

**UCLA SCHOOL OF MEDICINE  
DEPARTMENT OF UROLOGY BYLAWS**

**ARTICLE I - NAME**

The Department of Urology, University of California, Los Angeles.

**ARTICLE II - OBJECTIVE**

To maximize the quality of patient care, maintain the highest standards of basic science and clinical research, and provide an optimal teaching environment for the professional development of residents and medical students in urology.

**ARTICLE III - MEMBERS**

SECTION 1. Full-time Faculty (Voting members). All full-time members of the Department of Urology in the following series: regular, in-residence, adjunct, professor of clinical urology, and clinical professor of urology, compensated. Each full-time faculty member shall have one vote in Departmental meetings.

SECTION 2. Clinical Faculty (Non-voting members). All members of the Department of Urology clinical faculty, as appointed by the Chair, in the following series: clinical professor of urology, uncompensated.

SECTION 3. The Department of Urology does not discriminate in hiring, resident selection, promotion, teaching, or patient care on the basis of race, religion, gender, national origin, age, sexual orientation, or disability.

**ARTICLE IV - DIVISIONS AND SECTIONS**

Departmental Divisions and sections will be established and disestablished from time to time as deemed appropriate by the Chair with advice from the Full-time Faculty. The following sections will be formed at the time of adoption of these bylaws: General

urology, urologic oncology, reconstructive and female urology, andrology, renal transplantation, endourology, pediatric urology, and urological health services.

#### **ARTICLE V - OFFICERS**

The Chair shall be appointed by the usual mechanisms at the University of California, Los Angeles. The term of the Chair so appointed shall be indefinite. The performance of the Chair shall be reviewed in accordance with existing University procedures or upon request of a simple majority of the Full-time Faculty.

The Chair shall be the executive officer of the Department responsible to the Dean and Chancellor for effective operation of the Department and for compliance with University policies and objectives.

A Vice-Chair and two At-Large Members of the Executive Committee shall be nominated by the Chair immediately following the formation of the Department and every two years thereafter during the month of June. Election of the Vice-Chair and At-Large Members shall require an affirmative vote of a simple majority of the Full-time Faculty immediately following the formation of the Department and every two years thereafter during the month of June. The terms of the office for Vice-Chair and At-Large Member shall be two years or until a successor is selected. Officers may be reelected.

If the office of Vice-Chair or either of the At-Large Members is vacated prior to completion of the term, the same nomination and appointment procedure shall be executed to fill the post.

## **ARTICLE VI - MEETINGS**

Regular meetings of the faculty of the Department shall be held monthly. The agenda shall be set and distributed by the Chair at least one day prior to the regular meeting.

Special meetings of the Department can be called by the Chair, or upon written request of two-thirds of the Voting Members.

Fifty percent of the Voting Members shall constitute a quorum.

## **ARTICLE VII - EXECUTIVE COMMITTEE**

### **SECTION 1. Membership**

The Executive Committee shall include the Chair, Vice-Chair and two At-Large Members.

### **SECTION 2. General Duties**

The Executive Committee shall have general responsibility for the development, implementation and enforcement of the administrative, academic and patient care policies of the Department of Urology, as well as other tasks assigned by the Chair. None of its acts shall conflict with proscribed regulations of the Medical Faculty, School of Medicine, University, Medical Center, or laws or statutes of the country, city, state, or federal governments.

### **SECTION 3. Election of Officers**

The Chair and Full-time Faculty shall be responsible for the nomination and election of the Vice-Chair and At-Large Members, as provided under Article V.

#### SECTION 4. Creation of Divisions and Appointment of Division Chiefs

The Executive Committee shall be responsible for recommending to the Chair the establishment of Divisions and the recruitment of new Division Chiefs.

#### SECTION 5. Allocation of Space

On a regular basis, the distribution of space allocated to the Department shall be reviewed by the Executive Committee and appropriate adjustments shall be made if deemed necessary. This regular review does not preclude decisions by the Executive Committee to reallocate space or allocate newly acquired space at other times throughout the year.

To obtain additional space, Full-time Faculty will submit requests for space to the Executive Committee. The Executive Committee will have the authority to approve or disapprove the request. The Chairman of the Department has final authority for space allocation.

If a faculty member is dissatisfied with the decision of the Executive Committee regarding space allocation, he or she may request a hearing with the Executive Committee. The allocation of space shall not be final until such a hearing has been held and the decision of the Executive Committee is either confirmed or modified to satisfy the affected faculty member.

#### SECTION 6. Development of Budget Recommendations

The Chair shall be responsible for preparing a Departmental budget for each fiscal year with the advice of the Full-time Faculty. The budget shall clearly reveal all proposed sources of revenue and expenditures for the next fiscal year.

The Department Chair will submit the approved budget to the Office of the Dean for review.

**SECTION 7. Graduate and Undergraduate Medical Education**

The Chair or a designee shall be responsible for the design, approval, and effective teaching of all instruction that is the responsibility of the Department of Urology. The Chair will consider as most important functions the stimulation and reward of faculty for active and effective participation in teaching at all levels. To assure that this function is well served, the Executive Committee shall review the Department's entire teaching program on at least a yearly basis.

The Full-time Faculty shall have the overall responsibility for the selection and training of all house staff appointed by the Department of Urology.

Further:

(a) They shall review requests for assignment of house staff positions by the various institutions affiliated with the Department of Urology.

(b) They shall provide that assignment of house staff assures optimal provision of education of the house officers and medical care to the patients, consistent with the General and Special Requirements of the Accreditation Council on Graduate Medical Education.

(c) The Chair shall decide on the curriculum and rotation of house officers with advice and consent of the Full-time Faculty.

SECTION 8. Appointments to University, School of Medicine and Medical Center Committees

The Chair shall propose members of the faculty of the Department of Urology to represent it on appropriate committees of the UCLA Medical Center and School of Medicine. Individual members of the Executive Committee and the Full-time Faculty may serve on more than one committee.

SECTION 9. Meetings

The Executive Committee shall meet at least monthly at a regularly scheduled time, usually in conjunction with regular faculty meetings, to discharge its duties. Additional meetings may be called by the Chair. Items which require action or a vote at any meeting shall appear on an agenda distributed to all members of the Executive Committee at least 24 hours prior to the scheduled or called meeting. Any member of the Department may have an item placed on the agenda by submitting a written request to the Chair at least 72 hours prior to a meeting of the Executive Committee.

It shall be the responsibility of the Chair to assure that minutes of all meetings of the Executive Committee are recorded and distributed to the members prior to the next scheduled meeting. These minutes shall also be distributed to all Full-time Faculty members of the Department after approval. Minutes of all School of Medicine and Medical Center committees shall be circulated to members of the Executive Committee as appropriate.

## **ARTICLE VIII – FACULTY APPOINTMENTS AND PROMOTIONS**

### **SECTION 1. Full-time Faculty**

The Full-time Faculty shall be responsible for evaluating candidates for appointment and promotion. If approved by a simple majority of the Full-time Faculty, names of candidates for promotion shall be forwarded to the Chair for recommendation to the Dean of the School of Medicine for review by the appropriate School of Medicine and University committees and for administrative action. Each faculty member has the privilege of requiring that his/her application be forwarded without the full-time faculty approval.

The Full-time Faculty shall, in matters of promotion and appointment, consider:

- (1) the individual's merit and competence,
- (2) the needs of the academic, clinical and research functions of the Department, and
- (3) the availability of resources.

### **SECTION 2. Clinical Faculty**

Criteria for appointment and reappointment are set forth in a separate document entitled, "Criteria for Appointment and Reappointment of Clinical Faculty, Department of Urology, UCLA School of Medicine."

## **ARTICLE IX - COMMITTEES**

The Chair shall appoint standing or ad hoc committees as appropriate.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

Sturgis Rules of Order.

## **ARTICLE XI - AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the Department by a two-thirds vote of the voting members of the Department, provided the amendment has been submitted in writing and circulated to the Voting Members at least one month prior to the meeting at which the vote is to be taken.

## **ARTICLE XII - COMPENSATION**

Compensation policies of the Department shall be set forth in a separate document entitled, "Faculty Compensation, Department of Urology, UCLA School of Medicine." The policies shall comply with the UCLA campus procedures under the UC Medical Schools Clinical Compensation Plan (July 10, 1995). The faculty compensation policies and procedures are subject to review and approval by the provost and shall provide, at a minimum, for the following:

1. Participation of faculty members, or a committee of faculty members, in the development and adoption of the methodology for determining an individual's additional compensation
2. Criteria for determining negotiated additional compensation ("Y")
3. Criteria for earning or calculating optional incentive/bonus compensation ("Z")
4. A statement regarding the timing of the distribution and payment of any incentive/bonus compensation ("Z")
5. A description of benefits to be received pursuant to section IV.B and IV.C. of the UCLA campus procedures under the UC Medical Schools Clinical Compensation Plan (July 10, 1995).