UNIVERSITY OF CALIFORNIA

THE APPENDICES OF THE

LOS ANGELES DIVISION

of the

ACADEMIC SENATE

September, 2006
# Academic Senate Manual
## Los Angeles Division

## Appendices

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Constituencies and Election Schedule for Committee on Committees
APPENDIX I

LEGISLAGTIVE ASSEMBLY

Scale of Representation
1 Representative per 20 Senate Members
(or major fraction of 20)
in each Senate Electoral Committee

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<th>Senate Members</th>
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APPENDIX II

BYLAWS OF COLLEGES AND SCHOOLS
APPENDIX II

BYLAWS OF FACULTIES
SCHOOL OF THE ARTS AND ARCHITECTURE

Part I. Functions

1. The Faculty of the School of the Arts and Architecture shall conduct the government of the School.

Part II. Membership

2. Membership in the Faculty of the School of the Arts and Architecture is defined by Divisional Bylaws 50 (A) and 181.

Part III. Officers

3. Chair. The Faculty shall elect a Chair-elect in the spring prior to the final year of the Chair’s term. The election will be held according to the procedures prescribed in Divisional Bylaw 150 and Senate Bylaw 340 (A). This person will serve on the Executive Committee for three years: the first year as Chair-Elect and the following two years as Chair of the Executive Committee.

Part IV. Meetings

4. The Faculty shall meet at the call of the Chair or by petition to the Chair of at least 20% of the Senate Faculty.

Part V. Quorum

5. One-third of Senate Faculty shall constitute a quorum.

Part VI. Committees

Title I. Appointment and Tenure

6. The Chair shall appoint committees of the Faculty not otherwise provided. The Deans shall be ex-officio of all committees.

7. Committees shall hold office for a term of one year from October 1st or until successor committees are appointed thereafter.
Title II. Standing Committees

8. **Executive Committee**

(A) The Chair of the Faculty shall serve as Chair of the Executive Committee.

(B) **Membership.** Each department in the School shall be represented by two faculty members. Members will be elected by their respective faculties according to Division Bylaw 150. Elections will be held in the spring quarter for the following academic year. Members shall hold office for a period of two years, beginning October 1st and ending September 30th. Department representatives shall be elected in alternating years to ensure continuity.

(C) **Student Members.** One student from each department shall participate as non-voting members. Student members shall be elected on an annual basis in a duly constituted election by the students of the department, or in the absence of such an election, a representative shall be selected by the faculty of the department. Student members shall be excluded from meetings, or portions of meetings, when personnel actions are considered.

(D) **Meetings.** Meetings will be called once a month or as necessary and minutes distributed to all Senate Faculty of the School.

(E) **Duties.**

(1) The Committee shall have the general oversight of the welfare of the students, faculty and staff of the School, and shall bring before the Faculty any recommendations that the Committee may deem advisable.

(2) It shall designate the specific courses for the general education requirements of the School as well as review new majors and curricula, including prerequisites and limitations on programs, and alternative electives.

(3) The Faculty delegates to the Committee its powers to act under Divisional Bylaws 50 (D) (4), (5) and (6) and authorizes the Committee, at its discretion, to re-delegate these powers to the Dean of the School.
(4) Advise on academic policies of the School.

(5) Advise on long-range planning and future direction of the School including, but not limited to, budgetary considerations.

(6) Advise on policies affecting the public arts components of the School.

(7) Advise on policy and relations to arts organizations within the UC community, including ICA, SCA and others.

(F) Curriculum Subcommittee

(1) Membership. The Chair will appoint three members from different departments as the Curriculum Subcommittee. One student representative (from another department) may also be appointed.

(2) Duties. In consultation with the Dean, recommend action on all curricular proposals they deem non-controversial, recommend further consideration to the full Executive Committee and send minutes of all meetings to the Executive Committee.

(G) Quorum and Voting Procedures. A quorum consists of a majority of voting members (Dean, Chair, departmental representatives). Items requiring approval by the Executive Committee shall be passed by a majority of those in attendance.

Part VII. Order of Business

9. All meetings of the Faculty shall be governed by procedures specified in Senate Bylaw 120 (C).

Part VIII. Amendment of Bylaws

10. The Bylaws may be amended by a two-thirds vote either at any duly constituted meeting, or by mail, provided notice shall been sent to each member at least five days previous to the meeting, or ten days prior to the deadline for the receipt of mail ballots.
Part IX. Suspension of Rules

11. The rules of the meetings of the Faculty may be suspended by a vote of the Faculty, provided not more than two voting members present object to such suspension.

Adopted: April 1995
Revised: July 1, 1995
Revised: May 17, 1996
Revised: April 1998
APPENDIX II

BYLAWS OF FACULTIES
SCHOOL OF DENTISTRY

Part I. Function

1. The function of the Faculty of the School of Dentistry is to conduct the government of the School of Dentistry. In matters respecting graduate study and higher degrees, the Faculty is subject to the authority of the Graduate Council and the Coordinating Committee on Graduate Affairs.

Part II. Membership

2a. Membership in the Faculty of the School of Dentistry is defined by Divisional Bylaw 50(A).

2b. Full-time Clinical Faculty may serve on committees and participate in consideration of personnel actions. Their votes on personnel actions shall be identified and reported separately.

Part III. Officers

3. The Officers of the Faculty shall consist of a Chair, Chair-Elect, and Secretary. The Chair-Elect shall be elected by the Faculty for a two-year term and shall serve the first year as Chair-Elect and the second year as Chair. The Secretary of the Faculty shall be elected annually by the Faculty Executive Committee from its membership.

Part IV. Meetings of the Faculty

4. The Faculty shall meet at least once quarterly after a call by the Chair with a minimum of one week's notice prior to each meeting.

5. The Faculty may meet at other times with at least two instructional days' notice:

(A) After a call to meeting by the Chair;

(B) After delivery of a written request for a meeting to the Secretary. The request must be

(1) Signed by at least three voting members of the Faculty.

(2) Acted on within 48 hours by the scheduling of a meeting to take place within five calendar days from receipt of the request.
6. The Chair of the Faculty will preside at all Faculty meetings. In the absence of the Chair, the Chair-Elect will preside at Faculty meetings. Should the Chair-Elect also be absent, the Secretary will preside.

7. The agenda of the regular quarterly meetings shall include the following order:

(A) Consideration of the Minutes of the preceding Faculty meeting;
(B) Announcements by the President of the University of California;
(C) Announcements by the Chancellor of the UCLA campus;
(D) Announcements by the Dean of the School of Dentistry and/or his/her designees;
(E) Announcements by the Chair of the Faculty;
(F) Report of the Faculty Executive Committee;
(G) Reports of Standing Committees;
(H) Reports of Special Committees;
(I) Petitions of Students;
(J) Unfinished Business;
(K) New Business.

8. Robert's Rules of Order (newest edition) shall govern Faculty meetings in all instances not covered by the Bylaws.

9. The order of the agenda of Faculty meetings may be altered by a vote of two-thirds of the voting Faculty present at the meeting.

10. Action or measures considered at a meeting of the Faculty must be submitted to a mail ballot when:

(A) requested by 25% of the voting members present at a meeting of the Faculty;
(B) requested in writing by 25 Faculty members within ten calendar days after distribution of the minutes of the meeting at which the action was taken or the measure considered.
Part V. Quorum

11. A quorum shall consist of one-third of the full-time Faculty in the School of Dentistry.

Part VI. Committees

12. The Dean or his/her designee is an ex officio member of all committees without vote except as herein designated.

13. The Dean shall appoint committees of the Faculty for which no other provision has been made or he/she may delegate that responsibility to other Faculty committees as appropriate.

14. Faculty Executive Committee (FEC)

(A) Membership.

(1) The Chair and Chair-Elect of the Faculty.

(2) Six Faculty members shall be elected by the Faculty. The term of elected members shall be three years and they shall be eligible for reelection to one immediately succeeding term on the Committee.

(3) The Dean of the School of Dentistry, or an Associate Dean (that he/she designates as his/her representative), shall serve as ex officio member with vote.

(4) A representative from the School of Medicine appointed by the Dean of the School of Dentistry.

(B) Duties.

(1) Advise the Dean and Faculty on matters concerning the school’s policies, programs, and budget.

(2) Consider matters of general concern to the Faculty with respect to matters delegated to it by the Faculty in the Bylaws or by subsequent action.

(3) Receive reports from the Standing Committees of the Faculty.

(4) Appoint the Standing Committees of the Faculty established by these Bylaws.
(5) Have general jurisdiction over the curricula and conduct of instruction and requirements for degrees as provided in Divisional Bylaw 50(D)(5).

(6) Implement rules and regulations prescribed by the Faculty.

(7) Report to the Faculty at least quarterly.

(C) Meetings. The Faculty Executive Committee shall meet at the call of the Chair, or at the written request of a majority of its membership.

(D) Quorum. A quorum of the Faculty Executive Committee shall consist of six members.

15. Standing Committees of the Faculty.

(A) Appointment and tenure of Standing Committees.

(1) The Chairs and the members of the Standing Committees established herein shall be appointed by the Faculty Executive Committee.

(2) All Standing Committees of the Faculty with the exception of the Faculty Executive Committee, will be appointed each year prior to July 1, to serve three year terms. Approximately one-third of the membership will be replaced each year to foster continuity of the membership. As necessary, the Faculty Executive Committee may replace committee members during the course of the term to ensure a functioning committee.

(3) Each Standing Committee may appoint such subcommittees, as it deems necessary to conduct its business.

16. Admissions. This Committee shall consist of five Faculty members from the School of Dentistry, three faculty members from departments other than Dentistry, one predoctoral student each from the 3rd year and 4th year classes, and one Alumni Representative. The Assistant Dean, Student and Alumni Officers shall be an ex officio member without the right to vote. The responsibility of this Committee is to select students for admission to the predoctoral program.

17. Curriculum. This Committee shall consist of nine Faculty members who are charged with the responsibility to evaluate programs and educational objectives, and to recommend to the Faculty Executive Committee changes in the curriculum. In addition, there shall be the following ex officio members
without the right to vote: Dean Designate, Alumni Representative, and one predoctoral student from each class.

18. *Student Performance.* The Committee shall be composed of nine Faculty members. In addition, there shall be the following ex officio members without the right to vote: Assistant Dean Student and Alumni Affairs, Associate Dean for Clinical Dental Sciences, Alumni Representative, and one predoctoral student from each class. This Committee shall consider student performance of all students pursuing a DDS degree. The responsibilities of this Committee shall include the review of student performance and recommendations of those students to be graduated, graduated with honors, placed on probation, promoted, dismissed and readmitted.

19. *Appointments, Promotions and Appraisals.* The Committee shall be composed of nine tenured Faculty members. Each year the Faculty Executive Committee shall replace three members of the Committee with tenured Faculty to serve three-year terms. The responsibilities of this Committee shall include the review and recommendations to the Faculty of all professorial appointments, promotions, fourth year appraisals of Assistant Professors and Professor Step VI reviews. The responsibility of the committee also includes Five Year Reviews, which shall be advisory only to the Dean.

20. *Merits and Lectureship Appointments.* The Committee shall be composed of nine Faculty members. The Faculty Executive Committee shall appoint three Faculty to the Committee each year to serve a three year term. The responsibilities of this Committee shall include the review and recommendation to the Faculty of all lectureship appointments and merit increases except the advancement of Professors to Step VI.

**Part VII. Amendment to the Bylaws**

21. The Bylaws may be amended at any regular or special meeting of the Faculty by two-thirds of those voting provided that written notice of the amendment shall have been sent to each member of the Faculty at least five days of instruction before the meeting at which the amendment is to be moved.

22. No amendment inconsistent with legislation of the Academic Senate shall be made.

Approved by Faculty 8 Feb 84; Am 9 Jul 86, 11 Dec 88, 1 Apr 97, 3 Jun 98, and 17 Sept 98

Approved by R&J 7 Jul 98 and 5 Oct 98
APPENDIX II

BYLAWS OF FACULTIES
GRADUATE SCHOOL OF EDUCATION & INFORMATION STUDIES
[Am 14 Nov 00]

Part I. Functions

1. The Faculty of the Graduate School of Education & Information Studies, as defined and empowered by Bylaw 50, shall conduct the academic governance of the School. Such governance shall be subject to the rules and coordinating powers of the Graduate Council.

Part II. Membership

2. Membership in the Faculty of the Graduate School of Education & Information Studies is defined in Divisional Bylaws 50(A) and 164.

3. Voting eligibility in the Faculty and on committees shall be as prescribed in Bylaw 50(B).

Part III. Officers

4. The Officers of the Faculty are the Chair and Chair-Elect of the Faculty.

(A) The Chair-Elect shall be elected from among the voting members of the Faculty of the School for a one-year term and automatically and successively shall become the Chair of the Faculty. The Chair-Elect shall be determined by simple majority of those Education and Information Studies Faculty voting for the Chair-Elect. The Chair-Elect’s responsibilities shall include coordinating the recording of minutes at Executive Committee and at All Academic Personnel meetings, and assuring that approved minutes are added to the archives. The Chair-Elect shall substitute for the Chair in the Chair’s absence.

(B) The Chair of the Faculty shall serve for a one-year term. The Chair’s responsibilities shall include setting agendas for and chairing All Academic Personnel and Executive Committee meetings and representing the School in meetings of the Academic Senate Council of Faculty Chairs.

(C) Terms of service ordinarily shall begin September 1 and end August 31.
(D) Should the position of Chair of the Faculty become vacant, the Chair-Elect shall assume the position immediately.

(E) Should the position of Chair-Elect of the Faculty become vacant on or before December 31, then a new election shall be called immediately and the newly elected Chair-Elect shall assume the position immediately, filling the remainder of the Chair-Elect term. If the vacancy occurs between January 1 and the annual Spring Quarter elections, the position shall be left unfilled, unless the majority of Executive Committee members attending vote to fill the position immediately. If the position is left vacant, the individual elected in the annual election shall assume the position immediately, not on September 1.

Part IV. All Academic Personnel Meetings

5. All Academic Personnel meetings shall be held at least once a quarter during the three quarters of the academic year, unless the Faculty Chair and the Executive Committee determine that such meeting is not needed.

6. The Chair of the Faculty, in consultation with the Dean, sets All Academic Personnel meeting agendas and chairs the meetings. The agenda shall be distributed one week in advance of the All Academic Personnel meeting.

7. The Chair of the Faculty is required to call an All Academic Personnel meeting at the written request of any 10 members of the Faculty as defined by Bylaw 50(B), and such meeting shall be called within 10 instructional days after receipt of the request.

8. Personnel with academic titles and the two departmental student representatives (or alternates) to the Executive Committee shall be invited to attend All Academic Personnel meetings.

9. By invitation of the Faculty Chair, GSE&IS students other than the representatives (or alternates) to the Executive Committee and non-academic staff may attend All Academic Personnel meetings.

10. At the Faculty Chair’s discretion, an executive session of the Faculty may be called. Only members of the Faculty as designated by Bylaw 50(B) shall be privileged to attend.

11. One-third of the voting members of the Faculty shall constitute a quorum. Voting members who are on leave or on sabbatical are not included in the quorum count, but they are eligible to vote.
12. Voting is by secret ballot only when requested by a voting member.

Part V. Committees

13. Executive Committee

(A) **Chair.** The Executive Committee shall be chaired by the Chair of the Faculty.

(B) **Membership.** The Executive Committee shall consist of:

(1) the elected Chair and Chair-Elect of the School Faculty;

(2) three Education Faculty elected by Department of Education Faculty;

(3) two Information Studies Faculty elected by Department of Information Studies Faculty;

(4) two Faculty members elected at large;

(5) Dean, ex officio, without vote

(6) Associate Dean(s), ex officio, without vote;

(7) Education and Information Studies Department Chairs, ex officio, without vote, and

(8) two student representatives. Students in each department separately shall themselves determine the appropriate mechanism to designate a representative and an alternate to serve for the entire year and so inform the Faculty Chair. Student representatives shall be permitted to vote, but their votes shall be recorded separately. For each department, the designated student representative or alternate, but not both, shall attend Executive Committee meetings.

(C) **Elections.** Balloted elections shall take place annually in Spring Quarter with those elected taking office on September 1. Faculty Executive Committee members elected by their department or at-large (2, 3, and 4 above) shall hold two-year terms with staggered elections. In the event that more than one position (2, 3, or 4 above) is open in the same election, in the balloting for these positions each Faculty member in the relevant voting unit shall be able to cast one and only one vote for any one candidate. Vacancies in these positions shall be
handled in the same manner as vacancies for the Chair-Elect (III.4.e above).

(D) Meetings. Executive Committee Meetings shall be called once a month October through May or as determined necessary by the Faculty Chair or a majority of the voting members of the Executive Committee. The Faculty Chair, in consultation with the Dean, shall set the agenda. Agendas for each Executive Committee meeting shall be sent by email to all Faculty at least one week before the scheduled meeting. Any attachments may be obtained by request from the responsible staff person, if they were not included with the email. Any faculty member may attend any Executive Committee meeting and always has privilege of the floor. Minutes of the meetings shall be approved by the Executive Committee and distributed to all Faculty of the School, and retained by the Assistant to the Dean in the School’s archives.

(E) Quorum. A simple majority of voting members shall constitute a quorum.

(F) Duties.

(1) Provide general oversight of the welfare of the students, faculty, and staff of the School, and bring before the faculty any recommendations that the Executive Committee may deem advisable;

(2) Advise the Dean on academic policies of the School;

(3) Advise the Dean on long-range planning and future direction of the School;

(4) Advise the Dean on budget considerations;

(5) Advise the Dean on the allocation of ladder Faculty positions to departments and programs;

(6) Review proposed University policies and advise the Faculty Chair and/or Dean on GSE&IS’s response;

(7) Advise the Dean on policy and external relations with public and private organizations in the fields of education and information studies; and

(8) Establish ad hoc committees as may be deemed necessary to the functioning of the Executive Committee or as requested by
vote of the Faculty at an All Academic Personnel meeting. Such ad hoc committees shall be appointed and charged by the Chair in consultation with the Executive Committee. Such committees shall make reports to the Executive Committee, as requested.

(G) Voting. Voting is by secret ballot only when requested by a voting member.

Part VI. Suspension of Rules

14. At All Academic Personnel meetings, rules may be suspended by majority vote of the Faculty attending. At Executive Committee meetings, rules may be suspended by majority vote of the Executive Committee Faculty members attending. In both cases, suspension of the rules cannot occur if at least 30% of those present and eligible to vote actually vote against the proposed suspension.

Part VII. Amendment of Bylaws

15. The Bylaws may be added to, amended, or repealed at any regular or special meeting by a two-thirds vote of all the voting members present, provided that written notice of amendment shall have been sent to each member of the faculty at least five instructional days previous to the meeting at which the amendment is to be moved. No amendment shall be made that is inconsistent with legislation of the Academic Senate. A waiting period of 30 calendar days shall be in effect upon the approval of any amendment.

Approved by Faculty 8/1/00
Approved by R&J 10/2/00
Approved by LgA 11/14/00
APPENDIX II

BYLAWS OF FACULTIES
SCHOOL OF ENGINEERING AND APPLIED SCIENCE

Part I. Functions

1. The Faculty of the School of Engineering and Applied Science shall conduct the government of the School of Engineering and Applied Science 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 Engineering and Applied Science is defined by Divisional Bylaws 50(A) and 166.

Part III. Officers

3. The officers of the Faculty shall consist of a Chair and Vice Chair/Secretary. The Chair shall be elected by the Faculty for a two-year term and shall be Chair of the School of Engineering and Applied Science Executive Committee. The Chair cannot serve more than two consecutive terms. The Vice Chair/Secretary shall be elected annually by the School of Engineering and Applied Science Executive Committee from its faculty membership. If the Chair is unable or unwilling to complete a term of office the Faculty shall elect a new Chair to serve the remaining portion of the term. The Vice Chair/Secretary shall serve as Acting Chair whenever the Chair is absent.

4. Administrative officers of the School of Engineering and Applied Science cannot serve as officers of the Faculty.

Part IV. Elections

5. The term of office of the Chair of the faculty shall commence on July 1 and end on June 30. Election of the Chair shall be concluded prior to July 1 preceding the term of office. The Vice Chair/Secretary of the Faculty shall have the responsibility for conducting the election for the Chair and for the faculty representatives to the Executive Committee. Ballots shall be counted in the presence of the Chair and the Vice Chair/Secretary.

Part V. Meetings of the Faculty

6. The Faculty shall meet at least once annually after a call by the Chair 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 of the University of California;
(C) Announcements by the Chancellor of UCLA;
(D) Announcements by the Dean of the School of Engineering and Applied Science;
(E) Announcements by the Chair of the Faculty;
(F) Report of the School of Engineering and Applied Science Executive Committee;
(G) Reports of Standing Committees;
(H) Reports of Special Committees;
(I) Petitions of students;
(J) Unfinished business;
(K) New business.

7. Special meetings of the Faculty may be held at other times with at least three instructional days' notice:

(A) After a call to meeting by the Chair, or

(B) After delivery of a written request for a meeting to the Chair. The request must be signed by at least 10 voting members of the Faculty and the meeting must be scheduled to take place within 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.

8. The Chair of the Faculty will preside at all meetings of the Faculty. In the absence of the Chair, the Vice Chair/Secretary will preside.

9. Robert's Rules of Order (current edition) shall govern Faculty meetings in all instances not covered by the Bylaws.

10. The order of the agenda of a Faculty meeting may be altered by a two-thirds vote of the voting members present at the meeting.
11. Motions considered at a meeting of the Faculty must be submitted to a mail ballot when:
(A) requested by 10 or more of the voting members present at the meeting;
(B) requested in writing by 10 voting members of the Faculty within ten instructional days after distribution of the Minutes of the meeting at which the motion was considered. The written request must be submitted to the Chair of the Faculty. Mail balloting shall be conducted in accordance with procedures established by the Academic Senate.

12. The student representatives to the School of Engineering and Applied Science Executive Committee shall be invited to attend all meetings of the Faculty, and they shall receive the courtesy of the floor. Student representatives shall be permitted to vote, but shall have their votes recorded separately.

Part VI. Quorum

13. One-fifth of the members of the Faculty of the School of Engineering and Applied Science who are voting members of the Academic Senate, rounded to the next highest integer, shall constitute a quorum at all meetings of the Faculty.

Part VII. Committees

14. Charges and duties of Committees shall be broadly interpreted in order to allow regular activities without modifications of these Bylaws.

15. The Dean is an ex officio member of all committees without vote except as may be herein designated.

16. Except as may be herein designated, administrative officers of the School of Engineering and Applied Science cannot serve as members of the committees established by these Bylaws.

17. Executive Committee

(A) Composition: The voting members of the Executive Committee shall consist of:

(1) the Chair of the Faculty;

(2) the Dean of the School of Engineering and Applied Science;
(3) Faculty representatives duly elected by the faculty of each Department of the School of Engineering and Applied Science. The number of faculty representatives from a Department shall be one-twelfth of the total regular faculty of that Department at the time of regular annual elections, rounded to the next highest integer. A faculty member with joint appointments in more than one Department shall be counted only in his/her Department of primary affiliation. The Executive Committee shall include two student representatives: one undergraduate student representative duly elected annually by the members of the Engineering Society of the University of California, Los Angeles, and one graduate student representative duly elected annually by the members of the Engineering Graduate Students Association of the School of Engineering and Applied Science. Student representatives shall be permitted to vote, but shall have their votes recorded separately.

The Executive Committee may, at its discretion, also invite Associate and Assistant Deans of the School of Engineering and Applied Science, or other guests, to its meetings and, if invited, they shall receive the courtesy of the floor.

(B) Election and Tenure: Terms of office of faculty representatives shall be three years, and shall begin and end on July 1 and June 30, respectively. The Vice Chair/Secretary of the Faculty shall conduct regular elections of the faculty representatives once annually, usually in the Spring Quarter prior to July 1 preceding the terms of office. Elections of faculty representatives from each Department shall be staggered. During the first year under these Bylaws each Department shall elect its first representative for a term of three years, its second representative for a term of two years, and its third representative, if any, for a term of one year. [The preceding sentence shall be deleted from these Bylaws immediately after implementation.] Any vacancy occurring because of the inability or unwillingness of an elected representative to complete a term of office will be filled by special election.

(C) Meetings: The Executive Committee shall meet at least once each Quarter of the Academic Year at the call of the Chair, or in response to the written request of three or more members. Meetings shall be held with a minimum of three instructional days' notice.

(D) Quorum: A quorum shall consist of a majority of voting members.

(E) Charges and Duties:
The Executive Committee shall consider all matters of general concern to the Faculty and to the welfare of the School of Engineering and Applied Science and its students, including courses and curricula. The Executive Committee shall act for the Faculty in all matters, excepting those matters reserved to the Faculty as a whole by rules of the Academic Senate or by these Bylaws or subsequent action.

Substantive matters considered by the Executive Committee shall be submitted to the Faculty for mail ballot on request of a majority of the members present at the meeting when the matter is considered, or if requested in writing by 10 voting members of the Faculty within ten instructional days after distribution of the Minutes of the meeting at which the matter was considered.

The Executive Committee shall appoint the Standing Committees of the Faculty established by these Bylaws, receive reports from these Committees and, when appropriate, take and/or recommend action based on these reports.

Prior to elections, the Vice Chair/Secretary shall solicit nominations from the Faculty for candidates for Chair.

Approved Minutes of meetings of the Executive Committee shall be distributed to the Faculty within five instructional days of approval. The Chair of the Executive Committee shall report to the Faculty at the regular meetings of the Faculty and shall present an annual report of Committee activities at the last regular Faculty meeting of the academic year.

18. Standing Committees

(A) Appointment, Composition, and Tenure:

(1) The members of the Standing Committees established herein shall be appointed by the Executive Committee.

(2) Faculty representatives to the Executive Committee may be appointed as Departmental members of Standing Committees.

(3) The Chair of the Executive Committee shall be an ex officio member, without vote, of each Standing Committee.
(4) Each Standing Committee shall elect its Chair from among the designated members. The Executive Committee may appoint a Chair pro tem.

(5) Members of all Standing Committees will be appointed for two-year terms, after July 1, to serve for terms extending from October 1 to September 30.

(6) Each Standing Committee may invite non-voting participation by Associate and/or Assistant Deans of the School of Engineering and Applied science, faculty, consultants and/or student representatives, as it deems appropriate, and may appoint such subcommittees and/or task forces as it deems necessary to conduct its business.

(B) Reports: Each Standing Committee shall submit a written report of activities to the Executive Committee, which shall be made available to the Faculty, prior to the last regular Faculty meeting of the academic year. The Chair of each Standing Committee shall make other reports as appropriate or requested, including reports at regular Faculty meetings.

(C) Admissions Policy Committee

(1) Composition: The Committee shall be composed of one faculty member from each Department of the School of Engineering and Applied Science. The Associate Dean for Student Affairs and the Assistant Dean for Undergraduate Students shall be non-voting members of this Committee and cannot serve as Chair.

(2) Charges and Duties: The Committee shall make recommendations concerning policy matters related to student admissions.

(D) Honors and Awards Committee

(1) Composition: The Committee shall be composed of one faculty member from each Department of the School of Engineering and Applied Science. The Dean of the School of Engineering and Applied Science shall also be a voting member of this Committee but cannot serve as Chair.

(2) Charges and Duties: The Committee shall nominate and/or select candidates for honors and awards conferred on faculty
and students by the School of Engineering and Applied Science.

(E) Student Conduct Committee

(1) Composition: The Committee shall be composed of one faculty member from each Department of the School of Engineering and Applied Science. The Associate Dean for Student Affairs, the Associate Dean for Faculty Relations, and the Assistant Dean for Undergraduate Students shall also be voting members of this Committee but cannot serve as chair.

(2) Charges and Duties: The Committee shall recommend policy related to student conduct, may consider individual cases of alleged student misconduct and, if appropriate, may recommend disciplinary action to the Dean of Students.

19. The Executive Committee may appoint such subcommittees, ad hoc Committees and/or task forces, as it deems necessary to conduct the government of the School of Engineering and Applied Science.

Part VIII. Suspension of Rules

20. The rules of the Faculty may be suspended by vote of the Faculty, provided that not more than two voting members present object to such suspension.

Part IX. Amendment of Bylaws

21. The foregoing Bylaws may be added to, amended, or repealed at any regular or special meeting of the Faculty by two-thirds vote of all the voting members present, provided that written notice of amendment shall have been sent to each member of the Faculty at least five instructional days prior to the meeting at which the amendment is moved. If the amendment is voted upon by mail ballot, a two-thirds vote of the Faculty is required for approval. No amendment shall be made that is inconsistent with legislation of the Academic Senate.

Part X. Implementation

22. [This section shall be deleted from the Bylaws immediately after implementation.] These Bylaws shall become effective immediately after approval by two-thirds of the Faculty. Initial elections for the Chair of the faculty and for the faculty representatives to the Executive Committee shall be conducted immediately after approval of these Bylaws. These initial elections shall be conducted by the outgoing Executive Committee and Officers of the Faculty. Dates and deadlines specified in these Bylaws may be relaxed for purposes of conducting initial elections.

AUGUST 1, 1994
APPENDIX II

BYLAWS OF FACULTIES
COLLEGE OF LETTERS AND SCIENCE

Part I. Functions

1. The Faculty of the College of Letters and Science shall conduct the government of the College.

Part II. Membership

2. Membership in the Faculty of the College of Letters and Science is defined by Divisional Bylaws 50(A) and 184.

Part III. Officers

3. Chair. The Faculty shall elect a Chair every two years, according to procedures prescribed in Divisional Bylaw 150 and Senate Bylaws 180-184. The chair shall serve a two-year term beginning September first.

4. Vice Chair. The Faculty shall elect a Vice Chair every two years, according to procedures prescribed in Divisional Bylaw 150 and Senate Bylaws 180-184. The two-year terms of the Vice Chair and Chair shall begin in alternate years. [EC 24 Oct 06]

Part IV. Meetings of the Faculty of the College [EC 24 Oct 06]

5. (A) The Faculty shall meet at such times as it may determine or at the call of the Chair or the Vice Chair. [EC 24 Oct 06]

(B) Ten students, including five from the Student Educational Policy Commission, appointed by the Student Legislative Council of ASUCLA shall be granted the privilege of the floor, but shall not vote at meeting of the Faculty.

(C) If no quorum is present, or when no meeting is scheduled, matters requiring a vote of the Faculty shall be submitted to a mail or an electronic online ballot in accordance with Bylaw 14. [Am 5/7/80; EC 24 Oct 06]

Part V. Quorum
6. One third of the voting members of the Faculty constitutes a quorum. [Am 5/7/80]

Part VI. Committees

Title I. Appointment and Tenure

7. The Chair shall appoint committees of the Faculty not otherwise provide for. The Executive Dean shall be a member ex officio of all committees. [EC 24 Oct 06]

8. Standing committees shall be appointed on or before the first regular meeting of the academic year and shall serve for one year.

Title II. Standing Committees

9. Faculty Executive Committee. [EC 24 Oct 06]
   
   (A) Membership. There shall be an Executive Committee of fourteen. One member shall be elected by each of the following eleven academic units: [Am 20 Nov 97]

   (1) English, Applied Linguistics and TESL, Comparative Literature

   (2) Art History, Classics, Asian Languages and Cultures, Linguistics, Musicology [Am 23 Aug 06]

   (3) French and Francophone Studies, Germanic Languages, Italian, Near Eastern Languages and Cultures, Slavic Languages and Literature, Spanish and Portuguese

   (4) Physiological Science, Psychology

   (5) Ecology and Evolutionary Biology; Microbiology, Immunology and Molecular Genetics, Molecular, Cellular and Developmental Biology [EC 24 Oct 06]

   (6) Mathematics, Philosophy, Statistics

   (7) Chemistry and Biochemistry, Earth and Space Sciences, Institute of the Environment [Am 23 Aug 06]

   (8) Aerospace Studies, Atmospheric Sciences, Military Sciences, Naval Sciences, Physics and Astronomy
The Executive Dean of the College, the Chair of the Faculty, and the Vice Chair of the Faculty shall serve as ex officio members. [Am 23 Aug 06; EC 24 Oct 06]

(B) **Term.** The term of the elected members shall be two years, beginning on September first. Members representing even numbered groups shall be elected in even numbered years. Members representing odd numbered groups shall be elected in odd numbered years. The Chair shall be elected in odd numbered years. The Secretary shall be elected in even numbered years. Interim appointments shall be made by the Chair of the Faculty. [Am 20 Nov 97]

(C) **Organization.** The Chair of the Faculty shall chair the Executive Committee. A quorum shall consist of seven faculty members. The student representatives shall not vote on any motion in which the Committee is taking final determinative action under authority delegated from the Regents. [Am 20 Nov 97]

(D) **Duties.**

1. The Committee shall have general over-sight of the welfare of the students in the College and shall bring before the Faculty of the College any recommendations that the Committee may deem advisable.

2. It shall designate the specific courses which shall be accepted in fulfillment of graduation requirements of the College.

3. Requirements for majors, minors, and interdepartmental degree programs (IDP's), including prerequisites and limitations, programs of alternative electives, shall be submitted to the Committee for approval. [EC 24 Oct 06]

4. After appropriate consultation with concerned faculty and necessary members of the administration, the Committee shall make recommendations to the Executive Dean and Deans based on established Senate policies about the College's allocation of educational resources, academic priorities, and
planning and budget processes. [Am 20 Nov 97; EC 24 Oct 06]

(5) The Faculty delegates to the Committee its powers to act under Divisional Bylaws 50(D), (4), (5), and (6) and authorizes the Committee, at its discretion, to redelegate these powers to the Executive Dean of the College. [Am 20 Nov 97; EC 24 Oct 06]

10. Honors Committee. There shall be a Standing Committee on Honors, which shall be charged with the administration of the regulations on Honors as adopted by the Academic Senate. The Dean or Dean’s representative shall be the executive officer of this Committee.

Part VII. Order of Business

11. All meetings of the Faculty shall be governed by procedures specified in Senate Bylaw 162.

Part VIII. Amendment of Bylaws

12. The Bylaws may be amended by a two-thirds vote at any meeting, provided notice shall have been sent to each member at least five days previous to the meeting at which the amendment is to be moved.

Part IX. Mail and Electronic Online Ballots [EC 24 Oct 06]

13. A mail or an electronic online ballot on actions or measures considered at a meeting of the Faculty must be taken: [EC 24 Oct 06]

   (A) at the request of a majority of the members voting at a meeting of the Faculty;

   (B) at the written request of 35 voting members of the Faculty no later than ten calendar days after distribution of the minutes of the meeting at which the action was taken or the measure considered.

14. (A) If no quorum is present at a scheduled meeting of the Faculty, all matters on the agenda requiring a vote of the Faculty shall be submitted to a mail or an electronic online ballot no later than 10 calendar days after the scheduled date of the meeting. [EC 24 Oct 06]

   (B) At the written request of 35 members of the Faculty no later than 10 calendar days after the scheduled date of the meeting,
the Chair shall submit to a mail or an electronic online ballot any matter requiring a vote of the Faculty. [Am 7 May 80; EC 24 Oct 06]

Revised: November 20, 1997; August 23, 2006; October 24, 2006
APPENDIX II

BYLAWS OF FACULTIES
SCHOOL OF LAW

Part I. Functions

1. The Dean and Faculty shall conduct the government of the School of Law, subject to such rules and coordinating powers of the Board of Regents and the Academic Senate as may be applicable.

Part II. Membership

2. Membership in the School of Law is defined by Divisional Bylaw 50(A) of the Academic Senate.

Part III. Officers

3. The Chancellor at Los Angeles is ex officio permanent Chair of the Faculty.

4. The Dean of the School of Law is ex officio Vice Chair of the Faculty.

5. The Secretary of the Faculty shall be elected, and shall hold office for such term as shall be determined by the faculty.

Part IV. Committees

6. The Elected Committee described in paragraph 7 shall be elected as follows: At the May meeting of the faculty, a list of five nominees for positions on the Advisory Committee will be compiled as follows. Faculty on leave, or those unable to attend the meeting will submit lists of three names prior to the meeting. At the meeting, those present will submit ballots containing three names. If additional ballots are required to compile a list of five names, votes of absentees will continue to be counted if relevant.

A mail ballot will be used to choose the three members of the Advisory Committee. A candidate is elected if he or she receives a majority of the votes of those voting. A runoff ballot will be used to fill places on the committee if three candidates do not receive a majority on the first ballot.

The appointed Committees described in paragraph 8 shall be appointed by the Vice Chair. Other Committees may be appointed from time to time by the Chair or Vice Chair for any purpose not included within the scope of authority of a committee described in paragraph 7 or 8. Unless the Faculty determines otherwise, members of all committees described in paragraphs 7 and 8 shall be elected or appointed prior to the commencement of the academic year.
during which they will serve, and shall hold office until their successors are elected or appointed.

7. The Elected Committee of the School of Law shall be:

(A) **Advisory Committee.** This Committee shall be composed of the Dean, as Chair, and three elected members of the Faculty. It shall be the duty of this Committee to advise the Dean on matters concerning appointments, promotions, and the budget; to aid the Dean in the administration of the School; and to recommend to the Faculty such matters as it deems advisable for the promotion and development of the program of the School.

8. The Appointed Committees of the School of Law shall include:

(A) **Curriculum Committee.** The duties of the Curriculum Committee shall be to study the curriculum and any proposals for changes therein, and to make recommendations with respect thereto to the Faculty.

(B) **Faculty Appointments Committee.** The duties of the Committee are to recommend candidates for appointment to the Faculty and to review the records of Faculty members holding temporary appointments and make recommendations concerning their advancement to tenure status.

(C) **Faculty-Student Relations Committee.** This Committee shall act as a liaison agency between students and Faculty, and shall seek to develop ways and means to improve such relationships and promote effective participation of students in the conduct of the School.

(D) **Graduate and Continuing Education Committee.** This Committee shall assist the Dean and the other authorized agencies in the University in administering the post J.D. program of the School, and shall make recommendations to the Faculty with respect to post J.D. education and continuing education of the Bar.

(E) **Library Committee.** This committee shall study the operations of the Law Library, make recommendations to the Faculty with respect to Library plans, operations, and policies; and shall implement such rules, regulations and policies for the Library as may be approved by the Faculty. The Law Librarian shall be, ex officio, a member of the Committee.

(F) **Admissions Committee.** It shall be the duty of this Committee to examine and pass upon the qualifications of students seeking admission to the School, in accordance with the policies and standards
approved by the Faculty, and to study and make recommendations to the Faculty with respect to policies and standards of admission.

(G) Law Review Committee. This Committee shall act as liaison between the Law Review staff, the Faculty and the Dean.

(H) Moot Court Committee. This Committee shall act as liaison between the Moot Court Student Committee, the Faculty and the Dean.

(I) Standards Committee. It shall be the duty of this Committee to make recommendations to the Faculty with respect to the petitions of students relating to scholarship deficiencies and exceptions to the rules of the Faculty pertaining to academic programs and to make recommendations to the Faculty with respect to policies and standards of academic performance.

Part V. Faculty Meetings

9. The Faculty shall meet at such times as it may determine, or at the call of the Chair or Vice Chair. Special meetings of the Faculty may be called by written notice signed by three members of the Faculty, posted to all members thereof not less than forty-eight hours prior to the time of meeting stated in such notice; but a special meeting shall be limited to consideration of the matters of business specified in the notice.

10. Other instructional officers, including Lecturers, Visiting Associate Professors, and Visiting Professors may be invited to attend Faculty meetings and receive the courtesy of the floor.

11. One elected officer of the Student Bar Association, one student member of the Admissions and Standards Committee, one student member of the Curriculum Committee, one student member of the Faculty-Student Relations Committee, and, where the Faculty agenda includes a matter within the province of another committee on which students sit, one student member of such committee shall be invited to attend all Faculty meetings except those at which personnel matters are to be discussed, and shall receive the courtesy of the floor. Reporters from newspapers which are primarily concerned with the affairs of the Law School are permitted to be present at Faculty meetings except those at which personnel matters, readmission, and other items involving personnel matters in individual students are being discussed; however, any student who is the subject of such discussion is to be advised of his or her right to have the media present.

12. One-half of those in residence and entitled to vote at Faculty meetings shall constitute a quorum.

13. Except as provided in Part VI.
(A) All members of the Faculty in attendance may vote at Faculty Meetings.

(B) Voting is by secret ballot only when requested by a voting member.

Comment: "Faculty" means members of the Academic Senate.

14. Not less than five days prior to any regular meeting of the Faculty, the Secretary shall post to all members a written agenda of such meeting. The agenda shall include all matters delivered to the Secretary not less than six days prior to the meeting. Matters of business not included on said written agenda will not be considered at the meeting over the objection of two members present.

15. Within ten days after every regular or special meeting of the Faculty, the Secretary shall post to all members a copy of the proposed minutes of the meeting. The proposed minutes shall be presented at the next meeting for final approval by the Faculty. Prior to final approval, the proposed minutes shall be subject to revision, amendment, or correction by majority vote. When required by the Faculty as a prerequisite to final approval, a copy of the minutes as revised, amended, or corrected shall be circulated to the Faculty by the Secretary and shall be regarded as finally approved, when approved in writing by a majority of the Faculty. Minutes shall be entered in the official records of the School only after final approval.

Part VI. Academic Personnel

16. Except as provided in this Part, all Faculty may vote on academic personnel matters.

Comment: Carries on our practice of allowing Lecturers SOE and Acting Professors to vote on outside tenure appointments. This broad catchall provision should give faculty the right to vote in all cases covered by By-Law 188 (B)(1)-(5).

17. Only Professors and Lecturers with Security of Employment may vote on the promotion of tenured Faculty to Professor or Lecturer with Security of Employment, or on interim appraisals of nontenured faculty.

Comment: Continues the bar against our acting professors voting on tenure decisions regarding their colleagues.

18. The Advisory Committee has exclusive authority to recommend to the Chancellor salaries for academic personnel with respect to initial appointment and subsequent advancement.
Comment: Delegation of authority to the Advisory Committee pursuant to By-Law 188(B)(7) to pass on merit increases and accelerations for existing faculty as well as beginning salaries for new appointees.

19. The Appointments Committee may recommend visiting appointments to the Faculty by circulation of a list of names. If any member of the Faculty so requests, the name of a prospective visitor on the list shall be removed and placed on the Faculty agenda for discussion. If there is no objection within 24 hours after circulation of the list, the recommendation is deemed approved.

Comment: Delegation of authority pursuant to By-Law 188(B)(7). This is the visiting appointment rule previously adopted by the faculty.

20. In the event it becomes necessary or desirable to make an appointment in the summer interim to the ranks of Lecturer, Adjunct Professor, or Visiting Professor, the following procedures shall be employed: The Appointments Committee may recommend to the Dean that the appointment be made. The Faculty shall be given one week's notice of the intended appointment. If no Faculty member objects, the appointment shall be authorized. If there is objection, a Faculty meeting shall be scheduled on not less than three days notice. Those Faculty members attending the meeting, whether or not they would otherwise constitute a quorum, shall be empowered to act on the recommendation for appointment.

If the appointment is one of necessity and the appointment issue arises within two weeks of the commencement of the fall term, the above procedures shall be followed, except that the first notice period (notice of intended appointment) shall be two days, and the notice period for calling the Faculty meeting shall be two days.

Comment: Delegation of authority pursuant to By-Law 188(B)(7). These are the summer appointment powers adopted by the faculty.

21. Voting on academic personnel matters is by secret ballot unless the Faculty votes to waive the secret ballot by the following procedure: The Faculty may decide on an annual basis to waive the secret ballot with respect to a given class of personnel actions, provided that this be decided unanimously in a secret ballot of Faculty entitled to vote on that class of personnel action, and provided further that a secret ballot shall be taken on a specific vote at the request of one or more voting member.

Comment: In 1978 Privilege and Tenure extended this means of waiving secret ballots on personnel matters the faculty believes to be minor where secret voting may be considered to be too time consuming.
Part VII. Amendment of By-Laws

22. The foregoing By-Laws may be added to, amended, or repealed at any regular or special meeting by a simple majority vote of the members present.

23. Not less than five days prior to any regular or special meeting at which addition to, amendment of or deletion of all or any portion of the By-Laws is considered, the Secretary shall post to the Faculty a written notice of any such proposed addition, amendment, or deletion.

Comment: Old Part VI becomes Part VII.

AUGUST 1, 1994
APPENDIX II

BYLAWS OF FACULTIES
GRADUATE SCHOOL OF MANAGEMENT

Composition and Scope

1.1. The Faculty Executive Committee will provide advice, counsel, and recommendations to the Dean and Department Chair on all matters of school wide significance including but not limited to:

1.1.1. The allocation of FTE to Academic units and programs, authorizations to recruit, and the appointment of search committees.

1.1.2. The criteria for appointment of ad hoc committees for all academic personnel reviews and appointments.

1.1.3. The adoption, modification, or elimination of degree programs, area concentrations, executive education programs, and interdisciplinary or area study centers.

1.1.4. Criteria and procedures for faculty promotions and tenure.

1.1.5. Oversight of all degree and executive programs to be achieved by reviewing and approving appointments to all standing committees of the school, i.e., the MBA Policy committee, Doctoral Board, Executive Education Program Faculty Oversight Committee (to be established), Research Committee, and Teaching Improvement Committee, and by coordinating the activities of these committees.

1.1.6. The appointment of Department Chairs, academic and research unit chairs, and other administrative appointments involving faculty activities.

1.1.7. Other matters deemed appropriate for discussion by the Committee.

1.2. The Faculty Executive Committee will be composed of six elected tenure-track faculty members, the Dean and the Department Chairman.

1.3. The elected faculty members will serve (staggered) three year terms.

1.4. The Dean and Department Chairman will serve as non-voting ex-officio members.

1.5. The Committee will be co-chaired by an elected faculty member (chosen by the other elected faculty members on the Committee) and the Dean.
1.6. The FEC is not intended to replace other standing School committees, but rather is intended to be a mechanism for directing and integrating their work. It is not intended to replace the area chairs, who should continue in place and exercise responsibility for course scheduling and staffing as well as for the day-to-day management for their areas. Whereas area chairs most properly will be concerned with area-specific interests, the FEC will take a schoolwide perspective.

1.7. This committee may request delegation of some authorities from Academic Senate units, i.e., Graduate Division/Graduate Council.

Nominations and Elections

2.1. The Department Chairman will distribute nomination forms to all members of the Academic Senate one month prior to the annual election of Executive Committee members. Nominations should normally occur in April, with elections to follow in May. In all years subsequent to the first election, newly elected members will take office on July 1 following their election.

2.2. Because this is a committee of the Academic Senate, only Senate members will be eligible to run for election. A Senate member must be nominated by at least one other Senate member in order to appear on the ballot. Consent of the candidate must be obtained in order to validate the nomination.

2.3. Nominations will be tabulated and ballots distributed by the Department Chairman. Voting will be done by secret mail ballot of all eligible voters (i.e., all members of the Academic Senate), with one week allowed for voting.

2.4. Staggered terms implies that, after the first election, there would normally be two vacancies per year, with the number occasionally being larger due to sabbaticals, resignations, and the like. For the first election, nominations will be for two one-year, two two-year, and two three-year terms. In subsequent years, nominations will be for two three-year term positions, plus remainder terms for any current member unable to continue to serve.

2.5. For the first election, members will assume office immediately, and will serve for the remainder of the 1992-1993 academic year in addition to the terms for which they are elected.

2.6. Voters may vote for as many candidates as positions to be filled with the stipulation that only one vote may be cast per candidate per voter, i.e., voters may not cast multiple votes for a single candidate.

Operating Procedures

3.1. The Executive Committee will meet at least twice per quarter.
3.2. The agenda for each meeting will be distributed to all faculty in advance.

3.3. Minutes summarizing the Committee's discussions, actions, and recommendations will be distributed to all faculty subsequent to each meeting within a reasonable period of time after each meeting.

3.4. Meetings may be called by the Dean, the faculty co-chair, or a majority of the voting members of the committee.

3.5. Faculty may request any member of the Executive Committee to place an item on the Committee's agenda, and Committee members may individually place items on the Committee's agenda.

3.6. The Departmental administrative assistant will assist the faculty co-chair of the Committee in distributing notices, calling meetings, etc. Under the Executive Committee arrangement, it is envisioned that the AGSM faculty and administration will work in partnership to provide strategic direction and operational oversight to the School.

3.7. A majority of the Faculty Executive Committee will have the power to call a Department or School meeting upon two weeks notice.

AUGUST 1, 1994
APPENDIX II

BYLAWS OF FACULTIES
SCHOOL OF MEDICINE

The University of California has a long tradition of shared governance. Faculty and Administration share responsibility for the conduct of activities within the University. Specific responsibilities for the academic program of courses and curriculum are reserved to the Faculty and planning of resource allocation is determined primarily by the Administration. Shared governance generates consensus with regard to significant changes in policy, procedures and organization.

The UCLA School of Medicine, as part of the University of California, is subject to this same spirit and process of shared governance. These Faculty Bylaws define the mechanisms through which the School of Medicine Faculty fulfills their obligations to the governance of the School.

ARTICLE I
GENERAL

Section 1: Purpose

The Faculty shall conduct the government of the School of Medicine, subject to the rules and coordinating powers of the Board of Regents and the Academic Senate as may be applicable.

Section 2: Source of Authority

The membership, duties, powers and privileges of the Academic Senate are defined by the Standing Orders of the Regents of the University of California.

The Los Angeles Division is a Committee of the Academic Senate of the University of California and is subject to the Bylaws of the University Academic Senate.

The Faculty of the University of California Los Angeles School of Medicine is a Committee of the Los Angeles Division and is directly responsible to the Division and subject to its Bylaws. Except as otherwise provided, the governance of the School of Medicine is vested in its Faculty, which is authorized to organize, to select its own officers and committees, and to adopt rules for the conduct of its business.

ARTICLE II
MEMBERSHIP

Membership in the Faculty of the School of Medicine is defined by Regent Standing Order 105.1(a) and Division Bylaw 50 (A)(1-4).

ARTICLE III
DUTIES

Section 1: Curricula

The Faculty of the School of Medicine shall authorize and supervise all courses and curricula offered in pursuit of the degree of Doctor of Medicine (Regent Standing Order 105.2b).

No change in the curriculum of the School of Medicine may be made by any agency, including the Faculty Executive Committee, until the proposed change has been submitted to the formal consideration of the Faculty (Academic Senate Protected Bylaw 51; Division Bylaw 10B).

The Faculty's control over curriculum does not extend to courses and curricula that lead to other degrees, such as the Ph.D., since review and authorization of these programs remain under the jurisdiction of the Graduate Council of the Los Angeles Division.

Section 2: Admission of Candidates

The Faculty of the School of Medicine shall set policies for the admission of candidates for the degree of Doctor of Medicine and for completion of the degree.

The Faculty shall determine whether students are making satisfactory progress or shall be required to repeat courses or leave the School.[1]

The Faculty shall recommend candidates for the M.D. degree to the President of the University through the Academic Senate.

Section 3: Educational and Budgetary Resources

The Faculty of the School of Medicine may form a Committee on Planning and Budget analogous to the Los Angeles Division's Council on Planning and Budget (Division Bylaw 65.3). The Faculty has the authority to investigate and make recommendations concerning the allocation of educational and budgetary resources, academic priorities, and the planning and budgetary process within the School of Medicine. These recommendations may be made to the Dean, to the Los Angeles Division, and/or to the Chancellor.

Section 4: Other

The powers and duties of the Faculty shall not be construed as limited to those explicitly considered in these Bylaws.

[1] On the advice of University Counsel, the Dean of the School of Medicine is a student's last "court of appeal" from a decision by the Faculty (Faculty Executive Committee).
ARTICLE IV
OFFICERS

The officers of the Faculty shall consist of a Chair and a Vice-Chair.

The Vice-Chair, who serves as chair-elect, will be elected annually by the Faculty and shall serve for three years: the first year as Vice-Chair, the second year as Chair, and the third year as Immediate Past-Chair.

The Chair shall serve as Chair of the Faculty Executive Committee.

ARTICLE V
COMMITTEES

Section 1: Faculty Executive Committee

(A) Membership

Voting Members:

(1) Four Faculty members (Regular, In-Residence, or Clinical X series of the rank of Assistant Professor or higher) who have primary appointments in the Pre-Clinical Sciences (Biological Chemistry, Biomathematics, Microbiology & Immunology, Neurobiology, Pharmacology & Molecular Medicine, Physiology).

(2) Three Faculty members (Regular, In-Residence, or Clinical X series of the rank of Assistant Professor or higher) who have primary appointments in the Medical Sciences (Medicine, Neurology, Pediatrics, Psychiatry & Biobehavioral Sciences); one Medical Sciences Faculty member shall be based at an affiliated hospital.

(3) Three Faculty members (Regular, In-Residence, or Clinical X series at the rank of Assistant Professor or higher) who have primary appointments in the Surgical Clinical Sciences (Anesthesiology, Obstetrics & Gynecology, Ophthalmology, Orthopedic Surgery, Pathology & Laboratory Medicine, Radiation Oncology, Radiological Sciences, Surgery, Urology); one Surgical Clinical Sciences member shall be based at an affiliated hospital.

(4) One Faculty member (Regular, In-Residence, or Clinical X series at the rank of Assistant Professor or higher) from the Charles R. Drew Postgraduate Medical School.
(5) One Faculty member with a full-time appointment in the Clinical Compensated series.

(6) One Volunteer Clinical Faculty member recommended by the Clinical Sciences departments and confirmed by the Faculty Executive Committee.[2]

(7) The Chair of the Faculty (Regular, In-Residence, or Clinical X series).

(8) The Vice-Chair of the Faculty (Regular, In-Residence, or Clinical X series).

(9) The Immediate Past Chair of the Faculty (Regular, In-Residence, or Clinical X series).

(10) The Dean of the School of Medicine, or an Associate Dean, shall serve as an ex-officio member.

Consultants shall serve without vote and consist of:

(1) One Graduate Student nominated by the Graduate Student Council. This student shall be enrolled in a Ph.D. granting program in a Departmental or Interdepartmental Program of the School of Medicine.

(2) Four Medical Students elected annually by each medical student class.

(B) Term of Office

(1) Pre-Clinical Sciences, Medical Sciences, and Surgical Clinical Sciences members shall serve for three years. One or two members from each group will be elected each year.

(2) The Charles R. Drew Postgraduate Medical School member shall serve three years.

(3) The Clinical-Compensated Faculty member shall serve three years.

(4) The Volunteer Clinical Faculty member shall serve two years.

(5) The Graduate Student and Medical Students shall each serve up to four years depending upon their reelection by their respective bodies.

[2] The Clinical Compensated member and the Volunteer Clinical Faculty member shall not vote on Academic Senate issues per Regent Standing Order 105.1(a) and Divisional Bylaw 50(A)(1-4).
(C) Nominations and Elections

(1) Procedures for nominations and elections are outlined in the Divisional Manual.

(2) Nominations and elections are to be conducted separately for each of the Faculty groups.

(3) The Vice-Chair, i.e. chair-elect, shall be elected by the entire Faculty.

(4) Communications regarding nominations for Faculty Executive Committee positions shall be sent in a timely manner to each eligible Faculty member.

(D) Meetings

(1) The Faculty Executive Committee shall hold a regularly scheduled meeting monthly. A meeting notice and agenda shall be circulated to members at least one week in advance of the meeting and also made available to every member of the Faculty.

(2) Special meetings may be called by the Chair, or in the Chair's absence, the Vice-Chair, or by any three members of the Faculty Executive Committee. A meeting notice and agenda shall be circulated at least one week prior to the meeting.

(3) Emergency meetings may be called by the Chair, or in the Chair's absence, the Vice-Chair, or by any three members. The meeting notice and agenda shall be circulated at least 48 hours in advance. An effort shall be made to contact every Faculty Executive Committee member.

(4) The Chair may cancel a meeting for lack of business.

(5) Any Faculty member may attend a Faculty Executive Committee meeting and participate in its deliberations without the right to vote. However, all or part of a particular meeting may be declared "closed" by a majority vote of the Faculty Executive Committee in order to discuss items of a confidential nature.

(6) Approval by two-thirds of the voting members of the Faculty Executive Committee is required for final action on any item not included in the agenda. No final action may be taken on any legislative item not announced in the agenda.

(E) Quorum

A quorum shall consist of any eight voting members.
Duties

1. Consider matters of general concern to the Faculty, and matters delegated to it by the Faculty in the Bylaws or by subsequent action.

2. Consider special problems pertinent to the Faculty in any academic title series, whether members of the University of California Academic Senate or not.

3. Advise and assist the administration regarding budgetary matters including, but not limited to, the distribution and allocation of space and resources necessary to achieve academic goals, departmental mergers, and the establishment or disestablishment of programs or departments.

4. Receive reports from the Standing Committees of the Faculty.

5. In the exercise of its jurisdiction over scholastically disqualified students, may suspend regulations regarding dismissal or specify conditions for such suspension and may permit students who are dismissed under these regulations to return to the University.

6. Appoint the Standing Committees of the Faculty established by these Bylaws.

7. Report to the Faculty at least once a year.

8. Submit substantive questions considered by the Faculty Executive Committee to the entire Faculty for mail ballot, on request of five members of the Faculty Executive Committee or 35 members of the Faculty. This shall be accomplished within ten calendar days following distribution of the minutes of the last meeting at which the action was considered.

Section 2: Standing Committees of the Faculty

(A) There shall be four Standing Committees:

1. Admissions Policy Committee shall review and recommend requirements, standards and criteria for admission to the UCLA School of Medicine, including technical standards for the admission of students with disabilities.

2. Medical Education Committee shall formulate and periodically review the mission statement for undergraduate medical education; shall
review and recommend revisions of the Medical School curricula, including scheduling of courses; and shall evaluate existing courses and clerkships.

(3) Medical Student Thesis Committee shall, through a thesis program, encourage scholarship and provide an opportunity for students to carry out original research with UCLA faculty members.

(4) Volunteer Clinical Appointments and Promotions Committee shall review dossiers submitted by departments for initial appointment and promotion of volunteer clinical faculty at the level of Associate Professor or above.

(B) Appointment and Term of Service

(1) The Chair and members of standing committees shall be appointed by the Faculty Executive Committee.

(2) Standing committee members shall serve three-year terms, renewable with the consent of the Faculty Executive Committee.

(3) The Faculty Executive Committee Chair and Vice-Chair shall be ex-officio members of all standing committees without vote.

(4) The Dean of the School of Medicine, or the Dean's designate, shall be an ex-officio member of all standing committees without vote.

(5) Standing committees may appoint ad hoc committees as necessary. Ad hoc committees shall disband on completion of their charge.

(C) General Procedures

(1) Standing committees shall submit Bylaws and Guidelines for approval to the Faculty Executive Committee. These shall be reviewed annually and any changes referred to the Faculty Executive Committee for approval.

(2) Standing committees shall circulate a meeting agenda and the previous meeting minutes to members at least one week prior to a meeting.

(3) Standing committees shall submit an annual report to the Faculty Executive Committee

(4) Standing committees shall present recommendations to the Faculty Executive Committee for approval. Recommendations shall be presented in writing to the Chair at least two weeks prior to the
meeting so that they may be circulated to the Faculty Executive Committee members.

Section 3: Ad Hoc Committees of the Faculty

The Faculty Executive Committee may appoint ad hoc committees to research, study and develop recommendations regarding an issue. An ad hoc committee shall consist of as many members as may be appropriate, plus a Chair. All members and the Chair shall serve only as long as the committee is constituted as determined by the Faculty Executive Committee.

ARTICLE VI
MEETINGS OF THE FACULTY

(A) The Faculty shall meet at least once annually after a call by the Chair. The notice shall be circulated at least one week prior to the meeting.

(B) The Faculty may meet at other times with at least two instructional days notice:
   (1) After a call by the Chair.
   (2) After delivery to the Chair or Vice-Chair of a written request for a meeting signed by at least 25 voting members of the Faculty. The request shall be acted on within 48 hours by scheduling a meeting to take place within five calendar days.

(C) The Chair of the Faculty shall preside. In the absence of the Chair, the Vice-Chair shall preside. Should the Vice-Chair also be absent, a Faculty Executive Committee member designated by the Chair shall preside.

(D) Voting members shall consist of School of Medicine Faculty in any Academic Senate series and full-time Clinical Compensated faculty.[3] Other non-Academic Senate faculty members have the right to attend and participate, but shall not vote.

(E) The agenda shall include the following, in the stated order:
   (1) Consideration of the preceding Faculty meeting minutes.
   (2) Announcements by the President of the University of California.
   (3) Announcements by the Chancellor of the UCLA campus.
   (4) Announcements by the Dean of the School of Medicine.
   (5) Announcements by the Chair of the Faculty.
(6) Report of the Faculty Executive Committee.
(7) Reports of the standing committees
(8) Reports of special committees.
(9) Petitions of students.
(10) Unfinished business.
(11) New business.

(F) The order of the agenda may be altered by vote of two-thirds of the voting Faculty present at the meeting.

(G) Thirty members of the voting Faculty shall constitute a quorum.

(H) Actions or measures considered must be submitted to a mail ballot in the following circumstances:

   (1) Requested by 25% of the voting members present, or 15 members, whichever is smaller.

   (2) Requested in writing by 35 Faculty members within 10 calendar days after distribution of the minutes of the meeting at which the action was taken or the measure considered.

(I) The latest edition of Robert's Rules of Order shall be used as a guide in proceedings of Faculty meetings when not in conflict with these Bylaws.

   ARTICLE VII
   AMENDMENTS

   (A) New Bylaws may be adopted, or these Bylaws may be amended or repealed, at a regular or special meeting of the Faculty by an affirmative vote of two-thirds of the Faculty voting, provided that a written notice of the proposed change is mailed to each member of the Faculty at least five days of instruction before the meeting at which the action is taken.

   (B) No change in these Bylaws may be made that will be in conflict with the Bylaws, Regulations, or Legislative Rulings of the Academic Senate.

   (Revised 12/2/96)

[3] The Clinical Compensated member shall not vote on Academic Senate issues per Regent Standing Order 105.1(a) and Division Bylaw 50(A)(1-4).
APPENDIX II

BYLAWS OF FACULTIES
SCHOOL OF NURSING

Part I. Functions

1. The Faculty of the School of Nursing shall conduct the government of the School of Nursing subject, however, to the rules and coordinating powers of the Academic Senate of the University of California, and the Standing Orders of the Regents respecting undergraduate and graduate study.

Part II. Membership

2. Membership in the Faculty of the School of Nursing is defined as members of the Academic Senate by Divisional Bylaw 50(A). [Am 24 Feb 95, 08 Apr 03]

Part III. Officers

3. The Officers of the Faculty shall consist of a Chair, Vice Chair, and Secretary. The Chair shall be elected by the voting members of the Faculty Spring Quarter for a two-year term commencing July 1 and shall be Chair of the Faculty Executive Committee. This election shall precede the appointment of the Standing Committees. Elected representatives of faculty functional units shall not be eligible to run for Faculty Chair. Should the position of Faculty Chair become vacant (e.g. due to illness, resignation, or assignment as Chair of a functional unit) the Faculty shall elect a new Chair to serve out the term of the vacated Chair. The Vice Chair and Secretary of the Faculty shall be elected for a two-year term by the Faculty Executive Committee from its membership. [Am 08 Apr 03]

Part IV. Meetings of the Faculty

4. The Faculty shall meet at least once quarterly after a call by the Chair with a minimum of one week's notice prior to each meeting.

5. The Faculty may meet at other times with at least five instructional days' notice, except as provided for in Bylaw 16 of this document: [Am 28 Apr 89, 08 Apr 03]

   (A) After a call to meeting by the Chair.

   (B) After delivery of a written request for a meeting to the Secretary. The request must be

       (1) Signed by at least three voting members of the Faculty.

(2) Acted on within 24 hours by the scheduling of a meeting to take place within five calendar days from receipt of the request.

6. The Chair of the Faculty will preside at all Faculty meetings. In the absence of the Chair, the Vice Chair will preside at Faculty meetings. Should the Vice Chair also be absent, the Secretary will preside.

7. Robert's Rules of Order (newest edition) shall govern Faculty meetings in all instances not covered by the Bylaws. [Am 08 Apr 03]

8. The order of the agenda of Faculty meetings may be altered by vote of two-thirds of the voting Faculty present at the meeting.

9. Actions or measures considered at a meeting of the Faculty must be submitted to a mail ballot when

   (A) requested by 25% of the voting members present at a meeting of the Faculty, or five members, whichever is smaller;

   (B) requested in writing by five Faculty members within ten calendar days after distribution of the minutes of the meeting at which the action was taken or the measure considered.

Part V. Quorum

10. One-third of the voting members of the Faculty shall constitute a quorum.

Part VI. Committees

11. The Dean or his/her designate is an ex officio member of all committees without vote except as herein designated.

12. The Chair of the Faculty in consultation with the Faculty Executive Committee shall appoint committees of the Faculty for which no other provision has been made or he/she may delegate that responsibility to other faculty committees or subcommittees as appropriate. Recommendation for committee membership will be obtained from the faculty functional units.

13. Faculty Executive Committee

   (A) Membership

   (1) Voting membership on the Faculty Executive Committee shall be in conformity with Divisional Bylaw 50(B). [Am 08 Apr 03]
(2) The Chair of the Faculty.

(3) Chairs of the following Standing Committees: Undergraduate Master's, and Doctoral Program Committees, Faculty Research and Professional Affairs Committee, and Student Affairs Committee elected by the full Academic Senate Faculty for two-year staggered terms. [Am 08 Apr 03]

(4) A representative from each of the faculty functional units elected by the full Academic Senate Faculty in each unit. [En 24 Feb 95, Am 08 Apr 03]

(5) The Chair of CAPAM shall serve as an ex officio member without vote.

(6) The Dean of the School of Nursing or an Associate Dean (that he/she designates as his/her representative and who is a member of the Academic Senate Faculty) shall serve as an ex officio member with vote.

(7) One representative from the School of Nursing non-Academic Senate Faculty elected annually from among them shall serve as member with a recorded (advisory) vote.

(8) One student representative from each of the undergraduate and graduate programs (B.S., M.S.N. and Ph.D.) elected by the student body shall serve as members with a recorded (advisory) vote.

(B) Duties

(1) Advise the Dean on matters concerning the budget. [En 24 Feb 95]

(2) Consider matters of substantial departmental concern to the Faculty with respect to matters delegated to it by the Faculty in the Bylaws or by subsequent action.

(3) Coordinate and oversee the business of the Faculty as carried out by the Standing Committees.

(4) Receive reports from Standing Committees of the Faculty.

(5) Have general jurisdiction over the curricular program offerings and conduct of instruction and requirements for degrees as provided in Bylaw 50(D)(5).
(6) Present matters to the Faculty for vote as identified by the appropriate Standing Committee or the Faculty Executive Committee.

(7) Implement rules and regulations prescribed by the Faculty.

(8) Report to the Faculty at least quarterly.

(C) Meetings

(1) The Faculty Executive Committee shall meet at least once monthly at the call of the Chair of the Committee, or at the written request of a majority of its membership.

(2) The Chair of the Faculty will preside at all Faculty Executive Committee meetings. In the absence of the Chair, the Vice Chair will preside. Should the Vice Chair also be absent, the Secretary will preside.

(D) Quorum

A simple majority of voting members shall constitute a quorum.

(E) The Committee will have two subcommittees reporting to it.

(1) Subcommittees on Committees

This subcommittee shall be composed of the Faculty Chair and two Academic Senate Faculty elected in Spring quarter. Each functional unit will elect one person to serve for a one-year term. The duties of the subcommittee shall be to prepare the slate for Committee Chairs during Spring quarter of the following year, conduct an election for Committee Chairs and present a recommended list of Committee members to the Faculty Executive Committee. [Am 08 Apr 03]

(2) Evaluation Subcommittee

This subcommittee shall be composed of one representative from each of the three instructional programs who are Academic Senate Faculty. The Chair shall be elected from its membership for a two-year term. The Associate Dean for Academic Affairs shall serve as an ex officio member without vote. The duties of the subcommittee shall be to oversee evaluation of the programs of instruction, and faculty, students'
and alumni professional achievement and satisfaction, to interpret data collected, and to provide feedback to the appropriate committees/persons for decision making.

14. **Standing Committees of the Faculty**

(A) Appointment and Tenure of Standing Committees of the Faculty

(1) The members of the Standing Committees of the Faculty established herein shall be recommended by the Subcommittee on Committees to the Faculty Executive Committee from the Faculty of the functional units except where herein designated differently. Faculty may be appointed for no more than two consecutive two-year terms to any one Standing Committee. [Am 24 Feb 95]

(2) The Chair of each Standing Committee shall be elected by the full Academic Senate Faculty for a two-year term. The Chair may be elected for no more than two consecutive two-year terms. The Chair must be a member of the Academic Senate Faculty. [Am 08 Apr 03]

(3) Except for the Faculty Executive Committee Chair, all members of Standing Committees of the Faculty will be appointed to two-year staggered terms prior to July 1, to serve a term of two years from July 1, except where herein designated differently.

(4) Each Standing Committee may appoint such Task Forces as it deems necessary to conduct its business.

(5) All Standing Committees shall include representatives from the major student programs in the School of Nursing except where herein designated differently.

(6) Changes in substantial departmental matters and policy that are recommended by Standing Committees to the Faculty Executive Committee will go to faculty functional units for discussion and to the full Faculty for discussion and vote.

(B) Membership and Duties of Standing Committees

(1) *Committee on Appointment, Promotions, Appraisals and Merit Reviews (CAPAM)*

This committee shall be composed of all tenured Faculty in the School of Nursing. The Chair shall be elected from its
membership for a two-year term. Student representatives shall not be included. The duties of the committee shall include the review and recommendation to the Dean and Vice Chancellor for Faculty Relations of all academic series appointments, promotions, appraisals and merit reviews. Subcommittees of CAPAM shall be composed of the Academic Senate Faculty selected according to procedures developed for implementation of Statewide Bylaw 55. [Am 08 Apr 03]

(2) Undergraduate Program Committee

This committee shall be composed of three individuals who teach in the baccalaureate program. There shall be at least one member from each of the faculty functional units. The Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Chair and the majority of members must be Academic Senate Faculty. The Associate Dean for Academic Affairs shall serve as an ex officio member without vote. The duties of the committee shall be to monitor baccalaureate level curricular matters, to monitor changes in courses, instruction and degree requirements, and to recommend policy regarding the baccalaureate program.

(3) Master's Programs Committee

This committee shall be composed of Faculty who teach in the master's programs. There shall be a minimum of two representatives from each of the faculty functional units. The Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Chair and majority of members must be Academic Senate Faculty. The Associate Dean for Academic Affairs shall serve as an ex officio member without vote. The duties of the committee related to the master's program shall be to monitor master's level curricular matters, to recommend changes in courses, instruction and degree requirements, to oversee comprehensive examinations, and to recommend policy regarding the master's program. [Am 08 Apr 03]

(4) Doctoral Program Committee

This committee shall be composed of faculty who teach in the doctoral and master's programs. There will be a minimum of two representative from each of the faculty functional units plus the Chair of the Master's Program Committee. The Chair of the DPC shall be elected by the full Academic Senate Faculty for a two-year term. The Chair and majority of
members must be Academic Senate Faculty. The Associate Dean for Academic Affairs and the Associate Dean for Student Affairs shall serve as an ex officio members without vote. The duties of the committee related to the doctoral program shall be to supervise curriculum development, implementation and evaluation, including recommendations of cognate courses and student advisors; to oversee the written qualifying exams; and to recommend policies regarding the doctoral program. [En 08 Apr 03]

(5)  **Faculty Research and Professional Affairs Committee**

This committee shall be composed of one Academic Senate Faculty representative from each of the faculty functional units and one non-Academic Senate Faculty representative. The Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Associate Dean for Research shall serve as an ex officio member without vote. Student representatives shall not be included. The duties of the committee shall be to develop recommendations regarding faculty compensation plan, to monitor development and progress of faculty mentoring, to monitor policies and procedures for peer evaluation of teaching, to coordinate research efforts in the school through review of internal School of Nursing grant proposals, to develop seed money funding, to fund proposals with seed money, and to review outcomes of grants funded internally.

(6)  **Student Affairs Committee**

This committee shall be composed of one Academic Senate Faculty representative from each of the program specialties within the faculty functional units and one non-Academic Senate Faculty representative. The Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Associate Dean for Student Affairs shall serve as an ex officio member without vote. Student representatives shall not be included. The duties of the committee shall be to select students for admission to the baccalaureate, master's and doctoral programs, to review student candidates for awards, honors and scholarships, to make decisions and/or recommendations to appropriate funding bodies for recipients of awards, honors and scholarships, and to oversee all matters related to recruitment, progression and retention of students.

Part VII. Suspension of Rules
15. The rules of the Faculty may be suspended by vote of the Faculty, provided that not more than thirty percent of voting members present object to such suspension.

Part VIII. Amendment of Bylaws

16. The foregoing Bylaws may be added to, amended, or repealed at any regular or special meeting by a two-thirds vote of all the voting members present provided that written notice of amendment shall have been sent to each member of the Faculty at least five working days previous to the meeting at which the amendment is to be moved. No amendment shall be made that is inconsistent with legislation of the Academic Senate.

The Faculty Bylaws for the School of Nursing were certified by the Committee on Rules and Jurisdiction on 2/24/95 and approved by the faculty on 11/30/94. Editorial changes and amendments were certified by CR&J on 6/12/02 and approved by the faculty on 5/23/02.
APPENDIX II

BYLAWS OF FACULTIES
SCHOOL OF PUBLIC HEALTH

Part I. Functions

1. The Faculty of the School of Public Health shall conduct the government of the School of Public Health in accordance with the rules, of the Academic Senate of the University of California, the Standing Orders of the Regents and subject to the rules and coordinating powers of the Graduate Council respecting graduate study and higher degrees.

Part II. Membership

2. (A) Membership in the Faculty of the School of Public Health is defined by Divisional Bylaw 50(A); it includes all members of the School faculty with appointments in the regular or in-residence series of the rank of Assistant Professor or higher, all acting professors of the rank of Associate Professor or higher, and all lecturers with security of employment (SOE).

   (B) The Dean of the School shall submit to the Faculty at the beginning of each year the names of all members of the Faculty.

Part III. Enfranchisement

3. (A) Consistent with Standing Order 105, Senate Bylaw 55 and Legislative Rulings 5.67, 5.75B and 12.75, all members of the Faculty are extended the right to vote on specified personnel actions and all matters of "...substantial departmental concern..."

   (B) Any extension of the franchise on personnel actions to all tenured, non-tenured, or Emeriti departmental members of the Academic Senate beyond the minimum mandated under SB 55 (A) (1-5) must be reaffirmed every three years by those Faculty enfranchised under SB 55 (B) (1-5).

Part IV. Officers

4. (A) The Officers of the Faculty are the Chair of the Faculty and the Secretary of the Faculty.

   (B) The Chair shall be elected by the Faculty for a two-year term.
(C) The Chair of the Faculty cannot be elected twice in succession.

(D) The Secretary shall be appointed by the Faculty Executive Committee for a one-year term.

Part V. Meetings

5. (A) Regular meetings of the Faculty shall be held at least once each quarter with a minimum of one week's notice prior to each meeting.

(B) In addition, the Faculty may be called by written notice signed by four members thereof not less than forty-eight hours prior to the time of meeting stated in such notice; but a special meeting shall be limited to consideration of the matters of business specified in the notice.

(C) In all instances except those meetings specifically called by the Dean, the Chair of the Faculty shall preside.

(D) One elected officer of the School of Public Health Students' Association and one student of committees whose to attend all such Faculty meetings except those at which personnel matters are to be discussed, and they shall receive the courtesy of the floor.

Part VI. Quorum

6. One-fourth of the Senate Faculty shall constitute a Quorum of the Faculty.

Part VII. Committees

7. (A) Faculty Executive Committee.

   (1) Membership.

   (a) Five Faculty members from the regular, in-residence, or lecturer (SOE) series. Each member is elected by and represents one of the five departments in the School of Public Health: Biostatistics, Community Health Sciences, Environmental Health, Epidemiology and Health Services. Members serve for staggered two-year terms. Nominations shall be made in writing. On the nominating ballot provision shall be made for a nominator and a seconder for each nomination, and each nominee shall acknowledge his/her agreement to serve if elected. Elections will be held in the Spring of
each academic year preceding the appointment of Standing Committees for the next academic year. Members take office on September 1. Members of the Faculty Executive Committee are limited to two terms in direct succession, in any capacity, except for two terms as Chair. Should the position of any elected member of the Faculty Executive Committee become vacant for one quarter or more due to illness, resignation, sabbatical, etc., a special election shall be held by the relevant constituency to fill the vacant position.

(b) The Secretary shall record and distribute to the Faculty minutes of all meetings and all ballots. The Secretary shall receive the courtesy of the floor but does not vote in meetings of the Faculty Executive Committee.

(c) The Dean of the School of Public Health and the Associate Dean for Academic Programs are ex officio members of the Committee without a vote. All meetings of the Faculty Executive Committee are open except when personnel matters are discussed or when the Committee goes into executive session. Non-members shall receive the courtesy of the floor but do not vote in meetings of the Faculty Executive Committee.

(d) One elected officer of the School of Public Health Students' Association shall be invited to attend all meetings of the Faculty Executive Committee except those at which personnel matters are to be discussed. The elected student officer shall receive the courtesy of the floor but is not a voting member of the Faculty Executive Committee.

(2) **Quorum.** A quorum shall consist of any four voting members.

(2) **Charge.** To consider matters of general concern to the Faculty and act for the Faculty with respect to matters delegated to it by the Faculty in the Bylaws or by subsequent action.

(4) **Duties.**

(a) Consider schoolwide and interdepartmental issues, especially those not falling within the purview of other schoolwide committees.
(b) Receive reports from the Standing Committees of the Faculty and recommend action when appropriate.

(c) Consider special problems pertinent to the Faculty.

(d) Recommend to the Dean membership of the Standing Committee of the Faculty established by these Bylaws.

(e) Submit substantive questions considered by the Committee to the entire Faculty for mail ballot on request of:
   1) three members of the Committee;
   2) a Standing Committee as established in these Bylaws; or
   3) ten members of the Faculty. The mail ballot shall be distributed within ten calendar days following distribution of the minutes of the meeting of the Faculty of the School at which the action was considered.

(B) Standing Committees.

(1) Types of Standing Committees.

There are three types of Standing Committees within the School of Public Health: Standing Committees of the Faculty; Advisory Committees to the Dean, and Standing Committees Advisory to Dean and Faculty.

(2) Appointments and Tenure of Standing Committees of the Faculty.

(a) The Faculty Executive Committee shall recommend the Chair and the members of the Standing Committees established herein to the Dean who makes the appointment.

(b) Members of all Standing Committees will be appointed to two-year staggered terms. Except for the Executive Committee, necessary replacements for all Standing Committees of the Faculty will be appointed each year prior to September 1, to serve a term of two years from September 1.
(c) All members of the teaching staff of the School who hold titles in the Adjunct, Lecturer, or Research series may be appointed Advisors or Consultants without vote to any Standing or Special Committee.

(d) There shall be student participation on all Standing Committees and Subcommittees. Student participation on Standing Committees and Subcommittees shall consist of at least one full-time student of the School, nominated by the Public Health Students' Association for a one-year term.

(3) Charges to, and Reports from Standing Committees.

(a) Incorporated each year in the announcement of appointments of members of Standing Committees will be a "Charge to the Committee" for the coming year. For all Standing Committees and Subcommittees of the Faculty, this Charge will be developed by the Dean of the School of Public Health after appropriate consultation with the members of the Faculty Executive Committee.

(b) All Standing Committees and Subcommittees will make an annual written report to the Dean, the Faculty Executive Committee and the Faculty of the School by September 1st of each year; and when requested a brief oral summary of the written report during the regularly scheduled meeting of the Faculty in the Fall Quarter; and other written or oral reports when appropriate or when requested. The Annual Report will summarize actions taken by the Committee during the preceding year; will transmit issues to the Faculty Executive Committee, the Faculty, and the Dean of the School for consideration and action as appropriate; and will establish a recommended agenda for the next academic year.

(4) Term of Office.

Committee memberships will be on staggered two-year terms to insure continuity.

(C) Standing Committees of the Faculty.
(1) **Educational Policy and Curriculum Committee.**

(a) **Charge.** Makes policy for schoolwide degrees in the School of Public Health in accordance with Graduate council regulations as specified in Bylaw 65.2 of the Los Angeles division, and addresses policy pertinent to student affairs. In exercising its functions under Bylaw 65.2, the Committee reports directly to the Faculty Executive Committee.

(b) **Duties.** Formulates policy, criteria and procedures for the MPH and DrPH degrees. Monitors the curriculum and admission to schoolwide degree programs. Addresses issues pertinent to student affairs. The EPCC is responsible for directing academic matters to its appropriate subcommittees and for considering academic matters that do not fall within the purview of the subcommittee.

(c) **Membership.** A Chair, the Chairs of the 3 subcommittees, the Associate Deans for Academic Affairs and Student Affairs and a student representative.

(d) **Subcommittees.**

(2) **Student Affairs Subcommittees.**

(a) **Charge.** Represents the Faculty on all matters pertaining to students and provides liaison between the Faculty, the Administration, and formal and informal groups of students.

(b) **Duties.** Reviews all admissions to the DrPH program. Reviews all MPH admissions that represent exceptions to general policy. Reviews all rejected minority applicants to the MPH program. Advises departments on whether their MS and PhD programs conform with Graduate Council requirements. Establishes policy, criteria, and procedure by which students are recommended for available honors, scholarships and awards. Oversees presentation of the annual Honors and Awards Ceremony. Advises the Office of Student Affairs. Represents the Faculty in establishing policy and enforcing the procedures by which students are placed on probation and/or are dismissed. Assumes a
general ombudsman function for students and ensures that appropriate grievance mechanisms exist and are available to the student body. Within the facilities available, considers and recommends procedures by which students are provided with access to career counseling and information about available jobs.

(c) **Membership.** Five members, each representing one of the five departments from which a Chair is appointed by the FEC, and a student representative. The Associate Dean for Student Affairs is an ex officio, non-voting member.

(3) **Subcommittee on Degree Requirements and Curriculum.**

(a) **Charge.** Sets policy, monitors and evaluates the schoolwide degree programs.

(b) **Duties.** Authorizes and supervises the courses of instruction leading to the MPH and DrPH degrees. In discharging this duty the Subcommittee shall maintain liaison with the Departments in the School of Public Health. Periodically reviews and recommends revisions in the MPH and DrPH curricula and core courses. Sets academic prerequisites for entry into schoolwide degree programs. Recommends to the EPCC changes in the structure of schoolwide degrees and in the content of core courses, for ratification by School Faculty.

(c) **Membership.** Five members, each represents one of the five departments, from which a Chair is appointed by the FEC, and a student representatives. The Associate Dean for Academic Affairs is an ex officio non-voting member.

(4) **Subcommittee on MPH Comprehensive Examination.**

(a) **Charge.** Develops policy and procedures for the MPH Comprehensive Examination.

(b) **Duties.** Include but are not limited to identifying the content of the examination; actual development and regular revision of the examination; development of administrative and grading procedures; monitoring, and grading of the examination.
(c) **Membership.** Five members, each representing one of the five departments, from which a chair is appointed by the FEC, and a student representative. The latter participates in discussions of policy and procedures, but not in examination development, monitoring or grading.

(D) **Standing Committees Advisory to the Dean.**

(1) **Community and Alumni Relations Committee.**

(a) **Charge.** To promote professional involvement of the Faculty and students in the community.

(b) **Duties.** To maintain and facilitate relations between the faculty and alumni, the community and national, state, and local public health organizations; to implement communication activities such as the lecture series and the Beverlee Myers Research Forum.

(c) **Membership.** Four members appointed at large, one specifically designated for alumni relations. The Community Development Officer serves ex officio without a vote. One student representative.

(2) **Evaluation Committee.**

(a) **Charge.** Evaluate the School with regard to its mission and make recommendations to the Dean and Faculty concerning School responses to feedback received from external evaluations of the School.

(b) **Duties.** The Committee should be especially concerned with the articulation of the SPH's objectives in light of the needs of the public health professions for academic research, teaching and service. The Committee shall report its findings to the FEC and to the Dean in an Annual Report.

(c) **Membership.** Three Faculty appointed at large, one alumnus, one representative from a non-governmental health care organization, one representative from the Los Angeles County Health Department, one representative from the State Department of Health Services, one student representative, and the Associate Dean for Academic Programs.
Members serve for two years on staggered terms.

The Faculty Executive Committee shall recommend names of prospective representatives of all non-faculty constituencies to the Dean who in turn will make the final appointments.

Meetings. The Associate Dean for Academic Programs will call the first meeting each year at which meeting a permanent Chair of the Evaluation Committee will be selected to serve for one year.

Faculty Council.

(a) Charge. To promote the administration of the School of Public Health.

(b) Duties. To keep the Department Chairs and Associate Dean informed of matters at the School and University level, and to assist in the administration of the School.

(c) Membership. Department Chairs, the Dean, the three Associate Deans and the Chair of the Faculty as an ex officio member without a vote. Meetings are chaired by the Dean.

Research Committee.

(a) Charge. Establish school-wide policy for the solicitation and dispersion of available research funds.

(b) Duties. Identify current and emerging sources of funding relative to public health initiatives; solicit, review and disperse information regarding available funding opportunities to School Faculty regardless of department; set criteria for allocation of and review proposals for school-wide research funds.

(c) Membership. Three Faculty selected at large and one student representative.

Standing Committees Advisory to Faculty and the Dean.

(1) Laboratory and Equipment Committee.
(a) **Charge.** To promote knowledge, set policy, coordinate use and facilitate intraschool communication among faculty, students, and administration about non-computer equipment used in instruction and research.

(b) **Duties.** Include but are not limited to: advise the Dean on the procurement, prioritization, allocation and maintenance of non-computer equipment resources, including both expansion and replacement of existent equipment; identify problems in school-wide and user-specific usage patterns; anticipate, identify and evaluate alternatives for meeting unmet equipment needs; establish priorities for faculty and student access to equipment resources for purposes of teaching and research.

(c) **Membership.** Three faculty appointed at large, one student representative, and the Associate Dean for Administration, who is ex officio without a vote.

(2) **Computer Committee.**

(a) **Charge.** To promote knowledge, set policy, coordinate use and facilitate intraschool communication about computers among Faculty, students and administration.

(b) **Duties.** Include but are not limited to: advise the Dean on the expansion, replacement, procurement, prioritization, allocation and maintenance of computer resources, hardware and software; monitor the functioning of the Microcomputer Laboratory; maintain liaison with the Office of Academic Computing on behalf of the School; identify problems in global and user-specific usage patterns; anticipate, identify and evaluate alternatives for meeting unmet computing needs; establish priorities for faculty and student access to computer resources for purposes of teaching and research.

(c) **Membership.** Three Faculty members appointed at large, the Director of the Microcomputer Laboratory and the Associate Dean for Administration, ex officio without a vote, one student representative.

(3) **International Health Committee.**

(a) **Charge.**
1) To encourage instruction in international health;

2) To promote Department policies which meet the special needs of foreign students;

3) To encourage participation of Faculty and students in health programs outside the United States.

(b) **Duties.** Coordinate and develop international teaching, research and service activities within the School and with other agencies and institutions.

(c) **Members.** Three Faculty appointed at large and one student representative.

Part VIII. Order of Business

8. All meetings of the Faculty shall be governed by procedures specified in Academic Senate Bylaw 162.

Part IX. Suspension of Rules

9. The rules of the Faculty may be suspended by vote of the Faculty provided that not more than two voting members present objection to such suspension. The Chair shall always state the question as follows: "Those who object to a suspension of the rules will raise the right hand."

AUGUST 1, 1994
APPENDIX II

BYLAWS OF FACULTIES
SCHOOL OF PUBLIC POLICY & SOCIAL RESEARCH
[En 28 May 96]

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;
6. Special meetings of the Faculty may be held at other times 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 for a meeting signed by at least ten voting members of the Faculty, and the meeting must be scheduled to take place within 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.

7. Non Senate faculty, staff, and students may be invited by the Chair to attend meetings of the Faculty or its committees and receive the courtesy of the floor.

8. The Chair shall preside at all meetings of the Faculty. In the absence of the Chair, the Vice Chair/Secretary will preside.

9. Robert's Rule of Order (current edition) shall govern Faculty meetings in all instances not covered by the Bylaws.

10. Voting shall be without secret ballot, except that a secret ballot shall be taken whenever requested by a majority of the voting members present. Ballots on academic personnel shall be by secret ballot.

   Part V. Quorum

11. One third of those entitled to vote at Faculty meetings shall constitute a quorum.

   Part VI. Committees

12. The Dean is an ex officio member of all committees without vote except as may be herein designated.

13. 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.

14. Executive Committee
The Faculty Executive Committee will provide advice, counsel, and recommendations to the Faculty and/or to the Dean as appropriate on all matters of school-wide significance including, but not limited to:

1. Budgetary matters of the School and the Departments, including but not limited to, the distribution and allocation of space and resources necessary to achieve academic goals.

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.

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 school-wide perspective.

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.

The faculty representatives of the Faculty Executive Committee will be elected for one-year terms beginning on September 1.

The elected Chair and Vice Chair/Secretary of the Faculty will also serve as Chair and Vice Chair/Secretary of the Committee.

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.

(G) The Faculty Executive Committee will meet at least twice per quarter.

(H) The agenda for each meeting will be distributed to all faculty in advance.

(I) Meetings may be called by the Chair, or in his absence the Vice Chair/Secretary, or a majority of the voting members of the Committee.

(J) Faculty may request any member of the Faculty Executive Committee to place an item on the agenda, and Committee members may individually place items on the agenda.

(K) A majority of the Faculty Executive Committee will have the power to call a School meeting upon two weeks notice.

(L) Quorum: A quorum shall consist of a majority of voting members.

15. Committees

(A) The Chair of the Faculty shall appoint all committees of the Faculty not otherwise provided for.
16. Each Department shall be responsible for the following matters:

(A) The recruitment, supervision, and evaluation of departmental academic personnel.

(B) The development of the departmental curriculum and the administration of its degree programs.

(C) The admission and matriculation of departmental students.

(D) The proper functioning of a grievance procedure for both Department personnel and students.

17. Each Department Chair will be 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. Department Chairs, in accordance with the bylaws of the department and with the approval of the Dean, will have 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 VIII. The Dean

18. The Dean is responsible for the overall administration of the school, including:

(A) The allocation of resources to the various departments, and those 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.
APPENDIX II

BYLAWS OF FACULTIES
SCHOOL OF THEATER, FILM, & TELEVISION

Part I. Functions

1. The Faculty of the School of Theater, Film and Television shall conduct the government of the School of Theater, Film and Television.

Part II. Membership

2. Membership in the Faculty of the School of Theater, Film and Television is defined by Divisional Bylaws 50 (A) and 183.

Part III. Officers

3. Chair. The Faculty shall elect a Chair annually, according to the procedures prescribed in Divisional Bylaw 150 and Senate Bylaw 340 (A).

Part IV. Meetings

4. The Faculty shall meet once each term or at the call of the Chair.

Part V. Quorum

5. One-third voting members shall constitute a quorum.

Part VI. Committees

Title I. Appointment and Tenure

6. The Chair shall appoint committees of the Faculty not otherwise provided for. The Dean shall be member ex-officio of all committees, with full voting privileges.

7. Committees shall hold office for a term of one year from July 1st or until successor committees are appointed thereafter.

Title II. Standing Committees

8. Advisory Council. An Advisory Council may be appointed by the President upon recommendation of the Dean to assist in the formulation of policies and in the development of long range programs. Members of this Council may be selected from outside the University and shall hold office for one year.
9. Executive Committee.

(A) The Chair of the Faculty shall serve as Chair of the Executive Committee.

(B) Membership. Each department in the School shall be represented by its chair, ex-officio with full voting privileges, and two faculty members. Members will be elected on an annual basis by their respective faculties according to Divisional Bylaw 150. Elections will be held in Spring Quarter for the following academic year. Members shall hold office for a period of one year, beginning July 1st.

(C) Student Members. One student from each department shall participate as non-voting members. Student members shall be elected on an annual basis in a duly constituted election by the students in the department or in the absence of such election, representative shall be selected by the faculty of the department. Student members shall be excluded from meetings, or portions of meetings, where personnel actions are considered.

(D) Meetings. Meetings shall be called once a month or as necessary.

(E) Duties

(1) It shall designate the specific courses acceptable on the general requirements of the School as well as on the requirements of existing and/or new majors and curricula, including prerequisites and limitations on programs, and alternative electives.

(2) It shall designate the specific courses acceptable on the general requirements of the School as well as on the requirements of existing and/or new majors and curricula, including prerequisites and limitations on programs, and alternative electives.

(3) The Faculty delegates to the Committee its powers to act under the Divisional Bylaws 50 (D)(4), (5), and (6) and authorizes the committee, at its discretion, to redelegate these powers to the Dean of the School.

(4) Consent Calendar. Agenda items deemed noncontroversial by the Chair of the Faculty, may be placed on a Consent Calendar. Approval of all business on the Consent Calendar requires a single unanimous vote. At the request of any member any
Calendar item must be removed from the Calendar and deferred until consideration of new business.

Part VII. Order of Business

10. All meetings of the Faculty shall be governed by procedures specified in Senate Bylaw 120 (C).

Part VIII. Amendment of Bylaws

11. The Bylaws may be amended by a two thirds vote either at any duly constituted meeting, or if by mail, a majority of returned ballots, provided notice shall have been sent to each member at least five days previous to the meeting, or ten days prior to the deadline for receipt of mail ballot.

Part IX. Suspension of Rules

12. The rules of the Faculty may be suspended by vote of the Faculty, provided not more than two voting members present object to such suspension.

February 1990
APPENDIX III

BYLAWS OF THE GRADUATE COUNCIL

Part I. Membership and Duties

1. The membership and duties of the Graduate Council are defined by Divisional Bylaw 65.2.

Part II. Officers

2. The Chair and Vice Chair of the Graduate Council are selected by the Committee on Committees of the Los Angeles Division from among the appointed members.

Part III. Meetings

3. Meetings of the Council are ordinarily scheduled twice a month during the academic year, or at least once each quarter. The Council may meet at such other times as it may determine, or at the call of the Chair. [Am 13 Mar 90]

Part IV. Quorum

4. Eleven members constitute a quorum. [Am 8 Nov 88]

Part V. Committees

Title I. Appointment and Tenure

5. Members of Standing Committees of the Graduate Council are appointed by the Chair and hold office for a term of one academic year and until successor committees are appointed thereafter. The Chair shall create committees and make appointments not otherwise provided for. [Am 8 Nov 94]

Title II. Standing Committees

6. Administrative. The Administrative Committee of the Council shall consist of the Dean of the Graduate Division, Chair of the Council, and at least four other members. This Committee is delegated responsibility to act for the Council as a whole as the need arises, subject to the rules of the Academic Senate and the Graduate Council. [Am 28 May 82]

7. Degree Programs. The Committee shall consist of at least seven members and the Chair of the Council, ex officio. The charge of this Committee includes review and recommendation of graduate education policy matters; admission and enrollment issues; proposals of new fields of study; degree procedures
and requirements; proposals for extensive changes to existing degree programs; and matters pertaining to courses of instruction. [Am 13 Mar 90, 8 Nov 94]

8. Graduate Admissions and Enrollment. [Deleted 13 Mar 90]

9. Fellowships and Assistantships. The Committee on Fellowships and Assistantships shall have full power to act for the Council on fellowship matters, and shall have the responsibility for recommending policy where teaching and research assistantships are involved.

10. Follow-up Committee. The Committee shall consist of at least five appointed members and the Chair of the Council, ex officio. Acting on behalf of the Council, this Committee is charged with review of responses from departments/programs and the Administration to Graduate Council periodic reviews. It receives, evaluates, and replies to responses from each department, school or interdepartmental program to the Council's review of a particular unit and recommends satisfactory closure of the process. [Am 28 May 82; 13 Mar 90]

11. Instruction and Degree Requirements. [Deleted 13 Mar 90]

Part VI. Order of Business

12. All meetings of the Graduate Council shall be governed by procedures specified in Academic Senate Bylaw 135. [Am 8 Nov 94]

Part VII. Coordinated Reviews

13. Pursuant to Los Angeles Division Bylaw 65.2(B).3, the Graduate Council is to conduct periodic reviews of each graduate program, normally at intervals not exceeding eight years. Each team reviewing a graduate program shall include no fewer than two members, at least one of whom must be a current member of the Graduate Council. Other Senate members may be asked by the Chair of the Council to serve on such review teams. The review will consist of three steps in which year I is a self-review by the department/interdepartmental degree program (IDP); Year II an analysis and further review of the department/IDP by the Graduate Council; and Year III a follow-up process. Programmatic reviews are coordinated with the Committee on Undergraduate Courses and Curricula and shall follow the procedures as specified in the "Guidelines for UCLA Programmatic Reviews." Changes to the Guidelines will be approved by the Graduate Council and the Committee on Undergraduate Courses and Curricula after consultation with the Committee on Educational Policy and the Council on Planning and Budget. [Am 8 Nov 94]
Part VIII. Coordinated Reviews [Rescinded 11 Jun 91]

Part VIII. Amendment of Bylaws

14. The foregoing bylaws may be added to, amended, or repealed at any regular or special meeting by a two-thirds vote of all members present, provided that written notice of amendment shall have been sent to each member of the Council at least five days previous to the meeting at which the amendment is to be proposed. [En 8 Nov 94]
APPENDIX IV

GUIDELINES AND POLICIES CONCERNING UNDERGRADUATE REQUIREMENT AND ADMISSION OF DISADVANTAGED STUDENTS

1. **Responsibilities of UCLA.** The University of California has accepted a social responsibility to facilitate admissions of disadvantaged persons by both special programs and recruitment efforts. The need for programs directed toward reducing cultural and economic barriers to admission is based on commitment to equality of access for all qualified persons. There should be no conflict between this commitment and the University's commitment to educational excellence. The social responsibility for such efforts also rests on the distinctive capacities of the University in helping those from disadvantaged backgrounds break the cycle of poverty and under-achievement and on the potential of the University in helping to establish role models for cultural minorities.

2. **Cooperation with Other Segments of Higher Education.** Other segments of public higher education also have social responsibilities in this area. Within the state's tripartite system, the community colleges and the state university system (CSUC) are responsible for more students. Their programs, designed to meet their responsibility, together with their diversity in students, size, and community proximity, make them in some respects better able to handle the special interests and problems of many disadvantaged students. Nevertheless, UCLA must fulfill its own responsibilities toward improved access for disadvantaged persons. For many persons, community colleges and the state university system (CSUC) will provide the best bridge from disadvantaged segments of the community to UCLA. Cooperation with community colleges and campuses of the state university system, to reduce barriers to university access for their students, is an important aspect of the University's responsibility.

3. **Cooperation with High Schools and Junior High Schools.** High school and junior high school teachers, counselors, and administrators may be helpful in identifying the most capable students from disadvantaged backgrounds. The senior and junior high schools must play a major role in preparing disadvantaged students for college and university work. Neglect at early stages by either senior or junior high schools often leads to remedial needs which could have been avoided by better counsel and preparation. Effective cooperation with those responsible for guidance and teaching at both levels needs to be established and sustained. UCLA has a responsibility to provide information and to cooperate in pinpointing barriers to University access which occur in earlier education.
Part II. Policies

1. UCLA should actively recruit qualified students from disadvantaged backgrounds. This recruitment effort must, however, be directed to students intellectually capable of overcoming their disadvantages. It is a disservice to the individuals involved, to the University, and to the community at large to enroll students who cannot complete a program of studies without excessive remedial preparation. Bringing unprepared individuals to the University only leads to failure, frustration, discouragement, and withdrawal or dismissal. This is certainly no way to fulfill the social responsibility of the University in this area. High school GPA as well as performance on standardized tests and recommendations of high school teachers, counselors, and administrators should be taken into account in identifying students capable of completing a program of studies.

2. Recruitment programs should search out highly able disadvantaged students at the undergraduate level, should inform them personally of our interest, the programs, and support opportunities at UCLA, and should assist candidates in meeting the complexities of the application process (for admission and for financial support) without lowering of academic standards.

3. It is not sufficient for UCLA simply to recruit students with cultural and economic disadvantages. Where necessary, such students must be supported once admitted through special programs of assistance, including specialized counseling, tutoring, and summer programs.

4. UCLA should cooperate with other segments of public higher education in programs of recruitment of disadvantaged students at the level of transfer in undergraduate status.

5. UCLA should cooperate with high schools and junior high schools serving students with disadvantaged backgrounds in improving their academic programs.

6. All programs of recruitment of disadvantaged students must be fully accountable to both the Administration and the Academic Senate. This accountability must include: information on activities, schools, individuals contacted, students enrolled, etc.; information on cooperative programs with other segments of public higher education, high schools and junior high schools; high school GPA, scores on standardized tests, and other measures of previous performance for students admitted; completion rates, persistence rates, and grades received for students; and information on students redirected.
7. The Committee on Undergraduate Admissions is charged with the continuing responsibility for review of UCLA undergraduate admissions practices--both regular and special--action procedures to evaluate their conformity with these guidelines and to report each year on the steps taken to implement these policies. [En 11 Apr 78]

APPENDIX V
PROCEDURES FOR TRANSFER, CONSOLIDATION, DISESTABLISHMENT, AND DISCONTINUANCE (TCDD) OF ACADEMIC PROGRAMS AND UNITS

These UCLA procedures were established pursuant to the Systemwide Policy on Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and Units, dated September 19, 1979 and implemented by the Compendium entitled "A Proposal to Streamline and Expedite Systemwide Review Processes for Academic Programs, Academic Units, and Research Units" dated July, 1995.

For purposes of these procedures an academic program is defined as a sequence of courses and examinations leading to a degree; it does not include a concentration within a major, but it does include an established interdepartmental program. An academic unit is defined as a School, College, department or a division within a School, College, or department. It does not include an organized research unit.

The term "Appendix V action" refers to the transfer, consolidation, disestablishment or discontinuation of an academic program(s) or an academic unit(s), whether within a campus or from one campus to another. It also refers to the transfer or consolidation of two or more programs or units, whether within a campus or from one campus to another. It also refers to suspension, meaning a temporary interruption of a program or unit (an extraordinary step to be considered only in exceptional circumstances). It refers to a "major reduction" of budget or FTE (temporary or permanent) of a program or unit which constitutes a de facto Appendix V action. It also refers to a split or division of a program or unit into more than one part.

I. POLICY

(A) PURPOSE.

(1) If the University is to be able to review and redirect itself from time to time, Appendix V actions must be taken. These procedures are promulgated to assure that these actions are properly carried out.

(2) The purposes for a review under Appendix V are to:
- Provide an opportunity for all interests affected by a proposed Appendix V action to furnish input into the process, and

- Render an academic judgment on the merits of the proposed Appendix V action.

For purposes of the preceding sentence, the term "academic judgment" should be interpreted broadly. It includes judgment about the quality of the teaching, research, and public service carried on in a given academic unit, the centrality of its program in the University, the demand among students for the program, the role that its graduates play in the community, the uniqueness of the program (or lack thereof), whether the program is conducted efficiently, whether it would be viable at a lower level of budgetary support, and similar questions.

(B) AUTHORITY. The Regents have delegated to the Academic Senate authority over courses and curricula, and to the Administration authority over personnel and resources. Thus, only the Senate may discontinue academic programs; termination of academic units is carried out by the President, the Chancellor, or the Regents. Since these decisions are inextricably interrelated, all Appendix V actions should be preceded by full consultation between Senate and Administration.

(C) CRITERIA. Appendix V actions should be undertaken only for academic reasons pertaining to the teaching and research functions of the University. Societal requirements, long-range fiscal considerations, and planning objectives can be taken into account. Because of the University's long-term commitments to faculty and students, Appendix V actions cannot, in general, be used to realize short-term savings, and so are is not an appropriate response to transitory fiscal problems.

(D) DE FACTO DISESTABLISHMENT. Since any Appendix V action requires prior Senate review, procedures described herein shall be invoked whenever the Designated Committee, as defined below, determines that gradual or sudden reduction of resources is likely to result in de facto Appendix V action.

(E) REVIEW AND CONSULTATION.

(1) Disestablishing a program or unit should be done with great care and consideration, and only after appropriate consultation and evaluation.
(2) The review process shall include substantive participation by all relevant parties—faculty, students, Academic Senate, staff, and Administration.

(3) All parties who would be affected by a contemplated Appendix V action shall have timely access to relevant information consistent with the provisions of University personnel policy.

(F) SAFEGUARDS FOR STUDENTS. Students enrolled in a program or unit which is disestablished, consolidated, transferred, discontinued or suspended should have reasonable opportunity to complete their degrees in the program.

(G) SAFEGUARDS FOR FACULTY. Every effort shall be made to minimize the disruptive effects of Appendix V actions upon the careers of the affected faculty. Policies and procedures governing faculty tenure and related matters shall be strictly followed. A proposal or recommendation for an Appendix V action must be accompanied by a plan for reassignment of the affected faculty.

II. GENERAL PROVISIONS.

(A) DESIGNATED COMMITTEES.

(1) The "Designated Committees" for a Senate Appendix V action are:

- Undergraduate Council for undergraduate programs and units [see Bylaw 65.4]

- Graduate Council, for graduate programs and units [see Bylaw 65.2(3)]

(B) AFFECTED FACULTY. A proposal for an Appendix V action affecting a unit, program or major must be voted upon by the Faculty of the College or School concerned.

(C) ROLE OF THE EXECUTIVE BOARD. The Executive Board shall discharge the following functions in connection with a proposed Appendix V action:

(1) Make the decision to initiate an Appendix V review;

(2) Notify Systemwide Senate that an Appendix V review has been initiated;
(3) Facilitate the process of negotiation between the academic program or unit and the Administration;

(4) Perform advisory and coordinating functions (including setting deadlines for designated and ad hoc committees).

(D) ROLE OF THE COUNCIL ON PLANNING AND BUDGET. The role of the Council on Planning and Budget under Appendix V is to render assistance to the other actors in the process--faculties, Faculty Executive Committees, ad hoc committees, designated committees, Executive Board, and Legislative Assembly. The Council should also be consulted with reference to a "de facto" Appendix V action. The Council should render assistance both with regard to academic planning issues and also with regard to such budgetary questions as the financial effect of an FTE reduction, the viability of a unit after resources have been reduced, the efficiency with which a unit is operated, and similar questions.

(E) COORDINATION. A designated committee shall:

(1) notify the Chancellor, and through the Chancellor, the President, early in the process if:

a) the academic program or unit under consideration appears to be unique in the University of California;

b) the action would involve intercampus transfer or consolidation;

c) the Appendix V action would have systemwide effects, or effects on higher education within California beyond the University of California.

(2) promptly notify and confer with the faculties, deans, and executive committee that would be directly affected by such action, the Council on Planning and Budget, and the Chair of the Division.

(F) INTERRUPTION OF PROCEDURE. The Designated Committee may:

(1) reconstitute the ad hoc committee (specified in IIIA);

(2) terminate the review if further consideration becomes inappropriate.
STUDENT REPRESENTATIVES. Student representatives, appointed in accordance with Bylaw 45, are members of the committees to which they have been appointed. However, their votes are counted separately from those of the faculty. Subject to approval by the Committee, the Chair may exclude student representatives from the hearings or deliberations if sensitive personnel issues are to be discussed; this rule holds both for Designated Committees and the ad hoc committees.

CONFLICT OF INTEREST.

(1) General rule: A member of any committee, including a student representative, that would be directly affected by the outcome of an Appendix V action, must recuse him or herself from any committee engaged in such review. A member is directly affected if the action in question will have an impact on the member's department or other unit separate and distinct from impacts on other departments or units. A member is also directly affected by a decision in which the member has a material financial interest. Such recusals become effective at the time that an Appendix V action is initiated. [See Bylaw 45L for complete language on Conflicts of Interest.]

UNRESOLVED ISSUES. Any issues pertaining to Appendix V actions not covered explicitly by this Appendix shall be resolved by the Executive Board of the Academic Senate subject to approval by the Committee on Rules and Jurisdiction for conformity with the Code of the Academic Senate.

III. FORMAL REVIEW PROCEEDINGS.

(A) AD HOC COMMITTEE. The Designated Committee shall select a balanced and knowledgeable ad hoc committee composed of Senate members to investigate the issues and to make recommendations to the Designated Committee on the proposed Appendix V procedure. In selecting an ad hoc committee, the Designated Committee may request suggestions from the Committee on Committees. The ad hoc committee may be composed entirely, partially, or not at all of members of the Designated Committee. The Designated Committee in its discretion may select one or more students as non-voting members of an ad hoc committee.

(B) SEEKING ADVICE. The ad hoc committee will seek expert advice on campus, and may also do so off-campus.

(C) OPEN HEARING. The ad hoc committee will invite written arguments from all interested parties, hear oral arguments to the extent
feasible, and hold an open hearing at which interested parties can present their views. It will ensure that a vote of the relevant Faculty is taken.

(D) REPORT. The ad hoc committee must report its reasoning and its recommendation in writing to the Designated Committee. The Designated Committee may hold an open hearing at its discretion.

(E) TRANSMITTALS BY DESIGNATED COMMITTEE. Upon receiving the report of the ad hoc committee, the Designated Committee will seek whatever additional information it believes necessary before arriving at its recommendation in closed session. It shall transmit its recommendation, along with the report of the ad hoc committee, to the chairs of the relevant departments and interdepartmental committees, the Executive Committee of the School or College, the affected faculty members, the Divisional Chair, the Undergraduate Council, the Committee on Diversity and Equal Opportunity, Privilege and Tenure, the Councils on Academic Personnel and Planning and Budget, the Chancellor, the appropriate deans and, to the extent practical, the affected students.

(F) DESIGNATED COMMITTEE’S REPORT.

(1) The Designated Committee's report should:

- contain the arguments, pro and con;

- identify the position of all relevant parties, including majority and minority reports of appropriate committees of the Academic Senate;

- report any votes on the issue by faculty of the program or unit affected, and of the relevant School or College, and comments by the Council on Academic Personnel and the Committee on Privilege and Tenure on the reassignment of the associated faculty.

(2) The Designated Committee shall submit copies of its report and recommendation promptly for consideration by all members of the Legislative Assembly. The Executive Board shall determine whether the matter is to be raised at the next regularly scheduled meeting, or at a Special Meeting of the Assembly, based on the need to ensure both timely action and adequate opportunity for interested parties to present their case before the Assembly and insert statements in the Notice of Meeting.
LEGISLATIVE ASSEMBLY ACTION. The Legislative Assembly will then take action on the proposal for Appendix V actions. Immediately after the vote of the Assembly, the Secretary shall promptly notify the proper administrative officials of the Senate's action with respect to academic programs or recommendations with respect to academic units.

IV. ALTERNATIVE DISPUTE RESOLUTION. Consensual resolution of an Appendix V action by all parties thereto is not precluded by this Appendix. If a consensual resolution is reached, the full procedures described herein may be dispensed with provided, however, that the final agreement is approved by the appropriate designated committee(s) and the Legislative Assembly.

V. PROCEDURES RELATED TO DE FACTO APPENDIX V ACTION.

(A) If the appropriate Designated Committee, as defined in II, finds prima facie evidence that an actual or proposed reduction of resources is likely to result in de facto Appendix V action, it shall conduct a review and make a determination whether a de facto Appendix V action has occurred or is occurring.

(B) A complete review will include consultation with the Chair and faculty of the affected unit or program as well as the Chancellor and other appropriate administrative officers.

(C) A review may be terminated, at the discretion of the Designated Committee, if:

(1) the resource dispute is resolved,

(2) a formal proposal for Appendix V action is made by the Administration and the Designated Committee agrees to institute a review,

(3) the Committee does not find sufficient cause to proceed.

(D) If, following a complete review, the Designated Committee determines that a de facto Appendix V action has occurred or is occurring, it shall report its findings to the Divisional Chair who shall consult with the Chancellor on the issue.

(E) If, in the view of the Designated Committee, these consultations do not resolve the matter, the Committee's findings shall be reported to the Legislative Assembly. If the Assembly concurs with these findings, the Designated Committee shall proceed with a normal Appendix V review
under the provisions of this Appendix. [Am 11 Mar 86, 13 Apr 82, 28 May 96]
APPENDIX VI

APPEALS

Part I. Graduate Disqualification and Appeals Procedures

Regulation 904 of the Academic Senate reads as follows: "Disqualification of graduate students is at the discretion of the Dean of the Graduate Division concerned."* With the advice of the Graduate Council, the Dean of the Graduate Division has adopted the following policies and procedures.

The record for any student who is subject to disqualification for reasons other than failure to maintain a grade point average greater than 3.0** will be reviewed by the Associate Dean for Student and Academic Affairs, in consultation with the student's graduate advisor. Unless there are indications of procedural error or other substantive mitigating factors to explain the student's record, the student will then be disqualified from further registration in graduate status on the campus, and will be given written notice stating the reasons for this action.

A student who is subject to disqualification or who has been disqualified may submit a written appeal for reconsideration for cause to the Dean of the Graduate Division within 30 calendar days after the date of the notice of disqualification. [Am 28 May 81] Such appeals will be considered only if based upon appropriate cause such as (a) procedural error, (b) judgments based upon nonacademic criteria, (c) personal bias, (d) specific mitigating circumstances contributing to the student's performance, or (e) discrimination on the basis of race, sex, or handicap not pertaining to required academic performance. [Am 28 May 81]. Disagreements over evaluation of academic quality will not be considered as an appropriate basis for such appeals. In cases of appropriate cause, the Dean of the Graduate Division will refer the appeal to the Graduate Council's Standing Committee on Instruction and Degree Requirements. In all cases of student appeals, so referred, the student must submit a written statement of the basis for the appeal and is entitled to a personal appearance before the Committee on Degree Programs. [Am 24 Nov 92]

* This regulation constitutes Title III of Part IV of the Regulations. Part IV is titled Scholastic Regulation. Thus the authority of the Dean of the Graduate Division relates to academic disqualification. Authority to terminate student status as a result of disciplinary proceedings rests with the Dean of Students.

** Students who believe that a grade has been assigned by criteria not directly reflective of performance in a course, may appeal by bringing charges against the Instructor. The detailed process is presented in Appendix XII of the Manual of the Los Angeles Division of the Academic Senate as well as Regulation A-306(D)
This Committee, after consultation with the student's department, will make a recommendation to the Dean as to the disposition of the case and the Dean of the Graduate Division will make a final decision. Every reasonable effort will be made to transmit a final decision to the student by the end of the regularly scheduled term following the one in which the original appeal for reconsideration has been submitted. [Am 28 May 81] In reporting the final decision of the Dean to the student, the basis for the decision, its effective date, and the nature of the recommendations of the Committee on Degree Programs will be included. [Am 24 Nov 92]

For students seeking the J.D., M.D., or D.D.S. degrees, the disqualification and appeals process will be according to the written procedures adopted by the Schools of Law, Medicine and Dentistry respectively.

Part II. Undergraduate Dismissal Appeals

An undergraduate dismissed for academic reasons, and who believes that such dismissal is not based on appropriate criteria as established by or through the Academic Senate, may petition the Dean or Dean's designate of the student's school or college setting forth in writing his/her reasons for believing that the proposed action is improper. Such a written petition must be made within two weeks of the receipt of the dismissal notice. Upon receipt of such petition, the Dean or Dean's designate shall provide the student an opportunity to appear, be heard, and to present evidence on the question of whether the proposed action was based on appropriate academic criteria. Within 45 days of the receipt of the student's petition, the Dean or Dean's designate shall, after consultation with the student's department, inform the student in writing of his/her decision in the matter. If the decision is to dismiss the student for academic reasons, the decision notice shall set the date on which such action is effective and explain any conditions attaching thereto. Dismissal of undergraduate students may not be based on race, sex or handicap not affecting required academic performance. [Am 28 May 81]

Part III. Graduate Admissions Appeals Procedure

1. An applicant for graduate admission whose application for admission to the University has been rejected, may submit a written appeal for reconsideration for cause to the Dean of the Graduate Division within 30 calendar days after the date of the notice denying admission. [Am 28 May 81] Such appeals will be considered only if based upon appropriate cause such as (a) procedural error, (b) judgments based upon criteria other than those specified by the University, (c) personal bias, or (d) discrimination on the basis of race, sex, or handicap not pertaining to required academic performance. [Am 28 May 81] Disagreements over evaluation of academic quality will not be considered as an appropriate basis for such appeals. The Dean will request the department
chair or graduate advisor to review the departmental rejection. In cases of appropriate cause, the Dean of the Graduate Division will refer the appeal to the Graduate Council's Standing Committee on Degree Programs. In all cases of admissions appeals, so referred, the applicant must submit a written statement of the basis for the appeal to the Committee on Degree Programs and may, at the discretion of the committee, make a personal appearance before it. [Am 24 Nov 92]

This Committee will make a recommendation to the Dean as to the disposition of the case and the Dean of the Graduate Division will make the final decision. Every reasonable effort will be made to transmit a decision to the applicant within 90 calendar days of the receipt of the student's initial written appeal for reconsideration. [Am 28 May 81] In reporting the final decision of the Dean to the applicant, the basis of the decision and the nature of the recommendations of the Committee on Degree Programs will be included. [Am 24 Nov 92]

2. For the applicants seeking the J.D., M.D. or D.D.S. degree programs, the admissions appeals process will be according to the written procedures adopted by the Schools of Law, Medicine and Dentistry respectively.

Part IV. Undergraduate Admissions Appeals

An applicant for undergraduate admission whose application for admission to the University has been rejected, and who believes that such rejection was not based on the appropriate academic criteria established for admission by or through the Academic Senate, may petition the undergraduate Admissions Officer setting forth in writing his/her reasons for believing that the application was improperly rejected or the admissions criteria were improperly applied. The Admissions Officer shall consider the petition, shall investigate the allegations contained therein, may grant the applicant an interview to discuss the matter, and shall within 30 days of receiving the petition inform the applicant in writing of the decision. If the Admissions Officer denies the petition, upon request of the applicant, the Admissions Officer shall transmit a copy of the decision to the Chancellor, or his/her designate, who shall review the record, and within 15 days shall inform the applicant and the Admissions Officer of the final decision.
APPENDIX VII

CRITERIA FOR GRADUATE COUNCIL AUTHORIZATION FOR DEPARTMENTS TO OFFER THE CANDIDATE IN PHILOSOPHY DEGREE

1. The Los Angeles Division of the Academic Senate, on recommendation of the Graduate Council and the Committee on Educational Policy and Program Reviews, adopted the following criteria to guide the Council's action on requests from individual departments to award the Candidate in Philosophy degree on the UCLA campus:

   (A) The Candidate in Philosophy degree is to be awarded only by departments previously authorized to award the Ph.D.

   (B) The Candidate in Philosophy will be specifically designated as not a terminal degree.

   (C) The Graduate Council will review departmental requirements for advancement to candidacy to ensure uniform criteria for the awarding of the degree of Candidate in Philosophy.

Each department or comparable administrative unit wishing its students to be eligible for this degree shall submit a formal proposal for Council review and approval.
APPENDIX VIII

GRADUATE COUNCIL APPROVED STANDARDS AND PROCEDURES FOR ADVANCED DEGREE EXAMINATIONS

Standards and procedures related to the conduct of examinations for graduate degrees will be published in a handbook and distributed to all Senate members.

1. Standards and Procedures To Be Determined by the Graduate Council.
   
   (A) Constitution of committees, doctoral and master's (thesis plan); nomination and appointment; replacement of members.

   (B) Examinations (doctoral); role of department chair in conduct of examinations; evaluation of student performance; degree of consent; final oral examination.

   (C) Foreign language requirements for doctor's degrees; determination by department, subject to approval by the Graduate Council.

   (D) Theses and dissertations: level of performance, degree of consent, final approval.

2. Standards and Procedures To Be Determined by Departments and Interdepartmental Degree Committees.

   (A) Departmental guidance committees: constitution, nomination, responsibility for departmental screening and written qualifying examinations.

   (B) Master's committees (comprehensive examination plan); appointment responsibilities.

   (C) Examinations: departmental screening examinations; master's comprehensive examinations; level of performance on written qualifying examinations required for eligibility for oral qualifying examination; reexamination (including foreign language if required).

   (D) Foreign language requirements for master's degrees, at the option of departments.

   (E) Normal progress and upper time limit for completion of degree requirements.
APPENDIX IX

COUNCIL ON RESEARCH/FACULTY GRANTS PROGRAM
(COR/FGP)
Policies and Procedures
(AM 13 Nov 01)

Part I. Research Grants

The primary purpose of the Academic Senate Council on Research/Faculty Grants Program (COR/FGP) is to support the conduct of research by eligible faculty at UCLA. FGP funds are intended to provide support for faculty academic research, and not to support other academic responsibilities such as teaching and university service.

1. **Criteria Used in Evaluating Proposals.** FGP funds are awarded competitively through a peer review process that examines:

   (A) the merit and originality of a project

   (B) its potential to generate extramural funding

   (C) non-overlap with other research funding available to the investigator

   (D) the investigator's prior record of scholarly productivity in the use of FGP awards

2. **Eligibility.** Only Academic Senate Faculty, including emeriti professors are eligible to apply. Proposals submitted jointly by an eligible and ineligible co-investigator may be granted provided the eligible co-investigator has a bona fide involvement with the project. **No more than one proposal per Academic Senate member may be submitted in a fiscal year.** Research grants may be held while on sabbatical; research grants may not be held while on leave of absence without pay.

3. **Application Process.** There is one granting period per year. The submission deadline is 5:00 pm on the first Thursday in February. (Am 18 Nov 03)

4. **Budget Categories for Research Grant Funds**

   (A) **Research Assistant** (not to exceed the cost of a half time assistant for 12 months)

   (B) **Equipment** (essential equipment dedicated to the research project)
(C) **Expendable Supplies** (e.g. chemicals, computer supplies, film, etc.)

(D) **Reprographics** (e.g. photocopying)

(E) **Communication Expenses** (FAX, telephone and mail directly related to the research project)

(F) **Field Expense** (including limited travel and expense to acquire data; conference travel is not permitted)

(G) **Other Expenses** (e.g. subject costs, computing costs, data analysis, etc.)

5. Funds are awarded for the period July 1 to June 30 of the following year, and must be expended during the period. Unexpended funds will be returned to the Council on Research/Faculty Grants Program.

Guidelines for application and detailed instructions are put forth in the "Faculty Research Grant Application Submission Guidelines and Instructions" which is available from the Academic Senate Office (ext. 53853) or at www.senate.ucla.edu website.

**Part II. Other Funds Administered by the Council on Research/FGP**

1. **Research Travel to Meeting of Scholarly Societies**

(A) **Eligibility.** All members of the Academic Senate including emeriti and those on sabbatical leave may apply. Support will be granted for participation in a maximum of ONE conference or meeting of scholarly societies per fiscal year (July 1 - June 30) per individual, subject to availability of funds.

(B) **Criteria for Travel Support.** Research travel support will be granted for personal presentation at meetings of recognized scholarly societies of original research and creative activity. Support is given for oral and poster presentations. The chairing of sessions, panels, and symposia, or participation as a discussant is not eligible for support. The FGP will only accept and review applications that provide written confirmation of the acceptance by the sponsoring organization of the applicant's participation.

(C) **Amount of Travel Support.** If approved, the awarded amount will equal the airfare cost from Los Angeles to the City/State/Country in which the conference is being held and the return to Los Angeles. An
award may not exceed either the Advanced Purchase coach fare on the route, or the maximum award amount established each year by the Council on Research/FGP, whichever is less. Information regarding the current maximum amount any individual may receive in a given fiscal year is available from the Council on Research office.

2. *Intercampus Exchange Program.* Limited funds are available for support of intercampus exchange of academic senate members and advanced graduate students for study and research on other University of California campuses. Grants may be made to assist with travel, living expenses and research costs.

Guidelines for application and detailed instructions for both of these programs are put forth in the “Faculty Research Travel Program Submission Guidelines and Instructions” which is available from the Academic Senate Office (ext. 53853) or at www.senate.ucla.edu website.
Proposals for the establishment of undergraduate programs, including undergraduate majors, may be initiated by departments, by groups of faculty members, by the Executive Committee or the Faculty of the appropriate college or school, or by the Academic Senate through the Undergraduate Council. [Am 13 April 82].
APPENDIX XII

CAMPUS PROCEDURES FOR IMPLEMENTATION OF UNIVERSITY POLICY ON FACULTY CONDUCT AND THE ADMINISTRATION OF DISCIPLINE
[Am 23 May 89, 8 June 99, 4 Jun 02]

Section 1. Applicability and Summary of Steps and Procedures

A. At UCLA the following serves to implement University policy on faculty conduct and the administration of discipline and applies to all members of the Academic Senate and academic staff whose instructional duties are not subject to direct supervision. These persons are called "faculty member" in these procedures.

B. Disciplinary sanctions within the terms of the University Policy on Faculty Conduct and the Administration of Discipline adopted by the Regents on June 14, 1974, shall not be imposed except by following the procedures set forth below.

C. The following procedures relating to the administration of discipline apply only in those instances in which an individual is charged with improper faculty conduct and have no bearing upon a faculty member's rights in cases not involving discipline. Also see SBL 335.E regarding the relationship between a disciplinary charge and a grievance arising out of the same matter. [Am 4 Jun 02]

D. At UCLA, allegations of violations of the Faculty Code of Conduct (i.e. charges) are to be treated, as far as possible, in a two-tiered process—first, an investigatory stage initiated by the filing of a complaint; and second, where the charge is not resolved prior thereto, in a formal hearing stage. In the first stage, the Charges Committee has the responsibility to determine whether probable cause of a violation exists. If the Charges Committee finds probable cause, the second stage is initiated and the matter is forwarded to the Committee on Privilege and Tenure to convene a formal hearing to determine if the Faculty Code of Conduct was violated as charged.

E. The purpose of the investigatory stage is to sift the allegations to ensure that any matter sent forward to the Privilege and Tenure Committee for formal hearing is based on a legally sufficient charge as to which there is sufficient factual evidence to support the holding of that hearing. In disciplinary matters which under University policy are initiated by an administrative investigation and factfinding of the
matter—namely, a complaint of sexual harassment or scientific misconduct—the matter shall be dealt with by the Charges Committee and the Administration as described infra in sections (g) and (h), and to the extent possible the matter shall be concluded in a two-stage process as described therein.

F. In cases other than those involving sexual harassment or scientific misconduct, the Charges Committee shall conduct an inquiry as specified in section 5 (a) in order to determine whether there is probable cause of a violation of the Faculty Code of Conduct.

G. When a sexual harassment complaint is filed against a faculty member in accordance with UCLA Standard Procedures No. 630, 11/1/94, Sexual Harassment Complaint Resolution Procedures (hereinafter, University Sexual Harassment Policies), both the Chair of the Charges Committee and the Vice Chancellor, Academic Personnel (hereinafter, the Vice Chancellor), shall be promptly notified. The selection of a factfinder shall be made jointly by the Vice Chancellor and the Chair of the Charges Committee. The factual inquiry shall be conducted by the factfinder in accordance with the University Sexual Harassment Policies. In the inquiry, the factfinder shall function as an arm of the Charges Committee as well as the Administration. See section 5 (b) below.

H. If the matter involves an allegation of scientific misconduct against a faculty member and an Advisory Committee is to be appointed in compliance with the UCLA Standard Procedure, Integrity in Research: Responding to Allegations of Misconduct in Science (No. 1150, 7/1/97) (hereinafter, University Scientific Misconduct Policies), the Dean shall appoint the Advisory Committee in consultation with the Chair of the Charges Committee. The Advisory Committee shall be composed of faculty knowledgeable about the area of scientific research and normally also include faculty who are familiar with Senate disciplinary processes (including one or more members of the Charges Committee). The Advisory Committee shall function as an arm of the Charges Committee as well as the Dean, as described in section 5 (c) below. The factfinding shall be conducted by the Advisory Committee in accordance with the University Scientific Misconduct Policies.

I. Opportunities to resolve the disciplinary matter through mediation or negotiation in cases where such mediation is acceptable to the administration and the accused, shall be made available whenever appropriate at any stage of the process before the formal hearing stage. The Committee may assist in the selection of an appropriate mediator. Efforts to resolve the matter may involve consultation with the chair
of the relevant department(s) or the relevant Dean(s) and the assistance of the Ombudsperson or a member of the Grievance and Disciplinary Procedures Committee before submission of the matter to the Charges Committee or may involve actions taken to mediate the matter by the Vice Chancellor and the Charges Committee or the Committee on Privilege and Tenure during the stages in which they are involved in the process. Informal resolution of the matter may result in withdrawal of the complaint by the complainant prior to the matter reaching the Charges Committee or may result in a formal settlement, including conditions and or the acceptance of disciplinary sanction(s) by the faculty member charged. See also SBL 336.C. [Am 4 Jun 02]

The following sections (numbered 2 to 13) describe the steps in the process and the role of each agency and participant in the process.

Section 2. Resolution Channels and Steps for Filing

A. Allegations against a faculty member originating from any source (student, staff, faculty, administrator, or individual outside the University community) shall normally be addressed to the Chair of that faculty member's department or the relevant Dean. In the case of an allegation of sexual harassment, the procedures for initiating a complaint described in the University Sexual Harassment Policies should be followed. In the case of an allegation of scientific misconduct, the procedures described in the University Scientific Misconduct Policies should be followed.

B. If the matter is not resolved as a result of the initial contact with the Chair or Dean or in course of following the procedures of the University Sexual Harassment or Scientific Misconduct Policies, the Chair or Dean or a complainant party may file a formal complaint with the Charges Committee. Before the complainant files a formal complaint, he or she shall meet with a member of the Grievance and Disciplinary Procedures Committee (GDP), who will counsel him or her, discuss functions of the Charges Committee and the Committee on Privilege and Tenure, and make available appropriate University documents, including the Formal Complaint Form, the University Policy on Faculty Conduct and Administration of Discipline, and this Appendix. If requested, the GDP representative shall assist the complainant party in completing the Formal Complaint Form.

Section 3. The Formal Complaint

The formal complaint shall be in writing and shall identify the relevant section(s) of the University Policy on Faculty Conduct and the Administration of Discipline (and, if it involves sexual harassment, the relevant provisions of
the University Sexual Harassment Policies) and a full statement of the facts that allegedly constitute a violation of University Policy. Materials elaborating the evidence may be appended to the Form. When a formal complaint is filed with the Charges Committee, the Committee shall promptly transmit a copy of the complaint along with any appended materials to the faculty member complained against, together with appropriate University documents listed in Section 2 (b). The letter transmitting the complaint shall also inform the faculty member complained against of her/his rights to receive information about the pending procedures from a GDP representative, if so desired. [Am 4 Jun 02]

Section 4. Interim Suspension

If in the judgment of the Vice Chancellor, Academic Personnel there is a high probability that the continued assignment of a faculty member to regular duties will be immediately and seriously harmful to the University community, the Vice Chancellor may place the faculty member on full or partial interim suspension with full pay. Before imposing such an interim suspension the Vice Chancellor shall, to the extent feasible under the circumstances in the individual case, consult with the Charges Committee or such members of the Committee who are available. The Vice Chancellor shall promptly provide the faculty member with a written statement of the reason for such suspension, and shall promptly refer the matter to the Committee on Privilege and Tenure. The Committee on Privilege and Tenure shall promptly provide an opportunity for a hearing to the faculty member, and report its findings and recommendations with respect to the propriety of the suspension to the Vice Chancellor.

Such a suspension is a precautionary action and not a form of discipline.

Section 5. Role of the Charges Committee

A. In cases not involving allegations of sexual harassment or scientific misconduct, after the filing of a formal complaint, the Charges Committee shall conduct a factual investigation with respect to the allegations to determine whether there is probable cause to warrant a disciplinary hearing before the Committee on Privilege and Tenure.

B. In cases involving allegation of sexual harassment, the factual investigation to determine probable cause shall be conducted by the factfinder. The investigation shall be overseen by the Vice Chancellor and the Chair of the Charges Committee. The Charges Committee, working through the Chair, may establish investigative guidelines, identify key witnesses, formulate issues that need to be explored, frame questions that it wishes to be asked, and review the report before it is final to determine whether additional matters need to be explored.
The factfinder’s report is to be submitted to the Charges Committee and to the Vice Chancellor. Following receipt of the report, a formal complaint may be filed by the Dean, Chair, the complainant or other appropriate person. If no formal complaint is filed, the matter is terminated. If a formal complaint is filed, it is expected that, subject to the provisions of Section 6 (b) infra, the Charges Committee would normally use the factfinder’s report as the basis for making its determination regarding probable cause.

C. In a matter involving allegations of scientific misconduct, in cases where an Advisory Committee is appointed by the Dean, the investigation shall be conducted by the Advisory Committee in accordance with the relevant campus policy. The Advisory Committee’s determination shall be forwarded to the Charges Committee by the Dean, and a formal complaint may be filed with the Charges Committee by the Chair, the Dean, the complaining party or other appropriate person. If no formal complaint is filed, the matter is terminated. If a formal complaint is filed, it is expected that, subject to the provisions of Section 6 (b) and absent unusual circumstances, the Charges Committee will treat the determination of the Advisory Committee as its own and not conduct a further factual inquiry in the matter.

D. Probable cause is shown “if a person of ordinary caution or prudence would be led to believe and conscientiously entertain a strong suspicion of” a violation of the Faculty Code. [Adapted from Somers v. Superior Court, 32 Cal. App. 3d 961, 108 Cal. Rptr. 630 (1973).]

E. Investigation and factfinding in a disciplinary proceeding shall be conducted in accordance with relevant University policies and rules adopted by the Charges Committee. These rules shall provide adequate opportunity to the faculty member complained against and to the complainant to be heard. The complainant must be willing to meet with the investigating body (i.e. factfinder or committee) should that body, in its discretion consider such appearance necessary to determine the truth or substance of the allegations. The investigating body shall treat all steps in its investigation as confidential and shall hear witnesses in private.

F. If at any time the Charges Committee determines that the allegations in the complaint, if true, would nevertheless not constitute a violation of University policy on faculty conduct, it shall transmit the complaint with that finding to the Vice Chancellor. If the Vice Chancellor agrees with that conclusion, the matter is terminated.

G. After completion of the investigation, the determination of the Charges Committee as to whether there is probable cause shall be transmitted
in writing to the Vice Chancellor. The Committee shall also send the full case file to the Vice Chancellor.

H. While the matter is within the purview of the Charges Committee, the Chair of the Charges Committee or a member of the Committee designated by the Chair may attempt to bring about an informal disposition of the matter by conferring with the complainant, the faculty member complained against and other interested persons.

Section 6. Role of the Complainant and the Faculty Member Complained Against.

A. Complainants have a legitimate interest in being kept informed as the process proceeds and, within appropriate parameters, should be able to participate in various stages of the process. However, in the investigatory stage of the process, whether the investigation is conducted by a factfinder, by an Advisory Committee or by the Charges Committee: (1) the complainant does not have a right to receive or comment on written statements submitted by the faculty member complained against or on any other evidence uncovered in the course of the investigation. (2) neither the complainant nor his or her representative has a right to be present when the testimony of witnesses is taken.

B. In sexual harassment and scientific misconduct cases, when the factfinder or Advisory Committee, respectively, has completed the report, the complainant and the faculty member complained against should be notified in writing of the nature of the recommendation made in the report, whether probable cause has been found or not. After receiving this notification, the complainant and faculty member complained against may each request in writing, with supporting reasons, that he or she be permitted to testify before the Charges Committee. If satisfied that the report does not adequately address issues raised by the request(s), the Committee shall take testimony from the requesting party(ies).

C. In all disciplinary cases, the complainant and the faculty member complained against should be informed in writing about the nature of the recommendation made by the Charges Committee, whether probable cause has been found or not.

D. If the Charges Committee makes a finding of no probable cause, the complainant and the faculty member complained against should be informed in writing of the substance of the major factual findings made by the Committee. The entire investigating report may, if the
Committee in its discretion chooses, be given to the complainant and the faculty member complained against.

Section 7. Role of the Vice Chancellor, Academic Personnel

A. The Vice Chancellor must act within thirty days after receiving the letter determining whether or not there is probable cause from the Charges Committee. If the Vice Chancellor concurs when there has been a determination of no probable cause, the matter is terminated, and the complainant and the faculty member complained against are so notified by the Vice Chancellor. If, however, the Vice Chancellor fails to concur with a no-probable-cause determination, and proposes to find probable cause, before finalizing the decision, the Vice Chancellor will discuss any disagreement with the Charges Committee.

B. With probable cause, whether determined by the Charges Committee or the Vice Chancellor, the Vice Chancellor shall notify the complainant and the faculty member charged of the intent to file a formal complaint with the Committee on Privilege and Tenure. The notice of proposed disciplinary action shall set forth the formal charge(s) and in the letter to the faculty member charged, inform him or her of the range of possible sanctions that the Vice Chancellor believes might be imposed as an outcome of the matter if the faculty member charged is found guilty of misconduct. The specification of the range of possible sanctions is intended to make the faculty member charged aware of the relative seriousness of the charge. [Am 4 Jun 02]

C. If there has been a determination of probable cause, the Vice Chancellor shall file a formal complaint, with relevant supporting materials, and provisions of Statewide Senate Bylaw 335, sections F and G, will go into effect. The Vice Chancellor will arrange for assignment of an attorney to present the case to the Privilege and Tenure Hearing Committee and will consult with the Chair of Privilege and Tenure on the format for presentation of the case.

Section 8. Rules Governing Settlements

Once a formal complaint has been filed, at any stage of the proceedings the Vice Chancellor may enter into a settlement of the disciplinary complaint with the faculty member complained against or charged, provided that the relevant committee agrees to the settlement. If the matter is under investigation by the Charges Committee, that Committee is the relevant committee. If the matter has been forwarded to the Committee on Privilege and Tenure, that Committee is the relevant committee. In addition, before a settlement can be finalized, the following conditions must be fulfilled: (1) The complainant
must be given a copy of the proposed settlement and a statement of the major factual findings, if any, found by the relevant committee and be given an opportunity to comment in writing. The relevant committee may, if it chooses, hear the complainant in person regarding the proposed settlement. (2) The decision whether to enter into the settlement should be made in light of the findings, if any, and any other information made available in the course of the disciplinary process as well as the comments, if any, of the complainant. In that connection, the views of the complainant should be given due and appropriate weight by the Vice Chancellor and the relevant committee.

Section 9. Role of the Committee on Privilege and Tenure

A. After receiving the formal complaint from the Vice Chancellor, the Committee on Privilege and Tenure shall notify the faculty defendant by letter. The faculty defendant shall have 21 calendar days (SBL 336.B.2) upon receipt of the notification letter to file a response with the Committee. Upon receipt of the answer, or failure to receive an answer within the specified time, the Committee shall consider the matter within 21 calendar days, schedule a prehearing conference within 30 calendar days and a hearing within 90 calendar days (SBL 336.B.2 & 3). The faculty defendant shall be given, either personally or by registered mail, at least ten calendar days notice of the time and place of the hearing. [Am 4 Jun 02]

B. Upon receipt of a formal complaint from the Vice Chancellor, the Committee, upon motion of the faculty defendant, the Vice Chancellor or on its own motion, may dismiss the charge on the ground it does not allege facts that constitute a violation of the Faculty Code of Conduct.

C. The formal hearing before a Hearing Committee of the Committee on Privilege and Tenure will proceed according to the prehearing, hearing and posthearing procedures set forth in Statewide Bylaw 336, Section B and D. The Hearing Committee shall permit the complainant to be present at the hearing unless specific and compelling circumstances counsel to the contrary. The complainant, however, is not a party to the proceedings before the Privilege and Tenure Committee Hearing Committee and does not have a right to play an active role in the hearing other than as a witness. Where, however, during the course of the hearing, the complainant claims to have information that would be helpful to the Committee, he or she should be given the opportunity to provide the information in an appropriate manner that does not interfere with the hearing. [Am 4 Jun 02]

D. In the event that the Privilege and Tenure Committee determines that the faculty member has violated University policy on faculty conduct, it shall recommend to the Chancellor an appropriate sanction, in
accordance with the range of possible sanctions specified in the notice of proposed disciplinary action. [Am 4 Jun 02]

E. After the Committee on Privilege and Tenure completes its report in the matter, it shall provide to the complainant a copy of its major factual findings and the Committee’s recommendations regarding the disposition of the matter.

Section 10. Role of the Chancellor

The Chancellor shall review the report of the Committee on Privilege and Tenure including, if the Committee has made a finding of misconduct, its recommendation regarding the appropriate sanction and the Chancellor shall make a final decision in the matter. In determining the sanction to be imposed in cases of misconduct, the Chancellor may not impose a type of discipline more severe than that which was set forth in a written notice of proposed disciplinary action to the faculty member (APM 016, Section II). The faculty defendant, the complainant, the dean, and the Department Chair shall be advised in writing of the Chancellor's decision, and, any sanction to be imposed by the Chancellor. When the sanction to be imposed involves dismissal or demotion of a tenured faculty member, Provost, academic Dean, or lecturer with security of employment, the Chancellor's recommendation is subject to approval by the President and The Regents. [Am 4 Jun 02]

Section 11. Confidentiality

All of the proceedings of the Charges Committee, the Privilege and Tenure Committee and any investigating body attached to one of these committees and any reports generated in the course of such proceedings are confidential. See Section D, Bylaw 336 which describes who has the authority to waive confidentiality of the matter. The information and material that is provided to the complainant in the course of the disciplinary process shall be given under an instruction that the information and material is being provided in confidence and is not to be disclosed to anyone.

Section 12. Charges against Administrators and Related Matters

Where a formal complaint has been filed against an administrator who is also a faculty member alleging a violation of the University Policy on Faculty Conduct and the Administration of Discipline, the Charges Committee shall notify the Chancellor’s Office. In such a case, within two weeks of receiving such notification, the Chancellor may request that the Charges Committee, in exercise of its discretion, decline to hear the matter, on the ground that the matter is more appropriately handled by the campus administration. Before making its decision on the Chancellor’s request, the Charges Committee should give the complainant an opportunity to comment in writing on the
Even in the absence of a request from the Chancellor, the Charges Committee may decline to hear the matter on the ground that the matter is more appropriately handled by the campus administration. If either the Charges Committee or the faculty member complained against wishes the matter to be heard by the Committee, the matter should be handled in accordance with the normal procedures of the Committee.

Section 13. Materials Filed in the Academic Senate Office

A. The Charges Committee shall retain a copy of the formal complaint, its determinations, and the determinations of the Vice Chancellor. In addition, the Charges Committee shall retain any additional materials, including an inventory of the contents of the file, as is determined by the Chair of the Charges Committee to be needed to preserve an adequate procedural record of the matter. All of these materials shall be retained in a confidential file of the Charges Committee in the Office of the Academic Senate.

B. After a hearing has been completed, the Committee on Privilege and Tenure shall retain the complete file of the case, with an inventory of the contents and any additional materials as is determined by the Chair of the Committee on Privilege and Tenure to be needed to preserve an adequate procedural record of the matter.

C. Material not covered by sections (a) and (b) above shall be returned to the individual who provided it, or be destroyed at the expiration of one year following the termination of the case unless the complainant or faculty defendant notifies the Committee(s) in writing that further proceedings are contemplated which require their retention. Subsequent notices, if any, shall cause these materials to be retained for an additional year following the notice, and the materials shall then be returned or destroyed at the expiration thereof.

D. The Academic Senate Office shall keep an ongoing summary chart and timetable-chronology on each case in progress. Each case shall be given a number. The identity of the original complainant and faculty defendant shall not be revealed, except by category (e.g., student, staff, faculty, or administrator). The nature of the complaint and the determinations of the Committees and Administration shall be concisely stated, and the date on which each action, factfinding, hearing or other state of the process was initiated and completed shall be recorded in the timetable-chronology. The summary chart and timetable-chronology shall be available to the Charges Committee and the Committee on Privilege and Tenure, and the Vice Chancellor, [and the campus Sexual Harassment Coordinator] upon written request to the Chair of the Academic Senate and for good cause, the summary of
disciplinary cases and timetable-chronology may be reviewed by a member of the Academic Senate in the Academic Senate Office.
APPENDIX XIII

BYLAWS OF UNDERGRADUATE COUNCIL

Part I. Membership and Duties

1. Membership and duties of Undergraduate Council are defined by Divisional Bylaw 65.1.

Part II. Officers

2. The Chair and Vice Chair of Undergraduate Council are designated by the Committee on Committees of the Los Angeles Division.

Part III. Meetings

3. Meetings of Undergraduate Council are scheduled twice a month, or at least once each quarter, during the academic year. Undergraduate Council may meet at such other times as it may determine, or at the call of the Chair.

Part IV. Quorum

4. Fifty percent plus one voting member of those serving constitutes a quorum of Undergraduate Council.

Part V. Committees

Title I. Appointment and Tenure

5. The Chair of Undergraduate Council, in consultation with the Vice Chair and members of Undergraduate Council, appoints the Chair and members of the several standing committees to hold office for a term of one academic year or until their successors are appointed. The Chair of Undergraduate Council appoints ad hoc committees as needed.

Title II. Standing Committees

6. Administrative Committee. The Administrative Committee of Undergraduate Council consists of the Chair and Vice Chair of Undergraduate Council, in addition to the Chair/Co-Chairs of standing committees; it also includes the Vice Provost for Undergraduate Education, ex officio without vote. [Am 1 Jun 04]

7. Committee on Admissions. The Committee on Admissions consists of a Chair appointed by the Chair of Undergraduate Council, along with one other member of Undergraduate Council; the Chair and Vice Chair of the Senate
Committee on Undergraduate Admissions and Relations with Schools (CUARS), ex officio without vote; the campus representative from the Board of Admissions and Relations with Schools (BOARS), ex officio without vote; and one student member of Undergraduate Council.

8. Committee on the Curriculum. The Committee on the Curriculum consists of a Chair and Co-Chair appointed by the Chair of Undergraduate Council, along with six other members of Undergraduate Council. Additionally, the Committee shall have two student members of Undergraduate Council.

9. Committee on Awards, Honors, and Prizes. The Committee on Awards, Honors, and Prizes consists of a Chair and one member of Undergraduate Council appointed by the Chair of Undergraduate Council, along with eight additional faculty, who are appointed by the Committee on Committees and whose service is limited to the Committee on Awards, Honors, and Prizes. Additionally, the Committee shall have one student member of Undergraduate Council.

10. Committee on Student Development. The Committee on Student Development consists of a Chair and Vice-chair appointed by the Chair of Undergraduate Council, along with four other members of Undergraduate Council. Additionally, the Committee shall have one student member of Undergraduate Council.

Part VI. Order of Business

11. Meetings of Undergraduate Council are governed by procedures specified in Divisional Bylaw 135.

Part VII. Re-delegation of Course and Program Actions

12. The Undergraduate Council reserves the right to delegate to the appropriate Faculty Executive Committees such decisions concerning course and program actions as are specified in Council's Delegation Guidelines. Delegation Guidelines are on file in the offices of the Senate, Vice Provost for Undergraduate Education, and Registrar. Council will monitor these delegated decisions and at least every three (3) years will review its delegation process and revise its guidelines accordingly. Such delegation is not meant to include authority over matters that may have significant campuswide/systemwide or educational policy implications. For instance, the delegation would not extend to the approval of new majors or new minors or the endorsement of new departments, new IDPs, and new CIIs. [Am 1 Jun 04]

Part VIII. Coordinated Reviews
13. Pursuant to Los Angeles Division Bylaw 65.1(B)(4), Undergraduate Council periodically reviews and evaluates all undergraduate programs of study and all programs of preparatory education, normally at intervals not exceeding ten years. Such reviews are coordinated and conducted jointly with Graduate Council.

Part IX. Amendment of Bylaws

14. The foregoing Bylaws may be added to, amended, or repealed at any regular or special meeting of Undergraduate Council by a two-thirds vote of serving members of Undergraduate Council, provided that written notice of proposed changes shall have been sent to each member of Undergraduate Council at least five instructional days previous to the meeting at which a vote is taken on the proposed changes.

[Am 26 May 98]
APPENDIX XIV

GUIDELINES FOR THE SELECTION OF SEARCH AND REVIEW COMMITTEES

Each year the Committee on Committees is asked by the Chancellor's Office for slates of members of the Academic Senate to serve on a variety of search committees and review committees. It is the purpose of this statement to provide, for the benefit of the Administration and future Committee on Committees, guidelines for the generation of such slates.

1. It is highly desirable that the Committee on Committees have a perspective on the number and type of search and review committees that it is known will be required during the academic year. To this end, in the Winter quarter of each year the Executive Vice Chancellor should provide the Committee on Committees with a list of all slates that are known to be required for the academic year that begins on the following July 1. This list should include the proposed size of all committees as well as any unusual special requirements as to their membership, insofar as can be foreseen.

2. Following transmittal of this summary, and as occasion otherwise warrants throughout the academic year, the Administration should direct to the Committee on Committees a separate written request for each slate, allowing if possible at least one month for the selection process. The request should include as much detail as possible as to the desired make-up of the committee, particularly as far as academic specialties and University experience are concerned. The request should also include a brief statement of special or unusual issues, if any, that will be faced by the search or review committee. It is appropriate and helpful to include in the request the names of Academic Senate members deemed by the Administration to be particularly suitable for a specific slate, recognizing, of course, that there can be no guarantee that these individuals will actually be nominated by the Committee on Committees.

3. Upon receipt of a specific request, the Committee on Committees will as promptly as possible compose a slate. The number of individuals comprising the slate will generally be twice as large as the size of the proposed committee and have a general composition in line with the suggestions of the Administration.

4. The Administration will then proceed with the appointment of the search or review committee. It may occasionally be necessary in this connection to request additional nominees from the Committee on Committees. Such
requests should include an explanation as to why such additional nominees are necessary.

5. When a search or review committee is finally formed, the Committee on Committees shall be informed promptly of the composition of that committee so that its members will not be nominated for other committees. The Committee on

6. Committees should also be informed as to those members of the original slate who indicated that they were unavailable for committee assignments.

March 17, 1986
APPENDIX XV

COMMITTEE PROCEDURES

These procedures and guidelines seek to improve the institutional memory, efficiency, and effectiveness of Senate committees. They apply to all standing committees, councils, and the Executive Board of the Los Angeles Division, unless the Executive Board determines that they should be modified in certain cases.

1. Committee Operations File. The chair of each committee, or a member or Senate staff person whom the chair designates, shall maintain a Committee Operations File. The original of this file is to remain in the Senate Office and contain at least the following:

   (A) A copy of the Senate bylaw governing the committee, this appendix, and divisional and statewide materials pertinent to the committee's operation;

   (B) An outline of "Committee Operating Procedures" not explicit in the committee's bylaw, including standard agenda items, especially for the first and last meetings of each year and, if relevant, a list of subcommittees;

   (C) A packet of "Summaries of Major Committee Issues" (see 2., below);

   (D) A copy of the annual reports of the committee for the past five or more years.

2. Summaries of Major Committee Issues. At the conclusion of each year the committee chair provides for the Committee Operations File a brief summary of major issues engaged, resolved, or unresolved by the committee. This may be an abstract of portions of the committee's annual report, and may include personal notations or commentary. If the chair fails to provide this summary, it should be compiled by the vice chair or a Senate staff person prior to the next school year.

3. Information for Committee Members. At the start of each year, copies of 1. a., b., the last five summaries of c., and the last three annual reports of d. in the Committee Operations File shall be provided to committee members who have not received these materials.

4. Committee Orientation. The agenda for the committee's first meeting of the year should include a review of the Committee Operations File. Former committee chairs or former members may well be invited for the review and for subsequent consultation if their participation would be helpful.
5. **Division of Workload.** If the committee's workload is substantial and specific issues or areas require special attention, the committee is advised to consider appointing a vice chair and/or subcommittees.

6. **Ex Officio Members.** Committees with ex officio members should observe that these persons may have primary responsibilities elsewhere. In this light, ex officio members may elect to serve either as full participants in the committee's activities or, less actively, as consultants.

7. **Committee Consultants and Guests.** Administrators and others may be valuable as consultants and guests, and committees are encouraged to invite their participation as necessary. Unless such persons are specified as ex officio members in a committee's bylaws, however, they should not be included as permanent guests at committee meetings, and when they attend it should be understood that the committee may convene in executive session without them. [Am 7 Nov 89]

8. **Inactive Members.** If a member is inactive, the committee chair should consult with the member and, if action is necessary, contact the Committee on Committees for a replacement (at least for the following year).

9. **Recognition of Strong Service.** Committee chairs are urged to recognize strong committee participation by writing letters of commendation for members who have served faithfully and well. Letters may be addressed to the member with a copy sent to the member's department chair, or to the department chair with a copy to the member. In either case, the chair should be asked to place a copy in the member's personnel file. The letters should include a brief summary of the matters engaged by the committee, and a citation of special contributions of the particular member. [Am 7 Nov 89]

10. **Recognition of Committee Chairs' Service.** To provide data for the recognition of their work, chairs of Senate committees, subcommittees, special committees, and task forces are encouraged to submit copies of their annual reports, and/or other non-confidential tangible results of the chair's efforts to their department chairs for inclusion in their personnel files. Such data should be prefaced with a statement that these materials are submitted in compliance with Appendix XV of the UCLA Academic Senate Manual. [En 14 Mar 89, Am 7 Nov 89]
APPENDIX XVI

GRADUATE COUNCIL AND UNDERGRADUATE COUNCIL
PROCEDURES FOR ACADEMIC PROGRAM REVIEWS
[En 11 June 91; Repealed 9 Nov 94; En 12 Nov 96]

For the information of campus and extramural agencies concerned with the Academic Senate's review of academic programs, this appendix outlines goals and procedures for such reviews in accordance with the charges of the Graduate Council (GC) and Undergraduate Council (UgC) set forth in Senate Bylaws 65.2 and 65.1 respectively.

GOALS AND RESPONSIBILITIES

1. Academic Program Review Goals. The primary goal of the Academic Program Reviews is to maintain and strengthen the quality of UCLA's undergraduate and graduate degree programs. Reviews are intended to be helpful and supportive in (a) recognizing strengths and achievements, (b) promoting goal setting and planning, and (c) identifying areas in need of attention. Reviews should primarily seek perspectives useful to the units whose programs are under review and to their respective academic deans. They should also give Senate agencies and senior administrators an informed overview of the strengths, problems, and needs of academic units.

2. Councils' Responsibility for Undergraduate and Graduate Programs. UgC is responsible for all undergraduate degree programs including undergraduate minors and honors programs; GC is responsible for all graduate degree programs. When a department, interdepartmental degree program (IDP), center for interdisciplinary instruction (CII), or other academic unit (all hereafter referred to as units) offers only undergraduate or graduate degree(s), then the responsible Council alone carries out all aspects of the review. When the unit offers both undergraduate and graduate degrees, then the UgC and GC carry out all aspects of the review together. In any given year, the Councils will split between them leadership in these joint reviews. What follows is written as though the unit offered both undergraduate and graduate degrees.

[Am 13 Nov 01]

SELF-REVIEW

3. Self-review by the Unit. UgC and GC shall notify each unit to be reviewed by the beginning of Fall Quarter of the academic year prior to the site visit, requesting the unit to undertake a self-review that includes not only its present situation but also its plans and expectations. At this time, UgC and GC shall identify the information required to prepare the self-review, provide the unit with statistical information from either Senate or administration sources, and stipulate when any further information will be made available to the unit. All this information shall become part of the self-review. In preparing the self-
review, the unit's faculty and students shall engage in one or more discussions of programs, strengths, weaknesses, and goals, organizing the discussions however the faculty and students prefer. The self-review shall be a concise document. The faculty should vote on the final draft and report the vote tally. The self-review shall be submitted to UgC and GC no later than the first week of Fall Quarter of the academic year during which the site visit will take place. [Am 13 Nov 01]

**REVIEW TEAM**

4. *Advice on Review Team Members and Schedule.* UgC and GC shall seek advice concerning both UCLA and extramural scholars who could serve as internal or external reviewers and the duration and organization of the site visit. Advice shall be sought from Senate members of the unit to be reviewed, from other appropriate Senate sources, and from relevant academic administrators. The list of extramural scholars obtained in this way shall be forwarded to the administrative officer (e.g., Dean) of the unit under review, who should comment on the list and may add names. UgC and GC rosters shall be made available to those from whom advice is sought. UgC and GC may also make use of non-confidential information from the Committee on Academic Personnel database used to nominate ad hoc committees for academic personnel reviews. [Am 13 Nov 01]

5. *Review Team.* The immediately incoming and immediately outgoing UgC and GC Chairs (ordinarily a total of 4 people) shall select the members of each program review team, considering the advice they have received. The Chairs' selections shall be subject to ratification by the UgC and GC. The review team will ordinarily consist of two UgC members, two GC members, and two extramural scholars. However, the composition is flexible. For small units, as few as one UgC member, one GC member, and one extramural scholar is acceptable; for large units, more than two extramural scholars may be needed. If only one GC or UgC member is assigned, an alternate may be designated. As an exception, one of the two designated UgC or two designated GC members may be a UCLA Senate member experienced in program reviews but not at present serving on either Council. The decision is made by the UgC and GC Chairs after consultation with the unit chair and dean. [Am 13 Nov 01]

**SITE VISIT**

6. *Site Visit Structure.* The immediately incoming and immediately outgoing UgC and GC Chairs (ordinarily a total of 4 people) shall establish the basic structure of the site visit, considering the advice they have received. Ordinarily, the site visit will last two days. For small units, it may be shorter; for large units, longer. Ordinarily, the review team will work as one group.
However, for large units and/or longer site visits, the team may divide up at certain times.

7. **Issues for the Review.** Prior to the site visit, UgC and GC will invite the Council on Planning and Budget (CPB), relevant academic administrators, the unit chair, and the Faculty Executive Committee (who may canvass the full faculty in the unit under review) to inform UgC and GC of issues they feel are important to the review, including issues raised in previous reviews. The unit’s self-review will be available to them.

8. **Information for the Review Team.** Prior to the site visit, review team members shall receive a copy of this appendix, the self-review, the memorandum of progress from the previous review, the graduate and undergraduate statistical data sheets, any surveys, the most recent strategic plan of the relevant division or school, and any letters identifying important issues for the review (see 7). The external reviewers shall have the opportunity to prepare a concise written preliminary evaluation of the degree programs and issues that should be pursued during the site visit and to make this statement available when the review team first meets. [Am 13 Nov 01]

9. **Site Visit Schedule.** Each review team shall conduct its site visit at UCLA. The schedule for the site visit shall be established by the unit chair and review team chair. However, it is understood that the review team may elect to change the schedule at any time during the site visit. The following elements shall be part of each site visit: private time each day for the review team to discuss its work; private meetings with the unit chair, and academic dean, individual or group meetings with a representative sample of faculty; individual or group meetings with representative samples of students in each degree program under review; open time for faculty and students to sign up for individual or group meetings (as they choose); and unscheduled time in the latter part of the site visit when the review team may meet with whomever it wishes. [Am 13 Nov 01]

10. **UgC and GC Student Representatives.** Undergraduate and graduate student representatives to the UgC and GC shall have access to the following review materials: self-review, internal reviews, external reviews, student surveys, and statistical information. They may join review teams when the teams meet with students in the unit under review. Students in the unit under review will be informed that they may contact the UgC and GC student representatives and organizations before or after this meeting, especially about sensitive topics. The student representatives to UgC and GC may summarize these comments for the review team. These UgC and GC student representatives are also invited to participate in all UgC and GC discussions about student input in the review and the review report.
11. **Review Team Report.** The purpose of the review report is a candid, thoughtful, objective appraisal of the unit under review. The review report should incorporate the opinions of both the external and internal reviewers. The chair of the review team shall be responsible for the final review report, which is due within four (academic session) weeks after the site visit. The external reviewers shall each submit an individual report within two (academic session) weeks after the site visit. The review report shall be a concise document. It shall (a) present the strengths and achievements of the unit, (b) comment on the unit's plans and goals, and (c) provide a prioritized set of recommendations, with brief rationales, for how to address any areas needing attention. The list of recommendations should address critical issues, and to the extent possible, the report shall integrate the UgC and GC perspectives into one narrative and the UgC and GC recommendations into one set. The review report shall have appended to it the unit's self-review narrative and the reports of the external reviewers. [Am 13 Nov 01]

12. **Report Review and Distribution.** After preliminary approval by UgC and GC, the draft of the complete report (which includes but is not limited to draft recommendations, external reviewers' reports, and the self-review narrative) shall be sent to the unit chair who will review it for errors of fact and respond within two (academic session) weeks. The final report, corrected as needed and with the embedded recommendations, shall be sent to CPB, appropriate administrators, the unit chair, and the chair of the Faculty Executive Committee. The chair of the review team will be available to meet with any group to discuss the team's findings and the Councils' recommendations. [Am 13 Nov 01]

13. **Waiver of Progress Review Meeting.** At the time the review reports are approved by Councils, Councils may choose to waive the Progress Review Meeting, if the recommendations are sufficiently minor. [Am 13 Nov 01]

14. **Progress Review Meeting.** The Progress Review Meeting shall be scheduled one year to eighteen months after the site visit. The UgC and GC invite attendees. They shall include the relevant dean and unit chair and the chairs of GC and UgC or their representatives. The unit chair and academic dean shall have submitted written statements which include descriptions of actions planned and already taken in response to the review. These statements shall be submitted to UgC and GC no later than eleven months after the review report is distributed by UgC and GC. Participants at the Progress Review Meeting shall discuss the review findings and recommendations and the unit and dean’s responses to them. [Am 13 Nov 01]

15. **Memorandum of Progress.** Based on the Progress Review Meeting, the Council Chairs or designated representatives shall produce a Memorandum of
Progress to be submitted to the Provost, Graduate Dean, and Executive Vice Chancellor and included in the official record of the review. The Memorandum of Progress would typically include the written statements of the dean and unit chair along with any additional issues discussed at the Progress Review Meeting. The Memorandum of Progress shall also describe any further actions that UgC and GC anticipate the unit will take prior to the next review. [Am 13 Nov 01]

**FOLLOW-UP**

16. *Follow-up after Unsatisfactory Progress.* The UgC and GC participants at the Progress Review Meeting may decide that the progress has been unsatisfactory. If so, they will bring the recommendation for a follow-up to the Councils for a vote. If Councils recommend a follow-up, they will conduct an abbreviated version of a site visit targeted to the remaining problematic issues. The follow-up team will usually consist of one representative from each Council and no external reviewers. At the conclusion of the site visit, the unit chair and academic dean shall be informed in writing as to the outstanding issues, what is needed to achieve closure of the follow-up process, and the time period within which it should be accomplished. The follow-up team shall be responsible for monitoring progress and recommending closure to UgC and GC. UgC and GC shall confirm the recommendation to close the follow-up and set the date for the next review. At this time, they shall also write a follow-up report describing any further actions that UgC and GC recommend the unit take prior to the next review. This letter will be provided to the review team at the time of the next review. [En 13 Nov 01]

**NEXT REVIEW**

17. *Year for Next Review.* Year for Next Review. The year of the next scheduled review for each unit shall be tentatively set by UgC and GC at the time the review report is approved. The final date shall be set by Councils after the Progress Review Meeting. Prior to setting this date, UgC and GC shall invite the unit chair and relevant deans to suggest the appropriate interval. Ordinarily this would be done by discussion at the Progress Review Meeting. Normally, the next site visit will be scheduled 8 years after the current site visit. The reviews of units that are also reviewed by accreditation teams should, as much as possible, be coordinated with the accreditation evaluation, assuming the unit wishes such coordination. In scheduling the year of the next review, consideration may also be given to evening out the number of reviews conducted by the Councils in a given year. [Am 13 Nov 01]

18. *Early Review.* On rare occasions, when compelling need has been demonstrated, UgC and GC may decide to review a unit earlier than scheduled. The request to consider an early review may be initiated by either
Council or by students, faculty members, or administrators directly associated with the unit. The UgC and GC will decide whether there is a basis for considering the request. If so, they will carry out preliminary fact finding to decide whether to grant the request. It is expected that requests for early reviews will be made infrequently.
APPENDIX XVII

POLICY FOR PARTICIPATION OF SENATE MEMBERS ON SECONDARY COMMITTEES
[EN 12 NOV 96]

It is common practice for Academic Senate officers, committee chairs and committee members to serve on committees other than their own, both within the Senate and within the Administration. The following principles are intended to set forth Academic Senate policy with respect to the participation of such persons on these secondary committees. (For the purposes of this appendix, the term "primary committee" refers to the Academic Senate committee in which the member holds his/her primary appointment; the term "secondary committee" refers to any other committee, Senate or Administration, to which the member is appointed by virtue of her/his membership on the primary committee. The term "member" includes any elected or appointed officer, committee chair or committee member of the Academic Senate.)

1. The authority of the Academic Senate is chiefly reposed in and exercised by its committees. Subject to specifically legislated exceptions, no officer or other member may represent as the policy or position of the Academic Senate, or any committee thereof, a view which has not been adopted or endorsed by the appropriate agency of the Academic Senate.

2. Academic Senate members serving on secondary committees are empowered to represent and/or act for the primary committee only within the limits expressly authorized by the primary committee. Members have the right to express their individual opinions in secondary committee meetings as long as they acknowledge the opinion to be their own.

3. Academic Senate members serving on secondary committees shall provide timely and full notification and reports to the primary committee of the business of the secondary committee. If that business includes confidential matters, then the faculty member works with the chair of the liaison committee to identify how best to keep the home committee informed and to establish the least restrictive confidentiality possible. In confidential matters, all University rules and policies shall be observed by all committees and members involved.
APPENDIX XVIII

COUNCIL ON PLANNING AND BUDGET
[EN 18 NOV 97]

Part I. Membership and Duties

1. Membership and duties of the Council on Planning and Budget are defined by Divisional Bylaw 65.3

Part II. Officers

2. The Chair and Vice Chair of the Council on Planning and Budget are designated by the Committee on Committees of the Los Angeles Division.

Part III. Meetings

3. Meetings of the Council on Planning and Budget are scheduled twice a month, or at least once each quarter, during the academic year. The Council may meet at such other times as it may determine, or at the call of the Chair.

Part IV. Quorum

4. Fifty percent (50%) plus one member of those currently serving as members of Council constitute a quorum of the Council on Planning and Budget.

Part V. Committees

Title I. Appointment and Tenure

5. The Chair of the Council on Planning and Budget, in consultation with the Council, appoints the Chair and members of the several standing committees to hold office for a term of one academic year or until their successors are appointed. Normally, members of Council serve on one standing committee. The Council elects ad hoc committees as needed.

Title II. Guest Membership on Standing Committees

6. All members of Council may attend any meeting of the several standing committees as a guest member.

Guest members participate in the deliberations of the committee at the discretion of the committee chair, but do not vote on committee business.
Title III. Standing Committees

7. Academic Planning and Programs Review Committee. The Academic Planning and Programs Review Committee of the Council on Planning and Budget consists of a Chair and at least three members selected from among the members of the Council. The Academic Planning and Programs Review Committee evaluates the resources, financial, space and personnel (fiscal & academic) supporting new and continuing academic programs and organizational entities, as well as impacts that proposed new resource provisions might have on existing programs. In academic planning, APPR gives attention to current issues and specific programs rather than general long-term planning.

8. Capital Programs and Planning Committee. The Capital Programs and Planning Committee (CPPC) of the Council on Planning and Budget consists of a Chair and at least three members selected from among the members of Council.

The CPPC (1) reviews all proposed capital projects and reports to the Council at every stage in each project, from the assessment and prioritization of space needs through schematic design, financial plan, and environmental impact assessment to the detailed project planning guide; (2) it monitors the implementation of the Long Range Development Plan, reviews the development and implementation of master plans, and reports to the Council on all capital planning and policy issues that may arise; and (3) it monitors the review process itself.

The CPPC prepares an annual report to the Council which summarizes the year's work and includes evaluations and recommendations on the issues mentioned under (2) and (3) above. The CPPC chair or a designated deputy serves ex officio on the Service Advisory Board for Capital Programs.

9. Committee on Budgets and Strategic Planning. The Committee on Budgets and Strategic Planning consists of a Chair and at least three members selected from among the members of Council. The Committee on Budgets and Strategic Planning implements the responsibility of CPB to make recommendations based on established Senate policy to the Chancellor and Senate agencies concerning the planning and budgetary process. The CBS oversees the role of CPB in the campus wide Budget Hearings and Strategic Planning process.

10. Long Range Planning Committee. The Long Range Planning Committee consists of a Chair and at least three members selected from among the
members of Council. The Long Range Planning Committee’s task is to assist UCLA's faculty and administration in advancing UCLA’s long-range academic planning. It does so by identifying academic challenges likely to face UCLA in coming years, defining and updating credible scenarios describing the environment in which UCLA is likely to find itself in the future, and identifying and evaluating promising initiatives that deserve exploration if it is to accomplish its mission as a premier public research university.

Part VI. Order of Business

11. Meetings of the Council on Planning and Budget are governed by procedures specified in Divisional Bylaw 135.

Part VII. Coordinated Reviews

12. Pursuant to Los Angeles Division Bylaw 65.3(4), the Council on Planning and Budget acts in coordination with the Undergraduate Council and the Graduate Council in the reviews of undergraduate programs of instruction, graduate programs of instruction, proposed new departments, degrees and 8-year reviews of academic programs.

Part VIII. Amendment of Bylaws

13. The foregoing Appendix may be added to, amended, or repealed at any regular or special meeting of the Council on Planning and Budget by a two-thirds (2/3) vote of members of the Council, provided that written or e-mail notice of proposed changes shall have been sent to each member of Council at least five days previous to the meeting at which a vote is taken on the proposed changes.
## APPENDIX XIX

### CONSTITUENCIES AND ELECTION SCHEDULE FOR COMMITTEE ON COMMITTEES

[ENACTMENT 13 FEB 01]

<table>
<thead>
<tr>
<th>Year in Election Cycle (All Seats with 3-Year Terms)</th>
<th>College of Letters &amp; Science</th>
<th>Arts &amp; Architecture</th>
<th>Professional Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1</strong></td>
<td><strong>Seat II Earth Sciences/Math</strong>&lt;br&gt;Atmospheric &amp; Ocean Sciences&lt;br&gt;Chemistry &amp; Biochemistry&lt;br&gt;Earth &amp; Space Sciences&lt;br&gt;IGPP&lt;br&gt;Mathematics&lt;br&gt;Physics &amp; Astronomy&lt;br&gt;Statistics</td>
<td><strong>Seat VI Arts &amp; Architecture</strong>&lt;br&gt;Architecture &amp; Urban Design&lt;br&gt;Art History&lt;br&gt;Design&lt;br&gt;Ethnomusicology&lt;br&gt;Film &amp; Television&lt;br&gt;Music&lt;br&gt;Musicology&lt;br&gt;Theatre&lt;br&gt;World Arts &amp; Cultures</td>
<td><strong>Seat VII Allied Health Sciences</strong>&lt;br&gt;Environmental Health Sciences&lt;br&gt;Epidemiology&lt;br&gt;Health Services&lt;br&gt;&lt;br&gt;<strong>Seat VIII Mgmt/Economics</strong>&lt;br&gt;Administrative Officers&lt;br&gt;Anderson School of Management&lt;br&gt;Economics</td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td><strong>Seat III Humanities</strong>&lt;br&gt;Chavez Center&lt;br&gt;English&lt;br&gt;History&lt;br&gt;Philosophy</td>
<td><strong>Seat VII Allied Health Sciences</strong>&lt;br&gt;Environmental Health Sciences&lt;br&gt;Epidemiology&lt;br&gt;Health Services&lt;br&gt;&lt;br&gt;<strong>Seat VIII Mgmt/Economics</strong>&lt;br&gt;Administrative Officers&lt;br&gt;Anderson School of Management&lt;br&gt;Economics</td>
<td><strong>Seat IX Soc/Policy Studies</strong>&lt;br&gt;Education&lt;br&gt;Information Studies&lt;br&gt;Policy Studies&lt;br&gt;Social Welfare&lt;br&gt;Urban Planning&lt;br&gt;Law</td>
</tr>
<tr>
<td><strong>Year 3</strong></td>
<td><strong>Seat I Biological Sciences</strong>&lt;br&gt;Ecology &amp; Evolutionary Biology&lt;br&gt;Molecular, Cell &amp; Developmental Biol.&lt;br&gt;Physiological Sciences&lt;br&gt;Psychology</td>
<td><strong>Seat IX Soc/Policy Studies</strong>&lt;br&gt;Education&lt;br&gt;Information Studies&lt;br&gt;Policy Studies&lt;br&gt;Social Welfare&lt;br&gt;Urban Planning&lt;br&gt;Law</td>
<td><strong>Seat I Biological Sciences</strong>&lt;br&gt;Ecology &amp; Evolutionary Biology&lt;br&gt;Molecular, Cell &amp; Developmental Biol.&lt;br&gt;Physiological Sciences&lt;br&gt;Psychology</td>
</tr>
</tbody>
</table>

- **Seat V Languages/Literature**<br>Classics<br>Comparative Literature<br>East Asian Languages & Cultures<br>French<br>Germanic Languages<br>Italian<br>Linguistics<br>Near Eastern Languages & Cultures<br>Slavic Languages & Literature<br>Spanish & Portuguese
<table>
<thead>
<tr>
<th>Engineering</th>
<th>Seat X Engineering</th>
<th>Seat XI Basic Sciences</th>
<th>Seat XV Primary/Family Care</th>
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<tbody>
<tr>
<td>Aerospace Studies</td>
<td>Biological Chemistry</td>
<td>Family Medicine</td>
<td></td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>Biomathematics</td>
<td>Pediatrics</td>
<td></td>
</tr>
<tr>
<td>Civil &amp; Environmental Engineering</td>
<td>Biostatistics</td>
<td>Obstetrics/Gynecology</td>
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<tr>
<td>Computer Science</td>
<td>Human Genetics</td>
<td>Urology</td>
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<tr>
<td>Electrical Engineering</td>
<td>Neurobiology</td>
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<tr>
<td>Mech. &amp; Aerospace Engineering</td>
<td>Microbiology &amp; Immunology</td>
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<tr>
<td>Materials Science &amp; Engineering</td>
<td>Molecular Genetics</td>
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<tr>
<td>Military Science</td>
<td>Physiology</td>
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<td>Naval Science</td>
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<td>SEAS</td>
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<thead>
<tr>
<th>School of Medicine</th>
<th>Seat XII Surgery &amp; Related</th>
<th>Seat XIII Neurology/Psych, Ophthalmology</th>
<th>Seat XVI Dept of Medicine*</th>
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</thead>
<tbody>
<tr>
<td>Anesthesiology</td>
<td>Neurology</td>
<td>Westwood Divs. Group I</td>
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<tr>
<td>Orthopedic Surgery</td>
<td>Ophthalmology</td>
<td>Cardiology, General</td>
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<tr>
<td>Surgery</td>
<td>Psychiatry &amp; Biobehavioral Sciences</td>
<td>Internal Medicine</td>
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<td></td>
<td>Hematology/Oncology</td>
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<td></td>
<td></td>
<td>Pulmonary/Critical Care/Hospitalist</td>
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</tbody>
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<thead>
<tr>
<th>Seat XIV Radiology/Pathology</th>
<th>Seat XVIII</th>
<th>Seat XIX</th>
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<tbody>
<tr>
<td>Radiation Oncology</td>
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<tr>
<td>Radiological Sciences</td>
<td></td>
<td></td>
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<tr>
<td>Pathology/Lab Medicine</td>
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</tbody>
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*Note: Because of its large size, the Department of Medicine is designated as one constituency, to be filled in rotation by representatives from the divisions within the Department as listed.