



University of California, Los Angeles  
Department of Slavic Languages and Literatures

Bylaws  
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I. Membership

A. *Categories.* For the purposes of these bylaws, the following categories of Department faculty are defined as follows.

**Core faculty** comprises all full, associate, and assistant professors and lecturers with security of employment, that is, all faculty other than emeriti who are members of the Academic Senate. Core faculty who are not on paid or unpaid leave of absence are referred to as core faculty in residence.

**Full-time faculty** comprises the core faculty and all full-time lecturers.

**Active faculty** comprises full-time faculty as well as acting, adjunct, part-time, and visiting faculty, professorial as well as lecturers.

**Emeritus faculty** comprises all former core faculty.

B. *Obligations.* All full-time faculty members not on leave are obligated to attend faculty meetings. Core faculty are expected to serve the Department as officers and members of committees. Other full-time faculty members may offer such service to the Department if they choose.

C. *Voting privileges.* All core faculty and they alone are entitled to vote on personnel actions, including all active-faculty appointments. All full-time faculty members are entitled to vote on all matters other than personnel actions. Students are given a single collective vote on matters not related to personnel actions and graduate admissions and support. This vote is exercised by a duly elected representative of the graduate student body. Acting, adjunct, part-time, and visiting faculty, professorial as well as lecturers, and emeritus faculty do not have voting privileges. But individuals in this category may be accorded the right to vote on matters other than personnel actions for at most one academic year at a time by a two-thirds vote of the core faculty.

Core faculty have the right to vote in absentia on any matter they choose and are responsible for registering their absentee vote with the Chair prior to the meeting at which the matter in question is to be decided. If they wish their views to be reflected either at the meeting or in any subsequent documents emerging from the meeting, these must be submitted in writing to the Chair, who is responsible for conveying them to the faculty at the meeting.

## II. Meetings

A. Faculty meetings are called by the Chair. All core faculty members are entitled to submit agenda items. If any two core faculty members so request, the Chair must call a meeting within 10 days. Agendas are to be distributed to all faculty eligible to vote no less than five days prior to the meeting. Significant documentation required for any decision is to be distributed or made available at the same time as the agenda.

B. Executive sessions for both faculty and subcommittee meetings are those at which only core faculty are present. The request or motion for a meeting to be held in, or to move into, executive session, may be made by any member of the core faculty, and does not require prior approval of the Chair or seconding at a meeting. A vote on the motion is to be acted on immediately, without discussion, and must be passed by majority vote for the meeting to proceed in executive session.

C. Attendance at meeting or parts of meetings devoted to personnel actions is limited to core faculty, the Chief Administrative Officer (CAO) and Student Affairs Officer (SAO) of the Department. Meetings or parts of meetings devoted to graduate admissions and support are restricted to full time faculty, the CAO and SAO. Meeting or parts of meetings devoted to all other issues are open to full time faculty, the graduate student representative(s), the CAO and SAO and invited guests.

D. A quorum is one half of the faculty eligible to vote on any given issue; in personnel actions, absentee votes on a given issue count towards the composition of the quorum for that issue.

## III. Officers

A. The Chair conducts the Department's business in accordance with decisions of the faculty and represents the Department in relation to the Dean of Humanities and other departments.

B. The Undergraduate Advisor counsels undergraduate students regarding their course work (choice of minor or major and specific courses, course distribution leading up to the B.A., etc.) and assists the Chair in finalizing the undergraduate portion of the annual schedule of courses.

C. Two Admissions and Support Coordinators, one representing literature, the other linguistics, are jointly responsible for 1) gathering data on available resources for support; 2) soliciting rankings of new applicants and continuing students from the full-time faculty; 3) summarizing and presenting these rankings to the faculty, 4) outlining to the faculty all contingencies (contractual obligations to continuing students, support history, etc.) that, beyond ranking, affect the distribution of resources; and 5) implementing the faculty decisions. In performing these duties they follow the procedures described in the Appendix to these Bylaws (Admission and Support Procedures).

D. The Graduate Advisers counsel graduate students regarding their overall curriculum (required and recommended courses, choice and sequencing of courses, deficiencies, foreign language requirements, etc.).

E. Two recruitment officers, one representing literature, the other linguistics, are jointly responsible for recruiting new students. These two officers will typically be the same as those who serve as Admissions and Support Coordinators. They are assisted by a graduate student officer.

F. The Coordinator of the Slavic Graduate Student Colloquium is responsible for soliciting papers for the colloquium, insuring that they have been appropriately sponsored and vetted, and overseeing logistics for transportation and housing of students. The Coordinator is assisted by a graduate student officer.

G. The Departmental representative to the Legislative Assembly is elected by the core faculty by secret ballot. Any core faculty may submit nominations for the position, which is held for a term of three years.

H. Two graduate student officers, one representing literature and the other linguistics, convey the views of the Slavic graduate students at faculty meetings and cast a single vote on all issues not relating to personnel and graduate admissions and support.

#### IV. Appointment of Officers and Members of Committees

A. The Chair canvases the full time faculty for volunteers to serve as officers on standing committees once a year, in the spring quarter; they are appointed to serve from 1 July.

B. All faculty members of standing and ad hoc committees and their chairs (where applicable), as well as individual faculty members assuming a particular function (e.g., Admissions and Support Coordinators, Undergraduate Advisor, or Faculty in charge of the annual Colloquium) are appointed by the Chair, to whom they report. The only exceptions to this rule are the graduate advisers of individual students and the Departmental representative to the Legislative Assembly. The chair serves as the graduate adviser for matriculants in their first year of graduate study, along with the Russian Language Program Coordinator and the SAO. Thereafter students choose their advisers from the core faculty for the minimum duration of one academic year. Graduate advisers from non-core faculty must be approved by the Chair. Standing committees are appointed for the duration of one academic year.

Student members of standing committees and student officers are elected at the beginning of the Fall Quarter by the membership of the Slavic Graduate Student Association. In the absence of elected members the Chair will request volunteers for committee membership and make selections from the volunteer pool.

C. Ad-hoc review committees are normally composed of three members of the core faculty and are appointed by the Chair for each personnel action. At the request of the candidate one of the members may be chosen from among ladder faculty outside the Department. Each ad-hoc committee prepares an anonymous report to the core faculty summarizing and evaluating

evidence for the candidate's attainments in teaching, research, and service. The committee may, if it wishes, make a recommendation relative to the proposed advancement.

## V. FUNCTIONS AND CHARGES OF STANDING COMMITTEES

A. The Executive Committee advises the Chair on policy issues, organizational matters and long-range planning of personnel and programmatic issues. It also assists as required in the planning and preparation of faculty meetings. The committee normally has two faculty members and one student member.

### B. Computer and Web Committee

The Computer Committee oversees the Department's computer equipment and facilities, coordinates the maintenance, upgrading, and updating of hardware, software, and electronic media. It is also responsible for the timely updating of the Department website. The committee normally has two faculty members and one student member.

### C. Library Committee

The Library Committee supervises the management (student staffing, hours, key policy, etc.) of the Department's Russian and East European Reading Room and the acquisition of books, organizes book sales, and provides liaison between the Department and the Charles E. Young Research Library and, specifically, its Slavic Bibliographer. The committee normally has two faculty members and one student member.

### D. Russian Language Program Committee

The Russian Language Committee supervises the Department's undergraduate Russian language offerings in consultation with the Undergraduate Adviser and the Curriculum Committee and administers the Department's Russian language proficiency tests. It is also responsible for recruiting undergraduates to the program and organizing extracurricular activities such as the undergraduate student conferences and the Russian Olympiada. The committee normally has two faculty members and one student member.

### E. Curriculum Committee

The Curriculum Committee serves as a clearing-house for proposals regarding the Department's undergraduate and graduate instructional program, including the introduction or abolition of courses and modifications in the status and content of existing courses and programs. The committee normally has two three faculty members and one student member.

### F. Foreign Language Committee

The Foreign Language Committee prepares and administers the Department's foreign language examinations for graduate students (M.A. and Ph.D. candidates) in German and French. It also makes recommendations to the Chair in those exceptional instances where a graduate student applies for permission to substitute another foreign language. The committee normally has two faculty members.

### G. Committee on Teaching

The Committee on Teaching offers advice to faculty whose teaching is below Departmental standards. The Committee is also available for consultation regarding grading policies and instructional improvement. The committee normally has two faculty members.

#### H. Student-Faculty Committee

The Student-Faculty Committee meets at least once each quarter to consider matters of concern to the Department's students or faculty. It has two student members and two faculty members nominated by the Department's graduate students and appointed by the Chair in consultation with the Executive Committee. The Committee is co-chaired by one faculty member and one student, chosen by the Committee at the beginning of the academic year.

#### VI. Personnel Actions

General procedures are dictated by the Academic Personnel Manual and the "Call." The Departmental letter concerning a candidate's personal action is prepared by the Chair and made available for five working days to the core faculty for comments and corrections. These must be made in writing during this time period. Corresponding emendations are made by the Chair, pursuant to APO guidelines. The redacted letter is to be made available for review to the core faculty after the emendation have been made, but at the end of the five-day period the letter, along with the candidate's dossier, may be transmitted to the Dean's office without further input from core faculty.

VII. Amendment. These bylaws can be changed only by a majority vote of the core faculty.

*Adopted unanimously, January 29, 2003*

*Voting faculty: Ronald Vroon (Chair), Michael Heim, Vyacheslav Ivanov, Olga Kagan, Emily Klerin, Roman Koropeckyj, Gail Lenhoff, David MacFadyen, Alexander Osipov, Olga Yokoyama*

# APPENDIX

## Graduate Advising and Admissions and Support Procedures

1. The Chair serves as the graduate adviser for matriculants in their first year of graduate study, along with the Russian Language Program Coordinator and the Student Affairs Officer (SAO). Thereafter students choose their advisers from the core faculty for the minimum duration of one academic year. Their task is to review the academic programs of graduate students, insuring that they are fulfilling curricular requirements expeditiously, and to assist them in formulating long-range academic plans.
2. Two Admissions and Support (A&S) Coordinators, one representing literature, the other linguistics, are jointly responsible for 1) gathering data on available resources for support; 2) soliciting rankings of new applicants and continuing students from the full-time faculty; 3) summarizing and presenting these rankings to the faculty, 4) outlining to the faculty all contingencies (contractual obligations to continuing students, support history, etc.) that, beyond ranking, affect the distribution of resources; and 5) implementing the faculty decisions.
3. It is the responsibility of A&S Coordinators to convene the faculty as a whole at least biannually, once in the Winter Quarter and once in the Spring Quarter, to review candidates for admission and support. Prior to the first the faculty is asked to review and rank all new applicants. The results are to be coordinated and presented to the faculty for discussion, and on the basis of the faculty's general recommendations the Recruitment Officers proceed with the recruitment of new students.
4. Following the conclusion of admissions (after April 1), when the results of recruitment are known, the A&S Coordinators ask the faculty to review the dossiers of continuing students and rank them. The rankings are to be conflated by the A&S Coordinators and presented to the faculty, along with an outline of the aforementioned contingencies, at a second general meeting. The faculty will provide the coordinators with a prioritized list of students eligible for aid (including TA-ships) that takes into account these contingencies (e.g. aid history, linguistic skills and experience for TA-ships, etc.) Based on the general recommendations of the faculty as a whole, the Coordinators proceed with the distribution of available resources to continuing students.
5. Prior to extending offers of aid to candidates for admission (in February-March) and to ongoing students (in April-May) the Coordinators submit their specific proposals to the Chair for final review. Any serious outstanding questions, would, if necessary, be brought to the attention of the faculty as a whole for review and resolution at the discretion of the Chair.
6. Final funding decisions are to be reported to the faculty by the chair no later than the beginning of the Fall quarter.