequently informed by the Committee on Rules and Jurisdiction that they could not give final approval to our Bylaws and that the matter would be referred to the Legislative Assembly. I was invited to appear before the Legislative Assembly on May 28 to present the School's position. However, the majority of those present did not agree with our rationale for including section II.2.(A).

At the time that the Bylaws were originally drafted, this language seemed necessary to protect the Department of Policy Studies. However, the department now has three members with split appointments and is actively recruiting to fill four open positions. Since the majority of those with 0% appointments continue to be eligible to vote on academic personnel matters, it does not seem that deletion of section II.2.(A) will have any actual impact. If you have any questions about this matter, please feel free to contact me.

Attachment

APPENDIX II

BYLAWS OF FACULTIES SCHOOL OF PUBLIC POLICY AND SOCIAL RESEARCH

Part I. Functions

1. The Faculty of the School of Public Policy and Social Research shall conduct the governance of the School of Public Policy and Social Research in accordance with all applicable rules of the Academic Senate of the University of California.

Part II. Membership

2. Membership in the Faculty of the School of Public Policy and Social Research is defined by Divisional Bylaws 50(A) and 179.

Part III. Officers

3. The officers of the Faculty shall consist of a Chair and a Vice Chair/Secretary who shall also serve as Chair and Vice Chair/Secretary of the Faculty Executive Committee. The Vice Chair/Secretary shall serve as Acting Chair in the absence of the Chair.
4. Administrative officers of the School of Public Policy and Social Research cannot serve as officers of the Faculty.

Part IV. Meetings

5. The Faculty of the School shall meet at least once annually after a call by the Chair of the Faculty or the Vice Chair/Secretary of the Faculty with a minimum of one week's notice prior to the meeting. The agenda of regular meetings shall include the following:
 - (A) Consideration of the Minutes of the preceding Faculty meeting;
 - (B) Announcements by the President, Chancellor, Dean, Department Chairs;
 - (C) Reports of committees;
 - (D) Petitions of students;
 - (E) Unfinished business;
 - (F) New business.

- (2) The allocation of FTEs to Departments, authorizations to recruit, and the appointment of search committees.
 - (3) The adoption, modification, or elimination of degree programs.
 - (4) Oversight of all degree programs.
 - (5) The appointment of Department Chairs, academic and research unit chairs, and other administrative appointments involving faculty activities.
 - (6) Other matters deemed appropriate for discussion by the Committee.
- (B) The Faculty Executive Committee is not intended to replace other standing School committees, or Departmental committees, but is intended to be a mechanism for directing and integrating their work. It is not intended to replace Departmental Chairs, who continue to have the responsibility for administration of departmental budgets, academic and non-academic personnel, curriculum, and the management of day-to-day affairs. Whereas Departmental Chairs will be concerned with departmental interests, the Faculty Executive Committee will take a schoolwide perspective.
- (C) The Faculty Executive Committee will be composed of the Chair and Vice Chair/Secretary of the Faculty, one representative from each of the Departments of Policy Studies, Social Welfare, and Urban Planning, and the Dean, as an ex officio non-voting member.
- (D) The faculty representatives of the Faculty Executive Committee will be elected for one-year terms beginning on September 1.
- (E) The elected Chair and Vice Chair/Secretary of the Faculty will also serve as Chair and Vice Chair/Secretary of the Committee.
- (F) Election of Faculty Executive Committee Members.
- (1) Only academic senate members shall be entitled to vote for the Faculty Executive Committee.
 - (2) Departmental Representatives. During the Spring quarter, each department will elect one representative and one alternate to serve on the Faculty Executive Committee for the following academic year.
 - (3) Chair and Vice Chair/Secretary. During the Spring quarter, the Vice Chair/Secretary will distribute nomination forms to the entire faculty of the School, one month prior to election of the Chair and Vice Chair/Secretary for the coming academic year. A faculty member must be nominated by at least one other member in order to appear on the ballot. Consent of the candidate must be obtained in order to validate the nomination. Voting will be done by secret mail ballot of all eligible voters with one week allowed for voting. A candidate is elected if he or she receives a majority of those voting. A run-off ballot will be used if no candidate receives a majority on the first ballot.

18. The Dean is responsible for the overall administration of the school, including:
- (A) The allocation of resources to the various departments, and that resources are properly accounted for;
 - (B) The proper administration of applicable systemwide and local rules and regulations;
 - (C) That the curriculum of the various departments is properly staffed and that academic standards are maintained;
 - (D) That standards for admission and matriculation of students in the Departments are in accordance with University rules and regulations;
 - (E) That appropriate grievance procedures for students and staff are maintained.
19. The Dean, in consultation with the Department Chairs and the Faculty Executive Committee, will allocate to each Department an overall budget, general categories for personnel, administration, and discretionary funds.

Part IX Amendment of Bylaws

20. The foregoing Bylaws may be added to, amended, or repealed at any regular or special meeting by a two-thirds vote of the members present.
21. Not less than ten days prior to any regular or special meeting at which addition to, amendment of, or deletion of all or any portion of the Bylaws is considered, the Secretary shall post to the Faculty a written notice of any such proposed addition, amendment, or deletion.

Part X. Implementation

22. These Bylaws shall become effective immediately after approval by two thirds of the Faculty. Initial elections for the faculty representatives to the Executive Committee shall be conducted immediately after approval of these Bylaws.

UCLA – School of Public Policy and Social Research
Department of Policy Studies

Policy on Joint Appointments within the Department of Policy Studies

Effective July 1, 1999

Joint Appointments

Although the members of the faculty of the Department of Policy Studies with full-time appointments in the Department take primary responsibility for the Department's research and teaching missions, the Department recognizes the benefit of having some of its faculty consist of members with joint appointments with other units at UCLA. Joint appointments may be an appropriate way of gaining coverage in areas viewed as important to fulfilling the Department's missions but for which full-time appointments are difficult to make or justify. For example, such appointments might be made to colleagues within the University in areas where the Department has substantial and continuing teaching needs or in substantive areas of research into which the Department wishes to expand. Joint appointments also may be used to exploit "targets of opportunity," for making outstanding appointments that, while not solely in Policy Studies, would significantly enhance the quality of the Department's faculty.

With this as background, the following guidelines along with *Appendix 15, Joint Appointments of the UCLA Call* constitute the procedures for making and renewing joint appointments within the Department.

1. *Application Process for a Joint Appointment*

A) All proposed joint appointments must be submitted to the Department's Faculty Executive Committee for review.

B) An application must contain a rationale that indicates how this appointment will enhance the Department's faculty and its teaching and research missions. (Note that either the applicant and/or some other faculty member at UCLA who supports the application may supply this "rationale.")

The application also should include:

- 1) a copy of the applicant's current curriculum vita;
- 2) copies of relevant research publications and/or manuscripts;
- 3) a letter of support for the action from the Chair of the applicant's home Department;
- 4) documentation of the home Department's faculty vote approving the applicant's application for the appointment;
- 5) the applicant must indicate:
 - a) whether the appointment being sought is a positive-time or zero-time appointment;

b) if a zero-time appointment, whether the person wishes to waive their voting rights in Policy Studies Department Academic Personnel Actions.
SPPSR – Department of Policy Studies
Joint Appointment Policy

- C) Applications that involve positive-time appointments in Policy Studies, either from candidates from outside UCLA or from current UCLA faculty members, will be handled by the Department's Recruiting and/or Personnel Advisory Committees and will be treated like outside faculty candidates who are being recruited for a full-time position in Policy Studies. For applications from candidates seeking a zero-time appointment in Policy Studies, the Department's Faculty Executive Committee will review the rationale for such an appointment and make a recommendation to the Advisory Committee on the appointment.
- D) All joint appointments must be approved by a vote of all faculty members with voting privileges within Policy Studies.

2. Terms of Joint Appointments

- A) Positive-time joint appointments are viewed as permanent appointments, subject to the terms of the faculty member's contract with the University.
- B) Zero-time joint appointments will have a fixed term of three years and will be subject to renewal by a vote of the Department's faculty members with voting privileges.

3. Handling of Personnel Actions for Joint Appointments

- A) The Department's Personnel Advisory Committee will handle all personnel actions for all joint appointments for which the appointee has not waived the right of review by Policy Studies.
- B) The criteria used by the Personnel Advisory Committee for promotions of faculty members with positive-time joint appointments who have not waived their voting rights shall be the same as those of full-time appointees with obvious adjustments with respect to contributions to the Department based on the percentage of the member's appointment in Policy Studies.

4. Renewals of Zero-Time Joint Appointments

- A) The Department's Faculty Executive Committee will review the renewals of all zero-time joint appointments in Policy Studies during the final year of each member's three-year term. In its review, the FEC will assess the appointee's contributions to the Department and whether the appointee fulfills a continuing need within the Department.

SPPSR – Department of Policy Studies
Joint Appointment Policy

- B) The Faculty Executive Committee will make a recommendation to the Department's faculty concerning whether the appointment should be renewed for a new three-year term.
- C) All renewals of zero-time appointments must be approved by a vote of the Department's faculty members with voting privileges.

5. *Voting Rights of Faculty Members with Joint Appointments*

- A) All faculty members with joint appointments whose personnel actions are subject to review by the Department shall have voting rights in the Department. This includes all faculty members with approved positive-time appointments and all zero-time appointments that have not waived the Department's right to review their personnel actions.
- B) Faculty members with joint appointments whose personnel actions are not subject to review by the Department shall *not* have voting rights within Policy Studies. This includes all zero-time appointments who have waived their rights to have Policy Studies review their personnel actions and all emeriti faculty members.

The terms of the above policies will take effect on July 1, 1999.

Originally Offered by Policy Studies Department Faculty Executive Committee:
V. Joseph Hotz, Chair
Jeff Grogger
Michael Stoll
Arleen Leibowitz, ex officio

Approved by a vote of the Faculty at Policy Studies Department Faculty Meeting
4/9/99