

**BYLAWS OF FACULTY
DEPARTMENT OF URBAN PLANNING
SCHOOL OF PUBLIC POLICY AND SOCIAL RESEARCH**

Part I. Functions

1. (A) The Faculty of the Department of Urban Planning shall conduct the governance of the School of Public Policy in accordance with all applicable rules of the Academic Senate of the University of California and the Bylaws of the School of Public Policy and Social Research.
- (B) The Faculty and its officers shall provide for participation and include in all its deliberations, to the extent permitted by the applicable rules of the Academic Senate of the University of California and the Bylaws of the School of Public Policy and Social Research, the entire teaching staff, non-academic personnel, and students of the Department of Urban Planning.

Part II. Membership

2. Membership in the Faculty of the Department of Urban Planning is defined by Divisional Bylaws 50(A) and 179.

Part III. Officers

3. The Chair of the Departmental Faculty Executive Committee shall be the faculty member elected by the Urban Planning Faculty to the School Executive Committee.

Part IV. Meetings

4. The Faculty of the Department shall meet at least once a quarter 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. These regular meetings shall be referred to as the "Assembly", and non-Senate Faculty, Staff, and Students shall be invited by the Chair to attend the regular quarterly meetings of the and receive the courtesy of the floor.
5. The agenda for regular quarterly meetings shall include the following:
 - (A) Consideration of the Minutes of the Proceeding Meeting;
 - (B) Announcements of the President, Chancellor, Dean, Department Chair and other Departments in the School;
 - (C) Reports of committees;
 - (D) Reports from Student organizations

- (E) Reports from Staff
 - (F) Unfinished Business;
 - (G) New Business
6. Special meetings of the Faculty may be held with at least three instructional days notice:
- (A) After a call to meeting by the Chair of the Faculty or the Vice Chair/Secretary of the Faculty or,
 - (B) A written request of a meeting signed by at least five voting members of the Faculty, and the meeting must be scheduled to take place with five instructional days of receipt of the request. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.
 - (C) Non-Senate Faculty, Staff, and Students may be invited by the Chair to attend the special meetings of the faculty and receive the courtesy of the floor.
7. The Chair shall preside at all meetings of the Faculty. In the Absence of the Chair, the Vice Chair/Secretary shall preside.
8. Voting shall be without secret ballot, except as provided below
- (A) A secret ballot shall be taken whenever requested by a majority of the voting members present.
 - (B) Ballots on academic personnel shall always be by secret ballot.

Part V. Quorum

9. One third of those entitled to vote at a Faculty meeting shall constitute a quorum.

Part VI. Committees

10. The Chair of the Department is an ex officio member of all committees without vote except as may be herein designated.
11. Except as may be herein designated, administrative officers of the School of Public Policy and Social Research cannot serve as members of the committees established by these Bylaws.
12. Departmental Executive Committee shall be composed of the Chair of the Faculty, the Vice Chair/Secretary of the Faculty and one non-Senate Faculty member who meets requirements for such membership as specified in Article 2B. The Chair and Vice Chair/

Secretary shall be elected in a duly noticed election of Senate Faculty members, and the non-Senate Faculty members shall be elected in a duly noticed election of non-Senate Faculty members in the Spring of each year.

- (A) The Chair and Vice Chair/Secretary will be elected through the process of electing the representative and alternate of the School in the Spring Quarter. The Vice Chair/Secretary of the Departmental Faculty shall conduct the election for the Non-Senate Faculty member of the Departmental FEC. Nomination papers shall be distributed to eligible non-Senate Faculty members a month before the election. Consent of the candidate must be obtained in order to validate the nomination. Voting shall be done by secret mail ballot of all eligible voters with one week allowed for the voting. A candidate is elected if he or she receives a majority of those voting. A run-off ballot with the two receiving the highest vote should be used if no candidate receives a majority of the first ballot
13. Members of the Executive Committee shall hold office for one year beginning on July 1, but may be reelected.
- (A) Vacancies that occur in the middle of the school year shall be filled by election at a duly noted special election of the Faculty or non-Senate Faculty as is appropriate. Members so elected shall fill the unexpired terms of those who they replace.
14. The Executive Committee shall monitor and review the rules and policies established by the Faculty, and exercise general supervision of the educational policies and programs of the Department. Within policies established by the Faculty, it shall serve as the planning, coordinating and policy formulation body for the Department, recommending to the Faculty such changes in policy and programs as may from time to time seem warranted,
- (A) The Executive Committee shall meet not less than once a quarter. Meetings may be called by the Chair or any two members.
15. There shall be Standing Committee's on Curriculum, Masters and Doctoral Admissions, Financial Aid, and Staffing (academic personnel). The Chair of the Faculty and the Chair of the Department shall jointly appoint all chairs and members of committees, and committee chairs shall report to both the Chair of the Faculty and the Chair of the Department. To the extent permitted by the rules of the Academic Senate of the University of California and the Bylaws of the School of Public Policy and Social Research non-Senate Faculty members and students shall be eligible for membership on all standing committees.
- (A) The membership of the curriculum committee shall be balanced, to the extent possible, to represent all areas of concentration in the Urban Planning Department. The Curriculum committee shall develop long and intermediate range plans concerning curricula for the masters and doctoral degrees, review existing programs and consider and initiate proposals for change, and approve all new or revised courses proposals. The Curriculum committee shall also advise the Chair of the Department on appointments of temporary, non-Senate Faculty necessary on a year-to-year basis.

- (B) The entire Faculty shall serve on the Masters Admissions Committee along with appointed non-Senate and student members. The Masters Admissions Committee shall be responsible to the development and maintenance of policies and standards for admission to the masters program. The committee shall also review applications for admission and recommend to the Chair of the Masters Admissions Committee who shall be admitted to the program. The decisions of the Chair of the committee are reviewable by the Chairs of the Faculty and Department.
 - (C) The Doctoral Admissions Committee shall include an appointed Chair and appointed faculty and doctoral student members. The committee shall review all doctoral applicant files and refer the files to appropriate faculty members for additional reviews. The recommendations to admit of the Doctoral Admissions Committee shall be reviewed by the entire faculty at a duly called special meeting for that for that purpose.
 - (D) The Financial Aid Committee shall include an appointed Chair, and appointed faculty. The Financial Aid Committee shall decide on all financial aid awards unless the faculty reserves to itself the right to make the decision on particular awards. In such cases the entire faculty shall vote on the awards either at a special faculty meeting or by ballot as determined by the Chair of the Department.
 - (E) The Staffing Committee shall consist of a Chair and faculty nominated by the Chair of the Department and Chair of the Faculty and elected by the faculty; and students, in good standing, nominated by the faculty and elected by the students and faculty. The elections shall take place in the fall quarter. The students vote shall be first. The senior faculty then vote on whether to extend the vote on all academic personnel action to the junior faculty. Depending on the result of this vote, all eligible faculty then vote on the slate of nominated faculty and elected students. The Staffing Committee shall coordinate the advice of the faculty on appointments, retention, and promotions of academic personnel. It shall develop procedures for evaluation of academic personnel, and prepare reports of such evaluations. The chair of the committee shall review each report or designate a Committee member of appropriate rank to do so in accordance with Senate Bylaw 188.
16. Other standing committees may be appointed by the Faculty and special committees may be appointed from time to time to serve for a limited period by concurrence of the Chair of the Faculty and Chair of the Department to serve for a period of an academic year or less. Non Senate Faculty and students may be appointed to such committees except as restricted by the rules of Academic Senate.

Part VI. Responsibilities of the Faculty

17. The faculty of the Department of Urban Planning shall be responsible for the following matters:
- (A) The recruitment, supervision, and evaluation of department academic personnel.

- (B) The development of the departmental curriculum and administration of its degree programs.
- (C) The admission and matriculation of departmental students.
- (D) The proper functioning of a grievance procedure for both Departmental personnel and students.

Part VI Responsibilities of the Department Chair

18. The Chair of the Department of Urban Planning is responsible for the following departmental matters:
- (A) The proper administration of the budget according to the allocations and categories decided by the Dean in consultation with the Chair. The Department Chair, with concurrence by the faculty and with the approval of the Dean, has flexibility to make adjustments between lines for exceptional circumstances.
 - (B) The staffing and supervision of the departmental curriculum.
 - (C) The recruitment, supervision, and evaluation of non-academic personnel.

Part VII. Amendment of Bylaws

19. The forgoing Bylaws may be added to, amended, or repealed at any regular or special meeting by a two-thirds vote of the members present.
20. 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 VIII Implementation

21. These Bylaws shall become effective immediately after approval by two-thirds of the Faculty.