Legislative Assembly Academic Senate
University of California, Los Angeles Division

Legislative Assembly
Notice of Meeting

Thursday, May 26, 2016
2:00 p.m. - 4:00 p.m.
Sequoia Room, Faculty Center
Dear Colleagues,

The next meeting of the Legislative Assembly will take place on Thursday, May 26, 2016, from 2:00-4:00 PM, in the Sequoia Room in the Faculty Center. The Legislative Assembly is the one body on campus where all departments and schools are represented, allowing for the broad exchange of ideas and transmission of information. Although each department and school has formal representation to the Assembly, all members of the Academic Senate are welcome to attend.

The agenda for the meeting has been posted online. You may access the agenda by clicking on this sentence.

I look forward to seeing you at the Legislative Assembly.

Sincerely,

Timothy Malloy
Academic Senate Secretary
### Meeting of the Legislative Assembly

**ORDER OF BUSINESS**  
*Thursday, May 26, 2016 2:00 p.m. – 4:00 p.m.*  
*Sequoia Room, Faculty Center*

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<tr>
<th>Time</th>
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| 2:00 – 2:05 | I. | Approval of Minutes of April 7, 2016  
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| 2:05 – 2:10 | II. | Welcome & Brief Announcements – *Leobardo F. Estrada, Chair, Academic Senate* |
| | III. | Announcements by the President and the Chancellor – NONE |
| 2:10 – 2:40 | IV. | Other Announcements  
- Vice Chancellor Carole Goldberg, Opus Update |
| 2:40 – 2:50 | V. | Consent Calendar – *Leobardo F. Estrada, Chair, Academic Senate*  
A. Departmental Bylaws  
- Spanish & Portuguese  
- Theater  
- Molecular & Medical Pharmacology Bylaws  
- Radiation Oncology  
- Film, Television, & Digital Media  
- Psychiatry  
- Pathology  
- Neurobiology  
- Human Genetics  
- Education  
- Mathematics  
- Geography  
- History  
- Communication Studies  
- Linguistics  
- Biomathematics  
- Department of Pediatrics  
- Physics and Astronomy  
- Department of Information Studies  
- Economics  
- Department of Epidemiology’s  
- Ethnomusicology  
- Civil and Environmental Engineering  
- Environmental Health Sciences  
- Nursing  
- Urban Planning  
- Asian American Studies  
- Public Policy  
- Computer Science  
- African-American Studies  
- Orthopedic Surgery  
- Integrative Biology and Physiology  
- Physiology  
- Electrical Engineering  
- Earth Planetary and Space Sciences  
- Chemistry Biochemistry  
B. School Bylaws  
- School of Arts and Architecture Bylaws  
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<td>Special Orders – Annual Reports (Consent Calendar)</td>
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<td>2014-15 Committee on Diversity &amp; Equal Opportunity</td>
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<td>2014-15 Committee on Faculty Research Lectureship</td>
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<td>2014-15 Committee on International Education</td>
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<td>2014-15 Committee on Continuing and Community Education</td>
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<td>VII.</td>
<td>Reports of Special Committees – NONE</td>
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<td>VIII. 2:55-3:10</td>
<td>Reports of Standing Committees and Faculties:</td>
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<td>Graduate Council – Ioanna Kakoulli, Chair</td>
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<td>Appendix V Request – MA Theater</td>
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<td>IX.</td>
<td>Petitions of Students – NONE</td>
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<td>X.</td>
<td>Unfinished Business – NONE</td>
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<td>XI. 3:10 – 3:20</td>
<td>University and Faculty Welfare</td>
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<td>Updates on UC and Campus Issues – Leobardo F. Estrada, Chair,  Academic Senate</td>
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<td>XII. 3:20 – 3:25</td>
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<td>Presentation and Gold Shield Award Announcement – Gene Block, Chancellor</td>
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<td>Award Recipient Announcements – Leobardo Estrada, Chair, Academic Senate</td>
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<td>XV. 3:40 – 4:30</td>
<td>Award Recipient Reception</td>
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</table>

*Tim Malloy, Secretary – May 19, 2016*

Agenda items for the Legislative Assembly deemed non-controversial by the Chair, in consultation with the Secretary and the chairs of the committees concerned, may be placed on the Consent Calendar. Approval of all Consent Calendar items requires a single unanimous vote at the Assembly meeting; however, at the request of any Assembly member, any Consent Calendar item must be withdrawn and considered in its regular order on the agenda [from Bylaw 140(a)(2)].
# LEGISLATIVE ASSEMBLY

## MINUTES

**APRIL 07, 2016** 2:00 P.M. – 4:00 P.M.  
**FACULTY CENTER**  
**SEQUOIA ROOM**

| WITH A QUORUM PRESENT MEETING CALLED BY | Leo Estrada, Academic Senate Chair at 2:00 p.m. |
| TYPE OF MEETING | Legislative Assembly |
| GUESTS | Presenters: Vice Chancellor Carole Goldberg, Executive Vice Chancellor & Provost Scott Waugh |

## I. MINUTES OF FEBRUARY 18, 2016

CHAIR ESTRADA

A motion was made and seconded without objection to approve the minutes of the February 18, 2016 Legislative Assembly Meeting.

## II. WELCOME & BRIEF ANNOUNCEMENTS

CHAIR ESTRADA

Chair Estrada introduced the attending members of the 2015-16 Senate Leadership:
- Senate Secretary Timothy Malloy
- New Senate Parliamentarian Gregory Leazer

## III. ANNOUNCEMENTS BY THE PRESIDENT AND CHANCELLOR

None

## IV. ANNOUNCEMENTS BY THE EVC AND PROVOST AND VICE CHANCELLOR ACADEMIC PERSONNEL

PROVOST SCOTT WAUGH  
VC CAROLE GOLDBERG

Senate Chair Leo Estrada requested permission from the assembly to add VC Goldberg to the agenda to present on the faculty salary equity study; there was no objection.

Vice Chancellor Carole Goldberg presented updates on faculty development, recent policy developments, faculty salary equity, and future employee retirement. Goldberg introduced the new Associate Vice Chancellor, Professor Chris Dunkel Schetter. Goldberg addressed the following:

- New APM provisions on Time Off the Clock
  - Formally available for reasons other than child bearing/adoption
  - Expansion of child-related reasons

- New Appendix 40 on Compensation for Additional Teaching (e.g., SSDPs, Extension)
  - Follows change in APM – no longer restricted based on percentage of salary; limit is on days of outside activity
Senate Faculty Salary Equity Study now posted at https://ucla.app.box.com/v/ucla-equity-study
- Oversight by Joint Senate-Administration Committee
- Covers all but faculty on HSCP, salaries effective 2013
- HSCP salary equity study for X', Y, Z currently underway
- Non-Senate faculty to follow

For schools and divisions of College, examines gender and race/ethnicity for –
- Incumbents in relation to availability data
- New hires and separations
- Starting salary (distributions and regression by starting rank, time since degree)
- Current salary (distributions and regression by current rank, time since start in current series, starting salary and rank)
- Progression through ranks and “hurdle” steps

New Retirement Program for Future Employees
- Proposed by UC President after budget agreement with the State; approved by Regents March 24, 2016
- Applies only to employees hired on or after July 1, 2016
- Two options for future employees
  o Pension (PEPRA cap, now $117k) + 401(k)-style supplemental benefit (for faculty, applies to all pay up to IRS limit, now $265k)
    ▪ 5-year vesting
    ▪ 7% employee contributions up to IRS limit
    ▪ UC contribution: 8% to PEPRA cap; for eligible faculty, 5% supplement on all pay up to IRS limit toward supplemental benefit; 6% to unfunded pension liability
  o Stand-alone 401(k)-style benefit (for pay up to IRS limit)
    ▪ Portable after one year
    ▪ 7% employee contributions up to IRS limit
    ▪ UC contribution: 8% up to IRS limit for all faculty and staff; 6% for unfunded pension liability

EVC Scott Waugh presented on the planning for enrollment growth for 2016-17 and the fiscal years to follow. Questions were raised on whether or not “things will get better”, as some were not satisfied with ratio of students to Professors.

- Undergraduate enrollment at UC increasing by 10,000 California residents over three years
- UCLA will enroll 750 additional undergrads next year
  - 600 first year
  - 150 transfers
- We expect 1,500 more undergrads between 2016-17 & 2018-19
- This comes on top of recent increases in non-resident enrollment
- By 2017-18, UCLA will have grown by almost 20% over 7 years
- Enrollment growth underscores need to help students graduate on time
- Professor Sylvia Hurtado & Dean Victoria Sork prepared a report that highlights the impact of teaching practices on student outcomes
- EVC Waugh will convene a work group to follow up on the Hurtado & Sork report
EVC Waugh also presented on Cybersecurity and the current problems that UCLA is encountering with Cybersecurity. EVC Waugh discussed how Universities are attractive targets, and discussed the regulatory risks associated with attacks. UCLA discovered a major cyber attack in July 2015.

- UCLA and UCOP response:
  - UCLA:
    - Improved coordination, especially between health sciences and general campus
    - Stronger protections, including analytics
    - Focus on privacy protections
  - UCOP:
    - Fidelis
    - Cyber Risk Governance Committee
    - Online training
    - UCOP cybersecurity mandates
    - Minimum security standards
    - New security solutions, services, & support
    - Changes in design & management of campus IT infrastructure
    - Increased emphasis on awareness, compliance, accountability

EVC Waugh also answered questions from members regarding student fees, the quality of the undergraduate experience, time to graduation rates, and use of adjunct instructors.

V. CONSENT CALENDAR

A motion was made and seconded without objection to approve the following items presented on the consent calendar:

A. Revised Departmental bylaws:
   - Art
   - Slavic Languages
   - Scandinavian
   - MIMG
   - Italian
   - French
   - Art History
   - Biostatistics

B. Committee on Committees: Committee Slate for 2015-16

VI. SPECIAL ORDERS – CONSENT CALENDAR
A motion was made and seconded without objection to approve the following items presented on the special orders consent calendar:

- Academic Senate Committee on Diversity & Equal Opportunity 2014-15 Annual Report

### VII. REPORTS OF SPECIAL COMMITTEES

None

### VIII. REPORTS OF STANDING COMMITTEES

**CHAIR ESTRADA**

Executive Board: Proposal to Increase Membership
The Executive Board currently consists of nine elected members (the Chair, Vice Chair and the immediate past Chair of the Division, and six at-large Senate members), and three ex-officio voting members (the Chairs of the Graduate Council, Undergraduate Council, and Council on Planning and Budget). The Executive Board invited the chairs of both the Committee on Diversity and Equal Opportunity (CODEO) and the Faculty Welfare Committee (FWC) as guests of the Executive Board this academic year and approved making this change permanent. The chairs of CODEO and the FWC will serve as ex-officio voting members to the Executive Board membership effective fall 2016. Additionally, the Executive Board will increase the number of at-large members commensurate with committee members, from six to eight.

### IX. PETITIONS OF STUDENTS

None

### X. UNFINISHED BUSINESS

None

### XI. UPDATES ON FACULTY WELFARE

**CHAIR ESTRADA**

Updates on UC and Campus Issues

### XII. NEW BUSINESS

**CHAIR ESTRADA**

Chair Estrada provided an update on the following current tissues:

- Budget and Planning
  Financial Challenges were recently presented to President. Five year goals were presented to the President.
  - Cost of benefits will rise
- Healthcare environment effecting the Health Sciences area
  - 3% average increase
    - 1.5% across the board to senate faculty
    - 1.5% to be determined by the deans and EVC
- Board of Regents Meeting – Pension Tier was approved
- Union Negotiations are happening now
  - 2016 Tier is being proposed – Less competitive than the 2013 tier, but there is discussion on raising the starting salary for new incoming Faculty to counter
- Cyber security
  - Very few comments were received compared to other UCs such as Berkeley
  - Medical Center will be using all levels of the security options
- President has listed Sexual Harassment / Training as her top priority
  - Anyone above Dean level accused will go through review done by the President’s office

The meeting was adjourned at 4:00pm.
March 9, 2016

To: Hector Calderon, Chair
   Spanish and Portuguese

From: Linda Bourque, Chair
       Rules & Jurisdiction

Re: Department Bylaws Submitted On February 29, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Spanish and Portuguese submitted on February 29, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Jael Cosico, APC, Campbell Humanities Group
February 18, 2016

Linda Bourque, Chair
Committee on Rules & Jurisdiction
Academic Senate

Dear Professor Bourque,

The Department of Spanish and Portuguese has revised its bylaws per recommendation by the Academic Senate’s Committee on Rules & Jurisdiction. At the faculty meeting held on 01/15/2016, the faculty voted on the following actions:

- All Senate Department members did not extend the right to vote on all Personnel actions to Recalled Emeriti and Non-Recalled Emeriti.
  - 0 yes; 10 no; 0 abstain; 0 absent

- Full and Associate Professors have extended the right to vote on appointments to Assistant Professors.
  - 8 yes; 1 no; 0 abstain; 1 absent

- Full and Associate Professors did not extend the right to vote on Promotions to Assistant Professors.
  - 1 yes; 9 no; 0 abstain; 0 absent

- Full and Associate Professors did not extend the right to vote on merits of Assistant Professors to Assistant Professors.
  - 1 yes; 9 no; 0 abstain; 0 absent

Furthermore we have clarified the following in our bylaws:

- Recalled Emeriti have the right to vote on non-personnel substantial department questions.

The faculty voted through email vote on 02/22/2016 to approve the bylaws draft. The votes were as follows: 13 yes; 0 no; 0 abstain; 2 absent (2 non-responses).

For your information, the new and old bylaws are included with this letter. Thank you for all of your input and guidance on the revision of our bylaws.

Sincerely,

Hector Calderon
Department Chair and Professor
Department of Spanish and Portuguese Bylaws
Passed by Senate faculty (2/3 majority of those voting), 02/22/2016
(Pending Final Academic Senate Approval)

Approved by Faculty by secret ballot, 13 yes, 0 no, 0 abstain, 2 absent, on 02/22/2016. All Senate faculty including recalled Emeriti are eligible to vote on the whole bylaws.

I. Department Faculty members
   A. Senate Faculty of Department Spanish and Portuguese include:
      i. Regular Line Faculty [Ladder Faculty – Assistant, Associate, and Full Professors]
   B. All Senate department members, including Recalled Emeriti, have the right to vote on non personnel substantial department questions.

II. Academic Personnel Actions
   A. Appointments: All Senate department members vote on all appointments that confer membership in the Academic Senate.
      i. Full and Associate Professors have extended the right to vote on appointments to Assistant Professors, by a 2/3 majority secret ballot  [01/15/2016, Faculty Meeting. 8 yes; 1 no; 0 abstain; 1 absent]
   B. 4th Year Appraisals: Full and Associate Professors vote on all 4th Year Appraisals of Assistant Professors members.

   C. Promotions:
      i. To Full Professor: Full Professors vote on all promotions to Full Professor
      ii. To Associate Professor: Full and Associate Professors vote on all Promotions to Associate Professor.

   D. Merit Actions
      i. Full Professors vote on all Full Professor merits.
      ii. Full and Associate Professors vote on all Associate Professor merits.
      iii. Full and Associate Professors vote on all Assistant Professor merits.

   E. Joint and Split Appointments
      Joint Appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other department member of the same rank.

   F. Five Year Reviews
      Five year reviews are handled by tenured faculty (Full and Associate Professors) using the guidelines set forth in section D.

   G. Non Senate Faculty/Adjuncts
      Non Senate personnel actions are handled by all Senate Faculty.
UCLA Department of Spanish and Portuguese

Voting By-Laws

1. All decisions on personnel matters, including merits, are taken by secret ballot by eligible faculty as outlined in Appendix 4 (I.A.B.1-8) of The UCLA CALL.

2. An elected Department Personnel Committee (DPC) reviews all Dean’s final merit cases and makes a recommendation to the eligible voters, who proceed in accordance with item 1 (above). The department has not delegated voting rights to the DPC. When appropriate, confidential departmental ad hoc committees are appointed by the Chair.

3. The department does not extend voting rights to emeritae/i.

4. Absentee votes are allowed.

Approved April 3, 2015
March 29, 2016

To: Brian Kite, Chair
    Theater Department

From: Linda Bourque, Chair
    Rules & Jurisdiction

Re: Revised Department Bylaws Submitted on March 29, 2016

The Committee on Rules and Jurisdiction notes that, has requested, you now list both the Academic Senate Faculty and non-Senate Faculty that you have in the Department of Theater and you have listed the vote count in your footnotes.

The Committee finds the revised Bylaws that the Theater Department submitted on March 29, 2016, consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    Linda Bourque, Chair, Committee on Rules & Jurisdiction
    Nicole Belisle, Assistant to the Theater Department Chair
    Ryan Hamilton, Director Academic Personnel
    Linda Mohr, CAO, Academic Senate
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
February 1, 2016

To: Linda Bourque, Chair
    Rules and Jurisdiction Committee
    Academic Senate

Re: Department of Theater Bylaws

Dear Professor Bourque,

Attached please find the Bylaws for the Department of Theater with the changes suggested in your memo dated June 22, 2015. The faculty approved this updated version by a two-thirds majority vote on December 7, 2015.

As required, we had three secret ballot votes granting voting extensions as detailed in the endnotes of the Bylaws.

Thank you to you and to Marian for your guidance throughout this process and please do not hesitate to contact me with any questions.

Sincerely,

Brian Kite, Chair
Department of Theater
UCLA School of Theater, Film and Television
bkite@tft.ucla.edu
(310) 825-7008

cc: Marian M. Olivas, R&J Committee Analyst, Academic Senate
Enacted: 1999  
Revised: DECEMBER 2015

The faculty vote (which may be found in the minutes) was:

Date: December 7, 2015  
Vote: 16 in favor of approving; 0 against; 0 abstain
I. Bylaws

A. Bylaws in Departmental Self-Governance: These Bylaws contain the core principles and procedures by which the Department has chosen to govern itself.

B. Status of Authority Relative to University Policy: All provisions of the Bylaws of The Department of Theater must be consistent with the Academic Senate Bylaws and Regulations.

II. Membership and Voting Rights

A. Membership in the Department: The Departmental Faculty is the basic governing body of the Department and is comprised of those members of the faculty whose appointment titles confer upon them membership in the Academic Senate.

B. Voting Rights of Members: Members of the Departmental faculty whose appointment title confers upon them membership in the Academic Senate may vote in Departmental meetings as delineated in University of California Faculty Senate Bylaw 55.

C. The “Substantial Departmental Questions” Provision of Senate Bylaw 55: In consonance with the provision of Senate Bylaw 55 that Senate members of the faculty have the right to vote on “substantial departmental questions,” which include such issues as the establishment or disestablishment of programs, and major changes in programs in consonance with Bylaw 55. Senate members of the faculty eligible to vote on a specific matter shall be informed in advance of the meeting at which a vote will be taken. Minor changes in programs shall be considered routine matters that normally do not require advanced notice to absent members of the Senate faculty, although, at the time of the vote, any two members may request that absent members be polled (if the total number of Senate members is 20 or less, or 3 members if the total number of Senate members is above 20.)

D. Emeritae/i members of the faculty do not have voting privileges. However, recalled Emeritae/i faculty have the right to vote on “substantial departmental questions” but not academic personnel actions. (SB 55(D)(3))
E. Theater--Personnel Voting by Type of Action

<table>
<thead>
<tr>
<th>TYPE OF ACTION</th>
<th>WHO MAY VOTE</th>
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<tbody>
<tr>
<td>I. All new Appointments (to any rank) that confer membership in the Academic Senate.</td>
<td>All Senate faculty (Full, Associate, and Assistant). (The vote is extended to Assistant Professors.)</td>
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<tr>
<td>II. Promotion to Full Professor. Includes: Hurdle, Step VI, Advancement to Above-Scale</td>
<td>Full Professors</td>
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<tr>
<td>III. Promotion to Associate Professor.</td>
<td>Full Professors and Associate Professors</td>
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<tr>
<td>IV. Merit Increases (Advancement within rank) for Full Professors. Includes: a. Further above scale</td>
<td>Full Professors and Associate Professors. (The vote is extended to Associate Professors.)</td>
</tr>
<tr>
<td>V. Merit Increases (Advancement within rank) for Associate Professors.</td>
<td>Full Professors and Associate Professors</td>
</tr>
<tr>
<td>VI. Merit Increases (Advancement within rank), Renewals, Appraisals for Assistant Professors. This includes the following actions: a. 4th Year Appraisals b. Non-Renewal/Termination (end of “8th” year)</td>
<td>All Senate faculty (Full, Associate, and Assistant). (The vote is extended to Assistant Professors.)</td>
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NOTE: Five-year reviews may be Merit Actions or Promotion Actions, depending on the individual. Voting will be according to the type of action.

1. Academic Senate Faculty include:
   A. Regular (19900, Ladder) Series
   B. In Residence Series (includes Studio Professors; APO 16)
   C. Senior Lecturer with Security of Employment, and Lecturer with Security of Employment

2. Non-Senate Faculty cannot vote on substantial departmental questions or academic personnel actions of Academic Senate members. Senate Faculty vote on the appointments and academic personnel actions of all non-Senate faculty. Non-Senate Faculty include:
   A. Adjunct Series
   B. Researcher Series
C. Visiting Professor
D. Unit 18 Lecturer

3. Only Associate and Full Professors in the Regular Series are tenured faculty.

F. All non-senate personnel actions shall be decided by all Senate faculty (Full, Associate, and Assistant).

III. Appointment of Officers

A. Officers of the Department: The officers of the Department are the Chair and Vice Chairs.

1. Chair: The Dean of the School of Theater, Film and Television, following consultation with the departmental Senate, recommends the appointment of the Chair of the Department to the Chancellor or the Executive Vice Chancellor who makes the appointment.

2. The Chair shall consult with the Dean in the selection of Vice Chairs, who are appointed by the Chancellor upon recommendation by the Dean and Department Chair. Vice Chairs are appointed for one year, with the possibility of renewal.

IV. Meetings and Voting

A. Quorum: A quorum for meetings of the Faculty is one more than half of those Senate members eligible to vote, minus those on leave, sabbatical, excused illness, or unforeseen events, excused by the Chair of the Department.

B. Voting: The right of any Senate member to vote in the Assembly shall not be denied because of the member’s sabbatical or leave status or for reasons of illness or inability to attend the meeting.

a. Request for Secret Ballot: Any member of the Senate may request a secret ballot for Personnel Actions and on any issue.

C. Parliamentary Authority: All meetings of the Assembly and the meetings of its committees shall be conducted according to the rules contained in the current edition of The Standard Code of Parliamentary Procedure, which shall govern in all cases not covered by these Bylaws.
V. Term of Office and Duties of the Department Chair

A. The Department Chair serves at the Discretion of the Chancellor who may end the appointment at will at any time after consultation with the Dean and department faculty, as specified in APM 245 and its Appendix A.

B. Chair’s Senate-Mandated Duties and Responsibilities: The Chair serves as the chief administrative officer of the Department. Duties and responsibilities of department Chairs are specified in the Academic Personnel Manual, Section 245, Appendix A.

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\( ^i \) The vote was extended by a 2/3 majority vote (13 Yes; 0 No; 0 Abstain) of Full Professors and Associate Professors in a secret ballot on 10/28/2015.

\( ^ii \) The vote was extended by a 2/3 majority vote (9 Yes; 1 No; 0 Abstain) of Full Professors in a secret ballot on 10/28/2015.

\( ^iii \) The vote was extended by a 2/3 majority vote (11 Yes; 2 No; 0 Abstain) of Full Professors and Associate Professors in a secret ballot on 10/28/2015.
I. Bylaws

A. Bylaws in Departmental Self-Governance: These Bylaws contain the core principles and procedures by which the Department has chosen to govern itself.

B. Status of Authority Relative to University Policy: All provisions of the Bylaws of The Department of Theater must be consistent with The Call: Summary of Policy and the provisions of the Academic Personnel Manual (APM), as well as with other University policies and procedures. If a conflict arises between the Bylaws and University policy, the latter shall take precedence.

C. Enactment and Regular Review: Acceptance of these Bylaws requires approval by a majority vote of the Senate faculty of the Department. The Bylaws shall be reviewed by the Senate faculty every three (3) years.

D. Amendment of Bylaws: The Bylaws may be amended at any time by majority vote of the Departmental Senate.

II. Membership and Voting Rights

A. Membership in the Departmental Assembly: The Assembly of the Department is the basic governing body of the Department and is comprised of those members of the faculty whose appointment titles confer upon them membership in the Academic Senate.

B. Voting Rights of Members: Members of the Departmental faculty whose appointment title confers upon them membership in the Academic Senate may vote in Departmental meetings as delineated in UCLA Faculty Senate Bylaw 55 (CALL Appendix 4: http://www.apo.ucla.edu/call/append4.htm)

C. The “Substantial Departmental Questions” Provision of Senate Bylaw 55: In consonance with the provision of Senate Bylaw 55 that Senate members of the faculty have the right to vote on “substantial departmental questions” which include appointments, promotions, and appraisals of Senate members of the faculty, establishment or disestablishment of programs, and major changes in
programs. Senate members of the faculty eligible to vote on a specific matter, shall be informed in advance of the meeting at which a vote will be taken. Merit increases and minor changes in programs shall be considered routine matters that normally do not require advanced notice to absent members of the Senate faculty, although, at the time of the vote, any two members may request that absent members be polled (if the total number of Senate members is 20 or less, or 3 members if the total number of Senate members is above 20.)

D. Status of Emeritae/i and Voting Rights: Pursuant to UCLA Academic Senate Bylaw 55, the Assembly of the Department has voted that Emeritus members of the faculty, as a class, do not have voting privileges, including when they may be on recall status.

III. Appointment of Officers

A. Officers of the Department: The officers of the Department are the Chair and Vice Chairs.

1. Chair: The Dean of the School of Theater, Film and Television, following consultation with the departmental Senate, recommends appointment of an individual deemed qualified for the position of Chair of the Department to the Chancellor or the Executive Vice Chancellor, who makes the appointment as specified in Academic Personnel Manual (APM) Section 245 APM 245, Appendix A.

2. Vice Chairs: The Chair may designate members of the Assembly to serve as Vice Chairs to aid in the performance of the Chair’s duties per APM 245, Appendix A. No individual shall be listed as a Vice Chair of the Department of Theater on any document of the Department or the School without the Assembly’s having been informed and this designation being reflected in the minutes of the Assembly. The duties of each Vice Chair shall be clearly specified no later than the first meeting of the Assembly following their appointment, with the delineation of these responsibilities reflected in the minutes. The Chair shall consult with the Dean in the selection of Vice Chairs, who are appointed by the Chancellor upon recommendation by the Dean and Department Chair. (APM 245-24) Vice Chairs are appointed for one year, with the possibility of renewal.

3. Acting Chair: The Chair shall designate one of the Vice Chairs to act in place of the Chair on a temporary basis during absence due to illness or travel. Notification of this designation shall be given to all departmental staff and faculty, if the Chair’s absence is more than 5 working days; if the absence of the Chair is expected to continue beyond 10 working days, notification shall also be given to the Department’s students. In the event that a Vice Chair is not able to fulfill this responsibility, the Chair shall, after consultation with the Dean, designate another member of the Assembly to serve as Acting Chair on a temporary basis.
B. Presiding at meetings: The Chair of the Department, or a Vice Chair in the absence of the Chair, shall preside at meetings of the Assembly.

IV. Meetings and Voting

A. Meetings of the Assembly: Meetings of the Assembly shall occur at least three (3) times per academic quarter, excluding the Summer Session.

1. Requests for a Meeting of the Assembly: Per Academic Senate regulations (Bylaw 55, II-6, http://www.apo.ucla.edu/call/append4.htm):

   “Upon a request by two Senate members in departments with no more than 20 Senate members or three Senate members in departments with more than 20 Senate members, the Chair must schedule and hold a meeting within ten days.”

B. Meetings with Non-Senate Faculty Members: Meetings of the Assembly that include the non-Senate members of the faculty shall be held once per academic quarter.

C. Agenda of Meetings of the Assembly: The agenda of each upcoming meeting of the Departmental Assembly shall be distributed to the members of the Assembly at least five (5) working days prior to the meeting and shall include the substantive matters scheduled for consideration at the meeting. Exceptions to this may be made by a vote of the Assembly or when required by emergency.

   1. Items Added to Agenda: It shall be permissible for any Senate member of the faculty to request that an item may be placed on the agenda of a previously scheduled meeting, including instances where the agenda for the meeting has been distributed.

D. Quorum: A quorum for meetings of the Assembly is one more than half of those Senate members eligible to vote, minus those on leave, sabbatical, excused illness, or unforeseen events, excused by the Chair of the Department.

E. Executive Sessions: Meetings or portions of meetings may occur in Executive Session when the business requires that confidentiality be observed, which includes all personnel actions. Executive sessions are limited to members of the Assembly and such staff as are necessary for the taking of minutes or the facilitation of voting in personnel matters (exceptions may be made on a case by case basis by a vote of the Senate Members present), and certain others as specified herein. Matters of a non-confidential nature should be discussed when possible in open session, so that student representatives and others who do not hold Academic Senate titles as specified in II (A) of these Bylaws may attend.

F. Staff Members at Assembly Meetings: The Management Services Officer (MSO) of the Department may attend and participate as needed in meetings of the Assembly, including those which may occur in Executive Session. The Department’s Director of Production may attend and participate as needed in
meetings of the Assembly, other than those that occur in Executive Session. The Assistants to the Chair may attend meetings of the Assembly, including those that occur in Executive Session. Other members of the Departmental or School staff may be invited by the Departmental Chair to attend particular meetings of the Assembly, as warranted by the business of the Assembly or the Department, though they may not be present for Executive Sessions except as their duties may require their presence.

G. Student Representatives: Student representation to the Assembly shall consist of one (1) student representative per active degree program plus one (1) alternate, elected by the corresponding student constituency. Currently, this means one representative each from the BA program, the MFA program, and the PhD program. Alternates may attend meetings of the Assembly, but they may not vote unless they vote in place of the representative for whom they have been elected as the alternate.

1. Executive Sessions and Student representatives: As non-members of the Academic Senate, student representatives shall be excused from executive sessions, including discussions of personnel matters, and when an issue relating to faculty, staff, or students is determined to be within the zone of normal confidentiality as observed within the University.

H. Voting: The right of any Senate member to vote in the Assembly shall not be denied because of the member’s sabbatical or leave status or for reasons of illness or inability to attend the meeting.

1. Absentee Voting: Those eligible to vote, who cannot attend the meeting, may vote prior to the meeting, but no one will be polled after the meeting, nor late vote accepted. When possible, members should attend meetings so that all may have the benefit of the discussion.

a. Responsibility of Member Who Votes Absentee: It is the responsibility of the member who votes as an absentee to ensure that her or his vote, which must be in written form, is received by the Department Chair, or in the case of personnel actions, by the School’s Academic Personnel Office, prior to the meeting. The vote of the absent member shall be hand delivered to the Chair or conveyed by such means as the members of the Assembly agree are acceptable, for example, postal mail, electronic mail, delivery service, etc. Votes shall not be conveyed orally, including by telephone. Absentee votes that are not received prior to the meeting for whatever reason, or which are illegible, or which may be damaged in transmission so as to be illegible, shall not be counted.

b. In-person Absentee Voting in Personnel Actions: In the case of personnel actions, a member who votes absentee but in person in the School’s Academic Personnel Office, shall tender, to the Academic Personnel Office, the vote or votes on the same ballot form or forms as will be used when the vote is taken in the meeting.
c. Remote Location Absentee Voting in Personnel Actions: In the case of personnel actions, a member who anticipates voting absentee from a remote location shall ensure that the member’s vote in written form conforms exactly to the action as it will be voted upon in the meeting. The key elements that must conform, in the member’s written vote, to the ballot used in the meeting, are the title, including rank and step, and the effective date of the action. The member routinely receives this information in the electronic distribution of the Notice of the Meeting and should make note of it, if the member anticipates that an absence will necessitate a vote from a remote location. The member may also request the information from the School’s Academic Personnel Office or from the Management Services Officer of the Department after the Notice of the Meeting has been distributed.

2. Results of Voting: A motion shall be carried by a simple majority (one more than half) of those eligible to vote. Votes shall be tallied as those in favor of the motion, those opposed, and abstentions. Per Academic Senate Bylaw 55 (II)(8), when voting on Appraisals, each member shall enter a vote of “Favorable”, “With Reservations”, or “Unfavorable”. The vote announced and carried forward shall be the total of those who vote at the meeting and those absentee votes that are received prior to the meeting. Results of votes shall be announced at the meeting at which the vote is tallied.

3. Voting by Student Representatives: Student representatives shall have voting privileges, with their votes recorded separately, on all matters put to a vote, except for those that occur in Executive Session, such as personnel actions.

4. Modes of Voting: Votes shall normally be taken by a show of hands, except in personnel actions, which shall be by secret ballot.

a. Request for Secret Ballot: Per Academic Senate Bylaw 55, II-1 (http://www.apo.ucla.edu/call/append4.htm), any member of the Senate may request a secret ballot.

b. Vote Taken by Electronic Means: Votes of the full Assembly will not normally be taken by electronic means, because of the value inherent in discussion of the issues to be voted upon. However, when two-thirds of the Assembly present at a meeting determine that it is in the best interest of the Department for the vote on a single motion to be taken electronically, the Assembly may vote to authorize an electronic vote on the single issue on a one-time basis. The motion to authorize an electronic vote shall not pass unless two-thirds of those present and voting vote in favor of the motion to authorize, which shall specify the electronic means acceptable (such as email), the wording of the measure or question being put to a vote, and the date and time by which the response shall be received. Subsequent to the meeting, the Chair shall send, or delegate to a Vice Chair or the Management Services Officer of the Department to send, a message stating the motion and the deadline for receipt of votes, including the date and time in Los Angeles. Votes of
the Assembly in personnel actions may not be taken in this manner. Votes taken in this manner shall be binding.

I. Sense of the Assembly Poll: The Departmental Chair may conduct a Sense of the Assembly Poll when this is deemed necessary, either in a regular meeting, or, when the next meeting of the Assembly is too far into the future relative to the urgency of the matter, by electronic means, such as email. Normally this would occur only at times when the Assembly is in recess and not available to assemble for a meeting, such as during the December break or the Summer. This provision is not to be used as a substitute for in-person discussion and debate, and may only be used when circumstances warrant, to provide the Departmental Chair with input from the Assembly. Such a poll shall not be binding and any substantive issue inherent in the poll shall be discussed at the first possible meeting of the Assembly.

J. Minutes of the Assembly: Minutes must be taken at each meeting of the Assembly and distributed in a timely fashion before the next meeting, but in no instance to exceed 30 days without an explanation in writing from the Chair of the Department to the Senate faculty.

1. Access to the Minutes: After the Minutes of the Assembly are approved, they shall be available in the Departmental office, as well as online, so that faculty may have remote access.

2. Electronic Vote Reflected in the Minutes: When a vote of the Assembly is taken by electronic means, the vote shall be reflected in the minutes of the Assembly, with the date of the vote, which shall be the period of time during which votes were accepted, the wording of the measure, and the result of the vote.

K. Parliamentary Authority: All meetings of the Assembly and the meetings of its committees shall be conducted according to Robert’s Rules of Order, except in instances where the Bylaws of the Department or the Academic Senate are in conflict with Robert’s Rules. In such an instance, the Bylaws of the Department or the Academic Senate shall take precedence.

1. Parliamentarian: It is permissible for the Chair to designate a Parliamentarian for meetings of the Assembly, although if this is done, it is desirable that it be the same member throughout the academic year or academic quarter and that the member be knowledgeable in the area of parliamentary procedure. The Chair shall request a vote of the Assembly on whether the individual member designated as parliamentarian is acceptable to the majority.

V. Authority, Duties, and Responsibilities of the Assembly

A. Curriculum Authority: The Assembly must approve all changes in or additions to The curriculum, both core and specialization, all new courses, changes in course descriptions, deletions of courses and the requirements for matriculation and
degrees. This responsibility shall not be delegated to non-Senate members of the faculty.

B. Establishment of New Programs, Degrees, and Divisions: The Assembly may propose, or recommend the establishment of new programs, degrees, or divisions within the Department.

C. Voting Responsibility of Assembly Members: Members of the Assembly shall review and vote on personnel actions in accord with the provisions of Senate Bylaw 55. (The UCLA CALL, Appendix 4, Voting Rights-Senate Bylaw 55 http://www.apo.ucla.edu/call/append4.htm)

D. Election of Departmental Representatives to Senate Committees: The Assembly shall elect from its members annually, or as required by term of office, the Department’s representatives to the Legislative Assembly of the Los Angeles Division of the Academic Senate and to the Faculty Executive Committee of the School, as well as such other representatives as are necessary for the Department.

E. Review of Bylaws: The Assembly shall review the Bylaws of the Department at least every three (3) years.

F. Responsibility for Submitting Syllabi: Members of the Assembly, as well as non-Senate members of the Departmental faculty, are responsible for submitting syllabi of the courses they teach to the Chair of the Department no later than the third week of each academic quarter.

V. Term of Office and Duties of the Department Chair

A. Term of Service of Department Chair: The Department Chair serves at the Discretion of the Chancellor who may end the appointment at will at any time after consultation with the Dean and department faculty, as specified in APM 245. The normal term of office of the Chair of the Department of Theater, however, shall be three (3) years, renewable for two additional three-year terms for a total of nine (9) years.

B. Chair’s Senate-Mandated Duties and Responsibilities: The Chair serves as the chief administrative officer of the Department. Duties and responsibilities of department Chairs are specified in the Academic Personnel Manual, Section 245, Appendix A.

C. Chair’s Department-Mandated Duties and Responsibilities: In addition to the duties and responsibilities specified in APM 245, Appendix A, the Chair of the Department of Theater shall:
1. Convene and preside at meetings of the Assembly at least three (3) times per academic quarter (with the exception of the Summer, when meetings of the full Assembly will not normally be called). The Department Chair also convenes and presides at meetings of the Department’s Executive Committee.

2. Work with Faculty to Focus Departmental Mission and Goals: The function of the position of Chair of the Department is not only administration of a customary plan and structure, but working with the faculty, over time, to focus the Department’s mission and goals.

3. Work with Faculty, Staff, and Administration to Implement Mission and Goals: The function of Chair of the Department entails working with the faculty and staff of the Department and the administration of the School and the University in an effective manner in order to implement the mission and goals of the Department.

4. Work with Faculty, Staff, Students, and Administration to Foster a Consensus for Excellence: The function of Chair of the Department shall be seen as one that seeks to foster a continuing consensus for excellence in all areas and at all levels of Departmental activity. Maintaining this culture of excellence shall be one of the main duties of the Chair of the Department.

5. Work to Establish Links beyond the Department: The function of Chair of the Department shall be seen as including the development and implementation of strategies for the formation of meaningful links with other programs, institutions, organizations, and communities, in keeping with the mission and goals of the Department. The scope of efforts in this regard shall be understood as maximizing opportunities for innovation and excellence within the School of Theater, Film and Television, within UCLA, within the greater Los Angeles community, as well as being national and international in scope. At all times, the Chair shall include the Senate faculty of the Department in fulfilling this important aspect of the Chair’s function, including engaging the faculty in substantive dialogue and planning.

6. Strategic planning: The Chair’s responsibilities include planning for the Department’s future. This, in turn, means planning for renewal of the faculty, working to develop capital improvements to the physical plant in keeping with the Department’s mission, goals, and programs, and working closely with the Administration of the School of Theater, Film and Television and the UCLA central administration to promote the fiscal well-being of the Department and optimal management of all matters having to do with admissions, steady-state numbers of students, and related concerns. In all of these areas, the Chair of the Department shall regard the Senate faculty of the Department as an equal partner in planning for the Department’s future.

7. Building Community and Morale: The function of Chair of the Department shall include leadership in building a sense of community within the Department, and seeing to it that the morale of faculty, students, and staff is as high as possible, with a forward-looking outlook. Theater, as a discipline,
relies on collaboration and group effort in many of its manifestations. The Department Chair shall strive that these values of community and collaborative effort are continually in the foreground of faculty, student, and staff awareness.

8. Provide for faculty review of both graduate and undergraduate students on a quarterly basis. The Departmental Chair shall ensure that such review sessions are substantive in nature, with faculty discussion of each student’s progress or lack thereof as warranted.

9. Ensure that the Bylaws of the Department are reviewed by the Assembly at least every three years, as provided for in Section I (c).

10. Ensure that the Department functions in accord with its Bylaws;

11. Appoint departmental officers as needed.

12. Appoint departmental standing committees.

13. Appoint departmental ad hoc review committees in personnel actions that require them, which shall be done in keeping with the time frames for the various types of personnel actions published by UCLA’s Academic Personnel Office. Where feasible, ad hoc review committees for actions to be considered in Fall Quarter should have the review committee appointed before the end of the preceding Spring Quarter, so that the committee can begin work in the Fall as soon as it has been notified of the candidate’s dossier being available for review.

14. Appoint ad hoc committees (other than the ad hoc review committees of the academic personnel process) to consider such specific charges as the Chair may make, particularly with respect to questions that may be of a scope beyond the area of responsibility or expertise of a single standing committee. Ad hoc committees may present their findings, recommendations, and proposals to the Assembly for additional consideration.

15. Supervise and provide for the supervision and evaluation of staff.

16. Provide for the review of teaching in the Department, as warranted both at the graduate and undergraduate levels and by both Senate and non-Senate members of the faculty.

17. Assign instructors and schedule the courses offered by the Department.

18. Be receptive to reasonable faculty requests, when they can be accommodated, that pertain to the matters of rooms and times scheduled for particular courses, as well as particular equipment needed.

19. Schedule and recommend sabbatical and other leaves to the Chancellor.

20. Assign the use of all departmental work facilities, including the theaters and stages, workshops, faculty offices, storage areas, classrooms, and rehearsal
spaces. Further, the Departmental Chair shall oversee matters pertaining to the maintenance of these facilities and the equipment contained within them.

21. Approve the scheduling, the choice of play or material, the choice of director, the budgeting, and the operational and programmatic interface of the Department’s production activities, which shall be done with input from the Department’s faculty, staff, and, where appropriate, students, including the input of the Department’s Committees for Production Planning and Production Execution, as well as the Standing Committees that oversee specific areas of the curriculum. The Chair shall oversee and provide for the oversight of all aspects of the production-related functions of the Department, which shall be understood to mean not only the activities themselves but the involvement of faculty, staff, and students and the programmatic goals of the activity. The Departmental Chair shall ensure that the production efforts of the Department aspire to excellence and serve the core mission and goals of the Department.

22. Attend a sufficient number of productions and performance projects annually in each category or series of productions or performance projects undertaken by and within the Department, so as to have thorough, first-hand knowledge in keeping with the Chair’s role in making informed decisions in the allocation of resources, oversight of departmental programs, faculty assignments, recommendations in personnel actions, and in representing this aspect of the Department’s activity in meetings, within the School, the University, the community, and in those national organizations where the Department maintains an institutional membership, such as, currently, the National Association of Schools of Theater (NAST), and the University Resident Theater Association (U/RTA).

23. Provide the Assembly with an accurate review of the Department’s budget and fiscal situation at least once every academic year and be responsive to questions from members of the Assembly concerning the Department’s budget and financial situation generally.

24. Schedule in a timely fashion the elections in which the Assembly chooses from among its members the Departmental representatives to the Legislative Assembly of the Los Angeles Division of the Academic Senate, and to the Faculty Executive Committee of the School, as well as such other entities as may require the Department’s elected representation.

25. Conduct the office of Chair of the Department courteously and in a professional manner, with due respect for the principle of shared governance, observing Senate procedures and the rights of Senate members.
VII. Removal of the Department Chair

A. Provisions for Removal of the Department Chair: By a two-thirds vote of the Assembly, which may be taken at any time, and independently of the review process of Section VIII of these Bylaws, a recommendation for the removal of the Chair may be forwarded to the Dean for action.

VIII. Five-Year Review of an Incumbent Chair’s Performance

A. Scheduling of the Five-Year Performance Review: In instances where a reappointment to the office of Department Chair for a third term may occur, it is the position of the Senate faculty of the Department that a Five-Year Review of the Incumbent’s service as Chair is always in the best interests of the Department and should occur in the second year of the second three-year term. This conforms to APM 245-80, which contemplates a review of service for a department chair after five years in office. In addition, it is the position of the Senate faculty of the Department that any process or committee charged with reviewing the service of the Department Chair should include the participation of Senate faculty members from outside the Department and the School.

B. Petitioning the Dean for a Five-Year Review: In instances where the Dean has not announced a review for a Department Chair who has been in office for five years, a review of the incumbent’s performance as chair shall be initiated by the Assembly.

IX. Bylaws Governing the Executive Committee

A. Membership of the Executive Committee: The Executive Committee is a standing committee of the Assembly, with its membership composed of the Chairs (or Acting Chairs) of the Standing Committees, the departmental Vice Chairs, and student representatives. The Chair of the Department also chairs the Executive Committee of the Department.

B. Student Representatives to the Executive Committee: The students who are elected as representatives to the Assembly shall also serve as the student representatives to the Executive Committee. Their service on the Executive Committee shall be under the same terms and conditions as their service as student representatives to the Assembly, including the right to vote, with their votes being recorded separately.

C. Functions and Responsibilities of the Executive Committee are:
1. Holding at least one meeting per quarter, or at the call of the Chair. The Executive Committee shall report to the Assembly and distribute minutes of its meetings to the Assembly in a timely fashion.

2. Advising the Departmental Chair in matters of policy and in all matters that have a bearing on Departmental operations or on the Departmental community of faculty, staff, and students, including but not limited to curriculum, operations, facilities, facilities planning, strategic planning, faculty renewal, and budget.

3. Considering matters that affect the Department as a whole or that cross disciplinary boundaries, including initiatives, proposals, and relations with other entities, such as departments, schools, colleges and universities, conservatories, theater companies, commercial entities, unions, industry groups, community groups, national and international organizations, and institutions in other countries.

4. Referring to the Assembly for further discussion matters deemed to warrant the attention of the full Assembly, including proposals and recommendations in the area of policy.

5. Serving as a coordinating body for Departmental administration, faculty, staff, and students.

6. Advising the Chair and, when necessary, taking action, in the rare instances of an emergency or time sensitive situation in which a meeting of the Assembly is not feasible.

7. Advising the Departmental Chair in establishing the agenda for a faculty retreat or other similar meetings that may occur.

X. Bylaws Governing Standing Committees

A. The Standing Committees of the Department are:
   1. Graduate Acting Committee
   2. Undergraduate Acting and Musical Theater Committee
   3. Critical Studies Committee
   4. Design Committee
   5. Directing Committee
   6. Playwriting Committee
   7. Production Planning Committee
   8. Production Execution Committee
   9. Undergraduate Committee
  10. Executive Committee
  11. Summer Programs Committee
B. Appointment of Members and Chairs of Standing Committees: Except as provided for in the Bylaws for the membership of the Summer Programs Committee, the Department Chair appoints chairs and members of committees from the members of the Assembly.

1. Student Representatives on Standing Committees: All committees shall have student representatives, who shall be elected by the appropriate student constituency when possible.

2. Director of Production on Production-Related Committees: The Department’s staff member who holds the title of Director of Production or a subsequent equivalent title shall usually be appointed as a non-voting, ex-officio member of the Production Planning and the Production Execution committees.

3. Establishment of a Standing Committee’s Membership and Term of Service: Reconstituting a Committee’s Membership; Appointing Replacement Members: Membership of most of the Standing Committees shall be established by the Chair at the beginning of the Fall Quarter. Each committee shall continue to function through the academic year and the following summer until the beginning of the next Fall Quarter, except as replacements are needed. The term of appointment to a standing committee is normally one year. The Chair of the Department may remove a faculty member at any time from any committee whose membership is appointed rather than elected. Additionally, the Department Chair may reconstitute the membership of an appointed committee at any time and appoint replacements of members or chairs of committees with appointed membership, as needed due to sabbaticals, leaves of absence or illness.

4. Exceptions to the Timing of Establishment of a Standing Committee’s Membership: At the Departmental Chair’s discretion, specific Standing Committees may not be established at the beginning of the Fall Quarter but at an appropriate time relative to when the Committee’s work normally begins. An example would be the Production Planning Committee, which typically conducts its business during Winter and Spring quarters.

C. Voting Rights of Members of Standing Committees

1. Only the members of a Standing Committee shall have voting rights in the conduct of the Committee’s functions and business, although committee meetings are open to all members of the Assembly.

2. Student Representatives on Standing Committees shall have voting rights, but their votes are advisory and shall be recorded separately.

D. Responsibilities of Chairs of Standing Committees: The Chairs of Standing Committees (including Acting Chairs of committees or Members of the Assembly acting in place of a Chair) shall have the following duties and responsibilities:

1. To convene and chair the meetings of the particular standing committee, which shall be convened at least once per academic quarter.
2. To bring to the committee for discussion in vote any and all matters suggested by members of the committee.

3. To report to the Departmental Chair and the Assembly on a regular basis concerning activities in areas of responsibility of the standing committee, and to distribute minutes of the standing committee to the Assembly.

4. To monitor the application of university and departmental policies and procedures in the area of responsibility of the Standing Committee.

5. In consultation with the members of the Standing Committee, to advise the Departmental Chair and Vice Chairs on such matters as: curriculum, financial aid and scholarships, petitions, teaching assistantships, student leaves of absence, admissions, and, in general, all matters that affect the committee’s area of responsibility.

6. To represent the standing committee on the Departmental Executive Committee.

7. Within the scope of the responsibilities of the Committee, or as requested by the Chair, to represent the Committee or the Department at University, academic, or public meetings.

8. To advise the Chair on the scheduling of courses, referring exceptional matters to the standing committee for advice.

9. To advise the Departmental Chair on teaching assignments including the equitable assignment of graduate and undergraduate courses, with exceptional situations referred to the committee for discussion and advice.

10. To advise and approve the course of study of individual students on a quarterly basis, referring exceptional matters to the standing committee for advice or discussion.

11. To monitor student progress and implement degree requirements, including theses, examinations, advancement to candidacy, etc.

12. To make recommendations for the appointment of Academic Apprentice Personnel (teaching assistants, readers, and researchers), referring exceptional matters to the standing committee for advice.

12. To make recommendations concerning offers of financial support to students, including fellowships, donor and other awards, unrestricted aid, etc. Chairs of standing committees shall discuss with members of the standing committee, such offers or recommendations as may depart from the usual practice within the area of the standing committee’s responsibility. Standing committee chairs shall identify and propose in a timely manner such applicants or matriculated students as may be eligible for fellowships that have a university deadline, such as the Graduate Opportunity Fellowship (GOFP). Standing Committee chairs shall propose, in a timely manner, such
applicants and matriculated students as request and may be eligible for University housing.

13. Maintain the Department’s open committee meetings policy.

E. Responsibilities of Standing Committees: Responsibilities of the Standing Committees include the following, as appropriate:

1. Reviewing applications for admission and making recommendations for acceptance.

2. Recommending student probation and dismissal, commendations, and the granting of degrees.

3. Making recommendations concerning curriculum and proposed curricular revisions.

4. Meeting regularly (at least once each quarter) and submitting written minutes to the Departmental Chair and the Assembly. Reporting to the Assembly and Departmental Chair on a regular basis.

5. Assisting the chair of the standing committee in monitoring adherence to university and departmental policies and procedures in the areas of Committee responsibility.

6. Maintaining Open Committee Meetings Policy: All committee meetings shall be advertised and open to all members of the faculty.

XI. Bylaws Governing Personnel Actions (General)

A. Quorum for Personnel Actions: A quorum for the Departmental meeting shall consist of a simple majority of those eligible to vote, not on sabbatical, sabbatical-in-residence, leave of absence, or excused in advance by the Chair. This provision, however, shall not be construed as preventing voting by those eligible to vote whether or not they are on sabbatical or leave of absence.

B. Polling of Members with Planned or Known Absences: Those who are eligible to vote but who are on sabbatical or leave of absence shall be polled by the Academic Personnel Officer at least 5 working days in advance of the meeting at which the Departmental vote is to be taken.

C. Scheduling of Personnel Actions for Senate Members: Personnel actions for Senate members or potential members of the Departmental faculty shall not be acted upon during the Summer, unless a Special Meeting for that purpose is
called, and then only in instances of extreme necessity or emergency as agreed upon by the Chair of the Department and the Chair of the Departmental Executive Committee, and in accord with Robert’s Rules of Order in terms of the notification provisions for Special Meetings. Any personnel action undertaken under these circumstances shall be in full accord with the Department’s Bylaws governing personnel actions.

D. Faculty Responsibility for Review of Dossiers in Personnel Actions: Faculty have a significant ethical responsibility to read dossiers in personnel actions prior to voting, although not having done so shall not be a barrier to voting for those eligible to vote. Each Senate Member who reads the dossier in advance of the voting shall sign off as having done so.

E. Retention of Sign-off Sheets: The sign-off sheet with faculty signatures shall be retained for each dossier by the Academic Personnel Office of the School for a period of not less than five (5) years.

F. Status of Emeritae/i and Voting Rights in Personnel Actions: Emeritae/i members of the faculty do not have voting privileges.

G. Voting Constituencies for Personnel Actions

1. Full Professors May Vote on the Following Actions:
   - Appointments to: All Ranks, All Series
   - Appraisals: All Ranks, All Series
   - Promotions to: All Ranks, All Series
   - Renewals: All Ranks, All Series
   - Non-Renewal/Terminal Appointments: All Ranks, All Series
   - Merit Increases: All Ranks, All Series

2. Full Professors and Senior Lecturers (SOE) vote on the Following Actions:
   - Appointments to: Senior Lecturer (SOE)
   - Promotions to: Senior Lecturer (SOE)

3. Associate Professors May Vote on the Following Actions:
   - Appointments to: All Ranks, All Series
Appraisals: All Ranks, All Series

Promotions to: Associate Professor (All Series) and below Lecturer SOE

Renewals: All Ranks, All Series

Non-Renewal/Terminal Appointments: All Ranks, All Series

Merit Increases: All Ranks, All Series

4. Professor, Associate Professors, Senior Lecturers (SOE) and Lecturers (SOE) May Vote on the Following Actions:

Appointments to: Lecturer (SOE)

5. Assistant Professors May Vote on the Following Actions:

Appointments to: Assistant Professor (All Series), Lecturer SOE

Appraisals: All Ranks, All Series

Promotions: None

Renewals: Assistant Professor (All Series)

Non-Renewal/Terminal Appointments: Assistant Professor (All Series)

Merit Increases: Assistant Professor (All Series)

XII. The Ad Hoc Review Committee and Department Chair in Personnel Actions of Senate Members

A. Appointment and Composition of the Ad Hoc Review Committee: A sufficient time before the meeting at which a personnel action will be voted upon, the Chair of the Department shall appoint, from members of the academic senate, an ad hoc review committee, with one member designated as chair, for the purpose of
providing a written assessment of the Candidate’s dossier and a recommendation concerning the action or appraisal. The membership of an ad hoc review committee shall be confidential and be comprised of at least three members, one of whom shall be appointed chair, for all actions that require review by the Council on Academic Personnel (CAP). Where feasible, the ad hoc committee should include representation from the candidate’s area of expertise. If the action is an appointment, the Search Committee for the position shall also serve as the ad hoc Committee for the case.

B. Timing of Appointment of Ad Hoc Review Committees: Departmental ad hoc review committees for actions that will be considered in Fall Quarter shall be appointed, where feasible, by the date specified in the Master Calendar for personnel actions, currently May 7 of the preceding Spring Quarter, so that the committee’s work may begin as soon as the candidate’s dossier is complete and ready for review.

C. Candidate’s Confidential List of “Negative” Names: With respect to the membership of the Departmental ad hoc review committee and the external evaluators solicited by Department Chair, the candidate in a personnel action has the right to submit a confidential “negative” list of names to the Department Chair and the Dean of the School, prior to the appointment of the review committee and the solicitation of the evaluators. In all cases where the candidate does not submit such a list, the discretion of the Department Chair shall prevail.

D. Replacement of Members of the Ad hoc Committee: As may be required by sabbaticals, leaves, or illnesses, the Chair of the Department shall modify and reconstitute the ad hoc committee.

E. Notification of Availability of Candidate’s Dossier: The candidate’s dossier and accompanying materials, including all solicited letters of evaluation, shall be made accessible to the members of the ad hoc committee. Following notification by the Chair of the Department, or the Chair’s designee in the School’s Academic Personnel Office, that the candidate’s dossier is complete and available for review, the ad hoc committee shall begin its work promptly.

F. Composition and Submission of the Ad hoc Report: The Report shall be an in-depth analysis, weighing both positive and negative factors, covering all three of the customary areas of evaluation: scholarly and creative activity, teaching, and service, which is understood to include service to the Department and School, to the University, to the profession, and relevant community service. Those portions of The Call relevant to the case, including all language relating to the criteria for the proposed action, shall be available to the members of the committee. Requests from the committee for additional information and clarifications concerning the contents of the dossier or procedure shall be submitted in writing to the Chair of the Department and to the School’s Academic Personnel Office as appropriate. The committee’s completed report shall be submitted to the Academic Personnel Office of the School within fifteen working
days of the Committee having received notification of the dossier being available for review.

G. Chair’sOption for Requesting Amendment of the Ad hoc Report: If, upon reading the committee’s report, the Chair of the Department deems it inadequate in any particular, the report may be returned to the committee for amendment. In such an instance, the committee shall return its amended report, or the report as originally written, together with a statement concerning the reasons why the committee chose not to amend the Report, no later than 5 working days from the date of the Chair’s request for amendment. The written record of such exchanges between the Chair and the Ad Hoc Review Committee shall be retained by the School’s Academic Personnel Office.

H. Providing the Ad hoc Report to Candidate for Review: Once the text of the report is finalized, a copy is conveyed, by the Department Chair or by delegation from the Chair through the School’s Academic Personnel Office, to the candidate for review.

I. Candidate’s Option to Respond to Ad hoc Committee Report: Although no response to the report is required of the candidate, the candidate has the right to provide a written response to the ad hoc report, whereupon it becomes a part of the record in the case. The response, if the candidate elects to provide one, must be in writing and submitted to the School’s Academic Personnel Office within seven (7) calendar days from the candidate’s receipt of the report.

J. Review by Voting Constituency of Dossier, Including Ad hoc Committee Report and Candidate’s Response: The candidate’s dossier, along with the report of the ad hoc committee and the candidate’s response to the report, are then made available for review to the appropriate voting constituency of the Assembly (those faculty members eligible to vote on the proposed action). The members of the Assembly shall have a period of not less than seven (7) calendar days prior to the meeting at which the proposed action will be voted upon within which to review the dossier, including the report of the ad hoc review committee.

K. Scheduling a Departmental Vote on a Personnel Action: The Departmental Chair, in coordination with the School’s Academic Personnel Office, will place consideration of the case on the agenda for an upcoming meeting of the Departmental Assembly.

L. The Ad Hoc Committee Report and Candidate’s Response at the Departmental Meeting: At the Senate meeting at which the proposed action will be considered and voted upon, the report of the ad hoc review committee and the candidate’s response shall be read aloud or summarized by the Chair of the Department prior to the vote. The right of any two faculty members to request that the ad hoc review committee’s report, or portions of it, and/or the candidate response, be read aloud, shall be recognized.

M. Status of Review Committee’s Signatures on Ad hoc Report: Although the names of ad hoc committee members are to remain confidential throughout the Departmental portion of the process, the members of the ad hoc review
committee shall sign the report in the Academic Personnel Office of the School before it is presented to the faculty for a vote.

N. The Department Chair’s Letter and Its Relation to the Review Committee’s Report: The report of the ad hoc review committee is not a substitute for the Departmental recommendation which shall be contained in a letter to the Dean by the Chair of the Department along with a summation of the Departmental discussion and the outcome of the vote.

O. Availability of Chair’s Departmental Letter for Review: All members of the eligible voting constituency in a given personnel action shall have access to the Chair’s departmental letter summarizing the discussion at the meeting at which the vote was taken and conveying the outcome of the vote. When the Chair’s departmental letter is ready for review, the Department Chair or the Department Chair’s designee in the School’s Academic Personnel Office shall inform the members of the relevant voting constituency of the letter’s being available for their review and for how long it will be available. The Department Chair’s letter shall normally be available for a minimum of five (5) working days, not counting the day on which the notice is given.

P. Department Chair’s Confidential Letter: The Department Chair may, in addition to the Chair’s departmental letter conveying the departmental discussion and vote in a personnel action, write a confidential Chair’s letter conveying his or her personal views and recommendation in the case, separate from the Chair’s departmental letter. The Chair’s confidential letter is not subject to review by the departmental faculty.

XIII. Bylaws Governing Personnel Actions of Non-Senate Faculty Taken During the Summer

A. Delegation of Authority: In the matter of personnel actions for non-Senate faculty that are necessary to be taken during the Summer, the right to vote is delegated to a Summer Programs Committee. Per Senate Bylaw 55, II-7 (http://www.apo.ucla.edu/call/append4.htm) this procedure shall be reconsidered every 3 years.

B. Membership of the Summer Staffing Committee: The membership of the Summer Staffing Committee shall consist of three Senate faculty members who will be available during the Summer, plus the Department Chair.

C. Selection of Summer Programs Committee Members: The members of the Summer Programs Committee shall be chosen by the Chair during Spring Quarter from those Senate members available and wishing to serve. Any Senate member wishing to serve shall notify the Chair in writing before the meeting at which the names are announced. The names of the members chosen will be submitted to the Assembly for ratification before the end of spring Quarter. A secret ballot may be requested by any Senate member.
D. After the election, the Department Chair shall appoint one of the elected members to serve as Chair of the Summer Staffing Committee.

E. Replacement of a Committee Member Unable To Serve: If a member of the Summer Staffing Committee becomes unable to serve for any reason, the Department Chair shall appoint a replacement, so long as the Chair’s selection is seconded by at least one elected member of the Committee.

F. Duties and Responsibilities of Summer Staffing Committee: The Summer Staffing Committee shall vote on the completion of temporary faculty appointments and advise the Chair on course assignments and other administrative decisions necessary to complete the instructional program for the upcoming academic year. A report of actions taken during the Summer shall be made by the Summer Staffing Committee to the Departmental Assembly at one of its first two meetings of Fall Quarter annually.

XIV. Bylaws Governing Ad Hoc Committees Other Than in Personnel Actions

A. Distinction between Ad hoc Committees: The Bylaws governing the appointment and functions of an ad hoc review committee in a personnel action are stipulated separately above in Section XII.

B. Establishment of Ad hoc Committees Other than in Personnel Actions: In such instances where the establishment of an ad hoc committee is deemed to be desirable, the Departmental Chair is authorized to establish such a committee, provided that the Assembly has the opportunity for discussion and comment prior to the establishment of the ad hoc committee and the conveying of the committee’s charge to its members. In general, an ad hoc committee functions for a relatively brief period of time and is established for a particular, defined purpose or matter, including those that do not fall within the area of responsibility of one of the Standing Committees. Upon appointing the chair and members of the ad hoc committee, the Departmental Chair shall inform the committee in writing of its charge and of the time frame in which the committee is expected to complete its work. This charge shall be noted at the next meeting of the Assembly, following the constituting of the committee, and it shall be reflected in the minutes.

C. Term of an Ad hoc Committee: The term of an ad hoc committee shall expire with its final report or with the conclusion of the academic year in which it was appointed, whichever comes first. In instances where it is deemed necessary for a particular ad hoc committee to continue its work, the Department Chair shall inform the Assembly of the continuing need and, after any discussion in the Assembly, the Chair shall continue the appointment for one additional term and reauthorize the Chair’s charge to the Committee.
D. Responsibility for Minutes and Reporting of an Ad hoc Committee: Aside from ad hoc review committees in personnel actions, other departmental ad hoc committees shall keep and distribute minutes of their meetings in a like manner to the standing committees and they shall report to the Assembly on a regular basis in the committee reports section of the order of business for meetings of the Assembly.

E. Student Representatives on Ad hoc Committees: The Departmental Chair shall appoint student representatives to membership on an ad hoc committee as may be warranted according to the Committee’s charge. In special instances, to be determined by the Departmental Chair, student representatives may be elected from the appropriate constituency. As with student representatives to the Standing Committees, student representatives on ad hoc committees may vote, though their vote is advisory and is recorded separately. As with the Standing Committees of the Department, the ad hoc committee may conduct executive sessions as needed, during which the student representatives shall be excused.

F. Disestablishment of an Ad hoc Committee: The Chair of the Department may disestablish an ad hoc committee at any time with the advice of the Executive Committee or the Assembly.
March 31, 2016

To:  Michael E. Phelps, Chair  
Molecular and Medical Pharmacology

From: Linda Bourque, Chair  
Rules & Jurisdiction

Re: Department Bylaws Submitted On March 30, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Molecular and Medical Pharmacology submitted on March 30, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc:  Carole Goldberg, Vice Chancellor  
Jason Throop, Committee on Rules & Jurisdiction  
James Crall, Committee on Rules & Jurisdiction  
Linda Mohr, CAO, Academic Senate  
Marian Olivas, Committee Analyst, Rules & Jurisdiction  
Meg Buzzi, Academic Personnel Office  
Heather Small, Information Technology Services  
Bonnie MacDougall, Vice Chancellor's Office  
Bernadette P. Omote, Assistant to the Chair
March 29, 2016

To: Linda Bourque, Chair
Rules & Jurisdiction
Academic Senate

From: Dr. Michael E. Phelps, Chair
Department of Molecular & Medical Pharmacology

Re: Department Bylaws

In response to the request from Vice Chancellor Carole Goldberg for departments to review their voting eligibility provisions in departmental bylaws, the Department of Molecular and Medical Pharmacology has revised and put up for faculty vote bylaws that address the issues in our current version identified by the Rules & Jurisdiction Committee.

The results of the faculty vote on our revised bylaws are: 23 yes, 0 no, and 0 abstentions.

Also, once extension of voting privileges to In-Residence faculty was established, subsequent votes to extend voting privileges in most cases only resulted in an additional vote. I would like to clarify that In-Residence faculty were part of the voting population in these subsequent votes, but fewer votes total were cast.

Attachments:

Molecular and Medical Pharmacology Bylaws, 2005
Proposed Revised Molecular and Medical Pharmacology Bylaws, 2016

Cc: Marian M. Olivas, R&J Committee Analyst, Academic Senate
Stephanie Shaw, Director, Academic Affairs, DGSOM
Christine Wang, CAO
Bernadette Omote, Academic Personnel
Gizela Lizares-Ybiernas, Academic Personnel
UCLA Department of Molecular and Medical Pharmacology (MMP)
Academic Personnel Bylaws

This document is written to be in conformity with Bylaw 55 of the State-wide Academic Senate of the University (UC SB 55).

Approved by Faculty, 3/28/2016 (23 yes, 0 no, 0 abstentions)

I. Departmental Academic Senate Membership
   A. Senate Faculty of Department of Molecular and Medical Pharmacology include:
      i. Regular Line Faculty [Ladder Faculty]
      ii. In-Residence Faculty
   B. All Senate department members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions.

II. Academic Personnel Actions
   A. Tenured Faculty members voted by 2/3 majority to extend the right to vote on Academic Personnel Actions to In Residence Faculty. [12/10/2015 faculty vote by secret ballot; 12 yes; 1 no; 0 abstain].

   B. Appointments: Full and Associate Senate faculty are enfranchised to vote on all appointments that confer membership in the Academic Senate (SB 55(B)(1). MMP Full and Associate Senate faculty voted by 2/3 majority to extend the right to vote on appointments that confer Senate membership at the Assistant, Associate, and Full ranks to Assistant Professors [1/11/16 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain] and Recalled Emeriti [1/11/16 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain].

   C. Non-Reappointments: Full and Associate Senate faculty are enfranchised to vote on all non-reappointments/terminations of Assistant titles in the Senate series (end of “8th year”). MMP Full and Associate Senate faculty voted by 2/3 majority to extend the right to vote on non-reappointments/terminations of Assistant titles to Assistant Professors [1/11/16 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain] and Recalled Emeriti. [1/11/2016 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain]

   D. 4th Year Appraisals: Full and Associate Senate faculty are enfranchised to vote on all 4th Year Appraisals of Assistant Professors members. MMP Full and Associate Senate faculty voted by 2/3 majority to extend the right to vote on 4th Year Appraisals to Assistant Professors [1/11/2016 faculty vote be secret ballot; 12 yes; 2 no; 0 abstain] and Recalled Emeriti. [1/11/2016 faculty vote by secret ballot; 13 yes; 1 no; 0 abstain]

   E. Promotions:
      1. To Full Professor: Full Senate faculty are enfranchised to vote on promotions to Full Professor.
a. MMP Full Senate faculty voted by 2/3 majority to extend the vote on promotion to Full Professor to Associate Professors. [12/17/2015 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain]
b. MMP Full and Associate Senate faculty voted by 2/3 majority to extend the vote on promotions to Full Professor to Assistant Professors. [1/11/2016 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain] and Recalled Emeriti. [1/11/2016 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain]

2. To Associate Professor: Full and Associate Senate faculty are enfranchised to vote on promotions to Associate Professor.
   a. MMP Full and Associate Senate faculty voted by 2/3 majority to extend the vote on promotions to Associate Professor to Assistant Professors. [1/11/2016 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain] and Recalled Emeriti. [1/11/2016 faculty vote by secret ballot; 12 yes; 2 no; 0 abstain]

F. Merit Actions/Merit Review Committee

All on-time and accelerated merit actions that are Dean's Final (currently up to 1 year accelerated for Associate rank and up to 2 years’ accelerated for Full rank*) have been delegated to the elected Merit Review Committee (MRC). MMP Full, Associate, and Assistant faculty and Recalled Emeriti voted by 2/3 majority to delegate to the Merit Review Committee [1/21/2016 vote by secret ballot; 19 yes; 2 no; 0 abstain]

The MRC shall be composed of Senate members at Associate and Full rank, and shall be elected by Senate members, at all ranks, every spring for the following academic year. The department chair and the MRC may recommend that any merit action be referred to the full voting faculty for consideration.

G. Searches and New Faculty Appointments

The Chair shall appoint recruitment committees to conduct searches as often as is deemed appropriate. The recruitment committee shall evaluate the appointment and provide a recommendation to be voted on by the full voting faculty.

H. Joint and Split Appointments

Joint Appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other MMP department member of the same rank.
I. **Five Year Reviews**

Review of dossiers for 4 and 5 year reviews shall be performed by the MMP Merit Review Committee (MRC). Their report shall be provided to the Chair and Vice Chair for Academic Affairs, who will make recommendation in a Chair’s letter.

J. **Non-Senate Appointees**

MMP uses the following Non-Senate appointment titles: Visiting Academic titles, Adjunct series, Health Sciences Clinical series, Professional Research series, Project Scientist, Specialist.

i. Adjunct and Health Sciences Clinical series – Adjunct and Health Sciences Clinical faculty will be reviewed in the same manner as Senate faculty.

ii. Professional Research series – All appointments at the Assistant level are at the Chair’s discretion. Appointments at Associate and Full ranks, merits at all ranks, eight year limit reviews and promotions shall be handled by the Merit Review Committee (MRC).

iii. For all other Non-Senate appointees, appointments and merits at the Assistant level will be at the Chair’s discretion. Appointments, merits, and promotions at the Associate and Full rank shall be handled by the Merit Review Committee (MRC).

III. The Chair shall designate a Vice-Chair for Academic Affairs who will assist the Chair in the appointment of a 3 person ad hoc committee for pre-consideration of fourth year appraisals, promotions to Associate and Full Professor, and merits to Professor, Step VI, and Above Scale. The ad hoc committee’s findings shall be presented formally, as an advocacy document, and will be considered at a departmental meeting convened to consider the major review or promotion. The membership of the ad hoc committee will be confidential. Any accelerated merit actions that are Chancellor’s final are also to be reviewed by an ad hoc committee and considered at a departmental meeting.

For actions not delegated to the Merit Review Committee (MRC), the individual dossiers will be made available for 5 working days for review by the voting members of the department. Voting will take place electronically, via secret ballot. Strict confidentiality of all votes will be maintained.

*For further information, please consult The UCLA CALL: [https://www.apo.ucla.edu/policies-forms/the-call](https://www.apo.ucla.edu/policies-forms/the-call)*
Procedures for Appointment, Merit Review, and Promotion

Searches and New Faculty Appointments
The Chair shall appoint recruitment committees to conduct searches as often as is deemed appropriate. All Senate (tenured, tenure track, in-residence), Clinical, and joint appointment faculty in such categories may be eligible to serve on departmental search committees. The Senate and Clinical faculty shall be responsible for evaluating candidates for appointment. Request for joint appointment in the department shall be governed by the same processes as those used for new faculty appointments; an ad hoc committee will be appointed and make a recommendation to the department, and the Senate and Clinical faculty will vote on the recommendation. At three year intervals, based on the department’s programmatic needs and the appointee’s contributions, the Senate and Clinical faculty holding primary appointments in the department may determine, by formal vote, to continue or terminate the secondary appointment.

Merit Review Committee
The Merit Review Committee and its Chair will be appointed by the Department Chair and the Vice-Chair for Academic Personnel. Its membership will be composed of 5 Senate and/or Clinical faculty. This Committee shall meet for the purpose of reviewing all dossiers proposed for regular or one-year accelerated/decelerated merit increase. This committee shall be delegated with voting authority for the following personnel actions: Assistant Professor, Associate Professor, Professor - all regular merits/step increases, and those that are accelerated or decelerated by no more than one year. Members shall serve staggered terms of three years. The Chair of the committee shall convene the committee in accordance with the School of Medicine dossier submission timetables and shall assign dossiers to each committee member for in-depth review. A 3/5 majority vote of the Merit Review Committee is needed to recommend action. In the event of a tie, the Vice Chair for Academic Personnel will cast the deciding vote. Administrative support for this Committee shall be provided by the staff Academic Personnel specialist, who will schedule meetings, distribute the dossiers, record minutes of meetings, etc. If members of the committee are to be considered for merit review during their tenure on the committee, the committee will consider the dossier in their absence. The Department Chair can exercise the option of bringing any regular or one year accelerated/decelerated merit review to the entire department for a faculty vote.

Ad Hoc Review Committee(s)
When the Department Chair deems that an acceleration by more than one year is justifiable, or in the case of major reviews and promotions detailed below, the Chair shall, in consultation with the Vice Chair for Academic Personnel, appoint a 3 person ad hoc committee composed of Senate and/or Clinical faculty for consideration of the case. Their findings shall be presented formally, as an advocacy document, and will be considered at a departmental meeting convened to consider the major review or accelerated promotion. The ad hoc report will be signed by all members of the committee.
Major reviews and promotions include the following actions:
Fourth Year Appraisal
Promotion to Associate Professor
Promotion to Professor (at the Chair’s discretion to convene a faculty meeting)
Merit to Professor, Step VI
Merit to Professor, Above Scale

Actions shall be reviewed according to the following process:

1. Review and recommendation of ad hoc or standing faculty committee
2. Pharmacology faculty vote and Departmental recommendation
3. Dean’s Office
4. Committee on Academic Personnel (CAP)
5. Chancellor’s Office

Standard on-schedule merit increases, and one year accelerated/decelerated merit increases within each rank are approved at the Dean’s Office level.

**Voting Privileges and Procedures for Personnel Actions**

Departmental Academic Senate faculty members (tenured, tenure track, and in-residence) and faculty in the Clinical series in all ranks may vote on the following academic actions - initial appointments in all ranks and all series; promotions to associate and full professor rank in all series; fourth-year appraisals in all series; merit increases in all series involving acceleration or deceleration by more than one year; merit increases to Step VI; and merit increases to initial and further Above-Scale.

Copies of the individual dossiers for these actions will be made available for five working days for review by the voting members of the department, after which time they may vote by secret paper ballot, or electronically via the Academic Personnel specialist who will maintain confidentiality of all votes.

In accordance with Senate Bylaw 55, the Department has extended voting privileges on personnel matters to Emeriti faculty recalled for research or teaching.

It is presumed that joint appointees will participate fully in the research and teaching of the department. The joint appointees will have the same voting privileges as the primary faculty, unless such privileges are waived.

The Chair has the authority to recommend approval of all appointments to or promotions within the Visiting series, appointments to or salary increases within the Academic Administrator, Academic Coordinator, Clinical Instructor, or Specialist series; and all regular merit increases within the Professional Research series.

Promotions or Merit increases in the Researcher series that are accelerated by more than one year are to be reviewed by an ad hoc committee.
April 5, 2016

To:      Michael L. Steinberg, Chair
         Radiation Oncology

From: Linda Bourque, Chair
       Rules & Jurisdiction

Re:  Department Bylaws Submitted On April 5, 2016

The Committee on Rules and Jurisdiction has reviewed the revised Bylaws that the Department of Radiation Oncology submitted on April 5, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc:      Carole Goldberg, Vice Chancellor
         Jason Throop, Committee on Rules & Jurisdiction
         James Crall, Committee on Rules & Jurisdiction
         Linda Mohr, CAO, Academic Senate
         Marian Olivas, Committee Analyst, Rules & Jurisdiction
         Meg Buzzi, Academic Personnel Office
         Heather Small, Information Technology Services
         Bonnie MacDougall, Vice Chancellor’s Office
         Carrie Marcus, Academic Personnel Analyst
March 3, 2016

Linda Borque, Chair
Committee on Rules & Jurisdiction
Academic Senate

Dear Dr. Borque,

The UCLA Department of Radiation Oncology has revised its bylaws in response to your letter of May 15, 2015. We have referred to the Guide to Self-Review of Departmental Academic Personnel Bylaws for The David Geffen School of Medicine Departments to complete these revisions and consulted with Marian Olivas. Radiation Oncology does not have any Lecturer or Senior Lecturer titles.

The proposed revisions to department bylaws were circulated to the faculty by email. Electronic, private ballots were extended to faculty 12/29/2015 and 02/17/2016. A summary of those votes is below:

1. Tenured Faculty members have extended the vote on Academic Personnel Actions to Faculty in the In Residence and Clinical X Series: 3 yes; 1 no; 0 abstain.

2. Full and Associate Professors in The Regular, In Residence and Clinical X series have extended the vote on all senate faculty actions to the Assistant Professor Rank in the Regular, Clinical X and In Residence Series: 7 yes, 2 no, 0 abstain, 1 not voted.

The Bylaws were circulated to the Department Faculty via email on 02/26/2016. They were passed with a vote of 15 Ayes and 1 Nay.

We hope that the department bylaws and the procedures by which we have revised them will be acceptable. Thank you for your review of our department by laws.

Michael L. Steinberg
Professor and Chair
ARTICLE I - NAME

The Department of Radiation Oncology, David Geffen School of Medicine at University of California, Los Angeles.

ARTICLE II - MISSION

To Practice the patient-centered care treatment paradigm, Innovate and lead in the development of multidisciplinary care models, Sustain growth in academic programs and strengthen community partnerships, Innovate, develop and translate new treatments and cures for cancer, and Foster leadership development in the field of Radiation Oncology.

ARTICLE III - MEMBERS

A. Full-Time Faculty

Full-time faculty shall include members who are salaried at UCLA David Geffen School of Medicine in both Academic Senate and non-Senate titles, as listed below.

A. Academic Senate Faculty Titles:
   a. Regular (19900, Ladder) Series
   b. In-Residence Series
   c. Professor of Clinical X

B. Non-Senate Faculty Titles:
   a. Adjunct Series
   b. Health Sciences Clinical (Compensated) Series
   c. Researcher Series
   d. Visiting Professor

B. Voluntary Faculty

Individuals who are community physicians and non-salaried by the University or one of the affiliated institutions may be appointed to the Voluntary Faculty. Voluntary faculty appointments are based on educational or research needs of the department, which are determined solely by the chair. Initial appointments shall be made for a maximum of two years. Appointments are proposed by the department Academic Affairs committee and/or Voluntary Faculty subcommittee and appointed by the Chair. Voluntary Faculty must fulfill defined teaching or research activities on an annual basis in order to remain members. Each Division shall be responsible for setting standards for teaching or research requirements, expectations for participation in educational activities of the division, and other privileges of the appointment which may include, but are not limited to: use of the UCLA name, use of faculty title, or advertisement of UCLA affiliation. Voluntary Faculty participation is reviewed at least every two (2) years to ensure compliance with Voluntary Faculty Guidelines as stated in departmental policy. The department shall
designate a review process for appointment and reappointment of Voluntary Faculty, and the results of these reviews shall be reported to the Chair’s Office and subsequently to the Dean’s Office.

C. **Staff**

   All non-faculty employed by the Department of Radiation Oncology are defined as staff under the following classifications: Management and Senior Professionals (MSP), Administrative and Professional (PSS), Research, Clinical, Clerical, and Technical. Members of the Clinical, Research, Clerical, and Technical classifications may be represented by recognized bargaining units. Staff may be employed as career employees with comprehensive University benefits or limited appointment employees with partial or no benefits.

D. **Equal Opportunity/Affirmative Action**

   The Department of Radiation Oncology is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. (For the complete University of California nondiscrimination and affirmative action policy see: UC Nondiscrimination and Affirmative Action Policy.)

**ARTICLE IV - DIVISIONS AND SECTIONS**

The Department of Radiation Oncology shall be comprised of separate divisions representing the programmatic workings of the department. The Departmental Chairman, in consultation with the department’s Vice Chairs and Divisional or Executive Vice Chairs, may at his/her discretion create additional, merge, or eliminate divisions contingent upon programmatic or financial justification. The following Divisions shall be recognized as designated academic divisions:

- Division of Clinical Care and Clinical Research
- Division of Molecular and Cellular Oncology (DMCO)
- Division of Medical Physics
- Division of Brachytherapy

All full-time and voluntary faculty shall be appointed within one or more divisions.

**ARTICLE V - OFFICERS**

A. **Chair**

   The Department Chair shall be the executive officer of the Department, responsible to the Dean and Vice Chancellor for Medical Sciences for the effective operation of the Department’s programs, financial management, and for compliance with University policies and goals.

   Based on the recommendation of the Vice Chancellor and Dean for Medical Sciences, the Department Chair shall be appointed by the Chancellor of the University through the customary review and approval process. The Chair is normally appointed for a term of five (5) years and renewal of a Chair’s appointment is contingent upon a favorable five-year review conducted by the Chancellor in consultation with the Vice Chancellor and Dean for Medical Sciences.
The Chair may propose the appointment of an Executive Vice-Chair who would assist the Chair in determining department policy, represent the Department in lieu of the Chair at various School-wide and University committees, and shall serve as Chair in the event the Chair is out of town, on vacation, or temporarily unable to carry out his duties as Chair.

B. **Vice Chairs**

Vice Chairs with designated responsibilities within the Department may be appointed by the Chair with the approval of the Vice Chancellor and Dean for Medical Sciences. Vice Chairs are appointed on an annual basis and serve at the discretion of the Department Chair. Their appointment is administrative, rather than academic in nature, and therefore may be extended or terminated provided there is programmatic justification to do so.

C. **Division Directors**

Division Directors with designated responsibilities within the Department may be appointed by the Chair. Division Directors are appointed with administrative duties in mind, with the intent to provide leadership to a specific division and may have a research, clinical, educational, and financial or community engagement focus.

D. **Other Officers**

The department Chair may from time to time appoint other officers. These titles include Section Chiefs; site specific Medical Directors, as well as other department officer titles.

**ARTICLE VI - POSTGRADUATE EDUCATION**

The faculty shall have the overall responsibility for the selection and training of all house staff/fellows appointed by the Department of Radiation Oncology. The training experience shall assure an optimal provision of education to residents/fellows and medical care to patients, consistent with the general and specific requirements of the Accreditation Council on Graduate Medical Education and the Commission on Accreditation of Medical Physics Education Programs. Requests for assignment of house staff positions by the various institutions affiliated with the Department shall be considered by the appropriate reviewing bodies within the Department.

**ARTICLE VII - MEETINGS**

The Department Chair shall convene meetings of the general faculty quarterly, or as s/he deems necessary. The Chair shall set agenda for the meetings in advance and notify the full-time faculty. Upon individual request, voluntary faculty may be permitted to attend general meetings, but the Chair shall reserve the right to deny their attendance. Voluntary faculty shall not have voting privileges. Votes may be conducted via electronic poll and a majority vote shall be required in any matter before the body. All meetings and committees conducted by the Department will utilize appropriate and customary parliamentary procedures for order and voting processes.

**ARTICLE VIII - STANDING MEETINGS**

The Chair shall appoint standing and ad hoc committees as appropriate. The Department shall maintain the following standing committees:
A. **Clinical Faculty Staff Meeting**
   The Clinical Faculty Staff Meeting shall be attended by all clinical faculty (physician or physicist), The Chair, The Vice Chairs, The Chief Administrative Officer, The Chief Financial Officer, as well as other invited staff and guests as determined appropriate. The Clinical Faculty Staff Meeting shall normally be held on a monthly basis. The agenda shall consist primarily of policy and process discussions related to clinical operations, quality and safety, education and research objectives.

B. **Clinical Physics Staff Meeting**
   The clinical physics and dosimetry staff meeting shall be attended by all clinically active physicist faculty, hospital physicists, and dosimetrists of the department. Other staff and guests may be invited as appropriate on a periodic basis. The clinical physics and dosimetry staff meeting shall normally be held on a monthly basis with, at minimum, quarterly meetings. The agenda shall consist primarily of policy and procedure discussions, machines and systems, research, quality and safety.

C. **Division of Molecular and Cellular Oncology Meeting**
   The Division of Molecular and Cellular Oncology (DMCO) Faculty meeting shall be attended by all DMCO faculty of the department. Other staff and guests may be invited as appropriate on a periodic basis. The DMCO faculty meeting shall normally be held on a monthly basis with, at minimum, quarterly meetings. The agenda shall consist primarily of research, policy and procedure discussions as well as other substantial issues specific to The DMCO.

D. **Division of Brachytherapy Meeting**
   The Division of Brachytherapy meeting shall be attended by all brachytherapy faculty of the department. Other staff and guests may be invited as appropriate on a periodic basis. The brachytherapy faculty meeting shall normally be held on a monthly basis with, at minimum, quarterly meetings. The Director of the Division of Brachytherapy shall set the agenda for the meetings in advance and notify attendees. The agenda shall consist primarily of research, policy and procedure discussions as well as other substantial issues specific to Brachytherapy.

**ARTICLE IX- STANDING COMMITTEES**

**A. Academic Affairs Committee**
   This is a committee of faculty at the Assistant, Associate and Full Professor rank in the department, appointed annually by the Department Chair. The Chair of the Committee shall be appointed by the Chair and convene the Committee in accordance with the Campus dossier submission timetable and pre-review the dossiers and proposed actions and assign ad-hoc dossier review committees for in-depth review. The Departmental Academic Personnel Coordinator shall provide staff support, i.e. schedule meetings, distribute the dossiers, etc. This Committee shall meet at least four to six (4-6) times annually for the purpose of pre-reviewing all dossiers proposed for appointment, promotion, termination of appointment, change in series, merit increase, fourth-year appraisals, five-year academic reviews, or other required academic review processes. The Committee shall forward track change and appointment-related recommendations to the Executive Committee for salary review. A summary of the Academic Affairs Committee recommendation shall be discussed at the Executive Committee and maintained in the Academic Personnel office.

**B. Executive Committee**
The Executive Committee shall be composed of the following standing members: Department Chair, Vice Chairs, Chief Administrative Officer, Chief Financial Officer and additional members, appointed at the department chair’s discretion. The Chair and Chief Administrative Officer shall set the agenda and notify members in advance. For the Executive Committee’s purposes, one more than fifty percent of the membership shall constitute a quorum. The Chief Administrative Officer and Chief Financial Officer are non-voting members for academic personnel actions. The Executive Committee shall approve all appointments and reappointments to the UCLA Medical Staff, decide policies on intra- and interdepartmental issues, and provide leadership in strategic planning efforts including space, personnel, clinical operations, community engagement, finance and educational programs. The Executive Committee, in conjunction with the Chairs of Standing Committees, shall have general responsibility for the development, implementation, and enforcement of the administrative, academic, research and patient care policies of the Department of Radiation Oncology. The Committee shall meet at least three times monthly.

C. Education Committee
The Education Committee shall be responsible for facilitating the development and implementation of curriculum for the training programs (medical student clerkships, residencies, and fellowships), recommending policy, adjudicating coverage and resource allocation issues, and ensuring compliance with RRC regulations (i.e., “Milestones”) and CAMPEP requirements. The Committee shall be comprised of the Department Chair, Vice Chair for Education, Vice Chair of Physics, Associate Vice Chair of Physics, Program Directors, Medical Student Clerkship Director, the Administrative Director of the Education Office (or their designated representatives), Program Coordinators and will be chaired by the Vice Chair for Education. The committee shall meet at least semi-annually, but sub-committees may be convened on a more frequent basis, as specific aspects of the educational program require. The Administrative Director of the Education Office shall maintain minutes of all Committee meetings.

D. Quality and Safety Oversight Committee
Each clinical Division shall have the responsibility of developing a Quality Improvement (QI) plan to be presented to the Chair, the Executive Committee and the Chief Quality Officers for approval. All faculty shall participate in the Departmental Quality Meetings. The Departmental Chief Quality Officers shall represent the Department in the appropriate Health System QI process. Quality Officers will manage the incident reporting system, review and assign QI projects as indicated, and recommend policy and procedural changes to ensure all regulatory requirements are being met by the department.

E. Academic Senate Committee Appointments
The Department of Radiation Oncology shall elect two representatives to the Legislative Assembly of the Academic Senate for three-year terms. The Chair, in consultation with the Division Chiefs, shall recommend a slate of two to six candidates representing the divisions. An electronic ballot will then be initiated for the Academic Senate members of the Department. Results of the election ballot will be tallied by the Chairman’s Office and forwarded to the Campus Academic Senate Office.

ARTICLE X - VOTING PRIVILEGES
A. **Academic Senate Faculty**
All department Academic Senate Members, including Recalled Emeriti, shall have the right to vote on substantial department matters, and appointments and personnel actions of both Senate and non-Senate faculty as described below.

B. **Non-Senate Faculty**
Non-Senate faculty may have an advisory vote on substantial departmental matters, as well as on personnel actions of both Senate and Non-Senate faculty.

C. **Emeriti Faculty**
Emeriti faculty does not have the right to vote on departmental matters, nor on personnel actions. Emeriti faculty of the Department of Radiation Oncology who are recalled to service in the Department regain voting rights on all departmental matters during the period of such service.

**ARTICLE XI – VOTING**

A. **Review Process for Personnel Actions**
   a. The full-time Academic Senate faculty (Assistant, Associate and Full Professor Rank) shall be responsible for evaluating candidates in all titles, both Senate and non-senate, for appointment, merit, and promotion. Candidates shall be evaluated based on the following criteria: 1) professional training and technical competence; 2) local, regional and national recognition in their academic specialty; 3) evidence of teaching abilities and on-going commitment to the training program; 4) evidence of creative investigation in either basic or clinical research; and 5) university service, with weighting of each category as described in the UCLA CALL. Each dossier must contain documentation that strongly supports fulfillment of the aforementioned criteria. Each dossier beyond the initial appointment must contain teaching evaluations by residents and students as well as peer review evaluations by faculty. Dossiers for appointments, promotions, and changes in academic series (for Senate titles only) must also include letters of intramural and extramural support that attest to the individual’s capabilities with respect to the above criteria.

All Personnel actions shall be reviewed according to the following process:

1. Academic Personnel Committee will designate or serve as ad hoc committee for dossier review.

2. Vote of The Department of Radiation Oncology Faculty. Non-senate faculty will provide an advisory vote on academic personnel actions. Senate faculty votes will be recorded and tallied separately from non-senate faculty votes.

3. Academic Personnel Committee refers to Department Chairman to write a departmental letter of recommendation.

4. Departmental Chairman may write an optional, separate letter.

5. The Executive Committee shall review actions reviewed by the Academic Personnel Committee, and will provide oversight to the Department Chair regarding financial impact to the department on new appointments and changes in series. The Department Chair shall have final authority on all department financial decisions.
6. Ad Hoc Review Committee (at the discretion of the Chancellor’s Office), if applicable.

7. Committee on Academic Personnel (CAP) review, if applicable.

8. Chancellor’s Office review, if applicable.

B. Voting Privileges
Tenured Faculty members have extended the right to vote on Academic Personnel Actions to In Residence and Clinical X Faculty. [12/29/2015. In Residence 3 yes; 1 no; 0 abstain; Clinical X: 3 yes; 1 no; 0 abstain]

1. Appointments, Non-Reappointments
   a. Full and Associate Professors vote on all appointments that confer membership in the senate.
   b. Full and Associate Professors have extended the right to vote on appointments to Assistant Professors. [02/17/2016, by 2/3 majority secret ballot: 7 yes 2 no 0 abstain 1 not voted].

2. Promotions
   a. Promotions to Full Professor: Full Professors vote on all promotions to Full Professor. Full Professors have extended the vote on their promotions to Associate Professors [02/17/2016, by 2/3 majority secret ballot: 5 yes 2 no 0 abstain] and, with Associate Professors, to Assistant Professors [02/17/2016 by 2/3 majority secret ballot: 7 yes 2 no 0 abstain].
   b. Promotion to Associate Professor: Full and Associate Professors vote on all promotions to Associate Professor. Full and Associate Professors have extended the vote on promotion to Associate Professor to Assistant Professors. [02/17/2016, by 2/3 majority secret ballot: 7 yes 2 no 0 abstain 1 not voted].

3. Merit Actions
   a. Full Professor merits. The same ranks (Full, Associate, and Assistant) vote on Full Professor merits as vote on Full Professor promotions. (SB 55.B.6)
   b. Associate Professor merits. The same ranks (Full, Associate, and Assistant) vote on Associate Professor merits as vote on Associate Professor promotions. (SB 55.B.6)
   c. Assistant Professor merits. All ranks (Full, Associate, and Assistant) vote on Assistant merits, including 4th year appraisals. Full and Associate Professors have extended the right to Assistant Professors. [02/17/2016, by 2/3 majority secret ballot: 7 yes 2 no 0 abstain 1 not voted].

4. Joint and Split Appointments
   a. Joint appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other department member of the same rank.

5. Five Year Reviews
a. Five Year Reviews are handled by the department process as described in Article XI, Item A department process.

6. **Non-Senate Faculty/Adjuncts**
   a. Non-senate academic personnel actions follow the review and voting procedures as any other faculty member of the same rank according to the department process as described in Article XI, Item B.
   b. Non-Senate Faculty/Adjuncts with 100% employment in the Department (including all affiliate locations) have been extended the right to an advisory vote on Faculty personnel actions. [02/17/2016, by 2/3 majority secret ballot: 7 yes 2 no 0 abstain 1 not voted].

7. **Non-Personnel Substantial Department Matters**
   a. Issues of this nature include but are not limited to: course and curricula decisions, membership of various faculties and councils, department budget and administrative decisions involving faculty.
   b. All senate faculty members may vote on non-personnel substantial department matters.

C. **Voluntary Series Faculty**
   1. Appointments and promotions in the Clinical (Voluntary) series require a division review of the programmatic need for such actions under consideration. All actions for Voluntary Series Faculty appointments will be reviewed by the David Geffen School of Medicine Faculty Executive Committee. Appointment to this series shall not be automatic either upon departure from the full-time faculty or graduation from a University of California residency or fellowship training program. Appointments and promotions at the Assistant Professor, Associate Professor and Full Professor ranks shall require a division vote and Faculty Executive Committee Review.

**ARTICLE XII - APPOINTMENTS TO SCHOOL, MEDICAL CENTER AND UNIVERSITY COMMITTEES**

The Department Chair shall sit on standing and ad hoc committees in the Medical School, UCLA Hospital System, the UCLA Health System, and the University Campus. In his absence the Executive Vice Chair or other designee shall represent him. The Department Chair may also propose that members of the Department of Radiation Oncology represent the Department on appropriate committees. Individuals may be asked to serve on more than one committee.

**ARTICLE XIII - AMENDMENT OF BYLAWS**

The Department Bylaws may be amended at any time by a 2/3 majority vote of a quorum of the division/departamental Senate faculty all ranks and series of the Department of Radiation Oncology. The
proposed amendments shall be submitted in writing and circulated to the entire faculty prior to the vote being taken.

Minor amendments to language in the Bylaws that reflect changes in University nomenclature or procedure and do not impact the prerogatives of the faculty may be enacted by the Chair.

A. The Department of Radiation Oncology Health Sciences Compensation Plan Bylaws may be amended at any time by a two-thirds vote of the senate division departmental faculty, with approval by the Department Chair and Dean. Affected Plan participants shall be afforded the opportunity to review and comment on any proposed revisions to these Bylaws prior to a vote being taken. (For additional information regarding these policies, see: APPENDIX A - The Department of Radiation Oncology Health Sciences Compensation Plan Bylaws.)
Radiation Oncology

Uses By-Law 55

Spoke with Barry Corn 1/26/04
March 31, 2016

To: Kathleen A. McHugh, Associate Dean and Interim Chair  
School of Theater, Film and Television  
Department of Film, Television and Digital Media

From: Linda Bourque, Chair  
Rules & Jurisdiction

Re: Department Bylaws Submitted On March 30, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Film, Television and Digital Media submitted on March 30, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor  
Jason Throop, Committee on Rules & Jurisdiction  
James Crall, Committee on Rules & Jurisdiction  
Linda Mohr, CAO, Academic Senate  
Marian Olivas, Committee Analyst, Rules & Jurisdiction  
Meg Buzzi, Academic Personnel Office  
Heather Small, Information Technology Services  
Bonnie MacDougall, Vice Chancellor’s Office  
Bela Tiger, Executive Assistant to the Chair  
Ryan Hamilton, Director Academic Personnel
Academic Governance of the Department of Film, Television and Digital Media

Approved on 3/9/2016 by a 2/3 majority secret ballot of Senate Faculty, 16 yes, 0 no, 0 abstain, 4 not voting

I. By-Laws
II. Department Senate Membership and Meetings
III. Authority and Duties of the Department Senate
IV. By-Laws on Personnel Actions
V. By-Laws for the Selection and Renewal of the Chair
VI. By-Laws for Department Committees

I. BY-LAWS:

1. By-Laws: These By-Laws contain the core principles by which the Department of Film, Television and Digital Media has chosen to govern itself.

2. Acceptance of By-Laws: Acceptance of these By-Laws requires approval by a two-thirds vote of the Department Senate. The current By-Laws document will be reviewed periodically according to Senate guidelines.

3. Amendment: Amendments to these By-Laws may be proposed by any Senate member of the Department. The request to amend a By-Law will be referred to the By-Laws committee of the Department for a recommendation. This recommendation will be presented for discussion and vote to the Department Senate at a meeting, notice of which must be given at least one week in advance. Amendment of Department By-Laws requires a two-thirds vote of the Senate faculty.

4. Access: These By-Laws will be posted on the Department website and be accessible without restriction. At the beginning of each academic year, the Chair will be responsible for distributing a copy of the By-Laws to each member of the Senate faculty in the Department and to designated student representatives. In addition, a copy of the By-Laws will be kept in the Chair’s office.

II. DEPARTMENT SENATE MEMBERSHIP AND MEETINGS:

1. Membership: The basic governing body of the Department is comprised of Academic Senate members. Senate faculty in FTVDM is made up of regular line ladder faculty (Full, Associate, and Assistant Professors).
2. **Department meetings**: Department meetings take place at the call of the Chair with one week's notice, except when the Chair finds that an emergency or urgent matter makes this impossible. The Chair or a substitute designated by the Chair presides at the meeting.

   a. Per Academic Senate regulations (By-Law 55, 11-6, http://www.apo.ucla.edu/cal/append4.htm), "upon the request of 2 Senate members, the Chair must schedule and hold a meeting within ten days." Two Senate members may also request that an item be placed upon the agenda of a previously scheduled meeting.

   b. The Chair will call for at least one general business meeting each quarter.

   c. All meetings of the Senate faculty will be conducted according to the current edition of Alice Sturgis' *Standard Code of Parliamentary Procedure*

3. **Minutes**: Written minutes of the Department meetings, excluding meetings devoted to personnel actions, will be taken by a staff member and distributed in timely fashion to the whole voting faculty, as well as to designated student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes are to include a list of individuals present at the meeting.

   A copy of minutes from all Department meetings will be preserved in the Chair's office, where any voting member of the Department may consult them on demand.

4. **Student Representatives**: Two graduate students and two undergraduates will be elected annually by the student body to serve as student representatives to the Department’s Senate. They will be invited to participate at the beginning of all Senate meetings, except those dealing exclusively with personnel actions, and will be asked to provide input at these meetings on issues that directly affect the Department's curriculum and teaching programs at both the graduate and undergraduate levels.

   a. Student representatives are eligible to vote at Department meetings. However, their votes will be recorded separately per UCLA Academic Senate By-Law 45E5 (http://www.senate.ucla.edu/FormsDocs/By-Laws/ch4-3.htm#b45). Student representatives can also place items on the agenda for Department consideration, and, if necessary, a Department vote.

   b. Student representatives will be elected by an open vote of the undergraduate and graduate bodies respectively. Such appointments will be made by the appropriate undergraduate and graduate organizations by the end of the spring quarter for the following year and forwarded to the Department Chair.
5. **Voting Rights:** Department members who belong to the Academic Senate and meet the requirements may vote in Department meetings as outlined in the UCLA Faculty Senate By-Law 55 (CALL Appendix k http://www.apo.ucla.edu/call/append4.htm).

   a. Emeritus faculty do not have personnel voting privileges. Recalled Senate Emeriti have the right to vote on non-personnel related department issues.
   b. Voting on general Department business is done by a show of hands, unless a motion is made for a secret ballot. Voting on personnel matters is by secret ballot only. All Department votes are decided by simple majority, unless specified otherwise elsewhere in the By-Laws. Votes to abstain will not be counted.

6. **Quorum:** At meetings where any votes are taken and/or required, a quorum will consist of a simple majority of the eligible Academic Senate faculty not counting those absent due to sabbatical, sabbatical-in-residence, or leave of absence.

7. **Referendum:** Any action (except in matters relating to academic personnel and appointments) taken at a Department meeting is subject to a referendum of all Academic Senate members of the Department in residence under the following conditions:

   a. If a request for such a referendum is made by not less than 25% of the Senate faculty of the Department.
   and
   b. if such a request is submitted to the Chair not more than five days after the meeting at which the decision in question was taken (excluding Saturdays, Sundays and academic holidays).

8. **Agenda:** All substantive matters for consideration at a Department meeting must appear on a written agenda distributed to all faculty members at least two (2) working days prior to the meeting. Exceptions to this rule may be made by a vote of the Senate faculty

### III. AUTHORITY AND DUTIES OF THE DEPARTMENT SENATE

The Senate faculty of the Department of Film, Television and Digital Media, in accordance with their responsibilities as members of the Academic Senate, operate by the overriding principal of shared governance.

1. The Senate may recommend the establishment of new programs or divisions within the Department.

2. The Senate must approve all changes in or additions to the FTVDM curriculum, both core and specialization, all new courses offered under the auspices of the School of Theater, Film and Television, changes in course descriptions, deletions of courses and requirements for matriculation and degrees or certificates.

3. Regarding teaching, the Department Senate primary responsibilities are:

   a. To maintain and teach the curriculum of the Department
b. To review and approve all courses offered for credit

4. In order to facilitate the above responsibilities the faculty will

   a. Each year, approve all courses that will be taught for unit credit. This will include all graduate and undergraduate courses, all online and professional program courses. In other words, all courses offered for Film, Television and Digital Media credit must be approved each year by the Senate faculty.

   b. The Department Chair will announce the proposed composition of search committees along with a proposed search committee chair. Members of the proposed search committee must agree to serve in advance of the announcement. Senate members who have concerns regarding the make-up of the proposed search committee can make their concerns known to the Senate Faculty at that time.

   c. While individual areas may make recommendations regarding curriculum, the Senate faculty makes the final decisions.

5. The Department Senate has powers in the area of Standing Committees and Ad Hoc Committees as outlined in Section VI below.

6. It is the responsibility of the Chair, vice chairs and committee heads to make every attempt to insure that all matters requiring a vote by Senate Faculty be resolved by the close of spring quarter.

IV. BY-LAWS ON PERSONNEL ACTIONS

1. All Senate faculty, whether in residence or on leave, are eligible to vote. All those eligible to vote who are absent from a meeting concerning personnel actions may submit a vote to the Director of Academic Personnel within three (3) working days following the meeting, but in no case can the outcome be determined by the votes of faculty not present for the meeting. In such instances an additional meeting will be scheduled to consider the action.

2. In order to comply with the guidelines of Academic Senate By-Law 55 regarding confidentiality, no voting results can be announced until all votes are in -- generally three days following the meeting.

3. Faculty are encouraged to review and to sign off on dossiers. The signature sheet will be presented by the Academic Personnel Office at the corresponding Senate Meeting.

4. Summary of Voting Constituency for Personnel Actions:
<table>
<thead>
<tr>
<th>TYPE OF ACTION</th>
<th>WHO MAY VOTE</th>
</tr>
</thead>
</table>
| **I.** All new **Appointments to Assistant Professor** that confer membership in the Academic Senate. For Assistant titles, includes the following actions:  
a. 4th Year Appraisals  
b. Non-Renewal/Termination (end of “8th” year) | All Senate faculty  
The vote is extended to Assistant Professors\(^i\) |
| **II.** All new **Appointments to** Associate and Full Professor that confer membership in the Academic Senate | Full Professors and Associate Professors |
| **III.** **Promotion** to Full Professor. Includes:  
a. Hurdle steps: Step 6, Advancement to Above-Scale | Full Professors |
| **IV.** **Promotion** to Associate Professor. | Full Professors and Associate Professors |
| **V.** **Merit Increases** (Advancement within rank) for Full Professors. Includes:  
a. Further above scale | Full Professors and Associate Professors. (The vote is extended to Associate Professors.)\(^ii\) |
| **VI.** **Merit Increases** (Advancement within rank) for Associate Professors. | Full Professors and Associate Professors |
| **VII.** **Merit Increases, Renewals and Appraisals** (Advancement within rank) for Assistant Professors. | All Senate faculty (Full, Associate, and Assistant).  
(The vote is extended to Assistant Professors.)\(^iii\) |
| **VIII.** Non-Senate personnel actions. Includes:  
a. Appointments  
b. Promotions | All Senate faculty (Full, Associate, and Assistant). |
c. Merits  
d. Renewals  
e. Non-Renewal/Termination

5. Five year reviews are initiated by the Chair in consultation with the Executive Committee. The resulting recommendation is voted on by Senate Faculty and then sent to the Dean’s office.

6. Ad Hoc Review Committees

   a. Prior to a meeting for a discussion by the eligible faculty of a candidate’s dossier, the Department Chair will appoint a three-member Ad Hoc Committee for all actions requiring CAP review. These Committees will be comprised of Department current Senate faculty and should include representation from the candidate’s specialization whenever feasible.

   b. Any candidate has the option to submit a confidential list of names the candidate would prefer not to be contacted for the review to the Department Chair in relation to the Department Ad Hoc Committee. In all cases where the candidate does submit such a list, the discretion of the Department Chair will prevail.

   c. The names of the three-member Ad Hoc Committee will be affixed to the final official Ad Hoc Committee Report submitted to CAP. The Report is prepared by the Committee and is submitted, through the Department Chair, to the candidate for review. No Response is required, however if she/he so chooses, the Candidate’s written Response must be submitted within seven (7) calendar days of receipt of the Ad Hoc Report. The Committee Report and the Candidate’s Response to the Report are then made available to all Senate faculty qualified to vote on the proposed personnel action and will be presented at the Senate meeting considering the personnel action.

   d. The Department Chair will modify and reconstitute the Ad Hoc Committee as required by sabbaticals, leaves or illnesses. The Department Chair will fill vacancies on the Ad Hoc Committee as need occurs.

7. Procedures for the Committee

   a. Following notification by the Department Chair that the individual’s dossier is complete and available, the Ad Hoc Committee will meet promptly and submit within four (4) weeks a report in keeping with its basic purpose, namely, an in-depth analysis, balanced (positive and negative) of all four evaluative areas: scholarly and creative activity; teaching competence; Department service and University service. Descriptions of these as contained in the UCLA CALL will be available to the Committee.
b. The candidate’s dossier (i.e., all relevant materials including solicited letters of evaluation) will be accessible to the Committee through the School of TFT Academic Personnel Office. Further requests for information should be directed to the Department Chair, who will also aid in other procedural concerns.

c. Within the time designated, a comprehensive report will be submitted to the Department Chair. If the report is inadequate in any way, the Department Chair may return it to be amended. After the review and vote by the Senate faculty, the Ad Hoc Committee members will sign the Ad Hoc Report before it is forwarded to the Dean. This report is not a substitute for the Department Recommendation written by the Chair.

V. BY-LAWS FOR THE SELECTION AND RENEWAL OF THE CHAIR

1. Selection

   a. The Chair is selected by the Department Senate after taking a vote by secret ballot and appointed by the Dean of the School of Theater, Film and Television.

   b. The term of service will be three (3) years, renewable for additional terms.

   c. By a 2/3rds vote of the Department Senate, a recommendation for the removal of the Chair can be forwarded to the Dean for action.

2. Evaluation and Renewal of Appointment

   a. At the first Senate faculty meeting in the fall quarter of the third year of service, the current Chair should express her/his desire or not to serve an additional term.

   b. If the Chair wishes to continue, a committee composed of all the Vice-Chairs and Heads of Department Academic Programs will convene to make a recommendation to the full Department Senate Faculty. Notification in writing of the Chair’s wish to continue serving, along with the area heads’ recommendations will be distributed to Senate Faculty two weeks before a vote is taken.

   c. By the end of fall quarter of the current chair’s third year of service, a special meeting of the Senate faculty will be convened to discuss and vote on a proposed renewal. This meeting will be co-chaired by the Department Vice-Chairs. The Department Chair will not be present. A decision will be made by a simple majority vote by ballot. A decision to renew a chair’s term of service may be accompanied by recommendations.

3. Duties of the Chair

   The Chair serves as the chief administrative officer of the Department. Duties and responsibilities of Department Chairs are specified in the Academic Personnel Manual.
In fulfilling his or her duties, the Chair will regularly consult with the Senate faculty on all substantial matters related to standing committees, the Chair’s role on standing committees, courses, curricula, education policy, budget, personnel, resources and space (APM 245, Appendix A)

The Chair of the Department of Film, Television and Digital Media will administer the Department with the advice of the faculty and will have the following duties:

a. To maintain the morale of students, staff and faculty.

b. To conduct open meetings with students, staff and faculty, individually and in groups.

c. To recruit and maintain lists of outstanding candidates for possible faculty and staff positions.

d. To arrange for interviews with these candidates and to appoint ad hoc search committees

e. To negotiate title and salary with all Film/Television staff and faculty.

f. To conduct a public relations, development, and fundraising program with the industry, UCLA alumni and other potential donors.

g. To monitor, encourage, and promote faculty creative work and research.

h. To insure application of established university procedures in the handling of grievances by faculty, staff, or students.

i. To represent the interests of the Department to the Dean and Officers of the University.

j. To chair meetings of the Department Senate and the Executive Committee.

k. To assign duties and courses of instruction, in consultation with the Department Senate as specified in Section III above.

l. To supervise curricula, programs, catalog copy and all materials mailed to applicants

m. In consultation with the Senate faculty, the Chair will plan and administer the budget and supervise all purchasing, receiving and accounting in a manner that follows that plan. Every year the Department budget will be made available to the faculty for consultation and review at each major stage of development.
n. To supervise student admissions, advisement, petitions, awards, waivers, discipline and dismissals.

o. To supervise the appointment and counseling of Academic Apprentice Personnel (Teaching Assistants, etc.) and Research Assistants.

p. To supervise the allocation of space and equipment in accordance with Department priorities and programmatic specifications articulated by the Senate faculty. All significant re-allocation of space, equipment and technical staff resources must be done in consultation with the Senate faculty.

q. To supervise staff with the advice of appropriate faculty members in accordance with the Department objectives and curricular priorities defined by the Senate faculty. Any significant change in staff assignments, creation, or elimination of positions must be done in consultation with the Senate faculty.

VI. STANDING AND OTHER COMMITTEE BY-LAWS

Standing Committees include the Executive Committee and Program Committees. Other committees are formed for necessary but time-limited department business.

1. Membership:

a. Members of committees are appointed by the Chair with majority approval of the Department Senate. All committees must have active student representation and participation. They must meet regularly (at least once each quarter) and keep minutes for submission to the Chair and the Department Senate.

b. Membership of standing committees will be established by the end of the spring quarter for the following academic year. Replacement of members or chairs caused by sabbaticals, leaves of absence or illness will be made as specified in point a. above.

c. The Department uses program committees to advise on program work. Standing committees have an advisory relationship to the Chair and Senate faculty as a whole, particularly on any matters relating to curriculum and degree requirements. Chairs of program committees are appointed for two-year terms, renewable for additional terms. In light of the scope of activities in the areas of Cinema and Media Studies, Production/Direction and the Undergraduate Program, these Chairs will also be designated as Department Vice Chairs.

d. Chairs of Committees should be Senate members.

e. Membership on Department Committees does not include the Dean of the School of TFT.
f. The Department Senate will assign to the committees the authority and the responsibilities needed to administer the areas of their concern.

g. All committee meetings will be open to all members of the faculty and invited participants; however, the vote of the committee will be limited to the members of the committee.

2. Duties of the Chairs of Program Committees (including the Vice Chairs):

   a. To chair the meetings of the Program and Divisional Committees.

   b. To report to the Chair and Senate faculty on activities in areas of responsibility assigned to the Program and Divisional Committee.

      To monitor the application of university and Department policies and procedures in the areas of activity assigned to the Committee.

   c. In consultation with the members of the Program Committee, to advise the Chair on such issues as: curriculum, financial aid and scholarships, petitions, assignment of teaching assistants, student leaves of absence, admissions, and, in general, all areas that affect the implementation of responsibilities assigned to the Committee.

   d. Within the scope of the responsibilities assigned to the Committee or as requested by the Chair, to represent the Committee or the Department at university, academic, or public meetings.

3. Responsibilities for the Program and Undergraduate committees include the following:

   a. To review applications for admission and make recommendations for acceptance.

   b. To recommend student probation and dismissal.

   c. To advise the Department Chair on teaching assignments including the equitable distribution of teaching of graduate and undergraduate courses.

   d. To advise the Chair on the scheduling of courses.

   e. To make recommendations regarding the curriculum and the granting of degrees.

   f. To advise and approve student’s course of study.

   g. To monitor and implement degree requirements including theses, examinations, advancement to candidacy.
h. To make recommendations for the appointment of Academic Apprentice Personnel (TAs, RAs, SRs).

i. To make recommendations concerning the offering of financial support to students including tuition waivers, unrestricted aid, awards

j. To supervise staff as assigned to specific areas.

k. To oversee the use of equipment and facilities as assigned to specific programmatic areas.

l. To present budget proposals, planning documents, proposals for curricular revision, and other reports as requested by Chair or Faculty Senate.

m. To coordinate on inter-Department issues with other standing committees, Ad Hoc Committees, and the Film and Television Archive.

n. To meet regularly (at least once each quarter) and submit written minutes to the Chair. To report to the Department Senate as required.

o. To encourage, assist, and monitor faculty research and creative activity.

p. To monitor adherence to University and Department policies and procedures in the assigned areas of responsibility.

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\[ i \] The vote was extended by a 2/3 majority vote of Full Professors and Associate Professors in a secret ballot on 03/09/2016; 10 yes; 0 no; 1 abstain.

\[ ii \] The vote was extended by a 2/3 majority vote of Full Professors and Associate Professors in a secret ballot on 03/09/2016; 10 yes; 0 no; 1 abstain

\[ iii \] The vote was extended by a 2/3 majority vote of Full Professors and Associate Professors in a secret ballot on 03/09/2016; 11 yes; 0 no; 0 abstain.
ACADEMIC GOVERNANCE
OF
THE DEPARTMENT OF FILM AND TELEVISION

Issued by the Chair’s Office
Department of Film and Television
BY-LAWS: STATUS

All provisions of the BY-LAWS OF THE DEPARTMENT OF FILM AND TELEVISION must be consistent with THE CALL: SUMMARY OF POLICY. ACADEMIC PERSONNEL as well as with other established University policies and procedures. If a conflict should arise between the BY-LAWS and official University policy, the latter takes precedence.

Acceptance of these BY-LAWS requires approval by a majority vote of the Department Senate. This document shall be reviewed every three (3) years. Changes can be made at any time by majority vote of the Department Senate.
BY-LAWS FOR GENERAL DEPARTMENTAL GOVERNANCE

1. The basic governing body of the Department is comprised of Academic Senate members. This body may extend the vote on certain matters to other members of the faculty.

2. The Assembly of the Department shall consist of members of the Academic Senate plus any faculty to whom the voting privilege has been extended.

3. The Senate extends voting privileges in matters dealing with Departmental policy, to non-senate faculty members who hold an annual appointment.

4. Emeritus faculty do not have voting privileges. However, Emeriti/ae, while recalled to service in a department, regain voting rights on all departmental matters, except personnel matters.

5. All meetings will be conducted by Robert's Rules of Order.

6. All substantive matters for consideration at a Departmental meeting must appear on a written agenda distributed to all faculty members at least two (2) working days prior to the meeting. Exceptions to this rule may be made by a vote of the Assembly.

7. A quorum shall consist of a simple majority of the Academic Senate faculty not on sabbatical, sabbatical-in-residence, or leave of absence.

8. A motion shall be carried by a simple majority of those eligible to vote. Abstain votes will not count.

9. The Assembly has powers in the area of Standing Committees and Ad Hoc Committees as outlined below.

10. The Senate may recommend the establishment of new programs or divisions within the Department.

11. Minutes must be taken at each meeting and distributed in a timely manner.

12. The Senate must approve all changes in or additions to the curriculum, both core and specialization, all new courses including those involving film, television, and new media offered under the auspices of the School of Theater, Film and Television, changes in course descriptions, deletions of courses and requirements for matriculation and degrees or certificates.
13. Staff representation to the Assembly consists of the MSO and the Academic Administrator.

14. Student representation to the Assembly consists of two (2) graduate students (MA/Ph.D. and MFA) and one (1) undergraduate student elected by the student assembly.

15. The students will have voting privileges. Their votes will be recorded separately.

**BY-LAWS ON PERSONNEL ACTIONS**

1. A quorum shall consist of a simple majority of those eligible to vote, not on sabbatical, sabbatical-in-residence, or leave of absence.

2. All those absent from a meeting concerning personnel actions have the right of a secret vote within three (3) working days following the meeting, but in no case can the outcome be determined by the votes of faculty not present for the meeting. In such instances an additional meeting will be scheduled to consider the action.

In order to comply with the guidelines of Academic Senate By-Law 55 regarding confidentiality, no voting results can be announced until all votes are in -- generally three days following the meeting.

3. During the summer, the right to vote is delegated to the Executive Committee as prescribed, composed of Senate Faculty members available during the summer to vote on the completion of temporary faculty appointments (for those required to complete the teaching program for the following year) and to advise the Chair on course assignments and other administrative obligations not yet fulfilled. The Chair shall contact all Senate faculty available to meet and vote.

4. Faculty are required to sign off on dossiers in order to participate in voting.

5. Emeritus faculty do not have voting privileges.
SUMMARY OF VOTING CONSTITUENCY FOR PERSONNEL ACTIONS

Full Professors May Vote on the Following Actions:

- **Appointments to:** All Ranks. All Series
- **Appraisals:** All Ranks. All Series
- **Promotions to:** All Ranks. All Series
- **Renewals:** All Ranks. All Series
- **Non Renewal/Terminal Appointments**
  - All Ranks, All Series
- **Merit Increases:** All Ranks, All Series

Associate Professors May Vote on the Following Actions:

- **Appointments to:** All Ranks. All Series
- **Appraisals:** All Ranks. All Series
- **Promotions to:** Associate Professor (All Series) and below Lecturer SOE
- **Renewals:** All Ranks. All Series
- **Non Renewal/Terminal Appointments**
  - All Ranks. All Series
- **Merit Increases:** All Ranks. All Series
Assistant Professors May Vote on the Following Actions:

<table>
<thead>
<tr>
<th>Action</th>
<th>Eligible Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointments to:</td>
<td>Assistant Professor (All Series) Lecturer SOE</td>
</tr>
<tr>
<td>Appraisals:</td>
<td>All Ranks. All Series</td>
</tr>
<tr>
<td>Promotions to:</td>
<td>None</td>
</tr>
<tr>
<td>Renewals:</td>
<td>Assistant Professor (All Series)</td>
</tr>
<tr>
<td>Non Renewal/Terminal Appointments:</td>
<td>Assistant Professor (All Series)</td>
</tr>
<tr>
<td>Merit Increases:</td>
<td>Assistant Professor (All Series)</td>
</tr>
</tbody>
</table>

**AD HOC REVIEW COMMITTEES**

1. Prior to meeting for review by the eligible faculty of a candidate's dossier, the Department Chair will appoint a three-member ad hoc Committee for all actions requiring CAP review. These Committees shall be comprised of faculty eligible to vote and should include representation from the candidate's specialization, whenever feasible. The appointed Search committee will serve as the ad hoc committee.

2. The option to submit a confidential "negative" list of names to the Department Chair in relation to the Departmental ad hoc Committee is open to any candidate. In all cases where the candidate does submit such a list, the discretion of the Department Chair shall prevail.

3. Although the names of the three-member ad hoc Committee will remain anonymous throughout the process, they will be affixed to the final official Report when it is forwarded to the Dean. The Report is prepared by the Committee and is submitted, through the Department Chair, to the candidate for review. Although no reply is required if she/he so chooses, the Candidate's Response must be in writing and submitted within seven (7) calendar days of receipt of the ad hoc Report. The Committee Report and the Candidate's reaction to the Report are then made available to all faculty qualified to vote on the proposed personnel action and read by the Department Chair at the Senate meeting considering the personnel action.
4. The Department Chair will modify and reconstitute the ad hoc Committee as required by sabbaticals, leaves or illnesses. The Department Chair will fill vacancies on the ad hoc committee as need occurs.

**PROCEDURES FOR THE COMMITTEE**

1. Following notification by the Department Chair (indicating that the individual dossier is complete and available), the ad hoc Committee will meet promptly and submit within four weeks a report in keeping with its basic purpose, viz., an in-depth analysis, balanced (negative and positive) inclusion of all four evaluative areas: scholarly and creative activity; teaching competence; departmental service and University service.

   Descriptions of these as contained in the Senate CALL will be available to the Committee.

2. The candidate's dossier (i.e., all relevant materials including solicited letters of evaluation) will be accessible to the Committee through the Academic Personnel Assistant. Further requests for information should be directed to the Department Chair, who will also aid in other procedural concerns.

3. Within the time designated, a comprehensive report will be submitted to the Department Chair. If the report is inadequate in any way, the Department Chair may return it to be amended.

   After the review and vote, the ad hoc Committee members will sign the ad hoc Report before it is forwarded to the Dean. This report is not a substitute for the Departmental Recommendation written by the Chair.

**BY-LAWS FOR SELECTION OF THE CHAIR**

1. The Chair is selected by the Senate after taking a vote by secret ballot and appointed by the Dean of the School.

2. The term of service shall be three (3) years, renewable for additional terms.

3. By a 2/3rds vote of the Departmental Senate a recommendation for the removal of the Chair can be forwarded to the Dean for action.
DUTIES OF THE CHAIR

The Chair serves as the chief administrative officer of the Department. Duties and responsibilities of department Chairs are specified in the Academic Personnel Manual.

The Chair of the Department of Film and Television shall administer the Department with the advice of the faculty and shall have the following duties:

1. To maintain the morale of students, staff and faculty.
2. To conduct open meetings with students, staff and faculty, individually and in groups.
3. To recruit and maintain lists of outstanding candidates for possible faculty and staff positions.
4. To arrange for interviews with these candidates and to appoint ad hoc search committees.
5. To negotiate title and salary with all Film Television staff and faculty, up to tenure rank.
6. To conduct a public relations and a development program with the industry, UCLA alumni and other potential donors.
7. To monitor, encourage, and promote faculty creative work and research.
8. To insure application of established university procedures in the handling of grievances by faculty, staff, or students.
9. To represent the interests of the Department to the Dean and Officers of the University.

In addition to the aforementioned, the Chair shall, with the advice of the Executive Committee be responsible for the following:

1. Chair meetings of the Executive Committee and the Departmental Assembly.
2. Assign duties and courses of instruction.
3. Supervise curricula, programs, catalog copy and all materials mailed to applicants.
4. Administer the budget -- purchasing, receiving and accounting.
5. Supervise student admissions, advisement, petitions, awards, waivers, discipline and dismissals.

6. Supervise the appointment and counseling of Academic Apprentice Personnel (Teaching Assistants, etc.) and Research Assistants.

7. Supervise the allocation of space and equipment.

8. Supervise staff with the advice of appropriate faculty members.

BY-LAWS FOR THE EXECUTIVE COMMITTEE

The Executive Committee is a standing committee of the Department which serves as an advisory body for the Chair and a coordinating body for Department Administration, Faculty, Staff and Students. The Executive Committee will refer all substantive matters to the Assembly for discussion and voting. Any member of the faculty of the Assembly may bring forward any items of the minutes of the Executive Committee to the Assembly.

The Executive Committee is chaired by the Department Chair. It is composed of Chairs of the standing committees, Vice Chairs, staff and student representatives and such other faculty that the Chair may feel are required for the effective operations of the Department.

Faculty and student representatives may vote with the student vote being recorded separately.

Additional representation to the Executive Committee includes:

- One undergraduate student selected by students
- One graduate student from the MA/Ph.D. program selected by students
- One graduate student from the MFA program selected by students
- Staff representation including the Academic Administrator and the MSO

Functions of the Executive Committee include:

1. Hold regularly scheduled meetings (at least one per quarter) with minutes of proceedings issued in a timely fashion.

2. Advise the Chair and submit proposals to the faculty on matters of Department policy, curriculum, operations, facilities planning, budget, and research.

3. Discuss matters that affect the Department as a whole or cross disciplinary boundaries.
BY-LAWS FOR STANDING AND OTHER COMMITTEES

I. Membership:

1. Members of committees are appointed by the Chair with majority approval of the Departmental Assembly. All committees must have student representation. They must meet regularly (at least once each quarter) and keep minutes for submission to the Chair, the Executive Committee, and the Departmental Assembly.

2. Membership of the standing committees shall be established by the end of the Spring quarter for the following academic year. Replacement of members or chairs caused by sabbaticals, leaves of absence or illness shall be made as specified in #1 above.

3. The Chairs of the Standing Committees are appointed by the Department Chair with approval of the faculty for two-year terms, renewable for additional terms. In light of the scope of activities in the areas of Critical Studies and Production/ Directing, these Chairs will also be designated as Departmental Vice Chairs.

4. Chairs of Standing Committees should be Senate members.

5. Membership on Department Standing Committees does not include the Dean or Associate Dean of the School of Theater, Film and Television, or the Chair of the Department of Film and Television.

6. The Assembly shall assign to the standing committees the authority and the responsibilities needed to administer the areas of their concern.

7. All committee meetings shall be open to all members of the faculty; however, the vote of the committee shall be limited only to the members of the committee. Staff and students votes should be recorded separately for informational purposes.

II. Duties of the Chairs of Standing Committees (including the Vice Chairs):

1. To chair the meetings of the Standing Committees.

2. To report to the Chair and the faculty on activities in areas of responsibility assigned to the Standing Committee.

3. To monitor the application of university and departmental policies and procedures in the areas of activity assigned to the Standing Committee.

4. All committees shall report to the Assembly on a regular basis.
5. In consultation with the members of the Standing Committee to advise the Chair on such issues as: curriculum, financial aid and scholarships, petitions, assignment of teaching assistants, student leaves of absence, admissions, and in general, all areas that affect the implementation of responsibilities assigned to the Committee.

6. To represent the Standing Committee on the Departmental Executive Committee.

7. Within the scope of the responsibilities assigned to the Committee or as requested by the Chair to represent the Committee or the Department at university, academic, or public meetings.

III. Responsibilities for the standing committees include the following:

- Review applications for admission and make recommendations for acceptance
- Recommend student probation and dismissal
- Advise the Department Chair on teaching assignments including the equitable distribution of teaching of graduate and undergraduate courses.
- Advise the Chair on the scheduling of courses.
- Make recommendations regarding the curriculum and the granting of degrees.
- Advise and approve student's course of study.
- Monitor and implement degree requirements including theses, examinations, advancement to candidacy, etc.
- Make recommendations for the appointment of Academic Apprentice Personnel.
- Make recommendations concerning the offering of financial support to students including tuition waivers, unrestricted aid, awards, etc.
- Supervise staff as assigned to specific areas.
- Oversee the use of equipment and facilities as assigned to specific programmatic areas.
- Present budget proposals, planning documents, proposals for curricular revision, and other reports as requested by Chair or Faculty Assembly.
- Coordinate on inter-departmental issues with other standing committees, ad hoc committees, and the Film and Television Archive.
- Meet regularly (at least once each quarter) and submit written minutes to the Chair and the Executive Committee. Report to the Departmental Assembly as required.
- Encourage, assist, and monitor faculty research.
- Monitor adherence to University and Department policies and procedures in the assigned areas of responsibility.
IV. The standing committees of the Department (as of 2000/2001) are as follows:

- Animation
- Critical Studies
- Producers Program
- Screenwriting
- Production/ Directing: Curricular and Policy
- Undergraduate
- Executive
- Department Operations
- New Technologies

V. Ad Hoc Committees for the Department (for 2000/2001) are as follows:

- End of the Quarter/Year Screenings Committee
- Awards
- Safety

1. The Chair may establish or eliminate ad hoc committees as needed. So too can the Executive Committee, the Departmental Assembly, or the Departmental Senate.

2. Ad Hoc Committees may become permanent standing committees by a majority vote of the faculty.
March 25, 2016

To: Peter Whybrow, Chair
    Psychiatry and Biobehavioral Sciences

From: Linda Bourque, Chair
    Rules & Jurisdiction

Re: Department Bylaws Submitted On March 16, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Psychiatry and Biobehavioral Sciences submitted on March 16, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Michael Levine, Professor
    Andrew Scott, Academic Personnel Manager
Approved by a two thirds majority vote (69 For; 4 Against; 45 No Vote) in a secret ballot in March, 2016

I. General Voting Privileges

a. Departmental Faculty Members

Senate Faculty of the Department of Psychiatry and Biobehavioral Sciences include:
   i. Faculty in the Regular Series
   ii. Faculty in the In-Residence Series
   iii. Faculty in the Clinical ‘X’ Series

All Senate department members, including Recalled Emeritae/i, have the right to vote on non-personnel substantial department questions.

b. Extension of Voting Privileges on Academic Personnel Actions

i. Extension of Voting Privileges to Associate Professors

By a two-thirds majority vote in a secret ballot (9 For, 1 Against, 2 No Vote; 11/2015) of the Full Professors in the Regular Series, voting privileges on appointments and promotions at the Professor rank are extended to Associate Professors in the Regular Series.

ii. Extension of Voting Privileges to In-Residence and Clinical ‘X’ Faculty

By a two-thirds majority vote in a secret ballot of the Full and Associate Professors in the Regular series (11/2015), voting privileges are extended to Associate Professors and Professors in the In-Residence and Clinical ‘X’ series. Voting results were as follows:

Table 1. Votes by which Full and Associate Professors in the Regular Series Extended Voting Rights on Academic Personnel Actions to In-Residence and Clinical ‘X’ Faculty

<table>
<thead>
<tr>
<th>Classes of Senate Faculty to Which Voting Privileges Are Extended</th>
<th>Associate Professors-in-Residence</th>
<th>Professors-in-Residence</th>
<th>Associate Professors of Clinical ‘X’</th>
<th>Professors of Clinical ‘X’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment to Senate series [SB55(B)(1)]</td>
<td>9 For; 1 Against; 3 No Response</td>
<td>9 For; 1 Against; 3 No Response</td>
<td>8 For; 2 Against; 3 No Response</td>
<td>8 For; 2 Against; 3 No Response</td>
</tr>
<tr>
<td>Non-reappointment of Senate members [SB55(B)(5)]</td>
<td>9 For; 1 Against; 3 No Response</td>
<td>9 For; 1 Against; 3 No Response</td>
<td>8 For; 2 Against; 3 No Response</td>
<td>8 For; 2 Against; 3 No Response</td>
</tr>
<tr>
<td>4th Yr Appraisals</td>
<td>9 For; 1 Against; 3 No Response</td>
<td>9 For; 1 Against; 3 No Response</td>
<td>8 For; 2 Against; 3 No Response</td>
<td>8 For; 2 Against; 3 No Response</td>
</tr>
<tr>
<td>Promotion to Associate Professor rank [SB55(B)(3)]</td>
<td>9 For; 1 Against; 3 No Response</td>
<td>9 For; 1 Against; 3 No Response</td>
<td>8 For; 2 Against; 3 No Response</td>
<td>8 For; 2 Against; 3 No Response</td>
</tr>
<tr>
<td>Promotion to Full Professor rank [SB55(B)(2)]</td>
<td>9 For; 1 Against; 3 No Response</td>
<td>9 For; 1 Against; 3 No Response</td>
<td>8 For; 2 Against; 3 No Response</td>
<td>8 For; 2 Against; 3 No Response</td>
</tr>
</tbody>
</table>
iii. **Extension of Voting Privileges to Recalled Emeriti Faculty**

By a two-thirds majority vote in a secret ballot of the Full and Associate Professors in the Regular, In-Residence and Clinical ‘X’ series, voting privileges are extended to Recalled Emeritae/i. Voting results for specific actions were as follows:

**Table 2. Votes by which Academic Senate Faculty Extended Voting Rights on Academic Personnel Actions to Recalled Emeritae/i Faculty**

<table>
<thead>
<tr>
<th>Academic Personnel Actions</th>
<th>Classes of Faculty to Which Voting Privileges are Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment to Senate series [SB55(B)(1)]</td>
<td>Recalled Emeritae/i</td>
</tr>
<tr>
<td>40 For; 3 Against; 60 No Response</td>
<td></td>
</tr>
<tr>
<td>Non-reappointment of Senate members [SB55(B)(5)]</td>
<td>Recalled Emeritae/i</td>
</tr>
<tr>
<td>40 For; 3 Against; 60 No Response</td>
<td></td>
</tr>
<tr>
<td>4th Yr Appraisals</td>
<td>Recalled Emeritae/i</td>
</tr>
<tr>
<td>40 For; 3 Against; 60 No Response</td>
<td></td>
</tr>
<tr>
<td>Promotion to Associate Professor rank [SB55(B)(3)]</td>
<td>Recalled Emeritae/i</td>
</tr>
<tr>
<td>40 For; 3 Against; 60 No Response</td>
<td></td>
</tr>
<tr>
<td>Promotion to Full Professor rank [SB55(B)(2)]</td>
<td>Recalled Emeritae/i</td>
</tr>
<tr>
<td>41 For; 2 Against; 60 No Response</td>
<td></td>
</tr>
</tbody>
</table>

iv. **Delegation to Committee**

By a two-thirds majority vote in a secret ballot of the Associate and Full Professors in the Regular, In-Residence and Clinical ‘X’ series (01/2016), merit actions of Associate and Full Professors were delegated to the elected Appointment and Advancements (A&A) Committee as follows, in accordance with SB55(7). Section III of these Bylaws delineates additional responsibilities of the A&A Committee.

**Table 3. Votes by which Academic Senate Faculty Delegated Voting Rights to a Committee**

<table>
<thead>
<tr>
<th>Academic Personnel Actions</th>
<th>Delegate to Elected Committee?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merits within the Full Professor rank (on-time, deferred, or accelerated by up to 2-years)</td>
<td>45 For; 2 Against; 56 No Response</td>
</tr>
</tbody>
</table>
II. Academic Appointments and Advancements Committee (hereinafter referred to as "A&A")

a. Membership
The A&A is comprised of sixteen elected Academic Senate faculty members at the rank of Associate or Full Professor. Eight members are elected annually to serve a two-year term. Elections are conducted in May, with service beginning in July. Any member of the Academic Senate may nominate eligible Senate members as candidates, however Assistant Professors and non-Senate faculty are not eligible to vote in the election. The members will be elected from two distinct constituencies: seven will be elected annually from the ‘UCLA-based’ academic senate faculty nominees (defined as a faculty member that derives the majority of their compensation from UCLA) and one will be elected annually from the ‘affiliate-based’ academic senate nominees (defined as a faculty member that derives the majority of their salary from an affiliate institution).

b. Chair and Vice Chair
The first order of business for each newly elected A&A Committee will be to elect a Chair from among the A&A membership to serve a one-year term. The runner-up will serve as Vice Chair.

c. Alternates
Alternate members are the faculty members who received the eighth and ninth highest number of votes on the ‘UCLA-based’ academic senate faculty election ballot. One or both alternates may be asked to complete the remainder of the term of any elected member who resigns from the A&A for any reason. Alternate members are active voting participants and are expected to attend all A&A meetings.

d. Ex Officio Members
There is one ex officio seat on the A&A which is filled by the Associate Chair for Academic Affairs. Ex officio members do not participate in the A&A Committee vote.

e. Observers
Assistant professors at any step from all series may be invited to attend meetings of the A&A to learn about the academic review process before they are considered for their subsequent advancements and promotions.

f. Quorum
A quorum exists when at least one more than half of the voting members of the A&A are in attendance (either physically or through video-conferencing) and are available to vote.

III. Responsibilities of the A&A
The A&A reports to the Executive Chair and has the authority to recommend approval or disapproval of:
• **Assistant professor appointments** to all non-senate professorial series, including those that are *without salary* and *without step*

• **Joint appointments** of appointees from other departments in non-Senate series

• **Five-year and Four-year reviews**

• **Project Scientist** actions, including all appointments, merit increases and promotions

• **Professorial merit increases** in all series and for all ranks that are deferred, on-time or accelerated by no more than two years other than those delineated in Section V (below)

• **Professional Researcher** appointments and merit increases for all ranks other than those delineated in Section V (below)

• The A&A also votes on all actions listed in Section V (below), before the actions are considered by the full faculty

IV. **Responsibilities of the Associate Chair for Academic Affairs**
The Associate Chair for Academic Affairs reports to the Executive Chair and has the authority to approve or disapprove:

• **Appointments, renewals of appointments, merits, promotions, or salary increases** for the following titles: Academic Administrator, Academic Coordinator, and Specialist

• **Appointments and appointment renewals** for appointees at the Instructor rank in the Health Sciences or Adjunct series, and at any rank in any of the Visiting series

• **Professorial appointment renewals** for *without salary* appointees

• **Recall appointments**

V. **Responsibilities of the Full Faculty**
Academic Senate faculty (as defined in Section I) at the Associate and Full Professor ranks and Recalled Emeritae/i vote on the following actions:

• **Assistant professor appointments** in the Clinical “X,” in-Residence and Regular series

• **Appointments at or promotions to Associate or Full Professor rank** in all professorial series

• **Promotions** in the Professional Researcher series

• **Joint appointments** of appointees from other department in Senate series

• **Changes in series**

• **Changes in home department**
- **8-year limit reviews** in all professorial series and the Professional Researcher series
- **4th year appraisals** in all professorial series
- **Merit increases** involving acceleration of three or more years in all professorial series
- **Merit increases to Step VI and to initial and further Above-Scale status** in all professorial series and the Professional Researcher series
- **Merit equity reviews (MERs)**
- **Review waivers** for faculty holding *without salary* appointments in Psychiatry

The Director of the Psychiatry Academic Personnel Office distributes ballots via email to eligible faculty. As part of the voting process, voting faculty may view the Curriculum Vitae of each candidate via a hyperlink. When a departmental *ad hoc* review committee has been appointed, a copy of their report will also be available. The paper dossier is available for review in the Psychiatry Academic Personnel Office for the period of the faculty vote (10 working days). Faculty members under consideration for advancement are eligible to vote on their own actions. If an eligible faculty member wishes to call a meeting of the full faculty to discuss a proposed academic action, they may contact the Director of Psychiatry Academic Personnel at (310) 794-5852.

**VI. Review of Academic Personnel Bylaw 55 Procedures**

These procedures are reviewed periodically as required by the Academic Senate. Bylaws must be approved by a two-thirds majority vote in a secret ballot of the members of the Academic Senate at Assistant, Associate and Full ranks. These procedures will remain in effect for at least one year, after which time any voting faculty member may request that they be reconsidered prior to the regular review.
PROCEDURES FOR COMPLIANCE WITH ACADEMIC SENATE BYLAW 55:
VOTING ON ACADEMIC PERSONNEL ACTIONS

I. General information regarding the Academic Appointments and Advancements Committee (hereinafter referred to as "A&A")

ACADEMIC PARTNERSHIP APPOINTMENTS
The Executive Chair (in consultation with the Chair of the A&A) may appoint eligible Academic Senate members from Academic Partnership institutions with no elected representative on the A&A to serve as voting members.

ALTERNATES
Alternate members are the faculty members who received the eighth and ninth highest number of votes on the election ballot. One or both alternates may be asked to complete the remainder of the term of an elected member who resigns from the A&A for any reason. Alternate members are active voting participants and are expected to attend all A&A meetings. The number of alternates may be reduced depending upon the number of Academic Partnership members appointed to the Committee.

CHAIR
Annually, the Executive Chair will appoint a member of the A&A to serve as Chair. In consultation with the Executive Chair, the A&A Chair will appoint a Vice Chair, who will conduct A&A meetings when the Chair is unavailable.

ELECTION
Elections are conducted in May. Any member of the Academic Senate (including Assistant Professors) may nominate eligible Senate members to serve on the A&A, but Assistant Professors and non-Senate faculty are not eligible to vote in the election.

EMERITI FACULTY
Emeriti faculty at any rank on a paid recall appointment may vote in the election. Emeriti faculty at the level of associate or full professor with a paid recall appointment are eligible to serve on the A&A and to vote on academic personnel actions.

FULL FACULTY
The term “full faculty” refers to associate and full professors who are members of the Academic Senate. (See list of Academic Senate titles under Membership, below.)

MEMBERSHIP
The A&A is comprised of fourteen Academic Senate faculty members at the rank of associate professor or professor. The four series that confer Academic Senate membership are: Acting, Professor of Clinical Psychiatry (hereinafter referred to as Clinical “X”), in-Residence and Regular. Seven members are elected annually to serve a two-year term.

OBSERVERS: Assistant professors from all series may be invited to attend meetings of the A&A to learn about the academic review process before they are considered for their
4th year appraisal and/or 8-year limit review.

**QUORUM:** A quorum for the A&A exists when at least one more than half of the members of the A&A are available to vote. For example, if the A&A has fourteen members, a quorum is eight members.

II. **Responsibilities of the A&A**

The A&A has the authority to recommend approval or disapproval of:

- **Assistant professor appointments** in the Acting, Adjunct and Health Sciences Clinical series, including those that are *without salary* and *without step*

- **Five-year reviews**

- **Four-year reviews** of Health Sciences Clinical series faculty who are *without salary* and *without step*

- **Instructor appointments** in the Adjunct and Health Sciences Clinical series

- **Joint appointments** that are *without salary* in the other department

- **Professional research series** actions, including all appointments, merit increases and promotions

- **Project scientist series** actions, including all appointments, merit increases and promotions

- **Professorial merit increases** in all series and for all ranks, including “on-time” actions and actions that are accelerated or deferred by no more than two years

- **The A&A also votes on all actions listed in Section IV (below), before the actions are considered by the full faculty**

III. **Responsibilities of the Associate Chair for Academic Affairs**

The Associate Chair for Academic Affairs has the authority to approve or disapprove:

- **Appointments, renewals of appointments or salary increases** for the following titles: Academic Administrator, Academic Coordinator, Adjunct Instructor, Health Sciences Clinical Instructor, Lecturer, and Specialist

- **Professorial appointment renewals** for *without salary* appointees

- **Visiting appointments** at any rank for professorial appointees and professional research appointees
IV. Responsibilities of the full faculty

The full faculty votes on the following actions for professorial appointees:

- **Assistant professor appointments** in the Clinical “X,” in-Residence and Regular series
- **Appointments at or promotions to associate or full professor rank** in all series
- **Changes in series**
- **Changes in home department**
- **8-year limit reviews** in all series
- **4th year appraisals** in all series
- **Merit increases** involving acceleration or deferral by three or more years in all series
- **Merit increases to Step VI and initial and further Above-Scale status** in all series
- **Merit equity reviews (MERs)**
- **Review waivers** for faculty holding without salary appointments in Psychiatry

The Director of the Psychiatry Academic Personnel Office distributes ballots via email to eligible faculty. As part of the voting process, voting faculty may view the Curriculum Vitae of each candidate via a hyperlink. When a departmental ad hoc review committee has been appointed, a copy of their report will also be available. The paper dossier is available for review in the Psychiatry Academic Personnel Office for the period of the faculty vote (10 working days). Faculty members under consideration for advancement are eligible to vote on their own actions. If an eligible faculty member wishes to call a meeting of the full faculty to discuss a proposed academic action, they may contact the Director of Psychiatry Academic Personnel at (310) 825-0125.

V. Review of Academic Personnel Bylaw 55 Procedures

These procedures are reviewed at three-year intervals. Procedures must be approved by a two-thirds majority vote of the members of the Academic Senate at assistant, associate and full ranks. These procedures will remain in effect for at least one year, after which time any voting faculty member may request that they be reconsidered prior to the regular three-year review.

Revised: June 1, 2012
March 15, 2016

To: Jackelyn Shinn, Senior Administrative Analyst
Pathology and Laboratory Medicine

From: Linda Bourque, Chair
Rules & Jurisdiction

Re: Department Bylaws Submitted On March 15, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Pathology and Laboratory Medicine submitted on March 15, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
Jason Throop, Committee on Rules & Jurisdiction
James Crall, Committee on Rules & Jurisdiction
Linda Mohr, CAO, Academic Senate
Marian Olivas, Committee Analyst, Rules & Jurisdiction
Meg Buzzi, Academic Personnel Office
Heather Small, Information Technology Services
Bonnie MacDougall, Vice Chancellor’s Office
Linda Baum, M.D., Professor
Bernadette Sandoval, Manager
Department Pathology and Laboratory Medicine Bylaws

Passed by Academic Senate By Law 55 (2/3 majority of those voting)

Approved by Academic Senate Faculty, 03/7/2016 approved by 2/3 majority secret ballot. [23 yes; 0 no; 0 abstain; 9 no return]

The Department of Pathology will adhere to the following rules concerning voting procedures:

I. **Department Faculty members**
   A. Senate Faculty of Department Pathology include:
      i. Regular Line Faculty [*Ladder Faculty*]
      ii. In Residence, Clinical (X)
   B. All Senate department members, including Recalled Emeriti, have the right to vote on non personnel substantial department questions. Non Recalled Emeritus faculty do not have the right to vote on departmental matters.
   C. Non Senate Faculty of the Department of Pathology include:
      i. Adjunct series, Health Sciences

II. **Academic Personnel Actions**
   A. **Voting Rights**
      i. Tenured Faculty members have extended the right to vote on Academic Personnel Actions (appointments, promotions, merit increases, change in series, and 4th year appraisals) to In Residence and Clinical X Faculty.
      [1/15-19/2016 Tenured Professors approved by 2/3 majority secret ballot.
       Extend to In-Residence: 11 yes; 0 no; 0 abstain; Extend to Clinical X: 11 yes; 0 no; 0 abstain]
      ii. Full and Associate Professors have extended the right to vote on Academic Personnel Actions (appointments, promotions, merit increases, change in series, and 4th year appraisals) to the Adjunct and Health Sciences Faculty series. Both Adjunct and Health Sciences Faculty are at 100% appointment. This extension of voting privileges only allows for an advisory vote only.
      [1/15-19/2016 Full and Associate Professors approved by 2/3 majority secret ballot. Extend Advisory vote to Adjunct: 21 yes; 0 no; 0 abstain; Extend Advisory vote to Health Sciences: 21 yes; 0 no; 0 abstain]
   B. **Personnel Actions**
      i. **Appointments; Non-Reappointments**
         Full and Associate Professors have the right to vote on all appointments that confer membership in the Academic Senate and all non reappointments.
      ii. **Promotions**
         1. Promotion to Full Professor: Full and Associate Professors vote on promotions to Full Professor. The right to vote on promotion to Full Professor is extended to Associates.

Pathology 3/7/2016
[1/19-21/2016 Faculty Vote. Full Professors (including In-Residence and Clinical-X) approved by 2/3 majority secret ballot 19 yes; 1 no; 0 abstain]

[1/19-21/2016 Faculty Advisory Vote by 2/3 majority secret ballot Non—Senate Full Professors approved (including Adjunct and Health Sciences) 17 yes; 0 no; 0 abstain]

2. Promotion to Associate Professor: Full and Associate Professors vote on promotion to Associate Professor.

iii. Merit Actions
1. Full Professors vote on all Full Professor merits.
2. Full and Associate Professors vote on all Associate Professor merits.
3. Full and Associate Professors vote on all Assistant Professor merits.

C. Joint and Split Appointments
Joint Appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other department member of the same rank.

D. Five Year Reviews
Five year reviews are handled by Academic Personnel Committee

III. Academic Personnel Committees
A. The Academic Personnel Committee will be elected by the Department to pre-review each appointment, promotion, merit increase, 4th year appraisal, five year review, 5th year review and renewal of appointment. Each Committee will consist of 8 Faculty, including 5 Senate faculty and 3 Non-senate faculty members. Non Senate Faculty members on the Academic Personnel Committee will have a separate, advisory only vote. A member will be designated as chair. The Committee will present their findings in a written report to the Department Chair. Each committee member will be elected for a two year term. Two members will be designated as co-chairs.

B. The recommendations by the Academic Personnel Committee shall be discussed among appropriate departmental faculty as described in section I. B and then voted on by secret ballot.
APPENDIX I

DEPARTMENT OF PATHOLOGY AND LABORATORY MEDICINE BY LAWS

APPOINTMENT AND PROMOTIONS POLICY STATEMENT (January 2015)

“The committee will consist of four (4) WW/SMH Academic Senate members, three (3) WW/SMH non Senate members from the Health Sciences Clinical or Adjunct series, and one (1) Senate or non-Senate member from one of the affiliate hospitals, all at the rank of Associate Professor or Professor.”

I. Scope of activity.

The Academic Personnel Committee will evaluate initial appointments, promotions, change of series actions, and merit increases for all faculty. This includes academic actions in the Regular, In Residence, Clinical X, Clinical (Compensated), Adjunct, Lecturer, Professional Research, and Clinical Voluntary series except appointment or merit to Assistant Researcher, Steps I and II. It is also noted that Five Year reviews will not be evaluated by the Academic Personnel Committee, The Five Year review will be evaluated by the Chair and will be a Chair’s final. The Department Chair may also request the advice of the Academic Personnel Committee on any matter involving academic personnel concerns.

The Academic Personnel Committee will evaluate the candidate's performance in teaching, research, clinical practice, and department, hospital, school, university, and public service, as appropriate to the candidate's appointed series. The Academic Personnel Committee will provide a written analysis of each of the evaluated areas of the candidate's performance in the form of a letter to the Department Chair or Vice Chair, Academic Affairs. In cases where the vote is not unanimous, a vote of the committee should be included in the letter. The Committee may request via the Department Chair or Vice Chair, Academic Affairs that additional information or evaluation be obtained concerning a candidate's activity or performance.

Initial appointment at any level (except appointment to Assistant Researcher, Steps I and II), fourth year reviews, promotion to Associate or the equivalent rank, promotion to Full rank, merit increase to Professor, Step VI, initial advancement to Professor, Above Scale, and advancement to Further Above Scale, change in series, and accelerations or decelerations of two or more years are defined as major_actions. Major actions will be considered and voted upon by the Academic Personnel Committee (APC), and the APC will make a recommendation to the Chair of the Department. If the recommendation is favorable and the vote is unanimous, the APC recommendation and vote will be sent to the faculty with a ballot for a vote on the action. If the consensus of the APC is either not unanimous, or unfavorable, a departmental meeting will be scheduled for a faculty discussion prior to sending of ballots to the eligible voting faculty. When ballots are processed without a faculty meeting, the following wording will be included on the ballot: If you would like to review the dossiers or APC recommendations for these cases, they are available in the offices of [the Chair], [the Vice Chair for Academic Affairs] or [the Academic Personnel Coordinator]. If you are not located at

\(^1\) Change of Committee composition effective 2010-11 per faculty vote July 2009.

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APPENDIX I

CHS and would like to review the material, please contact [Academic Personnel Coordinator] to make alternate arrangements.

All actions, which are not defined as major, and in which the Academic Personnel Committee is favorable, do not require a full Department vote, but may be sent to the Department Chair for subsequent action. If the Academic Personnel Committee is unfavorable on a case, the candidate should be promptly informed of this by the Department Chair, and the candidate may request via the Department Chair in writing that his/her case be referred to the whole department for discussion and vote. The Department Chair may refer any case to the whole department for discussion and vote.

II. Election of the Academic Personnel Committee.

All Academic Senate and Non-Senate members at the rank of Associate or Full Professor or the equivalent are eligible for election to the Academic Personnel Committee. The Department Chair and Vice Chair for Academic Affairs are not eligible to serve as elected members. Non-Senate faculty vote would, in combination with Senate faculty vote, be used to select the Non-Senate faculty member of the APC and the votes from the Non-Senate faculty would also be used to break any ties for the Senate faculty. The usual term of service on the Pathology and Laboratory Medicine Academic Personnel Committee is two years (exception may be made to maintain representation) Members of the Academic Personnel Committee who have served a term are excused from appearing on the mail ballot as a candidate, and from additional service for a period of four years from their end of service. Otherwise the Department Chair, upon written request for a planned sabbatical leave or other equally compelling reason, may excuse eligible Senate members from appearing on the ballot.

A. Election -- All eligible faculty will be listed from CHS and Affiliates. All voting faculty, regardless of the rank will receive a ballot, and may vote for the designated number of candidates in each category. The top candidates in each category as needed will be elected to serve on the committee.

B. Subsequent elections -- In subsequent years, constituent representation will be maintained as members are replaced.

III. Operation of the Academic Personnel Committee.

The UCLA CALL and the University of California Academic Personnel Manual give a detailed description of the academic appointment and promotion process, and explain the evaluation criteria to be used. Copies of these documents will be available to the Committee members. The Committee members should particularly note the due dates for actions given in the CALL, and make every attempt to meet these deadlines. Committee members are reminded that confidentiality at all steps of
the academic personnel process is necessary to maintain a fair and effective system. Committee members should be aware of potential conflicts of interest, and excuse themselves from evaluating cases where such conflicts of interest may arise or appear to arise.

The Committee should organize itself, the Department Chair will choose a committee chair (and vice chair if desired) who will subsequently provide assignments to committee members, and communicate with the Departmental Chair or Vice Chair, Academic Affairs. All requests by the Academic Personnel Committee for additional information or evaluation should be directed from the Committee chair to the Department Chair or Vice Chair, Academic Affairs. In no case should the Academic Personnel Committee or any Committee member contact an individual under review. After the initial year, the Committee Chair should ordinarily be picked from those in their second year of service. The Department Chair and Vice Chair for Academic Affairs are ex officio members of the Academic Personnel Committee, and may appear before the Committee and discuss cases, but may not vote in Committee meetings.

**LEGISLATIVE ASSEMBLY REPRESENTATIVES APPOINTMENT POLICY:**

For selection of representatives to the Legislative Assembly, we will send an E-Mail to the faculty asking for Volunteers. If there are insufficient Volunteers in response to this E-Mail, the Chair will select faculty members to serve. In cases where there are more volunteers than positions available, the Department will vote to select representatives.

David D. Porter
Original document 9/3/90; Revised 6/9/91; Revised 6/24/97
Judith A. Berliner
Revisions discussed at a general faculty meeting 4/28/98
Revisions approved 5/29/98
Revised 4/24/00
Revised 8/18/06
Revised 1/1/07
March 31, 2016

To:      Paul Micevych, Chair  
         Neurobiology

From: Linda Bourque, Chair  
       Rules & Jurisdiction

Re:    Department Bylaws Submitted On March 30, 2016

       The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of  
       Neurobiology submitted on March 30, 2016, and finds them consistent with the Code of the  
       Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the  
       Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of  
       the Legislative Assembly.

cc:     Carole Goldberg, Vice Chancellor  
        Jason Throop, Committee on Rules & Jurisdiction  
        James Crall, Committee on Rules & Jurisdiction  
        Linda Mohr, CAO, Academic Senate  
        Marian Olivas, Committee Analyst, Rules & Jurisdiction  
        Meg Buzzi, Academic Personnel Office  
        Heather Small, Information Technology Services  
        Bonnie MacDougall, Vice Chancellor’s Office  
        Mark Lucas, Chief Administrative Officer
DEPARTMENT OF NEUROBIOLOGY
DEPARTMENT BYLAWS

This document is written to be in conformity with both the Standing Rules of the Regents of the University of California and Bylaw 55 of the Statewide Academic Senate of the University (UC SB 55). It was adopted by two-thirds majority vote of Departmental members of the UCLA Academic Senate following a regularly scheduled faculty meeting held on January 14, 2016 (22 of 32 eligible faculty voted; 20 yes, 0 no, 2 abstain).

I. DEPARTMENT OPERATIONS

1.1. The Department operates according to the rules of both the UC state-wide Academic Senate and the UCLA divisional Academic Senate. These bylaws apply to all Departmental actions on "substantial departmental questions" [UC SB 55(A)(1)] and all academic personnel actions [UC SB 55(B)(1-7)]. Except as specified below, standard parliamentary procedures are followed. When needed A. Sturgis' The Standard Code of Parliamentary Procedures (4th edition, 2001) is used for guidance.

1.2. Faculty members in the Department who are members of the Academic Senate and have active appointments are eligible to vote on the matters specified in section 1.1. Changes in this governance document can only be made if the proposed action is a listed agenda item for a meeting of Departmental faculty that has been scheduled and publicized in advance according to normal Department procedures. A two-thirds majority by secret ballot vote of all voting Senate members is required for approval of changes in this document. Any recommended changes will be documented.

1.3 All primary faculty members with Senate series titles and active appointments have equal voting rights in all Departmental matters, including personnel actions. Voting on all series was discussed at the Department faculty meeting on December 10, 2015. Personnel voting rights on all actions were extended to In-Residence series Professors by a two-thirds majority by secret ballot of Full Professors on December 16, 2015 (14 yes, 0 no). Personnel voting rights on all actions were extended to Associate-level Senate faculty by a two-thirds majority by secret ballot of Professors and In-Residence Professors on December 22, 2015 (12 yes, 0 no). Personnel voting rights on all actions were extended to Assistant-level Senate faculty by a two-thirds majority by secret ballot of Senate series Professors and Associate Professors on December 30, 2015 (18 yes, 2 no, 1 abstain). Personnel voting rights on all actions were extended to Emeriti on Active Recall by a two-thirds majority by secret ballot of Senate faculty (Professor, Associate, and Assistant rank) on January 6, 2016 (17 yes, 1 no).

1.4. Senate faculty members with joint appointments in other units have voting rights on Departmental personnel actions, unless otherwise waived. Waivers are valid for a three year period and must be renewed. Joint appointees will have voting rights on all non-personnel Department matters regardless of waiver status.

1.5. Non-Senate (Adjunct) and temporary (Visiting) faculty members may attend Departmental faculty meetings, but do not have voting privileges on Departmental personnel actions. Permanent, non-Senate appointees will have voting rights on all non-personnel Department matters.
1.6. Emeriti may participate in Departmental meetings. Emeriti on active recall from Senate series have voting privileges on all personnel and non-personnel Department matters. Non-recalled Emeriti do not have voting privileges on Departmental personnel actions, regardless of appointment as Research Professors.

1.7. As per 1.1 – 1.4 above, all Academic Senate members regardless of rank will be eligible to vote on all Departmental academic personnel actions (otherwise not delegated to the Department Academic Review Committee), including but not limited to:

- Appointments
- Promotions
- Merit Increases
- Reappointments
- Joint Appointments
- Fourth Year Appraisals
- Eight Year Limit Reviews
- Five Year Reviews
- Change in Series

1.8. The Department does not utilize the Lecturer (SOE) titles.

II. VOTING PROCEDURES

2.1. Notice of proposed personnel actions are sent to all members eligible to vote on the action, with date of Department meeting at which action will be discussed, and date (subsequent to Department meeting) by which vote must be made.

2.2. Dossiers are available in the Neurobiology Administrative Offices for inspection by voting members.

2.3. Voting is by secret ballot. Currently, a secure electronic ballot system, maintaining voter anonymity, is used.

2.4. Majorities are determined on the basis of pro and con (yes and no) votes only. Votes to abstain do not count in the total. Absences do not count in the total.

2.5. Faculty may vote on their own personnel actions.

2.6. Dissenting faculty at any step in the process may write minority reports. After the Committee has released the final letter, with deadlines permitting, there will be a time limit of three working days for filing additional written reports. The committee letter and any minority reports will be submitted, in redacted form, to the candidate who will have an opportunity to write a response to the Chair of the Department.

2.7. All ladder, in-residence and re-called emeritus faculty vote on the termination of in-residence and adjunct faculty due to the lack of funding.
III. ACADEMIC REVIEW COMMITTEE (NB-ARC).

3.1. One standing committee (five members) is elected by all ladder, in residence and recalled emeritus faculty of the Department of Neurobiology. The NB-ARC will evaluate faculty under consideration for advancement in all ranks of ladder, adjunct and in-residence faculty as well as their promotions. The NB-ARC also will consider promotions within the Research series. (Appointments and merits in the Research series are approved by the Department Chair.) A quorum of four committee members will be required to discuss each action. If not present at the committee meeting, the fifth member of NB-ARC must express in writing his/her evaluation of the candidate, approve and sign the Committee letter. The Committee chair is chosen annually from among the elected members of the NB-ARC.

3.2. The Department has delegated merit reviews on all faculty actions to the NR-ARC. Delegation of merit reviews to the NB-ARC was approved by a two-thirds majority by secret ballot of Senate faculty on March 23, 2016 (15 yes, 0 no).

3.3. The election process: All ladder, in-residence and recalled emeritus faculty (except those who have waived review in the department) will elect the necessary number of members of the NB-ARC in the month of May. With the exception of the departmental Chair, all voting members are eligible to serve on the NB-ARC. The make-up of the Committee will be proportional to the number of faculty in the department in two categories: 1) Professors and 2) Associate and Assistant Professors. At the time of each annual election, the faculty will be given ballots listing the faculty eligible for that election based on their rank, the number of positions to be filled and the need to have the Committee membership proportional to the distribution of the department’s faculty in the two categories listed above. In the event there are insufficient eligible faculty members in one of the two categories, members of other categories will be eligible to make up the Committee, until such time as there are a proportional number of eligible faculty in each category.

3.4. Duration of service on the NB-ARC: Committee membership will be for three years. As members rotate off the committee, they are be replaced by an equal number of newly elected members. Committee members are not eligible for consecutive terms. The new Committee will be activated June 1 annually.

3.5. The NB-ARC will handle all ordinary merit reviews. The Committee chair will assign primary responsibility for each dossier to one member of the Committee who will present the dossier and write the draft of the Committee letter. The NB-ARC Chair will have final responsibility for insuring that the letter reflects the Committee’s opinion. Ordinary merit reviews do not require a departmental vote. However, should a faculty object to the Committee’s recommendation, he/she has the option to bring the case to the full faculty for a vote. (Per Senate ByLaw 55, a request for a meeting has to come from three Senate members other than the candidate, and the meeting has to be held within 10 days.)

3.6. For actions that involve fourth-year appraisals, promotion to Associate Professor
or Professor and merit advancements to Professor VI and Professor Above Scale, an *ad hoc* committee will be formed by the NB-ARC. As indicated above, all other merit advancements will be considered by the NB-ARC. For all actions, members of the committee will review the dossier and be required to read the relevant papers or manuscripts (maximum of five) that the candidate selects as her/his most important work under School of Medicine guidelines. If the primary appointment of the person under consideration is in another department, the NB-ARC will not consider a dossier unless a letter of evaluation is received from the primary department. (If such an individual is being reviewed by the Committee on Joint Appointments (CJA) for continuation of the joint appointment in the same academic year that he/she is being considered for promotion/advancement, it is recommended that the CJA report is received by the NB-ARC before it considers the action.) In conjunction with these actions, the candidate will be offered the opportunity to present a seminar. It is up to the candidate to decide whether or not this seminar will be open to graduate students, postdoctoral fellows and individuals from outside the Department.

3.7. At the candidate’s or departmental Chair’s request, or if the NB-ARC deems it necessary, the committee will consult with experts from the Department who can aid in the evaluation. Experts in the candidate’s area of research can be sought elsewhere in the University if they are not available within the Department. These experts will be designated by the NB-ARC and invited by the departmental Chair. They will be *ad hoc* committee members for the specific action under consideration. They will review the dossier and participate in the committee discussion. By University rule, members of the *ad hoc* committee who are not members of the Department cannot vote on the recommendation of the *ad hoc* committee. A minimum of two members from the NB-ARC will serve on each *ad hoc* committee.

3.8. An *ad hoc* committee will also be formed by the NB-ARC for all actions concerning the Chair of the Department. As for the other *ad hoc* committees, a minimum of two members of the NB-ARC will serve on this committee, while the other members can be selected either from within or outside of the Department. The members of this *ad hoc* committee will be designated by the NB-ARC by a majority vote and invited to serve on the Committee by the Chair of the NB-ARC.

3.9. Following the Committee meeting, the Committee letter is drafted. This letter should accurately reflect the recommendations made by each member of the committee on the action under consideration. The committee letter will be made available to the candidate only for correction of errors of fact and omissions. For actions requiring a full faculty vote, the Committee letter and the dossier will be available for review and discussion by all departmental faculty eligible to vote. The discussion at the faculty meeting will be summarized by the NB-ARC member presenting the action and transmitted to the Chair of the Department which can then be submitted as an addendum to the Committee letter if necessary.

IV. JOINT APPOINTMENTS

4.1. The Department of Neurobiology recognizes the desirability of offering joint appointments to faculty with exceptional research and teaching potential who share the goals of our faculty and are willing to participate actively in departmental activities.
4.2. Criteria for new joint appointments and continuation of joint appointments. Faculty with joint appointments are expected to:
   a. Share the goal of the faculty of the Department of Neurobiology to be an outstanding research and teaching unit.
   b. Be committed to actively participate in departmental affairs, including:
      • Teaching in professional, graduate, and undergraduate courses in their general area of expertise
      • Research-related programs, e.g., seminars and training grants
      • Service, e.g., committees

4.3. In recognition that these are joint appointments, the expected level of participation within the Department may be less than that from faculty whose primary appointments are in the Department of Neurobiology but, nonetheless, should be significant.

4.4. Procedure for initiating and renewing joint appointments.

   a. Joint appointments will be proposed by at least two departmental faculty who are members of the Academic Senate or by the Chair. The proposal will be accompanied by a letter outlining and documenting the rationale for the proposed appointment. The documentation will be submitted to the Chair for initial consideration. The documentation and the Chair’s response will be forwarded in writing to the Committee on Joint Appointments (CJA). This committee will consist of 5 members elected by secret ballot by the Department for a period of 3 years. (See Addendum 3, Election Details). At least 2 of the Committee members should have joint appointments (without a waiver). The Committee will then review the documentation and make a formal recommendation to voting Academic Senate faculty members.

   b. Joint appointments may be reviewed every 3 years. For this purpose, holders of such appointments should submit to the Committee on Joint Appointments a report on their contributions to the Department during the past 3 years and a list of proposed contributions for the next 3 years. The Committee will review this documentation and make a formal recommendation to renew or not renew the joint appointment. This recommendation will be forwarded to the Chair for comment. After discussion by the faculty, any recommendation by the Committee for change in joint appointment status will be subjected to approval by secret ballot of appropriate Academic Senate faculty. The Chair may waive this review.

4.5. Review of joint appointees and waiver: joint appointees are reviewed by the Department of Neurobiology at the time of proposed advancements in step or level by the same procedure as specified in the departmental Bylaws for faculty with primary appointments in the Department. A waiver to this rule can be requested. Extension of a waiver can be requested every three years. With a waiver in place, our faculty do not vote on proposed advancements or promotions of the joint appointee. In addition, the joint
appointee does not participate in the discussion and vote on proposed advancements or promotions of other faculty within the Department. After discussion of the waiver request, the faculty will vote by secret ballot to accept or reject the waiver. No request for a waiver can be submitted and considered when the process of reviewing the joint appointee has started (i.e., from the submission of the dossier to the final vote of the faculty on the proposed advancement).

V. RECRUITMENT OF NEW FACULTY

5.1. In the case of new appointments to the ladder, in-residence and adjunct professorial series, the departmental Chair shall appoint an appropriately chosen ad hoc committee to screen the candidates and advise the Chair. In the case of ladder appointments, this committee shall also conduct the search. Its choice shall then be presented to the entire faculty in an open meeting, and all Senate members shall vote on the candidate by secret ballot. The Department’s Chair should seek the input of the faculty in terms of the research area of expertise of potential candidates, the advertisement of the position and the members of the Search Committee.

VI. COMMITTEE ORGANIZATION:

6.1. Chair Advisory Committee – committee consisting of the Department Chair, Department Vice-Chairs, and the chairs of the Academic Review Committee, Committee on Joint Appointments, and Block 5 of the medical student curriculum. Responsibilities: reviews and advises on department-level policies and strategies.

6.2. Neurobiology Academic Review Committee – five member committee elected for three year terms in May annually. Responsibilities: reviews most personnel actions. See section III above.

6.3. Committee on Joint Appointments – five member committee elected for three year terms annually in May. Responsibilities: review of all applicants for joint appointment in the Department and review of the continuation of all joint appointments every three years. This committee focuses on the contributions of the faculty member to the Department.

6.4. Ad Hoc Committees – the Chair may form ad hoc committees as needed.
1. PROCEDURES FOR ACADEMIC REVIEW

A. Detailed information about the review process can be obtained on the Academic Personnel Office website http://www.apo.ucla.edu/. General rules governing the promotions process can be found in sections 100, 200 and 220 of the Academic Personnel Manual and in The UCLA CALL.

B. Faculty eligible to vote. By an open vote of the Neurobiology faculty at the faculty meeting on January 14, 2000, the right to vote on all professorial promotions and major advancement (to Professor Step VI and Professor Above Scale) was extended to all ladder, in-residence and recalled emeritus faculty. All faculty in attendance who were eligible to vote, voted in favor of this policy.

C. Academic Review Committee in the Department of Neurobiology (NB-ARC).

1. One standing committee (five members) will be elected by all ladder, in residence and recalled emeritus faculty of the Department of Neurobiology. The NB-ARC will evaluate faculty under consideration for advancement in all ranks of ladder, adjunct and in-residence faculty as well as their promotions. The NB-ARC also will consider promotions in the Research series. (Appointments and advancements in the Research series are approved by the departmental Chair.) A quorum of four committee members will be required to discuss each action. If not present at the committee meeting, the fifth member of NB-ARC must express in writing his/her evaluation of the candidate, approve and sign the Committee letter. The Committee chair will be chosen annually by the elected members of the NB-ARC.

2. The election process: All ladder, in-residence and recalled emeritus faculty (except those who have waived review in the department) will elect the necessary number of members of the NB-ARC in the month of May. With the exception of the departmental Chair, all voting members are eligible to serve on the NB-ARC. The make-up of the Committee will be proportional to the number of faculty in the department in two categories: 1) Professors and 2) Associate and Assistant Professors. At the time of each annual election, the faculty will be given ballots listing the faculty eligible for that election based on their rank, the number of positions to be filled and the need to have the Committee membership proportional to the distribution of the department’s faculty in the two categories listed above.

3. Duration of service on the NB-ARC: Committee membership will be for three years. The transition phase to accomplish three-year terms for each member will be completed by the 2005 election. (For details about the initial election of the NB-ARC and the transition process, see Addendum 1.) In subsequent years, to keep the committee membership at five, one or two members will rotate off the committee and be replaced by an equal number of newly elected members. Committee members are not eligible for consecutive terms. The new Committee will be activated June 1 annually.
4. The NB-ARC will handle all ordinary merit reviews. The Committee chair will assign primary responsibility for each dossier to one member of the Committee who will present the dossier and write the draft of the Committee letter. The NB-ARC Chair will have final responsibility for insuring that the letter reflects the Committee’s opinion. Ordinary merit reviews do not require a departmental vote. However, should a faculty object to the Committee’s recommendation, he/she has the option to bring the case to the full faculty for a vote. (Per Senate ByLaw 55, a request for a meeting has to come from three Senate members other than the candidate, and the meeting has to be held within 10 days.)

5. For actions that involve fourth-year appraisals, promotion to Associate Professor or Professor and merit advancements to Professor VI and Professor Above Scale, an ad hoc committee will be formed by the NB-ARC. As indicated above, all other merit advancements will be considered by the NB-ARC. For all actions, members of the committee will review the dossier and be required to read the relevant papers or manuscripts (maximum of five) that the candidate selects as her/his most important work under School of Medicine guidelines (see Addendum 2). If the primary appointment of the person under consideration is in another department, the NB-ARC will not consider a dossier unless a letter of evaluation is received from the primary department. (If such an individual is being reviewed by the Committee on Joint Appointments (CJA) for continuation of the joint appointment in the same academic year that he/she is being considered for promotion/advancement, it would be helpful if the recommendation of the CJA is received by the NB-ARC before it considers the action.) In conjunction with these actions, the candidate will be offered the opportunity to present a seminar. It is up to the candidate to decide whether or not this seminar will be open to graduate students, postdoctoral fellows and individuals from outside the Department.

6. At the candidate’s or departmental Chair’s request, or if the NB-ARC deems it necessary, the committee will consult with experts from the Department who can aid in the evaluation. Experts in the candidate’s area of research can be sought elsewhere in the University if they are not available within the Department. These experts will be designated by the NB-ARC and invited by the departmental Chair. They will be ad hoc committee members for the specific action under consideration. They will review the dossier and participate in the committee discussion. By University rule, members of the ad hoc committee who are not members of the Department cannot vote on the recommendation of the ad hoc committee. A minimum of two members from the NB-ARC will serve on each ad hoc committee.

7. An ad hoc committee will also be formed by the NB-ARC for all actions concerning the Chair of the Department. As for the other ad hoc committees, a minimum of two members of the NB-ARC will serve on this committee, while the other members can be selected either from within or outside of the Department. The members of this ad hoc committee will be designated by the NB-ARC by a majority vote and invited to serve on the Committee by the Chair of the NB-ARC.

8. Following the Committee meeting, the Committee letter is drafted. This letter should accurately reflect the recommendations made by each member of the
committee on the action under consideration. The committee letter will be made available to the candidate only for correction of errors of fact and omissions. For actions requiring a full faculty vote, the Committee letter and the dossier will be available for review and discussion by all departmental faculty eligible to vote. The discussion at the faculty meeting will be summarized by the NB-ARC member presenting the action and transmitted to the Chair of the Department which can then be submitted as an addendum to the Committee letter if necessary.

9. The faculty is expected to read the dossier in advance of the faculty meeting held to discuss the action. All discussion at these meetings is strictly confidential. Following discussion, the faculty will vote on the action by secret ballot within two working days of the faculty meeting. Dissenting faculty at any step in the process may write minority reports. After the Committee has released the final letter, with deadlines permitting, there will be a time limit of three working days for filing additional written reports. The committee letter and any minority reports will be submitted, in redacted form, to the candidate who will have an opportunity to write a response to the Chair of the Department. The final letter (and minority report, if applicable), will be forwarded with the dossier to the office of the Senior Associate Dean for Academic Affairs and from there to the Council on Academic Personnel (if required for the specific action).

10. Voting privilege of absent faculty: A faculty member who plans to be away from campus at the time of the faculty discussion regarding a personnel action, may vote in advance of the faculty meeting if the faculty member will not be returning to campus within 48 hours of the faculty meeting. It is the responsibility of the absent faculty member to review the dossier so that he/she can submit an informed vote.

11. Termination of In-Residence and Adjunct Faculty: All ladder, in-residence and recalled emeritus faculty vote on the termination of in-residence and adjunct faculty due to the lack of funding.

II. POLICY ON JOINT APPOINTMENTS IN THE DEPARTMENT OF NEUROBIOLOGY

A. Preamble: The Department of Neurobiology recognizes the desirability of offering joint appointments to faculty with exceptional research and teaching potential who share the goals of our faculty and are willing to participate actively in departmental activities.

B. Criteria for new joint appointments and continuation of joint appointments.

1. Faculty with joint appointments are expected to:
   a. Share the goal of the faculty of the Department of Neurobiology to be an outstanding research and teaching unit.
   b. Be committed to actively participate in departmental affairs, including:
      • Teaching in professional, graduate, and undergraduate courses in their general area of expertise
      • Research-related programs, e.g., seminars and training grants
• Service, e.g., committees

2. In recognition that these are joint appointments, the expected level of participation within the Department may be less than that from faculty whose primary appointments are in the Department of Neurobiology but, nonetheless, should be significant.

C. Procedure for initiating and renewing joint appointments.

1. Joint appointments will be proposed by at least two departmental faculty who are members of the Academic Senate or by the Chair. The proposal will be accompanied by a letter outlining and documenting the rationale for the proposed appointment. The documentation will be submitted to the Chair for initial consideration. The documentation and the Chair's response will be forwarded in writing to the Committee on Joint Appointments. This committee will consist of 5 members elected by secret ballot by the Department for a period of 3 years. (See Addendum 3, Election Details). At least 2 of the Committee members should have joint appointments (without a waiver). The Committee will then review the documentation and make a formal recommendation to voting Academic Senate faculty members.

2. Joint appointments must be reviewed every 3 years. For this purpose, holders of such appointments should submit to the Committee on Joint Appointments a report on their contributions to the Department during the past 3 years and a list of proposed contributions for the next 3 years. The Committee will review this documentation and make a formal recommendation to renew or not renew the joint appointment. This recommendation will be forwarded to the Chair for comment. After discussion by the faculty, any recommendation by the Committee for change in joint appointment status will be subjected to approval by secret ballot of appropriate Academic Senate faculty.

D. Review of joint appointees and waiver: joint appointees are reviewed by the Department of Neurobiology at the time of proposed advancements in step or level by the same procedure as specified in the departmental Bylaws for faculty with primary appointments in the Department. A waiver to this rule can be requested. Extension of a waiver can be requested every three years. With a waiver in place, our faculty do not vote on proposed advancements or promotions of the joint appointee. In addition, the joint appointee does not participate in the discussion and vote on proposed advancements or promotions of other faculty within the Department. After discussion of the waiver request, the faculty will vote by secret ballot to accept or reject the waiver. No request for a waiver can be submitted and considered when the process of reviewing the joint appointee has started (i.e., from the submission of the dossier to the final vote of the faculty on the proposed advancement).
III. PROCEDURES AND POLICIES FOR RECRUITMENT OF NEW FACULTY

A. In the case of new appointments to the ladder, in-residence and adjunct professorial series, the departmental Chair shall appoint an appropriately chosen ad hoc committee to screen the candidates and advise the Chair. In the case of ladder appointments, this committee shall also conduct the search. Its choice shall then be presented to the entire faculty in an open meeting, and all Senate members shall vote on the candidate by secret ballot. The Department’s Chair should seek the input of the faculty in terms of the research area of expertise of potential candidates, the advertisement of the position and the members of the Search Committee.

B. The appointments of visiting professors, adjunct lecturers and recalled emeritus faculty are presented and discussed in regularly scheduled faculty meetings for a voice or show-of-hands vote by all ladder, in-residence and recalled emeritus faculty.

IV. DOSSIER PREPARATION

A. When preparing the dossier for merit advancements and promotions, the candidate must submit the following for evaluation by the NB-ARC.

1. Research Contracts and Grants: When the candidate serves as a Co-Investigator or Investigator or in some capacity other than Principal Investigator, an accurate estimate of funds allocated to the candidate and the candidate’s research contributions for that component must be provided.

2. Publications: In cases where the candidate has published research papers, reviews or book chapters with one or more senior colleagues, a brief description must be given of the candidate’s role in each of the publications. For papers on which the candidate is neither first nor senior (last) author, the candidate must indicate the nature of his/her contribution to the work. If the work is performed solely with members of the candidate’s own laboratory, this fact can be indicated without further elaboration.

B. The bibliography: It is very important for the review process that the candidate’s bibliography be informative. Publications must be segregated into the following categories:

- Peer-reviewed research publications
- Research publications not peer-reviewed
- Peer-reviewed chapters and reviews
- Chapters and reviews not peer-reviewed
- Books authored or edited
- Abstracts – these should be listed as one indicator of participation in National Society meetings
- Miscellaneous, such as editorials, book reviews, etc.
C. **Research Support**: Include the following for each grant.

- Agency and grant number
- Title
- Principal investigator and percent effort
- Period of funding
- Total budget for the grant period.
- Current annual budget.

V. **SABBATICAL LEAVE**  The Regents Sabbatical Leave Policy is presented in Appendix 24 of The UCLA CALL.

VI. **TEACHING POLICY**

As the teaching responsibilities of the faculty continue to evolve, the Chair assigns teaching duties on a yearly basis to assure that the teaching obligations of the Department are fulfilled.

VII. **FACULTY MEETINGS**: Monthly meetings of the faculty are held shortly after the meeting of the Faculty Council of the School of Medicine. Faculty participation in these meetings is strongly encouraged. Minutes of the faculty meetings should be distributed to the faculty as soon after each meeting as possible. The Chair and the faculty through the Chair can schedule additional faculty meetings when necessary.

VIII. **COMMITTEE ORGANIZATION**: The Department has several types of committees:

A. **Standing Committees**

- **Chair Advisory Committee** – eight member committee consisting of the Department Chair, Department Vice Chair, and the chairs of the Academic Review Committee (2 co-chairs), Committee on Joint Appointments, Graduate Program Committee, Wasserman Building Committee, and Block 4 of the new medical student curriculum. Responsibilities: reviews and advises on department-level policies and strategies.

- **Neurobiology Academic Review Committee** – five member committee elected for three year terms in May annually. Responsibilities: reviews most personnel actions.

- **Committee on Joint Appointments** – five member committee elected for three year terms annually in May. Responsibilities: review of all applicants for joint appointment in the Department and review of the continuation of all joint appointments every three years. This committee focuses on the contributions of the faculty member to the Department.
• **Graduate Program Committee** – The graduate program is managed by the Graduate Student Advisor (currently the departmental ViceChair appointed by the departmental Chair) and the Graduate Program Committee (GPC) which consists of the GPC Chair (also appointed by the departmental Chair), the Graduate Student Advisor (with vote) and a minimum of three additional faculty members and one graduate student (with vote). These latter members of the GPC are appointed by the departmental Chair in consultation with the GSA and GPC chair. Membership on the GPC is for three years.

• **Wasserman Building Committee.**

• **Alumni Relations Committee.**

• **Researcher/Postdoc Committee.**

• **Graduate Student Committee.**

• **Events Committee.**

• **Retreat Organizing Committee** – The chair is appointed by the departmental Chair. The committee chair, with the approval of the departmental Chair, appoints one additional faculty member for a three-year term, plus seven graduate students for two-year terms. Responsibilities: selecting the site, dates and program of the annual retreat.

**B. Interim Committees or Working Groups** – these are appointed by the Chair as the need arises.

In addition to faculty committees, with the encouragement of the Chair, the Department has a Graduate Student Committee and a Postdoctoral Fellow/Researcher Committee.

**Addendum 1: Initial Election of NB-ARC.**

In April, 2003 all ladder, in-residence and recalled emeritus faculty (except those who had waived review in the Department) elected six members of the initial NB-ARC. In order to phase-in three-year terms, two members rotated off the Committee in 2004 after completing one-year terms. To continue the transition, two members will rotate off the Committee in 2005 after completing two-year terms, and the final two members of the initial Committee will rotate off in 2006. If this plan is followed, after the 2005 election the NB-ARC will be composed of five members each serving three-year terms. The make-up of the initial NB-ARC was determined by the votes for faculty in two categories: 1) Professor and 2) Assistant and Associate Professors. This allowed the establishment of a committee with representation from the two categories of professors in roughly the same proportion as the distribution of faculty in the Department. During the course of the first year it became clear that a six-member committee could lead to tie votes, and the committee
membership was reduced to five. To accomplish this, although two members of the NB-ARC rotated off the Committee in 2004, only one replacement was elected.

Addendum 2: One's most important work.
Apparently due to some lack of clarity, in a letter from Senior Associate Dean Friedman dated June 26, 1998, more specific guidelines for faculty of the School of Medicine were announced. The period from which a candidate should select his/her five most important works varies with the level of the promotion or advancement according to these guidelines:

- For promotion to associate rank: works since appointment
- For promotion to full professor: works since promotion to associate rank
- For advancement to Professor Step VI and Professor Above Scale: entire career

Addendum 3: Election details, Committee on Joint Appointments
In accord with the policies adopted for the NB-ARC, the members of this committee will elect a chair annually, and committee members cannot be elected by the faculty to consecutive terms. In a transition phase, the members elected in 2004 and those elected in 2005 will rotate off the committee after one- or two-year terms.
April 19, 2016

To: Karen Reue, Interim Chair
    Human Genetics Department

From: Jim Crall
    Rules & Jurisdiction

Re: Revised Department Bylaws Submitted on March 28, 2016

Thank you for your clarification about your vote counts and verifying that the opportunity to vote was extended to the correct series, but that different numbers returned ballots. In each case you had a quorum and each provision passed with a 2/3 majority.

The Committee finds the revised Bylaws that the Human Genetics Department submitted on March 28, 2016, consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    Linda Bourque, Chair, Committee on Rules & Jurisdiction
    Anne Carson, CAO, Human Genetics
    Linda Mohr, CAO, Academic Senate
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
March 28, 2016

Linda Bourque, Chair
Committee on Rules & Jurisdiction
Academic Senate

Dear Professor Bourque:

The Department of Human Genetics has revised its bylaws as requested in your letter dated March 2, 2016.

The revised bylaws and the vote were circulated by confidential email among the faculty on March 14 and the Senate faculty were requested to vote by 4:00 pm on March 28, 2016. The faculty approved the new bylaws (15 Aye, 0 Nay, 11 ballot not returned).

The new and the old bylaws are included with this letter.

Sincerely,

Karen Reue, Ph.D.
Interim Chair
Department of Human Genetics
Department of Human Genetics
Bylaws for Voting on Academic Personnel Actions

Passed by Senate faculty, March 28, 2016 (2/3 majority of those voting by secret ballot). Results: Eligible to vote 26, Aye 15, Nay 0, Ballot not returned 11.

The Department of Human Genetics will adhere to the following rules concerning voting procedures:

I. Department Membership

   A. Senate Faculty of Department of Human Genetics include: Regular [tenured (Full and Associate) and non-tenured (Assistant)] faculty, and In Residence series.
   B. Adjunct series.
   C. All Senate department members, including Recalled Emeriti and Adjunct series, have the right to vote on non-personnel substantial department questions. The Adjunct vote will be advisory (Approved by 2/3 majority by secret ballot on 3/28/2016: Aye 12, Nay 2, Abstain 0)

II. Academic Personnel Actions

   A. Academic Senate faculty in the Regular series, the In-Residence series, and Recalled Emeriti, shall have the right to vote on all appointments, promotions, Five year reviews and merit increases for all faculty in all series, including the Regular and In-Residence. Senate Joint and split appointees have the same voting rights and are subject to the same regular review as primary appointees, unless waived by mutual agreement.

   1. Associate and Full Professors in the Regular series have extended the right to vote on Academic Personnel Actions to the In-Residence series. Approved by 2/3 majority by secret ballot on 1/21/2016. Aye 10, Nay 4, Abstain 0

   2. All Emeritae/i faculty in Recall status shall have the right to vote on all appointments, promotions and merit increases for all faculty. Approved by 2/3 majority by secret ballot on 2/4/2016. Aye 11, Nay 2, Abstain 0

Appointments

   3. Associate and Full Professors have extended the right to vote on all appointments that confer membership in the Academic Senate to Assistant Professors. Approved by 2/3 majority by secret ballot on 1/28/16. Aye 11, Nay 2, Abstain 0.
Promotions and Merits

4. Full Professors have extended the right to vote on Academic Personnel Actions of Full Professors to Associate Professors. Approved by 2/3 majority by secret ballot 1/25/2016. Aye 12, Nay 1, Abstain 1

5a. Full and Associate Professors extend the vote on all academic actions of Full Professors to Assistant Professors. Approved by 2/3 majority by secret ballot 1/28/2016. Aye 11, Nay 1, Abstain 0

5b. Full and Associate Professors extend the vote on all academic actions of Associate Professors to Assistant Professors. Approved by 2/3 majority by secret ballot 1/28/2016. Aye 10, Nay 2, Abstain 0

5c. Full and Associate Professors extend the vote on all academic actions of Assistant Professors to Assistant Professors. Approved by 2/3 majority by secret ballot 1/28/2016. Aye 11, Nay 1, Abstain 0

B. Non-Senate Faculty/Adjuncts with 100% employment in the Department have been extended the right to have a separate, advisory vote on Faculty personnel actions. Approved by 2/3 majority by secret ballot 2/1/2016. Senate Members: Aye 13, Nay 1, Abstain 0

C. Non-Senate Faculty/Adjuncts personnel actions are treated and voted on using the same methods as senate faculty actions.

D. Five Year Reviews: In consultation with an Ad-Hoc faculty committee as is designated by departmental policy, the Chair shall initiate the Five-Year Review, develop a Departmental Recommendation, and convey the Recommendation in a Chair’s letter. This will not require a vote from general faculty.

III. Committee for Academic Affairs

A. Ad-hoc Committees for Academic Affairs will be appointed by the Chair to pre-review each appointment, promotion, merit increase, 4th year appraisal, five-year review and renewal of appointment. Each ad-hoc Committee will consist of one full professor and two other senate faculty members. A full professor will be designated as chair. The ad-hoc Committee will present their findings in a written report to the Department Chair.

B. The recommendations by each ad-hoc Committee of Academic Affairs shall be discussed at a meeting of the appropriate departmental faculty, as stipulated by Senate By-Law 55, and then voted on by secret ballot.

C. The appropriate voting faculty will have access to the candidate’s dossier, which will be available for inspection in the Administrative Office. Voting by absentee ballot is possible, and ballot may be returned electronically or in person no later than a week after the faculty meeting. After the departmental balloting,
the Chair shall prepare the departmental letter of recommendation for inclusion in
the dossier and submission to the Administration. The letter should include the
substance of the Committee’s report as well as the substance of the Faculty
discussion and vote.

IV. Faculty Meetings

A. Faculty meetings will be scheduled monthly, but may be cancelled by the
Chair of the Department for lack of business. Any Faculty Meeting Agenda
containing items concerning appointments, promotions, or merit increases will be
circulated at least one week in advance to all departmental faculty.

B. A summary of actions (exclusive of confidential items) taken at each meeting
is to be circulated within one week by the Chair of the Department to all faculty
of the Department.

C. Voting procedures will be reviewed periodically or on request and must be
approved by a 2/3 of voting faculty.
Department of Human Genetics
Procedures for Compliance with Academic Senate By-Law 55:

Voting on Academic Personnel Actions

The Department of Human Genetics will adhere to the following rules concerning voting procedures:

I. Designation of Voting Rights

A. All primary faculty in all series, including the Regular, In-Residence, Clinical (X) and Adjunct series, tenured and non-tenured, shall have the right to vote on all appointments, promotions and merit increases for all faculty in all series, including the Regular, In-Residence and Clinical (X) series. The Joint appointees have the same voting rights and are subject to the same regular review as primary appointees, unless waived by mutual agreement.

B. The votes of the non-academic senate members shall be tallied separately from the votes of the academic senate members.

C. All Emeritae/i faculty in Recall status shall have the right to vote on all appointments, promotions and merit increases for all faculty.

II. Committee for Academic Affairs

A. Ad-hoc Committees for Academic Affairs will be appointed by the Chair to review each appointment, promotion, merit increase, 4th year appraisal, five-year review and renewal of appointment. Each ad-hoc Committee will consist of one full professor and two other faculty members. Of these three, at least two shall be voting members. A full professor will be designated as chair. The ad-hoc Committee will present their findings in a written report to the Department Chair.

B. The following recommendations by each ad-hoc Committee of Academic Affairs shall be discussed at a meeting of the appropriate departmental faculty, as stipulated by Senate By-Law 55, and then voted on by secret ballot:

1) each positive recommendation;

2) each negative recommendation in case of mandatory review for tenure;

3) any negative recommendation in case of promotion from Associate Professor to professor or of merit increase to Professor VI or Above-Scale when the candidate requests that the recommendation be transmitted from the Department through normal channels.

December, 2012
C. The appropriate voting faculty will have access to the candidate’s dossier, which will be available for inspection in the Administrative Office. Voting by absentee ballot is possible, and ballot may be returned electronically or in person within a week of the faculty meeting. After the departmental balloting, the Chair shall prepare the departmental letter of recommendation for inclusion in the dossier and submission to the Administration. The letter should include the substance of the Committee’s report.

### III. Faculty Meetings

A. Faculty meetings will be scheduled monthly, but may be cancelled by the Chair of the Department for lack of business. Any Faculty Meeting Agenda containing items concerning appointments, promotions, or merit increases will be circulated at least one week in advance to all departmental faculty.

B. A summary of actions (exclusive of confidential items) taken at each meeting is to be circulated within one week by the Chair of the Department to all faculty of the Department.

C. Voting procedures will be reviewed every three years and must be approved by a majority of voting faculty.
April 19, 2016

To: Louis Gómez, Chair
    Education Department

From: Jim Crall
    Rules & Jurisdiction

Re: Revised Department Bylaws Submitted on March 23, 2016

    Thank you for including information about your vote counts for your extensions and making
    the other requested revisions.

    The Committee finds the revised Bylaws that the Education Department submitted on March
    23, 2016, consistent with the Code of the Academic Senate. This memo, the approved bylaws, and
    the former bylaws will now go to the Executive Committee of the Academic Senate and onto the
    Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    Linda Bourque, Chair, Committee on Rules & Jurisdiction
    Marilyn Salinger, CAO, Education
    Linda Mohr, CAO, Academic Senate
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
Department of Education By-Laws  
Passed by Senate Faculty  
(approved by 2/3 majority of those voting by secret ballot 2/1/16; 27 yes, 2 no, 4 abstain)

I. Department Faculty Members

A. Senate Faculty of the Department of Education includes:
   1. Ladder faculty
   2. In-Residence faculty

B. All Senate members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions.

II. Academic Personnel Actions

A. Tenured faculty have extended the right to vote on academic personnel actions to In-Residence faculty consistent with rank (approved by 2/3 majority of those voting by secret ballot on 12/10/15; 28 yes, 1 no, 0 abstain)

B. Appointments
   1. Full and Associate Professors have the right to vote on all faculty appointments (Senate and non-Senate, and including joint or split appointments).
   2. Full and Associate Professors have extended the right to vote on all faculty appointments (Senate and non-Senate, and including joint or split appointments) to Assistant Professors (approved by 2/3 majority of those voting by secret ballot on 12/10/15; 27 yes, 2 no, 2 abstain)

C. Non-reappointments
   1. Full and Associate Professors have the right to vote on all faculty non-reappointments of Senate members.

D. Fourth-year Appraisals
   1. Full and Associate Professors have the right to vote on all fourth-year appraisals of Assistant Professors.

E. Promotions
   1. Full and Associate Professors have the right to vote on all promotions to Associate Professor.
   2. Full Professors have the right to vote on all promotions to Full Professor.

F. Merit Actions
   1. Full Professors have the right to vote on all merit advancements to Professor Step VI and initial advancement to Professor Above-Scale. All other merit advancements are delegated to the Academic Personnel Committee (see below).
G. Tenured faculty have delegated the right to vote on the following actions to the Academic Personnel Committee, an elected committee: advancements within rank for all steps of Senate and non-Senate Assistant, Associate and Full Professors (with the exception of Step VI and initial advancement to Above-Scale); five-year reviews; appointments, advancements within rank, and promotions for all ranks in the Professional Research series; initial continuing appointments and subsequent six-year reviews of Lecturers, Supervisors of Teacher Education, and Demonstration Teachers; appointment to Research Professor title for emeritus faculty. (approved by 2/3 majority of those voting by secret ballot on 12/10/15; 26 yes, 2 no, 1 abstain)

1. The right to vote on election to, and membership on, the Academic Personnel Committee is extended to all Senate faculty, including Assistant Professors. (approved by 2/3 majority of those voting by secret ballot on 12/10/15; 27 yes, 1 no, 1 abstain)

2. The membership of the Academic Personnel Committee shall be 8-10 Senate faculty members representing each of the professorial ranks. The election ballot shall include, at a minimum, two faculty members nominated by each departmental division. (approved by 2/3 majority of those voting by secret ballot on 12/10/15; 26 yes, 2 no, 1 abstain)
August 23, 2011

CHAIR, COMMITTEE ON RULES & JURISDICTION
UCLA ACADEMIC SENATE

On June 2, 2011, the ladder faculty of the Department of Education held a discussion of By-Law 55 at their regularly scheduled department meeting. There was unanimous agreement that the current by-laws continue unchanged from those approved in Spring 2008.

CURRENT BY-LAW 55  (as approved by ladder faculty by mail ballot, effective 7/1/2008)

1. Voting rights on Full Professor promotions

Voting rights extended to tenured faculty and In-Residence Faculty (Associate and Full only).

2. Voting rights on Associate Professor promotions

Voting rights extended to tenured faculty and In-Residence faculty (Associate and Full only).

3. Voting rights on fourth-year appraisals

Voting rights extended to tenured faculty and In-Residence faculty (Associate and Full only).

4. Voting rights for all tenured and tenure-track faculty appointments

Following the conclusion of the activities of a Search Committee and considering its report and recommendation, and having had the opportunity to meet each of the final candidates and submit a written evaluation, a meeting will be called of all tenure-track faculty as well as In-Residence faculty, for discussion and review and secret ballot on the final recommendation to the Chair. Moreover, eligible faculty not
in attendance at the meeting may submit a mail ballot after reviewing the file within one week of the meeting.

5. **Joint appointment requests with other departments**

Required approval by the relevant Division and supporting letters from Department Chair and Dean. Approval by Departmental tenure-track faculty is optional.

6. **Extension of voting rights to eligible faculty on leave**

Voting rights extended to eligible faculty on leave.

7. **Review procedures for initial merit advancement to Professor Above-Scale**

Voting rights extended to Full Professors and In-Residence Full Professors only for initial advancement to Professor Above-Scale.

8. **Review procedures for merit advancement to Professor, Step VI**

Voting rights extended to Full Professors and In-Residence Full Professors only for advancement to Professor, Step VI.

9. **Re-establishment of Academic Personnel Committee**

The membership of the Academic Personnel Committee (APC) is 10 faculty members elected from each of the professorial ranks approximately in proportion to the number of professors in each rank.

9a. **Personnel matters currently considered by APC**

Merit increases for all steps of assistant, associate, and full professors and their equivalents in other academic series; two-year contract renewals for assistant professors; five-year reviews; appointments, merit review, promotions for all levels in the Professional Research series; initial continuing appointments and subsequent six-year continuing appointments of lecturers, supervisors of teacher education, and demonstration teachers.

9b. **Untenured faculty participation on the Department Academic Personnel Committee (APC)**

Voting rights extended to Assistant Professors in the election to and full participation in the Department Academic Personnel Committee (APC).
10. Extension of voting rights on appointments, promotions, and merit actions to emeriti faculty

Voting rights are not extended to emeriti faculty.

11. Establishment of review procedures for Academic Administrators in Teacher Education

Portfolio submitted by candidates for advancement are reviewed by a committee consisting of the Director of Center X, the Executive Director of Center X, the Director of Teacher Education, and an Academic Administrator. Report of committee is forwarded to the Dean.

12. Voting requirements on faculty personnel matters

Extended voting privileges are given only to those faculty who have either reviewed the record or who have attended the departmental faculty discussion.

The following material is simply for information since there are times when faculty inquire about particular procedures.

All academic personnel ad hoc committee names (appointed by the chair) shall be made known to candidate.

All academic personnel ad hoc committees are required to meet with the candidate at least twice prior to the Departmental vote on the candidate.

The vote on all personnel matters must be by secret ballot. Procedures are designed so that only the voter knows how he/she voted. However, nothing in this requirement prevents faculty members from making their own vote public.

The right to vote includes the right to discuss. A vote on any personnel matter shall be taken only after a meeting at which there has been an opportunity for full and informed discussion by those entitled to vote on the issue.

In those cases where voting rights have been delegated to a committee, the same requirement mandates a meeting of that particular committee.

Mail ballots shall not be distributed prior to a meeting.
Statements made or positions taken by individual faculty members in personnel discussions are deemed confidential. However, an individual faculty member should be free to reveal his or her own statement or position.

Comments should not be written on ballots. If for some reason a faculty member cannot attend a tenured faculty meeting and wishes to contribute to the discussion, signed comments can be submitted to the Chair in advance, either hardcopy or email. The Chair will read or summarize those comments during the faculty discussion at the meeting. Any anonymous comments will be disregarded.

The numerical result of the vote must be promptly reported to those who are entitled to vote.

Cordially,

Professor Megan Franke
Chair, Department of Education
March 15, 2016

To: William Duke, Chair
Mathematics

From: Linda Bourque, Chair
Rules & Jurisdiction

Re: Department Bylaws Submitted On April 18, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Mathematics submitted on April 18, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
Jason Throop, Committee on Rules & Jurisdiction
James Crall, Committee on Rules & Jurisdiction
Linda Mohr, CAO, Academic Senate
Marian Olivas, Committee Analyst, Rules & Jurisdiction
Meg Buzzi, Academic Personnel Office
Heather Small, Information Technology Services
Bonnie MacDougall, Vice Chancellor’s Office
Rochelle M. Garcia, Academic Personnel Manager
RE: Department of Mathematics Bylaw Vote

The Department of Mathematics has revised its bylaws in response to the September 29, 2015 memo sent by Vice Chancellor Goldberg in preparation for the Opus system. A draft of our revised bylaws was sent by email to the Mathematics faculty in advance of a faculty meeting held on April 14, 2016. The department bylaws were discussed and the vote was finalized on April 15, 2016.

Four ballots were sent to the Mathematics faculty

1. Full and Associate Professor were sent secret ballots with the following question: Do you extend the vote on all Senate faculty appointments to Assistant Professors? This passed with 34 yes votes and 1 no vote.

2. Full and Associate Professor were sent secret ballots with the following question: Do you elect to delegate voting on Assistant and Associate Merit actions to the Tenured Professors Elected Committee (TPEC)? This passed with 35 yes votes and 0 no votes.

3. Full Professors were sent the secret ballots with the following question: Do you elect to delegate voting on Full Professor Merit actions to the Full Professors Elected Committee (FPEC)? This passed with 32 yes votes and 0 no votes.

4. Department Faculty Members were sent the secret ballots with the following question: Do you vote to approve Department Bylaws? This passed with 37 yes votes and 0 no votes.

Sincerely,

[Signature]

William Duke,
Professor and Chair
Department of Mathematics
Department of Mathematics Bylaws

Passed by Senate Members (2/3 majority of those voting) by secret ballot on 4/15/2016

(37-yes, 0-no, 0- abstain; 11 members did not vote)

Approved by Faculty, 4/15/2016

I. Department Faculty members
   A. Senate Faculty of Department of Mathematics include:
      i. Regular Line Faculty [Ladder Faculty]
   B. All Senate department members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions.

II. Academic Personnel Actions
   A. Appointments: Ladder Faculty vote on all appointments that confer membership in the Academic Senate. Vote by secret ballot to extend voting rights to Assistant Professors passed by Tenured Faculty on 4/15/2016 (34-yes, 1-no, 0-abstain)
      i. In addition to Ladder Faculty, Senior Lecturers with Security of Employment (SOE) have the right to vote on all appointments to Senior Lecturer (SOE).
      ii. In addition to Ladder Faculty and Senior Lecturers SOE, Lecturers (SOE) have the right to vote on all appointments to Lecturer (SOE).
   B. Non-Reappointments/ 4yr Year Appraisals:
      i. Non-Reappointments: Full and Associate Professors vote on all non-reappointments or terminations of Senate members.
      ii. 4 yr Appraisal; Full and Associate Professors vote on all non-reappointments/4yr Year Appraisals
      iii. In addition to Ladder Faculty, Senior Lecturers (SOE) have the right to vote on all non-reappointments to Senior Lecturer (SOE) or Lecturer (SOE).
      iv. In addition to Ladder Faculty and Senior Lecturers SOE, Lecturers (SOE) have the right to vote on all non-reappointments to Lecturer (SOE).
   C. Promotions:
      1. To Full Professor: Full Professors vote on all promotions to Full Professor
      2. To Associate Professor: Full and Associate Professors vote on all Promotions to Associate Professor.
      3. To Senior Lecturer (SOE): Full and Associate Professors and SL(SOE) vote on all Promotions to SL(SOE).

D. Merit Actions

   1. All merit actions for Associate Professors and Assistant Professors have been delegated to the elected Committee, the Tenured Professors Elected Committee (TPEC), consisting of tenured faculty.
Presented at April 14, 2016 Faculty Meeting. Tenured Faculty vote by secret ballot on 4/15/2016 (35-yes, 0-no, 0-abstain)

2. All merit actions for Full Professors go to the elected Committee, the Full Professors Elected Committee (FPEC), consisting of full professors.

Presented at April 14, 2016 Faculty Meeting. Full Professors vote by secret ballot on 4/15/2016 (32-yes, 0-no, 0-abstain)

E. Joint and Split Appointments
Joint Appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other department member of the same rank.

F. Five Year Reviews
Five year reviews are handled by (FPEC).

G. Non-Senate Faculty/Adjuncts
Non-Senate personnel actions are handled by the elected Staff Search Committee

III. Academic Personnel Committees
A. The department has a committee(s) that pre-reviews personnel actions as follows:
   i. Staff Search Committee advising Ladder Faculty for Senate appointments.
   ii. An appointed committee advising TPEC.
   iii. An appointed committee advising FPEC.
Responsibility for the administration of the department falls to the Chair, three Vice Chairs, the Director of Applied Mathematics, the Director of the Program in Computing, and faculty committees. For 2002-2003 these officers are:

**Chair** - David Gieseker

**Vice Chair-Administration** - Richard Elman  
(academic personnel and administration)

**Vice Chair-Undergraduate Studies** - Ronald Miech  
(undergraduate curriculum, scheduling and advising)

**Vice Chair-Graduate Studies** - Robert Greene  
(graduate curriculum, scheduling and advising)

**Director-Applied Mathematics** - Stanley Osher

**Director-Program In Computing** - Kirby Baker  
(PIC curriculum, laboratory supervision)

**Director-Department Computing** - Chris Anderson  
(department computing needs, priorities, planning)

**FACULTY COMMITTEES 2002-2003**

Committees govern most of the affairs of the department. Committee Chairs must keep the Chair, Vice Chairs and other interested parties informed about matters under consideration. Matters of importance to the Department must be submitted to the regular faculty for approval.

**Description of Committees and their Duties**

A. **Committees Responsible to the Chair**

**Department Distinguished Visitor Committee** - This committee, appointed by the chair, is responsible for the search, selection and solicitation of the annual Departmental Distinguished Visitors. These should be world-class distinguished research mathematicians whose visits will add to the vitality of the research environment of the department through their lectures and interactions with our faculty. The committee will solicit opinions from faculty members within the department, as well as from mathematicians outside the department. It will also help arrange the scheduling and the content of the lectures to be given by these visitors, as well as other related activities. It is expected that the department will be able to invite one one-month long visitor per year, plus up to one one-week long visitor per quarter.
**Priorities Committee** - This committee serves as a special advisory group to the Department and the Chair. Recommendations of this committee on substantial departmental questions will be subject to review and vote by all regular Department members.

**Staff Search Committee** - The Staff Search Committee is responsible for screening applicants for teaching positions. It acts for the department on temporary positions, while it recommends candidates for regular positions to the entire regular faculty for its approval. In late spring, in a joint meeting with the next year's Staff Search Committee, it makes recommendations for hiring priorities for the coming year to the regular faculty. The faculty elects ten of its members each year to the committee. The Chair and Vice Chair-Administration are *ex officio* members, and serve as Chair and Executive Secretary, respectively, of the committee. Regular faculty are invited to Staff Search meetings and may participate on a nonvoting basis.

The Staff Search Committee is elected in Spring Quarter by the regular faculty, with the slate consisting of all regular faculty members to be in residence during the coming Fall and Winter quarters except the Chair, Vice-Chairs and Colloquium Chair. Each voter votes for no more than ten from the slate, and all persons receiving more votes than the person(s) placing ninth in the balloting are automatically elected. The outgoing Staff Search Committee then chooses among those receiving at least as many votes as the person(s) placing eighth, but not already elected, to bring the total to eight. The outgoing committee then completes the roster to ten, taking into account the balance of fields as well as (if it wishes) the results of the departmental ballot.

**Full Professors Elected Committee** - This committee acts on behalf of the full professors of the Department on personnel matters. It considers recommendations of the Full Professors Review Committee (see below), requests reports from the FPRC and may submit cases for the consideration of the entire body of full professors. The committee consists of three professors elected by the full professors of the department each spring in a secret mail ballot, where each professor may vote for 3 of the nominees and a candidate must receive at least a third of the participating votes. The Department chair may not serve on the FPEC.

**Full Professors Review Committee** - This committee consists of six to eight full professors appointed by and including the Chair, who heads it. It makes recommendations to the FPEC on merit advancements for full professors and appropriate step levels for those proposed for advancement or appointment to full professor. It also prepares written reports on each advancement. By choice of the regular faculty, membership on this committee is confidential.
Computing Committee - This committee works with the Chair and Department Manager to set policy on matters related to academic, instructional and administrative computing in the Department. It makes recommendations to the Department on substantial policy questions. It advises the Chair on the purchase and configuration of equipment. It also approves and supervises computer programming projects done in lieu of a language examination by students in the Applied Ph.D. program. The Department Computer Services Manager sits on this committee.

Colloquium Committee - This committee arranges weekly lectures, on Thursdays, by faculty and visitors. The committee is responsible for locating speakers, arranging for honoraria (assuring that foreign speakers have appropriate documentation), assuring that appropriate travel and living arrangements are made for speakers, and assuring that the lectures are properly advertised. The secretary to the committee will produce the listing in the Weekly Calendar. Travel and honoraria payments will be handled by the administrative office.

Teaching Committee - This committee monitors the Departmental system of evaluating teaching effectiveness of both faculty and teaching assistants and recommends changes after consultation with the Undergraduate Studies Committee. At the request of the Chair, it provides reports on the teaching effectiveness of individual faculty members when required for personnel actions. It also nominates department members for the Distinguished Teaching Award, and selects recipients for departmental teaching awards.

Library Committee - The charge of this committee is to maintain and improve the library facilities for mathematics. It oversees the operation of the Department's noncirculating Graduate Reading Room, working with the staff to set policies and order books and journals. Many times, a member of this body is appointed by the University Librarian to serve on the interdepartmental committee advising the Engineering and Mathematical Sciences Library.

Logic Colloquium Committee - This committee arranges for the biweekly Department Logic Colloquium under the same general guidelines as the Colloquium Committee.

B. Committee Responsible to the Director of the Program In Computing

PIC Committee - This committee is charged with supervising the Program In Computing. It has responsibility for curriculum development, course content, and course offerings. It serves as a general advising body to the PIC director on matters of recruiting faculty, teaching assistants and staff for PIC, on instructional equipment and software for PIC, and on maintaining PIC's relations with the other departments in the University that have a stake in computer education. The PIC
Committee makes formal recommendations to the Staff Search Committee for the appointment of PIC lecturers.

C. Committees Responsible to the Vice Chair for Graduate Studies

**Graduate Advisors Committee** - Members of this committee provide general professional advice and assist graduate students in planning their degree programs up to the time the student acquires a formal Ph.D. advisor. All new graduate students are given appointments with advisors in the week before fall classes begin. The Vice Chair for Graduate Studies serves *ex officio* as Chair of the Graduate advisors and is responsible for providing the committee with updated information pertinent to advising.

**Graduate Studies Committee** - This committee has purview over all policy matters relating to the graduate program of the Department, including review of graduate proposals initiated by other committees. In the policy area, the committee deals with Departmental requirements for graduate degrees, with revisions of graduate courses and catalog descriptions, and with questions of standards and procedures. In the personnel area, the committee recommends graduate course and seminar teaching assignments to the Chair each year and oversees the administration of the written M.A. and Ph.D. qualifying examinations, deciding who has passed these examinations. The committee hears appeals from graduate students and may recommend that students be advanced from one degree program to another, or be terminated in their graduate studies in Mathematics.

Two GSA representatives serve as voting members of the Graduate Studies Committee in policy matters. They do not participate in the meetings involving qualifying exams or individual personnel actions.

**Graduate Admissions and Support Committee** - This committee reviews the dossiers of all applicants for graduate studies. It advises the Graduate Vice Chair on admission to the various graduate degree programs and on financial support (fellowships and teaching assistantships) for new and continuing graduate students.

Faculty should encourage highly qualified students to apply for fellowship or assistantship aid, and may inspect the files of applicants and supply information on their qualifications.

**T.A. Training Committee** - This committee is in charge of the orientation program for new Teaching Assistants. The program involves cross visitations, group discussion and feedback, and video taping sessions. It assists new T.A.'s to develop good teaching techniques and to become comfortable in their role as teachers.
D. Committees Responsible to the Vice Chair, Undergraduate Studies

**Undergraduate Studies Committee** - This committee deals with educational policy and curricular matters at the Undergraduate level and keeps the Department informed of its discussions. The committee plans new courses and revises existing ones. It reviews requirements for the major, and generates catalog material on undergraduate courses and on undergraduate majors. The committee is also charged with developing and implementing strategies for the recruitment and retention of students in the mathematics major(s) at UCLA. On the undergraduate curriculum for teaching credentials, the committee coordinates its considerations with those of the Teacher Preparation Committee.

Petitions of undergraduates go to the Vice Chair, Undergraduate Studies, for decision and signature. The Vice Chair is guided by the advice of the Undergraduate Studies Committee on petitions of general policy concern.

**Honors Program Committee** - The responsibility for supervising the Mathematics Honors Program rests in the hands of this committee. The committee decides who shall be admitted to the program, who shall graduate with honors and who shall receive the various prizes awarded to outstanding undergraduates in mathematics.

**Teacher Preparation Committee** - This committee oversees Department policy on the special problems of mathematical and other instruction for students who are prospective teachers in elementary or secondary schools and in community colleges. The Committee directs its proposals for policy or program change to the Undergraduate or Graduate Studies Committee.

**Math and Science Scholars** - The Mathematics and Science Scholars Program is an important initiative for the Department. Each Fall, approximately fifty students selected participate in an intensive program to encourage their pursuit of a career in mathematics or the sciences. This Committee provides the oversight and general direction for the program.
All regular faculty in the department can vote by secret ballot on new appointments that confer membership in the Academic Senate. Prior to such a vote, all faculty are extended the opportunity to voice their opinions. Voting on promotions and merit pay increases is conducted as follows:

ASSISTANT PROFESSORS
Merit pay raises and steps for new appointments are recommended by a vote of the tenured faculty.

ASSOCIATE PROFESSORS
Merit raises and steps for new appointments are recommended by a vote of full professors. Recommendations to this rank are by vote of full and associate professors.

PROFESSORS
Merit raises and steps for new appointments are recommended by the Full Professor Elected Committee with advice from the Full Professor Review Committee. Recommendations for promotion to professor are made by vote of the department's full professors.

ACTING POSITIONS
Removal of the Acting title from a position is at the vote of the faculty entitled according to the above guideline for promotions.

TERMINATION
Termination or nonrenewal of appointment for assistant professors, lecturers and senior lecturers is by vote of full and associate professors.

The Chair is responsible for conveying faculty recommendations to the University administration. Academic personnel policies are designed to assure fairness. A copy of sections 51 and 52 of the Academic Personnel Manual is available in the Chair's office. Before candidates in the professorial series are reviewed for appraisal, promotion or merit increase, and before the eventual department recommendations are submitted, the candidates will have the opportunity to:

a) identify to the Chairman those who might not provide objective written evaluations;

b) inspect all documents in the reviewers' files other than confidential documents;

c) receive, upon request, a summary of confidential documents in redacted form (for those

d) prepared prior to September, 1993, these will be in summary form);

e) provide a written statement for inclusion in the file commenting on materials in the file;

f) receive a report on whether the Departmental vote was unanimous, strong, or narrow, as well as a report on the Department's evaluation under each of the applicable criteria (research, teaching, service).
April 21, 2016

To: Kasi McMurray, MSO
   Geography

From: Linda Bourque, Chair
       Rules & Jurisdiction

Re: Department Bylaws Submitted On April 16, 2016

The Committee on Rules and Jurisdiction has reviewed the revised Bylaws that the Department of Geography submitted on April 16, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
UCLA Department of Geography Bylaws

Approved by Faculty, 4/11/2016; by 2/3 secret majority ballot 19 yes; 0 no

A. Bylaws: These Bylaws specify the core principles by which the Department of Geography at UCLA has chosen to govern itself.

I. Department Faculty members
   A. Senate Faculty of Department Geography include:
      i. Regular Line Faculty [Ladder Faculty: Full, Associate and Asst. Professors.]

II. Voting
   i. Departmental members of the Academic Senate holding the titles Professor, Associate Professor and Assistant Professor have the right to vote on all issues in department meetings.
   ii. All Senate department members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions.
   iii. Voting rights on personnel issues are specified in item III of the department bylaws.

III. Academic Personnel Actions
   A. Appointments: Full, Associate and Assistant Professors vote on all appointments that confer membership in the Academic Senate.
      i. Full and Associate Professors extended the right to vote on appointments to Assistant Professors. (Faculty meeting 1/11/16, 11 yes; 0 no; 0 abstain this represents more than 2/3 of eligible faculty).

   B. Non-Reappointments: Full, Associate and Assistant Professors vote on all non-reappointments of Senate members.
      i. Full and Associate Professors extended the right to vote on non-reappointments to Assistant Professors. (Faculty meeting 1/11/16, 11 yes; 0 no; 0 abstain this represents more than 2/3 of eligible faculty).

   C. 4th Year Appraisals: Full, Associate and Assistant Professors vote on all 4th Year Appraisals of Assistant Professors members.
      i. Full and Associate Professors extended the right to vote on 4th Year Appraisals to Assistant Professors. (Faculty meeting 1/11/16, 11 yes; 0 no; 0 abstain this represents more than 2/3 of eligible faculty).
D. **Promotions:**
   i. To Full Professor: Full Professors vote on all promotions to Full Professor
      
      a. Full Professors extended the right to vote to Associate Professors. (Faculty meeting 1/11/16, 8 yes; 0 no; 0 abstain this represents more than 2/3 of eligible faculty).
   
      b. Full and Associate Professors extended the right to vote to Assistant Professors. (Faculty meeting 1/11/16, 11 yes; 0 no; 0 abstain this represents more than 2/3 of eligible faculty).
   
   ii. To Associate Professor: Full and Associate Professors vote on all Promotions to Associate Professor.
      
      a. Full and Associate Professors extended the right to vote to Assistant Professors. (Faculty meeting 1/11/16, 11 yes; 0 no; 0 abstain this represents more than 2/3 of eligible faculty).

E. **Merit Actions**
   i. Full Professors extended the right to vote to Associate Professors on all Full Professor merits. (Faculty meeting 1/11/16, 8 yes; 0 no; 0 abstain).
   
   ii. Full and Associate Professors extended the right to vote to Assistant Professors on all Full and Associate Professor merits. (Faculty meeting 1/11/16, 11 yes; 0 no; 0 abstain).
   
   iii. Full and Associate Professors extended the right to vote to Assistant Professors on all Assistant Professor merits. (Faculty meeting 1/11/16, 11 yes; 0 no; 0 abstain. This represents more than 2/3 of eligible faculty).

F. **Joint and Split Appointments**
   Joint Appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as in all other Geography personnel voting practices and any other department member of the same rank.

G. **Eight Year Reviews**
   Eight year reviews are handled by Chair of the Department and the entire voting faculty following the department of Geography practice.

2016 Bylaws
H. Non-Senate Faculty/Adjuncts
   Non-Senate personnel actions are handled by the entire voting faculty following
   Department of Geography practice.

IV. Academic Personnel Committees
   a. “The Geography Department does not have a standing personnel committee. The Ad hoc
      committees are chosen annually for each case, no standing Ad hoc committees. The entire
      Academic Senate Faculty of all ranks votes on all cases of promotion and tenure by secret
      ballot. We allow absentee votes for qualified faculty who cannot attend a given meeting.
      Emeriti faculty do not vote in department personnel cases.” Recalled emeriti have the right to
      vote on all non-personnel departmental matters.

   b. Voting on department business is by show of hands, unless a motion is approved for a
      secret ballot. Voting on all personnel matters is by secret ballot only.

   c. Department votes are by majority (50% +1), except in the case of appointment where a
      two-thirds (66%) vote is required.

   d. Quorum: 50% of the departmental Academic Senate members in residence at the time of
      the meeting constitute a quorum to conduct department business, including personnel actions.

V. Amendments: Amendments to these Bylaws may be proposed by any voting member of the
   department. The request to amend a Bylaw should be made to the chair of the department
   who must present the request to the entire department at least one week before discussion and
   voting in a faculty meeting. Amendment of departmental Bylaws requires a 2/3 vote of those
   voting.

VI. Access: These Bylaws shall be posted on the department website and be accessible without
   restriction. A copy of the Bylaws will be kept in the MSO’s office, available upon request by
   any voting member of the department. The Chair is responsible for distributing a copy of the
   Bylaws to each voting member of the department at the time of their appointment. At the
   beginning of each academic year, the Chair also will provide a copy of the Bylaws to the
   graduate student representatives on all standing committees.

VII. Faculty Meetings: Departmental faculty meetings normally take place on the first Monday of
   each month during the academic year. The Chair may call a meeting at other times to deal with
   urgent matters. The Chair or a substitute designated by the Chair (typically the Vice-Chair)
   presides at faculty meetings. The MSO attends all faculty meetings.

   a. Per Academic Senate regulations (Bylaw 55, II-6, http://www.apo.ucla.edu/call/ append4.htm),
      “Upon a request by … three Senate members …, the Chair must schedule and hold a meeting
      within ten days.” Three Senate members also may request that an item be placed on the agenda of
      a previously scheduled meeting.
b. One faculty meeting during the Spring Quarter of each academic year will be devoted in part, though not restricted, to a review of graduate student performance. The MSO and SAO will normally attend this meeting.

VIII. Minutes: Written minutes of departmental meetings, excluding discussion of personnel matters, shall be taken by the MSO and distributed in a timely fashion to the whole voting faculty as well as to designated graduate student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes are to include a list of those present at the meeting. A copy of minutes from all faculty meetings will be maintained in the MSO’s office. These will be available to any voting member of the department.

IX. Graduate Student Representatives: Two graduate students shall be elected annually to serve as student representatives to the Department of Geography. They shall be invited to participate in all departmental decisions, except those dealing with personnel actions. Graduate student representation in department meetings and on all committees must be in conformance with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.

a. Student representatives are not eligible to vote at faculty meetings.

b. Graduate student representatives may place items on the agenda for department consideration, and, if necessary, a vote. The representatives should contact the Chair to place items on the agenda at least one week prior to a scheduled faculty meeting.

c. Graduate students shall be elected representatives to the department by all the graduate students in residence at the beginning of the academic year. They will serve as representatives for the year in which they are elected.

X. Officers

Chair The Chair is appointed by the Chancellor upon the recommendation of the Dean of Social Sciences after consultation with the department. The Chair normally serves for a period of three years, with the possibility of renewal. The main responsibilities of the Chair (following APM 245, [http://www.ucop.edu/acadadv/acadpers/apm/apm-245.pdf](http://www.ucop.edu/acadadv/acadpers/apm/apm-245.pdf)) are:

a. Academic personnel review: production and maintenance of records and reports concerning recruitment, tenure, promotion and leaves.

b. Appointment of department officers, including Vice-Chair.

c. Appointment of department committees.

d. Supervision and evaluation of staff.

e. Planning and review of undergraduate and graduate teaching and course scheduling.

f. To maintain the budget and administer the financial affairs of the department in accordance with University policy.
**Vice-Chair**: The Chair may select the Vice-Chair to aid in the performance of her/his duties. Vice-Chairs are appointed by the Chair in consultation with the Dean of Social Sciences, and at the discretion of the Chancellor, for a renewable term of one year. The Department of Geography has one Vice-Chair who typically serves as Chair of the Graduate Committee.

**XI. Committees**

A good deal of the administrative work performed in the Department of Geography is charged to various committees that typically comprise faculty members, staff and student representatives as specified below.

All committees are appointed by the Chair. The term of appointment for all committees is one year.

Most standing committees include student representatives. These students do not have a committee vote, though they are asked to take part in discussion and to suggest agenda items for committee consideration. Graduate student representation in department meetings and on all committees must be in conformance with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.

**Graduate Committee**: The Graduate Committee of the Department of Geography oversees all operations of the graduate program in geography at UCLA, including, but not necessarily limited to, curriculum, degree requirements, admissions, funding and Teaching Assistantship decisions, and graduate student honors and awards. The Graduate Committee makes recommendations on graduate student policy to the department as a whole for consideration and approval. The Vice-Chair of the Department usually serves as the Chair of the Graduate Committee.

a. The Graduate Committee comprises three departmental faculty members in addition to the chair of the committee, and a graduate student representative. The faculty members of the committee are usually chosen so that major sub-fields across the department are represented.

b. The Student Affairs Officer (SAO) attends all meetings of the Graduate Committee to advise and assist where necessary.

c. The SAO and graduate student representative do not have a formal vote on the Graduate Committee.

d. The graduate student representative may not take part in Graduate Committee meetings in which funding decisions are to be made, or at any other time when individual student records are reviewed, including admissions.

**Undergraduate Committee**: The Undergraduate Committee of the Department of Geography oversees all operations of the undergraduate program in geography at UCLA, including, but not necessarily limited to, curriculum, degree requirements, undergraduate student honors and awards. The Undergraduate Committee makes recommendations on undergraduate student policy to the department as a whole for consideration and approval.
a. The Undergraduate Committee comprises three faculty members in addition to the chair of the committee and an undergraduate student representative. The faculty members of the committee are usually chosen so that major sub-fields across the department are represented.

b. The SAO attends all meetings of the Undergraduate Committee to advise and assist where necessary.

c. The SAO and undergraduate student representative do not have a formal vote on the Undergraduate Committee.

d. The undergraduate student representative may not take part in Undergraduate Committee meetings in which honors and awards decisions are to be made, or at any other time when individual student records are reviewed.

**Honors Committee:** The Honors Committee of the Department of Geography at UCLA makes suggestions on applications for university and department awards (e.g., UCLA Distinguished Teaching Award for faculty and graduate students, department graduate student teaching and research awards); it reviews the dossiers of applicants and makes honors/awards recommendations to the department as a whole for consideration and approval.

a. The Honors Committee comprises two faculty members in addition to the chair of the committee.

**Development and Alumni Relations Committee:** Renamed from “Community and Alumni Relations Committee”. The Community and Alumni Relations Committee of the Department of Geography at UCLA maintain the department’s connection to its alumni and to the Friends of Geography (FOG). The committee reports to the department on alumni affairs and on the operations of FOG.

a. The Community and Alumni Relations Committee comprises one faculty member in addition to the chair of the committee.

b. The Management Services Officer (MSO) attends meetings of the Community and Alumni Relations Committee to advise and assist.

**Operations and Facilities Committee:** The Space, Planning and Budget Committee reports to the department on issues connected to the physical organization of department activities, including room allocations and renovation, the department computing and laboratory infrastructure.

a. The Space, Planning and Budget Committee comprises three faculty members in addition to the chair of the committee and one graduate student representative.

b. The MSO attends meetings of the Operations and Facilities Committee to advise and assist.

**Colloquium Committee:** The Colloquium Committee plans and coordinates the Tod Speiker Colloquium series in the Department of Geography at UCLA. The Committee solicits advice on potential speakers from all members of the department, including the faculty and graduate students, and selects visiting speakers, including the annual Alexander von Humboldt distinguished speaker.
a. The Colloquium Committee comprises two faculty members, both serving as Vice-Chairs of the Committee, along with a graduate student representative.

**GIST Committee:** The GIST Steering Committee is made up of 4 faculty members, the IT, SAO and MSO as staff members. The committee guides the focus and structure of the GIST program and extension program.

**Course Scheduling Meeting:** This committee consists of Department Chair, Vice Chair and the chairs of the graduate and undergraduate program. The SAO and MSO are also members. This committee oversees the course scheduling, to insure the courses are all taught between all faculty and our areas of study are covered.

**XII. Faculty Mentoring:** In consultation with a new appointee and with existing faculty members, the Chair will ask one or more existing faculty members to serve as mentor(s) to a newly appointed faculty member.

**XIII. Teaching:** The policy of Geography is a 4 course load for Faculty per academic year; 3 undergraduate courses and 1 graduate course. Faculty are required to teach every quarter. With permission by the Chair, a Professor can request stacking their courses in 2 quarters for reason of research; this request can be made every 2 years.

Lecturers have a 6 course load for full time per academic year.
Department of Geography  
Self-Review Report, June 2009  

Appendix 6: Department of Geography Bylaws  
(Not yet approved by the UCLA Academic Senate)
UCLA Department of Geography Bylaws
(Draft, June 2009 – not yet approved)

A. Bylaws

1. **Bylaws:** These Bylaws specify the core principles by which the Department of Geography at UCLA has chosen to govern itself.

2. **Amendments:** Amendments to these Bylaws may be proposed by any voting member of the department. The request to amend a Bylaw should be made to the chair of the department who must present the request to the entire department at least one week before discussion and voting in a faculty meeting. Amendment of departmental Bylaws requires a majority vote of the members present.

3. **Access:** These Bylaws shall be posted on the department website and be accessible without restriction. A copy of the Bylaws will be kept in the MSO’s office, available upon request by any voting member of the department. The Chair is responsible for distributing a copy of the Bylaws to each voting member of the department at the time of their appointment. At the beginning of each academic year, the Chair also will provide a copy of the Bylaws to the graduate student representatives on all standing committees.

B. Membership

1. **Membership:** Members of the Academic Senate holding the titles Professor, Associate Professor and Assistant Professor have the right to attend department meetings and to participate in all department decisions.

2. **Faculty Meetings:** Departmental faculty meetings normally take place on the first Monday of each month during the academic year. The Chair may call a meeting at other times to deal with urgent matters. The Chair or a substitute designated by the Chair (typically the Vice-Chair) presides at faculty meetings.

   a. Per Academic Senate regulations (Bylaw 55, II-6, http://www.apo.ucla.edu/call/append4.htm), “Upon a request by … three Senate members …, the Chair must schedule and hold a meeting within ten days.” Three Senate members also may request that an item be placed on the agenda of a previously scheduled meeting.

   b. One faculty meeting during the Spring Quarter of each academic year will be devoted in part, though not restricted, to a review of graduate student performance. The MSO and SAO will normally attend this meeting.

3. **Minutes:** Written minutes of departmental meetings, excluding discussion of personnel matters, shall be taken by the MSO and distributed in a timely fashion to the whole voting faculty as well as to designated graduate student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes are to include a list of those present at the meeting. A copy of minutes from all faculty
meetings will be maintained in the MSO’s office. These will be available to any voting member of the department.

4. **Graduate Student Representatives:** Two graduate students shall be elected annually to serve as student representatives to the Department of Geography. They shall be invited to participate in all departmental decisions, except those dealing with personnel actions. Graduate student representation in department meetings and on all committees must be in conformance with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.

   a. Student representatives are not eligible to vote at faculty meetings.

   b. Graduate student representatives may place items on the agenda for department consideration, and, if necessary, a vote. The representatives should contact the Chair to place items on the agenda at least one week prior to a scheduled faculty meeting.

   c. Graduate students shall be elected representatives to the department by all the graduate students in residence at the beginning of the academic year. They will serve as representatives for the year in which they are elected.

5. **Voting:** Departmental members of the Academic Senate holding the titles Professor, Associate Professor and Assistant Professor have the right to vote in department meetings.

   a. “The Geography Department does not have a personnel committee. The entire Academic Senate Faculty of all ranks votes on all cases of promotion and tenure by secret ballot. We allow proxy votes for qualified faculty who cannot attend a given meeting. Emeriti faculty do not vote in department personnel cases.”
   (Department of Geography exception to Academic Senate Voting Regulation, Bylaw 55, Nov 20, 2003.)

   b. Voting on department business is by show of hands, unless a motion is approved for a secret ballot. Voting on all personnel matters is by secret ballot only.

   c. Department votes are by majority (50% +1), except in the case of appointment where a two-thirds (66%) vote is required.

6. **Quorum:** 50% of the departmental Academic Senate members in residence at the time of the meeting constitute a quorum to conduct department business, including personnel actions.
C. Officers

1. Chair: The Chair is appointed by the Chancellor upon the recommendation of the Dean of Social Sciences after consultation with the department. The Chair normally serves for a period of three years, with the possibility of renewal. The main responsibilities of the Chair (following APM 245, http://www.ucop.edu/acadadv/acadpers/apm/apm-245.pdf) are:

   a. Academic personnel review: production and maintenance of records and reports concerning recruitment, tenure, promotion and leaves.

   b. Appointment of department officers, including Vice-Chair.

   c. Appointment of department committees.

   d. Supervision and evaluation of staff.

   e. Planning and review of undergraduate and graduate teaching and course scheduling.

   f. To maintain the budget and administer the financial affairs of the department in accordance with University policy.

2. Vice-Chair: The Chair may select the Vice-Chair to aid in the performance of her/his duties. Vice-Chairs are appointed by the Chair in consultation with the Dean of Social Sciences, and at the discretion of the Chancellor, for a renewable term of one year. The Department of Geography has one Vice-Chair who typically serves as Chair of the Graduate Committee.

D. Committees

1. Committees: A good deal of the administrative work performed in the Department of Geography is charged to various committees that typically comprise faculty members, staff and student representatives as specified below.

   a. All committees are appointed by the Chair. The term of appointment for all committees is one year.

   b. Most standing committees include student representatives. These students do not have a committee vote, though they are asked to take part in discussion and to suggest agenda items for committee consideration. Graduate student representation in department meetings and on all committees must be in conformance with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.
2. **Graduate Committee**: The Graduate Committee of the Department of Geography oversees all operations of the graduate program in geography at UCLA, including, but not necessarily limited to, curriculum, degree requirements, admissions, funding and Teaching Assistantship decisions, and graduate student honors and awards. The Graduate Committee makes recommendations on graduate student policy to the department as a whole for consideration and approval. The Vice-Chair of the Department usually serves as the Chair of the Graduate Committee.

   a. The Graduate Committee comprises three departmental faculty members in addition to the chair of the committee, and a graduate student representative. The faculty members of the committee are usually chosen so that major sub-fields across the department are represented.

   b. The Student Affairs Officer (SAO) attends all meetings of the Graduate Committee to advise and assist where necessary.

   c. The SAO and graduate student representative do not have a formal vote on the Graduate Committee.

   d. The graduate student representative may not take part in Graduate Committee meetings in which funding decisions are to be made, or at any other time when individual student records are reviewed.

3. **Undergraduate Committee**: The Undergraduate Committee of the Department of Geography oversees all operations of the undergraduate program in geography at UCLA, including, but not necessarily limited to, curriculum, degree requirements, undergraduate student honors and awards. The Undergraduate Committee makes recommendations on undergraduate student policy to the department as a whole for consideration and approval.

   a. The Undergraduate Committee comprises three faculty members in addition to the chair of the committee and an undergraduate student representative. The faculty members of the committee are usually chosen so that major sub-fields across the department are represented.

   b. The SAO attends all meetings of the Undergraduate Committee to advise and assist where necessary.

   c. The SAO and undergraduate student representative do not have a formal vote on the Undergraduate Committee.

   d. The undergraduate student representative may not take part in Undergraduate Committee meetings in which honors and awards decisions are to be made, or at any other time when individual student records are reviewed.
4. **Honors Committee**: The Honors Committee of the Department of Geography at UCLA makes suggestions on applications for university and department awards (e.g., UCLA Distinguished Teaching Award for faculty and graduate students, department graduate student teaching and research awards), it reviews the dossiers of applicants and makes honors/awards recommendations to the department as a whole for consideration and approval.

a. The Honors Committee comprises two faculty members in addition to the chair of the committee.

5. **Community and Alumni Relations Committee**: The Community and Alumni Relations Committee of the Department of Geography at UCLA maintains the department’s connection to its alumni and to the Friends of Geography (FOG). The committee reports to the department on alumni affairs and on the operations of FOG.

a. The Community and Alumni Relations Committee comprises one faculty member in addition to the chair of the committee.

   b. The Management Services Officer (MSO) attends meetings of the Community and Alumni Relations Committee to advise and assist.

6. **Operations and Facilities Committee**: The Space, Planning and Budget Committee reports to the department on issues connected to the physical organization of department activities, including room allocations and renovation, the department computing and laboratory infrastructure.

   a. The Space, Planning and Budget Committee comprises three faculty members in addition to the chair of the committee and one graduate student representative.

   b. The MSO attends meetings of the Operations and Facilities Committee to advise and assist.

7. **Colloquium Committee**: The Colloquium Committee plans and coordinates the Tod Speiker Colloquium series in the Department of Geography at UCLA. The Committee solicits advice on potential speakers from all members of the department, including the faculty and graduate students, and selects visiting speakers, including the annual Alexander von Humboldt distinguished speaker.

   a. The Colloquium Committee comprises two faculty members, both serving as Vice-Chairs of the Committee, along with a graduate student representative.

**E. Appointments**

1. **Regular Ladder Appointments**: When a regular ladder appointment has been authorized by the Dean of Social Sciences, the Chair will appoint a Search Committee comprising three faculty members and a graduate student representative. The Search
Committee will draft a job advertisement and coordinate aspects of the search process with the Chair of the department. The faculty as a whole must approve the job advertisement. The Search Committee is responsible for an initial screening of applicants and will report on its deliberations to the department as a whole. Graduate student representatives on search committees may not have access to confidential materials (letters of reference), following University rules. The Search Committee must adhere to all affirmative action laws, policies and guidelines of the University (http://www.apo.ucla.edu/call/append5.htm). The Chair of the department is responsible for reporting the details of the search to the Dean and the Vice-Chancellor for Academic Diversity.

2. **Joint Appointments**: In the case of joint appointments where the faculty FTE originates in another department, the Chair will appoint a Search Committee comprising three faculty members and a graduate student representative. The Search Committee will review candidate files and make a recommendation to the faculty as a whole.

3. **Visiting Appointments**: Visiting appointments are made by the Chair after consultation with the faculty. Such appointments are typically made for a period of one to three quarters, with the possibility of renewal.

4. **Lecturer Positions**: Department policy is that lecturers be appointed within the department on a temporary basis. The Chair will make such appointments, typically for individual quarters or an entire academic year depending on teaching demands within the department.

5. **Voting on Faculty Appointments (regular ladder or joint)**: An affirmative vote of two-thirds of faculty present and constituting a quorum (half of the faculty in residence) is required to authorize a ladder faculty appointment at any level. All faculty in the department are eligible to vote on appointments.

**F. Faculty Promotion and Appraisal**

1. **Renewals, Merits and Promotion**: All faculty members eligible for a merit review, for promotion or subject to renewal of their appointment in a given year will be informed by the Chair no later than April 15 of the prior year. These faculty will be advised to familiarize themselves with "The UCLA Call" available online at http://www.apo.ucla.edu/call/. Reviews will normally be conducted during the Fall quarter, including accelerations. In exceptional circumstances, a review may be requested in Winter or Spring quarters. Candidates being considered for promotion to Associate Professor, Full-Professor, Professor VI and Professor Above-Scale require external letters of recommendation. These candidates must submit all their materials for review, including a list of potential external reviewers, to the department by June 15. All candidates for renewal, merit or promotion who do not require external letters must submit all their materials for review to the department by September 15.

2. **Review Committees**: An ad hoc review committee comprising three faculty members, with one designated as Chair of the Review Committee, will be appointed by the Chair of
the department for each faculty review. Membership of the departmental ad hoc review committee is not confidential. The review committee must provide its written assessment of the candidate to the department as a whole at least one week prior to the faculty meeting at which the candidate is to be reviewed. All candidates have the right to submit a written response to the ad hoc review committee report and to have that response included as part of their dossier.

G. Faculty Mentoring: In consultation with a new appointee and with existing faculty members, the Chair will ask one or more existing faculty members to serve as mentor(s) to a newly appointed faculty member.
April 21, 2016

To: Steve Aron, Chair
History

From: Linda Bourque, Chair
Rules & Jurisdiction

Re: Department Bylaws Submitted On April 13, 2016

The Committee on Rules and Jurisdiction has reviewed the revised Bylaws that the Department of History submitted on April 13, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
Jason Throop, Committee on Rules & Jurisdiction
James Crall, Committee on Rules & Jurisdiction
Linda Mohr, CAO, Academic Senate
Marian Olivas, Committee Analyst, Rules & Jurisdiction
Meg Buzzi, Academic Personnel Office
Heather Small, Information Technology Services
Bonnie MacDougall, Vice Chancellor’s Office
Vern Abe, Academic Personnel Coordinator
I. Bylaws

1. Bylaws: These Bylaws contain the core principles by which the Department has chosen to govern itself.

2. Amendment: Amendments to these Bylaws may be proposed by any voting member of the Department. The request to amend a Bylaw will be referred to the standing Bylaws committee of the Department for a recommendation. This recommendation will be presented for discussion and vote to the entire Department at a meeting, notice of which must be given at least one week in advance. Amendment of departmental Bylaws requires a two-thirds vote in a secret ballot of the members present.

3. Access: These Bylaws shall be posted on the departmental website and be accessible without restriction. At the beginning of each academic year, the Chair will be responsible to distribute a copy of the Bylaws to each voting member of the Department and designated student representatives. In addition, a copy of the Bylaws shall be kept in the Chair’s office.

II: Membership

1. Membership: Members of the Academic Senate holding the titles Professor, Associate Professor, Assistant Professor, Lecturer (SOE) series, or in the Professor in Residence series have the right to attend department meetings and participate in non-personnel substantial department questions.

2. Department meetings: Department meetings take place at the call of the Chair with one week’s notice, except when the Chair finds that an emergency or urgent matter makes this impossible. The Chair or a substitute designated by the Chair presides at the meeting.

a. Per UCLA Call Appendix 4, II-6 “upon the request of 3 Senate members, the Chair must schedule and hold a meeting within ten days.” Three Senate members may also request that an item be placed upon the agenda of a previously scheduled meeting.

b. The Chair will call for at least one general business meeting each quarter. At least one business meeting per year shall be devoted in part, but not restricted, to student affairs.

c. The Chair shall request that one faculty member of the Bylaws Committee, or a substitute designated by the Chair, serve as parliamentarian for departmental meetings.
3. **Minutes**: Written minutes of the department meetings, excluding meetings devoted to personnel actions, shall be taken by a staff member and posted on the faculty intranet, as well as made available to designated student representatives. A vote to approve the minutes (simple majority) will be held at the beginning of the next faculty meeting. Minutes are to include a list of individuals present at the meeting, a summary of what was said by each speaker with name listed, and the disposition of any motion (Amended 11/19/14).

4. **Student Representatives**: Two graduate students and two undergraduates shall be elected annually to serve as student representatives to the History Department. They shall be invited to participate in all departmental meetings, except those dealing with personnel actions, and shall be asked to provide input on issues that directly affect the department’s curriculum and teaching programs at both the graduate and undergraduate levels. Graduate student representation in departmental meetings and on all committees must be in conformance with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.
   
a. Student representatives are eligible to vote at departmental meetings. However, their votes shall be recorded separately per UC Academic Senate By-Law 45E7. Student representatives can also place items on the agenda for departmental consideration, and, if necessary, a departmental vote.

b. Student representatives shall be elected by the Undergraduate History Association and the History Graduate Student Association. Such nominations shall be made by the appropriate undergraduate and graduate organizations by the end of the spring quarter for the following year. Each student representative shall serve on at least one departmental committee. In recognition of their service to the Department student representatives shall be awarded an honorarium at the end of the academic year.

5. **Voting Rights**: Department members who belong to the Academic Senate and meet the requirements may vote in Department meetings as outlined in the UC Academic Senate Bylaw 55.
   
a. **Emeriti/ae**: Pursuant to UC Academic Senate Bylaw 55, the Department has decided that "Emeriti as a class not be allowed to participate in personnel actions and hold no voting rights.” Recalled Emeriti/ae regain voting rights on all non-personnel departmental matters during the period of such service (Amended 12/2/15).

b. **In-Residence Professors**: On 10/7/15, by a two-thirds majority vote by secret ballot of 35 (Yes), 0 (No), 0 (Abstain), the Senate Faculty of the Department of History voted to extend the right of Full Professors in Residence to vote on personnel matters including appointments, promotions, 4th Year appraisals, non-reappointments, and terminations effective 10/7/15 – 6/30/18.

c. **Mode of Voting**: Voting on departmental business is usually by a show of hands, unless a motion is made for a secret ballot. Voting on personnel matters is by secret ballot only. All departmental votes are majority votes unless otherwise specified.
6. **Quorum**: One-half of the Departmental Academic Senate members not on leave status at the time of the meeting constitute a quorum to conduct department business. One-half of the Department Academic Senate members eligible to vote constitute a quorum for matters of personnel and appointments (Amended 4/6/16).

On 4/6/16, by a two-thirds majority vote by secret ballot of 25 (Yes), 0 (No), 2 (Abstain), the Senate Faculty of the Department of History voted to change the quorum for business from one-third to one-half.

7. **Referendum**: Any action (except in matters relating to personnel and appointments) taken at a department meeting is subject to a referendum of all members of the department not on leave status under the following conditions: (1) if a request for such a referendum is made by not less than 25% of the membership of the department; and (2) if such a request is submitted to the Chair not more than five days after the meeting at which the decision in question was taken (excluding Saturdays, Sundays and academic holidays).

### III. Officers

1. **Chair**: The Chair is appointed by the Chancellor upon the recommendation of the Dean of Social Sciences in consultation with the department. The Chair serves at the Dean’s discretion on an annual basis, although the term generally runs for three years with the possibility of renewal. The following constitute the main responsibilities of the Chair: ¹
   
   a. Academic personnel review: maintenance of records and reports concerning recruitment, tenure and promotion.
   
   b. Appointment of departmental officers, including the Vice Chairs.
   
   c. Appointment of departmental committees.
   
   d. Supervision and evaluation of staff.
   
   e. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes.
   
   f. Scheduling and recommending sabbatical and other leaves to Chancellor.
   
   g. Maintaining and assigning departmental work facilities.

   For a more extended enumeration of the Chair’s duties, see APM 245, Appendix A.

2. **Departmental Officers**
   
   a. **Acting Chair**: The Chair will designate one of the Vice Chairs to assume his/her place on a temporary basis during absence due to illness or travel. Notification of this designation should be given to all departmental staff, faculty, and students.

   b. **Vice Chairs**: The Chair may select Vice Chairs to aid in the performance of her/his duties per APM 245, Appendix A (http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-245.pdf) Vice Chairs are appointed by the Chair in consultation with the Dean of Social Sciences for a renewable term of one year. They are not eligible for election to the Academic Personnel Committee. At present, the Vice Chairs of the Department are:

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¹ For a more extended enumeration of the Chair’s duties, see APM 245, Appendix A. (http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-245.pdf)
1. **Vice Chair for Academic Personnel**: The Vice Chair for Academic Personnel, has the following responsibilities:
   a. to prepare and write reports for all personnel cases submitted to the Dean’s office.
   b. to monitor the preparation of files for promotion, merit increase, and acceleration.
   c. to meet with the chairs of Ad Hoc Committees to assure fair and expedient assembly of files.

2. **Vice Chair for Undergraduate Affairs**: The Vice Chair for Undergraduate Affairs supervises all matters related to the Department’s undergraduates and oversees the departmental teaching schedule. This oversight includes:
   a. assuring that that the Department’s curricular needs are met, and that all faculty members adhere to departmental and university regulations regarding their teaching loads and course contents.
   b. serving as chair of the Department’s Undergraduate Curriculum Committee and overseeing all course actions.
   c. serving as Faculty Coordinator for senior theses and chairing the committee that determines the level of honors awarded to completed theses.
   d. supervising the assignment of teaching assistants to lower and upper division courses.
   e. making recommendations to the Advisory Committee about the allocation of “soft money” appointments.

3. **Vice Chair for Graduate Affairs**: The Vice Chair for Graduate Affairs supervises all matters related to the Department’s graduate students. This oversight includes:
   a. coordinating graduate admissions and awards.
   b. serving as chair of the Department’s Graduate Affairs Committee.
   c. supervising the TA training process.
   d. evaluating the progress of all students at the end of each academic year.
   e. mediating between graduate students and faculty in conformance with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.
   f. approving forms related to student performance and progress (petitions, passing language examinations, advancements to candidacy, etc.).
g. supervising departmental and field requirements and web page changes.

h. coordinating funding of new and continuing students.

3. **Fields and Field Coordinators:** A departmental field is an area of historical inquiry with an established body of scholarship, a significant constituency of undergraduate and/or graduate students, and faculty representation at UCLA. The proposal to create a new field must be made by at least two members of the ladder faculty in writing to the Advisory Committee. If the Advisory Committee approves, the proposal is presented to the Department for a majority vote. A field shall advise the department, through a committee of its members, on admissions and continuing students in its area. A field may advise the department, through the Advisory Committee, on its coverage needs.

   a. **Field coordinators** shall be selected by members of respective fields and will serve one year terms.

      1. The field coordinator shall be responsible for scheduling classes taught by field members and work in coordination with the Vice Chair for Undergraduate Affairs.

      2. The field coordinator shall be responsible for appointing committees within the field.

      3. Field coordinators will represent their Fields on either the Advisory or Development Oversight Committees.

(Amended 12/2/15)

**IV. Departmental Committees**

1. **Committee Work:** Much essential work in the Department is conducted through committees comprised of faculty members. The active participation of faculty members on committees is indispensable to the functioning of the Department.

   a. **Mode of Selection:** All committees are appointed by the Chair, except as specified in these Bylaws.

   b. **Student Participation:** Student members elected or designated by their peers may serve as members of most standing committees. They may vote, but their votes shall be recorded separately per UCLA Academic Senate By-Law 45E7. Graduate student representation on all committees must be in conformance with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.

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2 A departmental field is distinct from a Ph.D examination field, although the two may overlap in content. To create a new Ph.D examination field, a student or faculty member must submit a written proposal for approval to the Vice Chair for Graduate Affairs.

3 At present, the recognized fields within the History Department are Africa, Ancient, China, Europe, Japan, Jewish, Latin America, Medieval, Near East, Religion, Science, South/Southeast Asia, U.S., and World.
2. **The Advisory Committee** has the responsibility to discuss and make recommendations (but not final decisions) on budget and planning, faculty-related staff issues, and other matters placed before it by the Chair or by the Department. In addition, it is the responsibility of the committee to recommend, for discussion and vote by the Department at a meeting called for that purpose, the order of priorities for FTE requests made to the administration. This committee also approves and ranks soft money requests from fields.

   a. **Committee Composition:** The Chair is an *ex officio* member of this Committee. This Committee will be comprised of the six Field Coordinators who are NOT serving on the Development Oversight Committee that academic year. The following year, the Fields will trade places: those Fields whose coordinator served a year on the Advisory Committee will then serve one year on the Development Oversight Committee. In addition, an undergraduate and graduate student representative shall serve on the Committee (Amended 12/2/15).

   b. **Term of Office:** Members of the Advisory Committee shall serve one year terms. (Amended 12/2/15)

3. **The Academic Personnel Committee** is an elected committee responsible for voting on merit advancements, appointment renewals for assistant professors (except for Fourth-Year Reviews), and salary increases in cases of promotion as well as advancement. In all merit review cases except Step VI and Above Scale, the Committee will conduct its own reviews. The Academic Personnel Committee also has responsibility for previewing the Vice Chair for Academic Personnel’s letters transmitting recommendations for merit increases and contract renewals that are within its purview and can recommend changes. (Amended 12/2/15)

   a. **Authority of Committee:** The Department delegates authority to the Academic Personnel Committee through a two-thirds majority vote of the eligible voters; this delegation of authority must be reaffirmed every three years. After the delegation has been in effect for one year “upon the request of any faculty member entitled to a vote…the eligible voters shall reconsider the question of how such cases shall be handled.” (UC Statewide Bylaw 55.B.7). Delegation of authority must be approved by CAP. (Amended 12/2/15)

      On 5/7/14, by a 2/3 majority vote by secret ballot of 33 (Yes), 0 (No), 0 (Abstain), the Senate Faculty of the Department of History delegated authority to the elected Academic Personnel Committee for voting on merit advancements, contract renewals for assistant professors (except for 4th Year Appraisals), and salary increases in cases of promotion as well as advancement for the period 7/1/14 – 6/30/17.

   b. **Committee Composition:** The Academic Personnel Committee consists of seven Full Professors or Full Professors in Residence, three Associate Professors, and one Assistant Professor (Amended 5/7/14).

   c. **Voting:** Members of the Committee will consider and vote on personnel actions according to rank. Full Professors and Full Professors in Residence will vote on all actions that come before the Committee; Associate Professors will consider and vote on personnel actions concerning Associate Professors and Assistant Professors that come before the Committee; Assistant Professors will consider and vote on personnel actions concerning Assistant Professors that come before the Committee. Committee members are only present for cases that they consider.
d. **Eligibility**: Those eligible for election to this Committee are members of the Department who will be in residence for at least two quarters in the next academic year. Eligible members do not include current Vice Chairs or faculty who have just completed two years on the Academic Personnel Committee.

e. **Mode of Election**: During the eighth week of classes of the spring term, the Chair distributes ballots to all faculty members whose advancements and salary increases are reviewed by the Academic Personnel Committee with instructions on the number of colleagues to vote for at each rank. Any faculty member who receives a majority of the votes cast is elected. If there are still open positions, a run-off election will be held among the top vote-getters at each rank (two nominees per position), with the winners elected by a plurality of the votes cast. If a member of the Academic Personnel Committee goes on leave or is otherwise incapacitated, the candidate with the next highest number of votes shall assume her/his place as an alternate.

f. **Term of office**: Members of the Academic Personnel Committee shall serve in staggered, two year terms. Having served a two-year term, faculty will be ineligible for election in the following two years (Amended 5/7/14).

4. The Undergraduate Affairs Committee (UAC) shall oversee, in consultation with fields, the Department's undergraduate program. The Vice Chair for Undergraduate Affairs serves as Chair of this Committee. The UAC’s mandate includes determining new teaching needs, removing courses that no longer meet departmental needs, overseeing the undergraduate History major, and supervising the undergraduate Honors program. The Committee also examines proposals for new courses after they have been approved (where appropriate) by the relevant field and before they are sent on for approval by the University’s Undergraduate Curriculum Committee. The UAC also is responsible for conducting the periodic self-review of the undergraduate program. The Committee considers any questions or problems regarding the undergraduate program referred to it by the Chair of the Department and makes recommendations on significant policy matters to the Department for discussion and approval.

   a. **Committee composition**: The Chair shall select four Department members representing different fields for one-year terms. In addition, an undergraduate and graduate student representative shall serve on the Committee. (Amended 12/2/15)

   b. **Term of Office**: Service on this committee, as for all committees other than the Academic Personnel Committee, will be for one year.

5. The Graduate Affairs and Awards Committee (GAAC) oversees, in consultation with the fields, the Department’s graduate program (except admissions). The Vice Chair for Graduate Affairs serves as Chair of this Committee. The GAAC’s mandate includes review of graduate curriculum, approval of graduate student petitions, and conducting workshops for graduate student placement. It evaluates all fellowship and teaching assistantship dossiers of continuing students after they have been ranked by the fields. It makes recommendations on the number and amount of departmental fellowship awards, non-resident tuition awards, University “restricted” fellowships, and campus-wide fellowships. The Committee considers any questions or problems regarding the graduate program referred to it by the Chair of the
Department and makes recommendations on significant policy matters to the Department for discussion and approval. In years when a departmental self-review is required, it is prepared by the Committee. (Amended 12/2/15)

a. Committee composition: The Chair shall select six Department members, ensuring adequate field representation, for one-year terms. In addition, a graduate student representative shall serve on the committee. The student representative participates in discussions of policy matters, but not in meetings dealing with the review of individual students or applications for support.

6. The Graduate Admissions Committee reviews and finalizes all recommendations for admissions and recruitment made by fields. This Committee also awards fellowship monies, taking into consideration field recommendations.

a. Committee composition: The Chair shall select five Department members, ensuring adequate field representation, for one-year terms. In addition, a graduate student representative shall serve on the committee. The student representative participates in discussions of policy matters, but not in meetings dealing with the review of individual applications for admission. The Committee reports to the Vice Chair for Graduate Affairs.

7. The Teaching Committee oversees regular peer evaluations of faculty teaching. It also oversees the selection of nominees for the campus-wide Distinguished Teaching Award and the Distinguished Teaching Assistant Award. Annual nominees shall also be recognized as recipients of that year’s departmental Distinguished Teaching Award and Distinguished Teaching Assistant Award (the Laura Kinsey Prize).

a. Committee composition: The Chair shall appoint at least three faculty members for one-year terms.

8. The Bylaws Committee reviews and makes recommendations on requests to amend or revise the Department’s Bylaws. The Committee also addresses questions regarding enforcement of existing Bylaws.

a. Committee composition: The Chair shall appoint three faculty members for one-year terms. In addition, a graduate student representative shall serve on this committee.

9. The Prizes and Awards Committee oversees the distribution of awards and fellowships including the Ahmanson Fellowship, Dickson Art History Fellowship, Laura Kinsey Teaching Assistant Prize, the Norris Hundley, Jr. Dissertation Prize, Mary Ritter Beard Prize, and the Carey McWilliams Undergraduate Thesis Prize.

a. Committee composition: The Chair shall appoint three faculty members for one-year terms.

10. The Development Oversight Committee (DOC) provides oversight, guidance, and consultation regarding the Department’s fund-raising efforts. It ensures faculty input into Department development efforts by reviewing prospects and shaping priorities.
a. The responsibility of the Committee is three-fold:

1. Establish a list of suggested development priorities for the Department in consultation with the Department faculty. It is understood that donors have their own interests and priorities, but the Chair and other faculty engaged in development work should seek, where flexibility exists, to direct prospects to the Department’s established priorities.

   a) Faculty engaged in development efforts will notify the Chair of their activities and consult with the DOC per #2.

2. Receive reports from and consult with the Chair (and other faculty engaged in development efforts) on a quarterly basis. In addition, the Chair will discuss with the DOC the academic benefits, as well as any ethical or reputational challenges, of a major gift before a gift agreement is finalized.

3. Vet and approve major development prospects at an appropriate point in the cultivation process. For discussions involving gifts that may have an impact on the Department’s curriculum, the appropriate Vice-Chair for Undergraduate or Graduate Affairs will be included in the conversation. New courses taught by non-ladder faculty that are introduced as a result of fundraising efforts will also need to be approved by the respective fields in the Department.

b. The Development Oversight Committee will be comprised of the six Field Coordinators who are NOT serving on the Advisory Committee that academic year. The following year, the Fields will trade places: those Fields whose coordinator served a year on the Development Oversight Committee will then serve one year on the Advisory Committee. (Amended 12/2/15)

V. Appointments

1. Search Committees for Regular Ladder Appointments. When a regular ladder appointment has been authorized by the Dean, the Chair shall appoint a search committee, one of whose members should normally be from a field other than that of the prospective appointee. Normally, the Search Committee will invite its three leading candidates to campus in order to present a talk to the Department. It will make a recommendation and write a report on the top candidate(s), which must be submitted to the Department’s Academic Personnel Office at least seven working days before the departmental discussion and vote and be accessible to Department members at least five working days before the departmental discussion and vote (Amended 4/10/13). The committee will work in concert with the Vice Chair for Academic Personnel to prepare a file and report for departmental discussion. Search Committees must adhere to all affirmative action laws, policies, and guidelines.
a. **Joint appointments**: Any voting member or Field Group may nominate a UCLA faculty member for a Joint Appointment. Nominations should be made to the Chair who will present the nomination to the Chair’s Advisory Committee for discussion. The Chair’s Advisory Committee, following consultation with any relevant field or fields, will present a recommendation to the Department as a whole for a vote.

Amended 4/6/16 by a two-thirds majority vote of Senate faculty by secret ballot of 26 (Yes), 0 (No), 0 (Abstain).

b. **Split Appointments**: In case of all split appointments, the candidate must be submitted to a meeting and vote of the History Department. (Amended 12/2/15 by 2/3 majority vote Senate faculty by secret ballot: 31 YES; 0 NO; 0 Abstain)

Any voting member or Field Group may nominate a UCLA faculty member from another UCLA department for a split Appointment. Nominations should be made to the Chair who will present the nomination to the Chair’s Advisory Committee for discussion. Following consultation with any field or fields potentially affected by the Appointment, the Chair will arrange for the candidate’s research and teaching to be presented to the department as a whole and will appoint an Ad Hoc committee to prepare a recommendation to the Department as a whole for a vote.

Amended 4/6/16 by a two-thirds majority vote of Senate faculty by secret ballot of 26 (Yes), 0 (No), 0 (Abstain),

c. **Voting**: An affirmative vote of a majority of those present and constituting a quorum for matters of personnel and appointments (half of the faculty eligible to vote) is required to authorize a ladder appointment at any level. All eligible ladder tenured faculty are permitted to vote on appointments. Assistant Professors and Full Professors-in-Residence may vote on new appointments. (Amended 12/2/15)

On 10/7/15, by a two-thirds majority vote by secret ballot of 35 (Yes), 0 (No), 0 (Abstain), the Senate Faculty of the Department of History voted to extend the right of Assistant Professors to vote on appointments (new, split, joint) effective 10/7/15 to 30 June 2018.

d. **Student participation**: In consultation with the Department Chair and HGSA, departmental search committees shall invite one or more graduate students to represent the graduate student community and provide an evaluation in either written or oral form of the writings and public appearances of all candidates considered by the Search Committee, but may not under present University rules have access to confidential material (placement files, letters of recommendation, etc.). They may, at the discretion of the committee and to the extent that maintenance of the rules of confidentiality allows, present this evaluation to a department meeting called to consider the appointment.

2. **Visiting Appointments.** Visiting appointments can be made by the Chair in consultation with the field in which the appointment will be made and with the approval of the Advisory Committee. Normally they shall not exceed a two-year maximum.

3. **"Soft-Money" Appointments.** Soft-money appointments are non-ladder appointments made for a defined and limited duration. The Vice Chair for Undergraduate Affairs will solicit recommendations from fields by the third quarter of every academic year, and then forward them for discussion and approval by the Advisory Committee. Requests should be based on previous enrollment figures and/or significant programmatic need. When approval has been given by the Advisory Committee, appointments are made by the Chair upon recommendation of resident members of the field. When quick action is needed, the Chair may make appointments after consulting as widely as possible among colleagues. In such instances, solicitation of candidacies by telephone or letters may substitute for advertisements, but records must be kept about who is contacted.
VI. Promotions and Appraisal

1. **Fourth-Year Appraisal of Assistant Professors.** The Chair shall give written notice by April 15 to an Assistant Professor in her/his third year of the fourth year review. This review is intended to "provide an early assessment of likelihood of eventual qualification for promotion to tenure rank and to identify any areas of weakness or imbalance in the record which appear to require correction." Procedures for appraisals are the same as those followed in cases of promotion to Associate and Full Professor (see VI.3) including the appointment of a review committee, except that no extramural letters of reference will be collected.

   a. **Vote of Fourth Year Review:** The vote on the appraisal given by the tenured faculty is characterized as: (a) "favorable," indicating an assessment that it appears likely that the individual will eventually qualify for promotion to tenure rank, (b) "with reservations," indicating an assessment that there is identified weakness or imbalance in the record which appears to require correction in order for the individual eventually to qualify for promotion to tenure rank, and (c) "unfavorable," indicating an assessment that it appears unlikely that the individual will eventually qualify for promotion to tenure rank. Whenever the Department's appraisal is unfavorable, a separate vote shall be taken at a subsequent meeting and recommendation made with respect to the question of the individual's continuation of appointment.

2. **Notice of Eligibility for Promotion to Associate and Full Professor:** The Chair shall give written notice by April 15 to colleagues who will become eligible for promotion to Associate or Full Professor in the following academic year, and shall ask them to submit materials required for review (e.g., statement of activities, or vita, bibliography, copies of publications or manuscripts, list of outside referees) no later than June 15. Candidates for promotion shall also be provided with a copy of the "Synopsis of Academic Personnel Manual."

   a. **Timing of Promotion:** Department members are considered for promotion (with tenure) to Associate Professor during their seventh year unless they request earlier consideration. Department members may be considered for promotion to Full Professor after six years as an Associate Professor unless they request earlier consideration.

3. **Review Committees:** Reviews for promotion are conducted by a committee consisting of three Department members who are at or above the rank to which promotion is considered, one of whom may be suggested by the candidate. The Department Chair will consult with the candidate about the composition of the committee. The candidate has the right to indicate to the Chair or Vice Chair for Academic Personnel the names of faculty members who may be antagonistic to his/her case. One or more of the members of the review committee should come from outside of the candidate’s field. The composition of the committee is

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2 The UCLA Call, Appendix 6: Appointment and Advancement of Assistant Professors at UCLA
confidential and should remain so even after the case has been completed. The committee will work in concert with the Vice Chair for Academic Personnel to prepare a file and report for departmental discussion.

4. **External Letters:** Outside letters are an essential component of the review process. The review committee is responsible for collecting extramural letters of reference for each promotion case. The candidate will provide a list of referees, and the committee will supply its own list. The Department Chair or Vice Chair for Academic Personnel shall solicit from the candidate the names of potential referees who may be antagonistic to his/her case. The committee will check the list of outside referees submitted by the candidate to assure that it reflects a broad spectrum of scholars with expertise in the candidate’s areas of research. Finally, the committee will work to insure that a total of at least eight (8) letters are received for each case.

5. **Teaching Evaluation:** Evaluation of instruction is an essential component of the review process. The candidate may provide a list of recent undergraduate and graduate students from whom letters of evaluation may be solicited. The department may also solicit letters from a random sampling of students whom the candidate has taught. In addition to examining course evaluations and student letters, the review committee shall base its assessment of the candidate’s teaching on any available peer evaluation conducted by the Department.

6. **Review Committee Report:** The chair of the review committee shall submit a written report to the Department Chair, who will make it available to colleagues in the departmental academic personnel office. The committee report, including the file on the candidate and all written materials, must be submitted to the Department’s Academic Personnel Office at least seven working days before the departmental discussion and vote and be accessible to Department members at least five working days prior to the department meeting at which the report and recommendations are to be made (Amended 4/10/13).

7. **Communication and Summary of Appraisals:** The Chair shall make available to the candidate the report and redacted materials in the file at least five working days before the Department meeting at which the file will be considered. If the candidate wants to produce a written response, the response must either be made available prior to the meeting or distributed during the meeting (Amended 10/9/13).

8. **Voting eligibility.** All Associate Professors and Full Professors are eligible to vote on promotions to the Associate Professor rank and on 4th year appraisals; all Full Professors are eligible to vote on promotions to the Full Professor rank.

9. **Voting procedure.** Voting on all academic personnel decisions shall be by secret ballot by eligible Department members.

10. **Informing the Candidate of the Departmental Recommendation.** The Chair shall inform the candidate of the departmental recommendation as soon as possible, but not later than two days after the departmental recommendation has been voted upon at the meeting.
11. The Departmental Report, written by the Vice Chair for Academic Personnel, expresses the departmental recommendation. It shall be available for inspection by all voting Department members for five days after they have been notified of its availability. Eligible members may recommend changes to the report.

12. Right of Appeal: If an Assistant Professor's promotion to tenure file receives a preliminary negative assessment, or if the assessment is contrary to that of the department, the faculty member and the Department Chair will receive notice in writing. The faculty member may then request copies of the extra-departmental reports from the Academic Personnel Office and respond to them in writing. The case will return to the department for additional consideration. An Assistant Professor who receives notice of termination may request reconsideration from the Academic Personnel Office before the final termination date. Reconsideration provides an opportunity for the reversal of the decision to terminate, based on additional materials to be placed in the file. (UCLA CALL, section IX, "Preliminary Assessment of Non-Renewal of an Assistant Professor" (https://www.apo.ucla.edu/policies-forms/the-call/appendices/appendix-6-appointment-and-advancement-of-assistant-professors-at-ucla)

VII. Merit Increases and Renewals of Appointment

1. Chair's Notice. The Chair shall give written notice by May 15 to colleagues who will become eligible for a merit increase (i.e. an advance in step within a given rank) or whose contract must be renewed during the following academic year. The Chair shall ask the eligible candidates to submit materials required for review (statement of activities since last review or vita; bibliography; copies of publications or manuscripts) no later than September 15 of the same calendar year. Colleagues in these categories shall be provided with a copy of the "Synopsis of Academic Personnel Manual."

2. Academic Personnel Committee. Members of this Committee oversee merit increase cases in the Department per UC Bylaw 55 (B)(7). Full Professors on this Committee vote on the merit increases of all ranks; Associate Professors vote on the merit increases of Associate and Assistant Professors, and Assistant Professor members vote on merit increases of Assistant Professors.

3. Renewals of appointment of Assistant Professors: Renewals shall be considered and voted upon by the Professor, Associate Professor and Assistant Professor members of the Academic Personnel Committee.

Amended 4/6/16 by a two-thirds majority vote of Senate faculty by secret ballot of 25 (Yes), 1 (No), 0 (Abstain).

4. Right of Appeal: The candidate may exercise her/his right of appeal to a merit increase decision by way of written communication to the Chair, who will bring it to the Academic Personnel Committee for reconsideration. Should the candidate wish to pursue the appeal beyond the Department, her/his appeal should be directed to the Dean of the Social Sciences and, where appropriate, to CAP.
5. **Advancement to Step VI and Above Scale.** In cases of merit increases to Professor Step VI and Professor Above Scale, the Chair of the Department appoints a review committee consisting of Full Professors, one of whom may be suggested by the candidate. The review committee shall solicit letters of evaluation from a broad spectrum of scholars expert in the candidate’s fields of research. It will then issue a written report and/or recommendation to the Full Professor members of the Academic Personnel Committee and the Department Chair. As in cases of promotion, the candidate shall be informed of the review committee's recommendation by the Chair, and retains the right to submit a written response to the committee report for inclusion in the file.

a. **Communication of Academic Personnel Committee’s Recommendation:**
As soon as possible, but not later than two days after the Academic Personnel Committee has met, the Chair shall inform the candidate of the Committee's recommendation. The candidate may submit a written statement in response to the Academic Personnel Committee’s recommendation for inclusion in the file sent on to the Dean.

b. **Departmental Letter:** The Chair or Vice Chair for Academic Personnel shall write the letter expressing the departmental recommendation. This letter shall be available for inspection to members of the review committees and of the Academic Personnel Committee for five days after they have been notified of its availability. They may recommend changes to the departmental letter and/or ask that a statement of theirs accompany it.

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**VIII. Five-Year Reviews**

1. **Chair's Notice.** The Five-Year Review is mandatory for faculty members who have not been reviewed during the past five years. “The purpose of the Five-Year Review is to identify any impediments to success; to develop, where applicable, alternative strategies for improvement; and to assess the likelihood that the faculty member will earn a normal advancement to the next step or rank within a designated period following the Five-Year Review.”

   The Chair shall give written notice by May 15 to colleagues who are required to have a Five-Year Review the following academic year if they do not apply for a merit increase or a promotion to Full Professor (see Sections VI. and VII.). The Chair shall ask each faculty member subject to a Five-Year Review to submit by January 15 of the following year a personal statement; a bibliography; a data summary form; teaching evaluations; and, when appropriate, copies of publications, manuscripts, or other evidence of progress in research since the last review.

2. **Preliminary Review:** The Chair, in consultation with the Vice Chair for Academic Personnel and the Academic Personnel Committee, will appoint a

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3 The UCLA CALL, Appendix 12. Chair and Vice Chair should take such recommendations into account in their final letter to the Dean and Vice Chancellor, Academic Personnel
member of the faculty to write an initial report assessing the case and making recommendations to the Chair (see 4. below). The faculty member appointed to conduct this review should be at or above the rank of the colleague being reviewed and may be either a member of the Academic Personnel Committee or another appropriate faculty member. The Department Chair or Vice Chair will also consult with the colleague under review, who has the right to indicate the names of faculty members who may be antagonistic to his/her case. Once the preliminary review report has been submitted, the colleague under review may read and respond to it in writing.

3. Academic Personnel Committee. Members of this Committee will discuss with the Chair and the Vice Chair the recommendations presented in the preliminary review and (when submitted) the candidate’s response. The faculty member who wrote the preliminary report will also be invited to participate in this meeting. If the Committee concludes that the level of research productivity and quality of teaching and service warrant a salary adjustment, or demonstrate qualifications adequate for advancement, the Chair and Vice Chair should take such recommendations into account in their final letter to the Dean and Vice Chancellor, Academic Personnel.

4. The Chair’s Recommendations. The Chair’s letter is sent to the Dean for final action by the Vice Chancellor, Academic Personnel. The Five-Year Review may result in any number of outcomes. If the person is no longer productively engaged in research or has an exceptionally weak teaching or service record, the letter may propose a shift in responsibilities, target areas for improvement, or simply suggest no course of action. A Five-Year Review of a productive faculty member, especially one at a barrier step (Associate III, Professor V, Professor IX) may justify a salary adjustment or other forms of institutional support (for example, course release, research funds, equipment). The Chair’s letter may also conclude that the person is ready to be considered for advancement the following year.

5. Right of Appeal: The person under review may read the Chair’s letter and respond to it either informally or in writing. Should she or he wish to pursue the appeal beyond the Department, her/his appeal should be directed to the Dean of the Social Sciences and the Vice Chancellor, Academic Personnel.
Bylaws
UCLA HISTORY DEPARTMENT BYLAWS
(Approved June 7, 2002)

1. **Bylaws:** These Bylaws contain the core principles by which the Department has chosen to govern itself.

2. **Amendment:** Amendments to these Bylaws may be proposed by any voting member of the Department. The request to amend a Bylaw will be referred to the standing Bylaws committee of the Department for a recommendation. This recommendation will be presented for discussion and vote to the entire Department at a meeting, notice of which must be given at least one week in advance. Amendment of departmental Bylaws requires a two-thirds vote of the members present.

3. **Access:** These Bylaws shall be posted on the departmental website and be accessible without restriction. At the beginning of each academic year, the Chair will be responsible to distribute a copy of the Bylaws to each voting member of the Department and designated student representatives. In addition, a copy of the Bylaws shall be kept in the Chair’s office.

II: Membership

1. **Membership:** Members of the Academic Senate holding the titles Professor, Associate Professor, Assistant Professor, Senior Lecturer (SOE), or in the Professor in Residence series have the right to attend department meetings and participate in department decisions.

2. **Department meetings:** Department meetings take place at the call of the Chair with one week’s notice, except when the Chair finds that an emergency or urgent matter makes this impossible. The Chair or a substitute designated by the Chair presides at the meeting.

   a. Per Academic Senate regulations (Bylaw 55, II-6, http://www.apo.ucla.edu/caE/append4.htm), “upon the request of 3 Senate members, the Chair must schedule and hold a meeting within ten days.” Three Senate members may also request that an item be placed upon the agenda of a previously scheduled meeting.

   b. The Chair will call for at least one general business meeting each quarter. At least one business meeting per year shall be devoted in part, but not restricted, to student affairs.

   c. The Chair shall request that one faculty member of the Bylaws Committee, or a substitute designated by the Chair, serve as parliamentarian for departmental meetings.

3. **Minutes:** Written minutes of the department meetings, excluding meetings devoted to personnel actions, shall be taken by a staff member and distributed in timely fashion to the whole voting faculty, as well as to designated student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes are to include a list of individuals present at the meeting.
a. A copy of minutes from all departmental meetings will be preserved in the Chair’s office, where any voting member of the department may consult them on demand.

4. **Student Representatives:** Two graduate students and two undergraduates shall be elected annually to serve as student representatives to the History Department. They shall be invited to participate in all departmental meetings, except those dealing with personnel actions, and shall be asked to provide input on issues that directly affect the department’s curriculum and teaching programs at both the graduate and undergraduate levels. Graduate student representation in departmental meetings and on all committees must be in conformance with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.
   a. Student representatives are eligible to vote at departmental meetings. However, their votes shall be recorded separately per UCLA Academic Senate By-Law 45E5 (http://www.senate.ucla.edu/FormsDocs/Bylaws/ch4-3.htm#b45) Student representatives can also place items on the agenda for departmental consideration, and, if necessary, a departmental vote.
   b. Student representatives shall be elected by the Undergraduate History Association and the History Graduate Student Association. Such nominations shall be made by the appropriate undergraduate and graduate organizations by the end of the spring quarter for the following year. Each student representative shall serve on at least one departmental committee. In recognition of their service to the Department student representatives shall be awarded an honorarium at the end of the academic year.

5. **Voting Rights:** Department members who belong to the Academic Senate and meet the requirements may vote in Department meetings as outlined in the UCLA Faculty Senate Bylaw 55 (CALL Appendix 4 http://www.apo.ucla.edu/call/append4.htm).
   a. **Emeriti/e:** Pursuant to UCLS Academic Senate Bylaw 55, the Department has decided that “Emeriti as a class not be allowed to participate in personnel actions and hold no voting rights.” (June 20, 2000)
   b. **Mode of Voting:** Voting on departmental business is usually by a show of hands, unless a motion is made for a secret ballot. Voting on personnel matters is by secret ballot only. All departmental votes are majority votes unless otherwise specified.

6. **Quorum:** One-third of the Academic Senate members in residence at the time of the meeting constitutes a quorum to conduct department business during that quarter. One-half of the Department roster in residence constitutes a quorum for matters of personnel and appointments.

7. **Referendum:** Any action (except in matters relating to personnel and appointments) taken at a department meeting is subject to a referendum of all members of the department in residence under the following conditions: (1) if a request for such a referendum is made by not less than 25% of the membership of the department; and (2) if such a request is submitted to the Chair not more than five days after the meeting at which the decision in question was taken (excluding Saturdays, Sundays and academic holidays).

III. Officers

1. **Chair:** The Chair is appointed by the Chancellor upon the recommendation of the Dean of Social Sciences in consultation with the department. The Chair serves at the Dean’s...
discretion on an annual basis, although the term generally runs for three years with the possibility of renewal. The following constitute the main responsibilities of the Chair:\footnote{For a more extended enumeration of the Chair’s duties see APM 245, Appendix A}

1. Academic personnel review: maintenance of records and reports concerning recruitment, tenure and promotion.
2. Appointment of departmental officers, including the Vice Chairs.
3. Appointment of departmental committees.
4. Supervision and evaluation of staff.
5. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes.
6. Scheduling and recommending sabbatical and other leaves to Chancellor.
7. Maintaining and assigning departmental work facilities.

2. Departmental Officers

a. Acting Chair: The Chair will designate one of the Vice Chairs to assume his/her place on a temporary basis during absence due to illness or travel. Notification of this designation should be given to all departmental staff, faculty, and students.

b. Vice Chairs: The Chair may select Vice Chairs to aid in the performance of her/his duties per APM 245, Appendix A \footnote{http://www.ucop.edu/acadadv/acadpers/aprn/apm-245.pdf} Vice Chairs are appointed by the Chair in consultation with the Dean of Social Sciences for a renewable term of one year. They are not eligible for election to the Academic Personnel Committee. At present, the Vice Chairs of the Department are:

1. Vice Chair for Academic Personnel: The Vice Chair for Academic Personnel, who is an \textit{ex officio} member of the Academic Personnel Committee, has the following responsibilities:
   a. to prepare and write reports for all personnel cases submitted to the Dean’s office.
   b. to monitor the preparation of files for promotion, merit increase, and acceleration.
   c. to meet with the chairs of Ad Hoc Committees to assure fair and expedient assembly of files.

2. Vice Chair for Undergraduate Affairs: The Vice Chair for Undergraduate Affairs supervises all matters related to the Department’s undergraduates and oversees the departmental teaching schedule. This oversight includes:
   a. assuring that the Department’s curricular needs are met, and that all faculty members adhere to departmental and university regulations regarding their teaching loads and course contents.
   b. serving as chair of the Department’s Undergraduate Curriculum Committee and overseeing all course actions.
   c. serving as Faculty Coordinator for senior theses and chairing the committee that determines the level of honors awarded to completed theses.
   d. supervising the assignment of teaching assistants to lower and upper division courses.
e. making recommendations to the Advisory Committee about the allocation of “soft money” appointments.

3. **Vice Chair for Graduate Affairs:** The Vice Chair for Graduate Affairs supervises all matters related to the Department’s graduate students. This oversight includes:
   a. coordinating graduate admissions and awards.
   b. serving as chair of the Department’s Graduate Affairs Committee.
   c. supervising the TA training process.
   d. evaluating the progress of all students at the end of each academic year.
   f. mediating between graduate students and faculty in conformance with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.
   g. approving forms related to student performance and progress (petitions, passing language examinations, advancements to candidacy, etc.).
   h. supervising departmental and field requirements and web page changes.
   i. coordinating funding of new and continuing students.

4. **Fields:** A departmental field is an area of historical inquiry with an established body of scholarship, a significant constituency of undergraduate and/or graduate students, and faculty representation at UCLA. The proposal to create a new field must be made by at least two members of the ladder faculty writing to the Advisory Committee. If the Advisory Committee approves, the proposal is presented to the Department for a majority vote.
   a. **Field coordinator:** The Chair chooses, in consultation with the field members, a field coordinator. The Chair may choose to grant the right of appointment or election to the field itself.
      1) The field coordinator shall be responsible for scheduling classes taught by field members and work in coordination with the Vice Chair for Undergraduate Affairs.
      2) The field coordinator shall be responsible for appointing committees within the field.
      3) The field shall advise the department, through a committee of its members, on admissions to and continuing students in its area.
      4) The field may advise the department, through the Advisory Committee, on its coverage needs.

IV. **Departmental Committees**

1. **Committee Work:** Much essential work in the Department is conducted through committees comprised of faculty members. The active participation of faculty members on committees is indispensable to the functioning of the Department.

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2 A departmental field is distinct from a Ph.D examination field, although the two may overlap in content. To create a new Ph.D examination field, a student or faculty member must submit a written proposal for approval to the Vice Chair for Graduate Affairs.
a. Mode of Selection: All committees are appointed by the Chair, except as specified in these Bylaws.

b. Student Participation: Student members elected or designated by their peers may serve as members of most standing committees. They may vote, but their votes shall be recorded separately per UCLA Academic Senate By-Law 45E5 (http://www.senate.ucla.edu/FonnsDocs/Bylaws/ch4-3.htm#b45). Graduate student representation on all committees must be in conformance with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.

2. The Advisory Committee has the responsibility to discuss and make recommendations (but not final decisions) on budget and planning, faculty-related staff issues, and other matters placed before it by the Chair or by the Department. In addition, it is the responsibility of the committee to recommend, for discussion and vote by the Department at a meeting called for that purpose, the order of priorities for FTE requests made to the administration. This committee also approves and ranks soft money requests from fields.

a. Committee Composition: The Chair, who is an ex officio member of this Committee, shall select six Department members, making certain to ensure adequate field representation. In addition, an undergraduate and graduate student representative shall serve on the committee.

b. Term of Office: Members of the Advisory Committee shall serve in staggered, two-year terms. No faculty member may serve more than two consecutive terms on the Advisory Committee.

3. The Academic Personnel Committee is responsible for voting on merit advancements, contract renewals for assistant professor; (except for Fourth-Year Reviews), and salary increases in cases of promotion as well as advancement. In all merit review cases except Step VI and Above Scale, the Committee will conduct its own reviews. The Academic Personnel Committee also has responsibility for previewing the Vice Chair for Academic Personnel’s letters transmitting recommendations for merit increases and contract renewals that are within its purview and can recommend changes.

a. Authority of Committee: The Department delegates authority to the Academic Personnel Committee through a majority vote that must be reaffirmed every three years. After the delegation has been in effect for one year “upon the request of any faculty member entitled to a vote . . .the eligible voters shall reconsider the question of how such cases shall be handled.” (UC Statewide Bylaw 55.B.7). The delegation of authority is voted on by the eligible voters for each rank through a two-thirds vote. Delegation of authority must be approved by CAP.
b. **Committee Composition:** The Academic Personnel Committee consists of five Professors, three Associate Professors, and one Assistant Professor. The Chair and Vice-Chair for Academic Personnel serve as *ex-officio*, non-voting members.

c. **Eligibility:** Those eligible for election to this Committee are members of the Department who will be in residence for at least two quarters in the next academic year. Eligible members do not include current Vice Chairs or faculty who have just completed two terms on the Academic Personnel Committee.

d. **Mode of Election:** During the eighth week of classes of the spring term, the Chair distributes to all faculty members eligible to vote on personnel matters ballots listing the members of the Department who are eligible to serve on the Committee at each rank, and instructs faculty on the number of colleagues to vote for at each rank. Any faculty member who receives a majority of the votes cast is elected. If there are still open positions, a run-off election will be held among the top vote-getters at each rank (two nominees per position), with the winners elected by a plurality of the vote cast. If a member of the Academic Personnel Committee goes on leave or is otherwise incapacitated, the candidate with the next highest number of votes shall assume her/his place as an alternate.

e. **Term of office:** Members of the Academic Personnel Committee shall serve in staggered, two-year terms. No faculty member may serve more than two consecutive terms on the Academic Personnel Committee.

4. The Undergraduate Affairs Committee (UAC) shall oversee, in consultation with fields, the Department’s undergraduate program. The Vice Chair for Undergraduate Affairs serves as Chair of this Committee. The UAC’s mandate includes determining new teaching needs, removing courses that no longer meet departmental needs, overseeing the undergraduate History major, and supervising the undergraduate Honors program. The Committee also examine proposals for new courses after they have been approved (where appropriate) by the relevant field and before they are sent on for approval by the University’s Undergraduate Curriculum Committee. The UAC also is responsible for conducting the periodic, self-review of the undergraduate program. The Committee considers any questions or problems regarding the undergraduate program referred to it by the Chair of the Department and makes recommendations on significant policy matters to the Department for discussion and approval.

   a. **Committee composition:** The Chair shall select five Department members representing different fields for one-year terms. In addition, an undergraduate and graduate student representative shall serve on the Committee.

   b. **Term of Office:** Service on this committee, as for all committees other than the Advisory and Academic Personnel Committee, will be for one year.

5. The Graduate Affairs Committee (GAC) oversees, in consultation with the fields, the Department’s graduate program (except awards and admissions). The Vice Chair for Graduate Affairs serves as Chair of this Committee. The GAC’s mandate includes review of graduate curriculum, approval of graduate student petitions, and conducting workshops for graduate student placement. In years when a departmental self-review is required, it is
and make recommendations on significant policy matters to the Department for discussion and approval.

a. Committee composition: The Chair shall select six Department members, ensuring adequate field representation, for one-year terms. In addition, a graduate student representative shall serve on the committee.

6. The Graduate Admissions Committee reviews and finalizes all recommendations for admissions and recruitment made by fields. This Committee also awards fellowship monies, taking into consideration field recommendations.

b. Committee composition: The Chair shall select five Department members, ensuring adequate field representation, for one-year terms. In addition, a graduate student representative shall serve on the committee. The student representative participates in discussions of policy matters, but not in meetings dealing with the review of individual applications for admission. The Committee reports to the Vice Chair for Graduate Affairs.

7. The Graduate Awards Committee evaluates all fellowship and teaching assistantship dossiers of continuing students after they have been ranked by the fields. It makes recommendations on the number and amount of departmental fellowship awards, non-resident tuition awards, University "restricted" fellowships, and campus-wide fellowships.

a. Committee composition: The Chair shall select five Department members, ensuring adequate field representation, for one-year terms. In addition, a graduate student representative shall serve on this committee. The student representative participates in discussions of policy matters, but not in meetings dealing with the review of individual applications or the granting of awards. The Committee reports to the Vice Chair for Graduate Affairs.

8. The Teaching Committee oversees regular peer evaluations of faculty teaching. It also oversees the selection of nominees for the campus-wide Distinguished Teaching Award and the Distinguished Teaching Assistant Award. Annual nominees shall also be recognized as recipients of that year’s departmental Distinguished Teaching Award and Distinguished Teaching Assistant Award (the Laura Kinsey Prize).

a. Committee composition: The Chair shall appoint at least three faculty members for one-year terms.

9. The Bylaws Committee reviews and makes recommendations on requests to amend or revise the Department’s Bylaws. The Committee also addresses questions regarding enforcement of existing Bylaws.

c. Student participation: Departmental search committees may invite one or more graduate students to serve as consulting members of the committee. These students will be asked to provide an evaluation in either written or oral form of the writings and public appearances of all candidates considered by the Search Committee, but
may not under present University rules have access to confidential material (placement files, letters of recommendation, etc.).

2. **Visiting Appointments.** Visiting appointments can be made by the Chair in consultation with the field in which the appointment will be made and with the approval of the Advisory Committee. Normally they shall not exceed a two-year maximum.

3. **“Soft-Money” Appointments.** Soft-money appointments are non-ladder appointments made for a defined and limited duration. The Vice Chair for Undergraduate Affairs will solicit recommendations from fields by the third quarter of every academic year, and then forward them for discussion and approval by the Advisory Committee. Requests should be based on previous enrollment figures and/or significant programmatic need. When approval has been given by the Advisory Committee, appointments are made by the Chair upon recommendation of resident members of the field. When quick action is needed, the Chair may make appointments after consulting as widely as possible among colleagues. In such instances, solicitation of candidacies by telephone or letters may substitute for advertisements, but records must be kept about who is contacted.

VI. **Promotions and Appraisal**

1. **Fourth-Year Appraisal of Assistant Professors.** The Chair shall give written notice by April 15 to an Assistant Professor in her/his third year of the fourth year review. This review is intended to “provide an assessment of the likelihood of eventual qualification for promotion and to identify any areas of weakness or imbalance in the record which appear to require correction.” Procedures for appraisals are the same as those followed in cases of promotion to Associate and Full Professor (see VI.3) including the appointment of a review committee, except that no extramural letters of reference will be collected.

   a. **Vote of Fourth Year Review:** The vote on the appraisal given by the tenured faculty is characterized as: (a) “favorable,” indicating an assessment that it appears likely that the individual will eventually qualify for promotion to tenure rank, (b) “with reservations,” indicating an assessment that there is identified weakness or imbalance in the record which appears to require correction in order for the individual eventually to qualify for promotion to tenure rank, and (c) “unfavorable,” indicating an assessment that it appears unlikely that the individual will eventually qualify for promotion to tenure rank. Whenever the Department’s appraisal is unfavorable, a separate vote shall be taken at a subsequent meeting and recommendation made with respect to the question of the individual’s continuation of appointment.

2. **Renewals of contract of Assistant Professors:** Renewals shall be considered and voted upon by the Professor and Associate Professor members of the Academic Personnel Committee.

3. **Notice of Eligibility for Promotion to Associate and Full Professor:** The Chair shall give written notice by April 15 to colleagues who will become eligible for promotion to
Associate or Full Professor in the following academic year, and shall ask them to submit materials required for review (e.g., statement of activities, or vita, bibliography, copies of publications or manuscripts, list of outside referees) no later than June 15. Candidates for promotion shall also be provided with a copy of the “Synopsis of Academic Personnel Manual.”

a. **Timing of Promotion:** Department members are considered for promotion (with tenure) to Associate Professor during their seventh year unless they request earlier consideration. Department members may be considered for promotion to Full Professor after six years as an Associate Professor unless they request earlier consideration.

4. **Review Committees:** Reviews for promotion are conducted by a committee consisting of three Department members who are at or above the rank to which promotion is considered, one of whom may be suggested by the candidate. The Department Chair will consult with the candidate about the composition of the committee. The candidate has the right to indicate to the Chair or Vice Chair for Academic Personnel the names of faculty members who may be antagonistic to his/her case. One or more of the members of the review committee should come from outside of the candidate’s field. The composition of the committee is confidential and should remain so even after the case has been completed. The committee will work in concert with the Vice Chair for Academic Personnel to prepare a file and report for departmental discussion.

5. **External Letters:** Outside letters are an essential component of the review process. The review committee is responsible for collecting extramural letters of reference for each promotion case. The candidate will provide a list of referees, and the committee will supply its own list. The Department Chair or Vice Chair for Academic Personnel shall solicit from the candidate the names of potential referees who may be antagonistic to his/her case. The committee will check the list of outside referees submitted by the candidate to assure that it reflects a broad spectrum of scholars with expertise in the candidate’s areas of research. Finally, the committee will work to insure that a total of at least eight (8) letters are received for each case.

6. **Teaching Evaluation:** Evaluation of instruction is an essential component of the review process. The candidate may provide a list of recent undergraduate and graduate students from whom letters of evaluation may be solicited. The department may also solicit letters from a random sampling of students whom the candidate has taught. In addition to examining course evaluations and student letters, the review committee shall base its assessment of the candidate’s teaching on any available peer evaluation conducted by the Department.

7. **Review Committee Report:** The chair of the review committee shall submit a written report to the Department Chair, who will make it available to colleagues in the departmental academic personnel office. The committee report, including the file on the candidate and all written materials, must be available for at least ten working days prior to the department meeting at which the report and recommendations are to be made.

8. **Communication and Summary of Appraisals:** The Chair shall make available to the candidate the report and redacted materials in the file at least ten working days before the Department meeting at which the file will be considered. If the candidate wants to produce a written response, the response must either be made available prior to the meeting or distributed during the meeting.
9. Voting eligibility. All Associate Professors and Professors are eligible to vote on promotions to the Associate Professor rank and on 4th year appraisals; all Professors are eligible to vote on promotions to the Full Professor rank.

10. Voting procedure. Voting on all academic personnel decisions shall be by secret ballot by eligible Department members.

11. Informing the Candidate of the Departmental Recommendation. The Chair shall inform the candidate of the departmental recommendation as soon as possible, but not later than two days after the departmental recommendation has been voted upon at the meeting.

12. The Departmental Report, written by the Vice Chair for Academic Personnel, expresses the departmental recommendation. It shall be available for inspection by all voting Department members for five days after they have been notified of its availability. Eligible members may recommend changes to the report.

13. Right of Appeal: If an Assistant Professor’s promotion to tenure file receives a preliminary negative assessment, or if the assessment is contrary to that of the department, the faculty member and the Department Chair will receive notice in writing. The faculty member may then request copies of the extra-departmental reports from the Academic Personnel Office and respond to them in writing. The case will return to the department for additional consideration. An Assistant Professor who receives notice of termination may request reconsideration from the Academic Personnel Office before the final termination date. Reconsideration provides an opportunity for the reversal of the decision to terminate, based on additional materials to be placed in the file. (UCLA CALL, section IX, “Preliminary Assessment of Non-Renewal of an Assistant Professor” (http://www.apo.ucla.edu/call/append6.htm).

VII. Merit Increases and Renewals of Appointment

1. Chair’s Notice. The Chair shall give written notice by May 15 to colleagues who will become eligible for a merit increase (i.e. an advance in step within a given rank) or whose contract must be renewed during the following academic year. The Chair shall ask the eligible candidates to submit materials required for review (statement of activities since last review or vita; bibliography; copies of publications or manuscripts) no later than September 15 of the same calendar year. Colleagues in these categories shall be provided with a copy of the “Synopsis of Academic Personnel Manual.”

2. Academic Personnel Committee. Members of this Committee oversee merit increase cases in the Department per By-Law IV. 3 (http://www.apo.ucla.edu/call/append5.htm). Full Professors on this Committee vote on the merit increases of all ranks; Associate Professors vote on the merit increases of Associate and Assistant Professors, and the Assistant Professor member votes on merit increases of Assistant Professors.

3. Right of Appeal: The candidate may exercise her/his right of appeal to a merit increase decision by way of written communication to the Chair, who will bring it to the Academic Personnel Committee for reconsideration. Should the candidate wish to pursue the appeal beyond the Department, her/his appeal should be directed to the Dean of the Social Sciences and, where appropriate, to CAP.
4. Advancement to Step VI and Above Scale. Cases of merit increases to Professor Step VI and Professor Above Scale, the Chair of the Department appoints a review committee consisting of Full Professors, one of whom may be suggested by the candidate. The review committee shall solicit letters of evaluation from a broad spectrum of scholars expert in the candidate’s fields of research. It will then issue a written report and/or recommendation to the Full Professor members of the Academic Personnel Committee and the Department Chair. As in cases of promotion, the candidate shall be informed of the review committee’s recommendation by the Chair, and retains the right to submit a written response to the committee report for inclusion in the file.

a. Communication of Academic Personnel Committee’s Recommendation: As soon as possible, but not later than two days after the Academic Personnel Committee has met, the Chair shall inform the candidate of the Committee’s recommendation. The candidate may submit a written statement in response to the Academic Personnel Committee’s recommendation for inclusion in the file sent on to the Dean.

b. Departmental Letter: The Chair or Vice Chair for Academic Personnel shall write the letter expressing the departmental recommendation. This letter shall be available for inspection to members of the review committees and of the Academic Personnel Committee for five days after they have been notified of its availability. They may recommend changes to the departmental letter and/or ask that a statement of theirs accompany it.
April 21, 2016

To: Tim Groeling, Chair
Communication Studies

From: Linda Bourque, Chair
Rules & Jurisdiction

Re: Department Bylaws Submitted On April 19, 2016

The Committee on Rules and Jurisdiction has reviewed the revised Bylaws that the Department of Communication Studies submitted on April 19, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
Jason Throop, Committee on Rules & Jurisdiction
James Crall, Committee on Rules & Jurisdiction
Linda Mohr, CAO, Academic Senate
Marian Olivas, Committee Analyst, Rules & Jurisdiction
Meg Buzzi, Academic Personnel Office
Heather Small, Information Technology Services
Bonnie MacDougall, Vice Chancellor’s Office
Gregg Bryant, Interim Chair
Kerri Johnson, Communication Studies
This document sets forth the rules for the governance of the Department of Communication Studies at UCLA and shall be known as the “Bylaws of the Department of Communication Studies.” These bylaws shall become effective upon the date of adoption.

Article I. Name

The department shall be called the Department of Communication Studies within the Division of Social Sciences in the College of Letters and Science.

Article II. Mission

The mission of the department is to advance the knowledge of human communication, provide undergraduate and graduate education and foster excellence in teaching and research.

Article III. Membership

The membership of the Department of Communication Studies is comprised of the following groups: Regular Faculty, Affiliated Senate Faculty, Non-Senate Faculty, and Staff.

A. Regular faculty. The Regular Faculty shall consist of all members of the Academic Senate with 100% appointments/FTE in the Department of Communication Studies. All new appointments shall require a majority of eligible voters. A request by a member of the Regular Faculty for a joint appointment in another department shall require a majority vote of the voting members of the department. Recalled emeriti senate faculty will be eligible to vote on substantial departmental issues (excluding personnel issues) during the period of their recall.

B. Affiliated Senate Faculty. A member of the Academic Senate whose appointment/FTE resides in another department may affiliate with the Department of Communication Studies as a joint appointment at 0% time or as a split appointment (UCLA CALL, Appendix 15).

1. Joint Appointment. An applicant for an initial joint appointment shall either waive voting privileges on personnel matters, or be subject to reciprocal CS review. A majority vote of the voting members of the department will be required for the initial appointment.
The Department will follow the procedures for joint appointments described in The Call, Appendix 15 - http://www.apo.ucla.edu/call/append15.htm.

2. Split Appointment. A split appointment may be made if a Senate faculty member elects to transfer at least 50% of her/his FTE to the Department of Communication Studies. Split appointments shall require a majority vote of all Regular Faculty. Commensurate with the percentage of the FTE, a faculty member on a split appointment has the same obligations to the Communication Studies Department as a Regular Faculty member and shall have full voting rights in the Department as provided for by Academic Senate Bylaw 55 and these bylaws.

C. Non-Senate Faculty. Qualified individuals who are not members of the Academic Senate may be appointed to the Lecturer or Adjunct titles to fulfill departmental teaching needs. Members of the Lecturer classification are represented by the PERB certified Non-Senate Instructional Unit, University Council-AFT.

D. Staff. All non-faculty employed by the Department of Communication Studies are defined as staff under the following classifications: Management and Professional, Administrative and Professional, Researchers, Clerical, and Technical. Members of the Clerical and Technical classifications are represented by recognized bargaining units. Staff may be employed as career employees with comprehensive University benefits or casual employees with partial benefits.

Article IV. Voting Rights and Procedures

A. Standing Order of the Regents 105.2c provides that "...the several departments of the University, with the approval of the President, shall determine their own form of administrative organization and all Professors, Associate Professors, Acting Professors, Acting Associate Professors, and Assistant Professors, and all Instructors of at least two years' service shall have the right to vote in department meetings.” Academic Senate By-law 55 provides that "No department shall be organized in a way that would deny to any of its non-emerite/i faculty who are voting members of the Academic Senate...the right to vote on substantial departmental questions, excepting only certain personnel actions as detailed in [Academic Senate By-law 55B].”

B. Voting on Personnel Actions

1. APPOINTMENTS

All Communication Studies Regular Faculty of all ranks may vote on the appointments of Academic Senate Faculty.

12/3/15: "The Department of Communication Studies shall extend to assistant professors the right to vote on the appointments of Academic Senate Faculty." Unanimously approved by a 2/3 majority in a secret ballot vote of all full and associate professors. (7 yes, 0 no, 0 abstain)

2. PROMOTIONS & MERITS
Full and associate professors may vote on promotions to Full Professor and promotions to Associate Professors as well as all merit actions, including all Assistant Professor actions.

12/3/15: “The Department of Communication Studies shall extend to associate professors the right to vote on the Promotions to the rank of Full Professor of Academic Senate Faculty.” Unanimously approved by a 2/3 majority in a secret ballot vote of all full professors (4 yes, 0 no, 0 abstain); extended to Full Professor merit actions, BL 55.B(6).

C. Affiliated Faculty shall have the voting privileges attendant to the conditions of their respective appointments.

D. In accordance with UC bylaws, eligible faculty shall retain all voting rights in absentia and may exercise them by a signed ballot returned by the designated due date.

E. Unless specifically provided for in these bylaws, ex officio status does not carry voting privileges.

Article V. Faculty Administration of the Department

A. Department Chair and Vice Chair. Upon recommendation of the Executive Dean after consultation with the Regular Faculty of the Department, the Chancellor appoints the Department Chair and Vice Chair(s), who serve at the discretion of the Chancellor (APM 245-24). The Department Chair serves as the executive officer of the Department. In fulfilling her/his duties, the Chair shall regularly consult with the Department on all substantial matters related to courses, curricula, educational policy, budget, personnel, resources and space (APM 245, Appendix A).

B. Standing Committees. The following standing committees shall carry out the business of the department: Undergraduate Admissions Committee. The term of service is one year.

Undergraduate Admissions Committee.

a. Membership. The voting members of the Undergraduate Admissions Committee shall consist of two Regular Faculty and one representative of the Non-Senate Faculty, appointed by the Chair. The Non-Senate Faculty representative shall be a Lecturer with a continuing appointment. The Management Services Officer and Student Affairs Officer shall be ex officio members of the committee.

b. Duties. The Undergraduate Admissions Committee shall review all student applications to the department’s degree programs and make individual admission determinations based upon the criteria established by the Department. The committee shall report its actions to the Chair and department for information.
Article VI. Meetings

A. The Department shall meet at least once each term during the academic year and at such other times as needed to discharge its responsibilities.
B. Senate Faculty have extended a right to an advisory vote on non-personnel department questions to Non-Senate Faculty (03/03/2016; by a 2/3 majority secret ballot 9 yes; 0 no; 0 abstain).
C. Non-Senate Faculty will select a representative by majority vote. This representative shall be invited to attend and participate in all Department meetings except those dealing with personnel matters. The Non-Senate Faculty representative shall be a Lecturer with a continuing appointment and shall have advisory voting privileges on non-personnel departmental issues.
D. Meetings of the Department shall be held at the call of the Department Chair or by written request from at least three members of the department faculty. Meetings of committees shall be held at the call of the committee chair or the Department Chair. Notice of meetings and agendas shall be sent to eligible faculty at least seven days in advance.

Article VII. Quorum and Voting Majorities

A quorum for any meeting of the department or a committee shall be a majority of the eligible voting membership. Except as otherwise provided in these bylaws, a majority of those eligible to vote on any particular matter shall be required for approval of that matter.

Article VIII. Amendment of Bylaws

These bylaws may be amended by a two-thirds majority of all Academic Senate faculty in a secret ballot.
BYLAWS OF THE
DEPARTMENT OF COMMUNICATION STUDIES
UCLA

This document sets forth the rules for the governance of the Department of Communication Studies at UCLA and shall be known as the “Bylaws of the Department of Communication Studies.” These bylaws shall become effective upon the date of adoption.

Article I. Name

The department shall be called the Department of Communication Studies within the Division of Social Sciences in the College of Letters and Science.

Article II. Mission

The mission of the department is to advance the knowledge of human communication, provide undergraduate and graduate education and foster excellence in teaching and research.

Article III. Membership

The membership of the Department of Communication Studies is comprised of the following groups: Regular Faculty, Affiliated Senate Faculty, Non-Senate Faculty, and Staff.

A. Regular faculty. The Regular Faculty shall consist of all members of the Academic Senate with 100% appointments/FTE in the Department of Communication Studies. All new appointments shall require a two-thirds majority of eligible voters. A request by a member of the Regular Faculty for a joint appointment in another department shall require a majority vote of all Communication Studies Faculty. A request by a member of the Communication Studies Regular Faculty for a split appointment in another department shall require a three-fourths vote of all Communication Studies Regular Faculty.

B. Affiliated Senate Faculty. A member of the Academic Senate whose appointment/FTE resides in another department may affiliate with the Department of Communication Studies as a joint appointment at 0% time or as a split appointment (UCLA CALL, Appendix 15).

1. Joint Appointment. An applicant for an initial joint appointment shall waive voting privileges on personnel matters. A two-thirds vote of all Regular Faculty is required for the initial appointment. Thereafter, joint appointments and waivers shall be reviewed no later than every three years and may be renewed or discontinued by a majority vote of all Regular Faculty. Any change in voting privileges shall require a two-thirds vote of all Regular Faculty. Joint appointments in the Communication Studies IDP that were in effect before January 1, 2006, shall retain the voting privileges attendant to the original approval for a period of three years from that date, or until review by the Regular Faculty, whichever comes first.
2. Split Appointment. A split appointment may be made if a Senate faculty member elects to transfer at least 50% of her/his FTE to the Department of Communication Studies. Split appointments shall require a two-thirds vote of all Regular Faculty. Commensurate with the percentage of the FTE, a faculty member on a split appointment has the same obligations to the Communication Studies Department as a Regular Faculty member and shall have full voting rights in the Department as provided for by Academic Senate Bylaw 55 and these bylaws.

C. Non-Senate Faculty. Qualified individuals who are not members of the Academic Senate may be appointed to the Lecturer or Adjunct titles to fulfill departmental teaching needs. Members of the Lecturer classification are represented by the PERB certified Non-Senate Instructional Unit, University Council-AFT.

D. Staff. All non-faculty employed by the Department of Communication Studies are defined as staff under the following classifications: Management and Professional, Administrative and Professional, Researchers, Clerical, and Technical. Members of the Clerical and Technical classifications are represented by recognized bargaining units. Staff may be employed as career employees with comprehensive University benefits or casual employees with partial benefits.

Article IV. Voting Rights and Procedures

A. Standing Order of the Regents 105.2c provides that "...the several departments of the University, with the approval of the President, shall determine their own form of administrative organization and all Professors, Associate Professors, Acting Professors, Acting Associate Professors, and Assistant Professors, and all Instructors of at least two years' service shall have the right to vote in department meetings.” Academic Senate By-law 55 provides that "No department shall be organized in a way that would deny to any of its non-emerite/i faculty who are voting members of the Academic Senate...the right to vote on substantial departmental questions, excepting only certain personnel actions as detailed in [Academic Senate By-law 55B].”

B. All Communication Studies Regular Faculty of all ranks may vote on all departmental matters, including all personnel actions.

C. Affiliated Faculty shall have the voting privileges attendant to the conditions of their respective appointments.

D. In accordance with UC bylaws, eligible faculty shall retain all voting rights in absentia and may exercise them by a signed ballot returned by the designated due date.

E. Unless specifically provided for in these bylaws, ex officio status does not carry voting privileges.
Article V. Faculty Administration of the Department

A. Department Chair and Vice Chair. Upon recommendation of the Executive Dean after consultation with the Regular Faculty of the Department, the Chancellor appoints the Department Chair and Vice Chair, who serve at the discretion of the Chancellor (APM 245-24). The Department Chair serves as the executive officer of the Department. In fulfilling her/his duties, the Chair shall regularly consult with the FEC and/or the Department on all substantial matters related to courses, curricula, educational policy, budget, personnel, resources and space (APM 245, Appendix A).

B. Standing Committees. The following standing committees shall carry out the business of the department: Faculty Executive Committee, Undergraduate Admissions Committee. The term of service is one year.

1. Faculty Executive Committee.

   a. Membership and Election.

      (1) The Faculty Executive Committee (FEC) shall consist of three elected members of the Regular Faculty and shall be increased to five members when the Regular Faculty of the Department reaches 15 FTE. Prior to July 1, 2009, all Regular Faculty professorial ranks are eligible for election; after July 1, 2009, only tenured Regular Faculty shall be eligible.

      (2) Each year the Department shall conduct a mail ballot to elect the membership of the FEC. The ballot shall list all eligible faculty willing to serve on the committee and the electors may cast three votes. If there are no more candidates than open positions, the nominees shall be deemed elected as of the closing date of the balloting. If there are more candidates than open positions, those receiving the highest number of votes shall be elected. The person receiving the single highest vote total shall serve as chair of the committee. In the event of tie votes or vacancies, the committee shall select its chair and/or members by majority vote.

   b. Duties.

      (1) The Faculty Executive Committee shall advise the Chair and the Department on any matter related to the operation and functions of the Department and recommend appropriate actions related thereto.

      (2) The FEC shall regularly inform the Faculty and the Department Chair of all matters under its consideration and timely submit to the Faculty and/or the Department Chair those matters requiring action by the Faculty and/or the Department Chair.
2. Undergraduate Admissions Committee.

   a. Membership. The voting members of the Undergraduate Admissions Committee shall consist of two Regular Faculty and one representative of the Non-Senate Faculty, appointed by the FEC. The Non-Senate Faculty representative shall be a Lecturer with a continuing appointment. The Management Services Officer and Student Affairs Officer shall be ex officio members of the committee.

   b. Duties. The Undergraduate Admissions Committee shall review all student applications to the department’s degree programs and make individual admission determinations based upon the criteria established by the Department. The committee shall report its actions to the Chair and the FEC for information.

   Article VI. Meetings

   The Department shall meet at least once each term during the academic year and at such other times as needed to discharge its responsibilities. A representative of the Non-Senate Faculty selected by majority vote of the FEC shall be invited to attend and participate in all Department meetings except those dealing with personnel matters. The Non-Senate Faculty representative shall be a Lecturer with a continuing appointment and shall have voting privileges on non-personnel matters.

   Meetings of the Department shall be held at the call of the Department Chair or by written request from at least three members of the department faculty. Meetings of committees shall be held at the call of the committee chair or the Department Chair. Notice of meetings and agendas shall be sent to eligible faculty at least seven days in advance.

   Article VII. Quorum and Voting Majorities.

   A quorum for any meeting of the department or a committee shall be a majority of the eligible voting membership. Except as otherwise provided in these bylaws, a majority of those eligible to vote on any particular matter shall be required for approval of that matter.

   Article VIII. Amendment of Bylaws

   These bylaws may be amended by a three-fourths vote of all Regular Faculty members of the Department.

   REVISED 1/14/08
April 21, 2016

To: Bruce Hayes, Chair
   Linguistics

From: Linda Bourque, Chair
   Rules & Jurisdiction

Re: Revised Department Bylaws Submitted On April 20, 2016

   The Committee on Rules and Jurisdiction has reviewed the revised Bylaws that the Department of Linguistics submitted on April 20, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
Bylaws of the UCLA Department of Linguistics

Submitted to Rules & Jurisdiction, April 2016

These bylaws were approved by a 2/3 majority secret ballot vote of Senate faculty April 15, 2016: 13 Yes, 0 No, 0 Abstain.

PART I: DEPARTMENT COMPLIANCE WITH UNIVERSITY SENATE BYLAWS

Article 1: Faculty titles employed by the Department

The Department of Linguistics employs the following Academic Senate Faculty titles:

Regular series (19900, Ladder)

No other titles are employed.

Article 2: Voting on Appointments that Confer Senate Membership

The Linguistics Department declares itself in compliance with UC Senate Bylaws which require the following faculty to have the franchise to vote on appointments that confer Academic Senate Membership:

Full Professors in the regular faculty series
Associate Professors in the regular faculty series

By a 2/3 majority vote of the Full and Associate Professors the Linguistics Department has extended the franchise to vote on appointments that confer Academic Senate Membership
Assistant Professors in the regular faculty series

Vote by secret ballot in faculty meeting, April 15, 2016: 13 Yes, 0 No, 0 Abstain

Article 3: Voting on Non-Reappointments/Terminations of Assistant Titles and 4th year Appraisals

The Linguistics Department declares itself in compliance with UC Senate Bylaws that require the following faculty to have the franchise to vote on non-reappointments/terminations of assistant titles and 4th year appraisals:

Full Professors in the regular faculty series
Associate Professors in the regular faculty series
By a 2/3 majority vote of the Full and Associate Professors the Linguistics Department has extended the franchise to vote on non-reappointments/terminations of assistant titles and 4th year appraisals to Assistant Professors in the regular faculty series.

Vote by secret ballot in faculty meeting, October 30, 2015: 13 Yes, 0 No, 0 Abstain

Article 4: Voting on Promotions to Full Professor

The Linguistics Department declares itself in compliance with UC Senate Bylaws that require the following faculty to have the franchise to vote on promotions to Full Professor:

Full Professors in the regular faculty series

By a 2/3 majority vote of the Full Professors, the Linguistics Department has extended the franchise to vote on promotions to Full Professor to the following categories:

Associate Professors in the regular faculty series
Vote by secret ballot in faculty meeting, October 30, 2015: 9 Yes, 0 No, 0 Abstain

Assistant Professors in the regular faculty series
Vote by secret ballot in faculty meeting, October 30, 2015: 9 Yes, 0 No, 0 Abstain

Article 5: Voting on Promotions to Associate Professor

The Linguistics Department declares itself in compliance with UC Senate Bylaws which require the following faculty to have the franchise to vote on promotions to Associate Professor:

Full Professors in the regular faculty series
Associate Professors in the regular faculty series

By a 2/3 majority vote of the Full and Associate Professors the Linguistics Department has extended the franchise to vote on promotions to Full Professor to the following categories:

Assistant Professors in the regular faculty series

Vote by secret ballot in faculty meeting, October 30, 2015: 13 Yes, 0 No, 0 Abstain
Article 6: Voting on Personnel actions for Senior Lecturers and Lecturers (Security of Employment and Potential Security of Employment)

The Linguistics Department declares itself in compliance with UC Senate Bylaws which require the following faculty to have the franchise to vote on promotion to Senior Lecturer Security of Employment and merit actions of the (SOE/PSOE) series:

- Full Professors in the regular faculty series
- Associate Professors in the regular faculty series
- Senior Lecturer with Security of Employment

By a 2/3 majority vote of the Full and Associate Professors the Linguistics Department has extended the franchise for these votes to the following categories:

- Assistant Professors in the regular faculty series

Vote by secret ballot in faculty meeting, January 22, 2016: 12 Yes, 0 No, 0 Abstain

Article 7: Voting on Merit Actions

The Linguistics Department shall have an elected Personnel Committee. This committee may be referred to within the department, following custom, using the alternative name “Merit Review Committee.” The Personnel Committee is composed of three department Senate members, and is elected by the department’s Senate members.

Some of the department’s personnel actions are delegated to the Personnel Committee, and some are voted on in a full faculty meeting, as follows.

The following personnel actions are voted on in full Faculty meeting (observing the voting privileges established elsewhere in these Bylaws).

- Promotions in rank, including Professor Step VI
- Any personnel action involving Assistant Professors
- All accelerations or decelerations of more than one year

The Personnel Committee is responsible for ALL OTHER personnel actions.

By a 2/3 majority vote of the Full Professors, the Linguistics Department has delegated to the Personnel Committee all merit actions for Full Professors other than accelerations or decelerations of more than one year.

Vote by secret ballot in faculty meeting, October 30, 2015: 9 Yes, 0 No, 0 Abstain

By a 2/3 majority vote of the Full and Associate Professors, the Linguistics Department has delegated to the Personnel Committee all merit actions for Associate Professors other than accelerations or decelerations of more than one year.
Vote by secret ballot in faculty meeting, October 30, 2015: 13 Yes, 0 No, 0 Abstain

Article 8: Personnel Committees

A. Personnel committees that pre-review actions

Actions are pre-reviewed by an appointed Research Committee, responsible for assessing the research record, and an appointed Teaching Committee, responsible for assessing the teaching record. These committees are appointed by the Chair.

B. Elected personnel committee that handles merits

The Personnel Committee is elected by the group consisting of Full Professors, Associated Professors, and Assistant Professors.

Article 9: Split appointments and joint appointments

For joint appointments (0% in Linguistics), personnel review takes the same form it takes for all regular Linguistics appointments, unless a waiver has been approved per UCLA CALL Appendix 15E.

For split appointments (greater than 0% in Linguistics), personnel review takes the same form it takes for all regular Linguistics appointments.

Votes in faculty meeting, January 22, 2016:

I. Personnel review of Full Professors, joint appointments. Extended to Associate and Assistant Professors.

Secret ballot of the Full Professors: 9 yes, 0 no, 0 abstain

II. Personnel review of Associate Professors, joint appointments. Extended to Assistant Professors.

Secret ballot of the Full and Associate Professors: 12 yes, 0 no, 0 abstain

III. Personnel review of Full Professors, split appointments. Extended to Associate and Assistant Professors.

Secret ballot of the Full Professors: 9 yes, 0 no, 0 abstain

IV. Personnel review of Associate Professors, split appointments. Extended to Assistant Professors.

Secret ballot of the Full and Associate Professors: 12 yes, 0 no, 0 abstain
Article 10: Handling of 5-year reviews

The department treats 5-year reviews identically to merit reviews, following the procedure given in Article 7:

Article 11: Handling of non-personnel substantive departmental questions

The Linguistics Department declares itself in compliance with UC Senate Bylaws which require the following faculty to have the franchise to vote on non-personnel substantive departmental questions:

- All department Senate members
- All recalled emeriti/ae.

Article 12: Non-Senate faculty

The Linguistics Department uses the following non-Senate faculty titles:

Visiting Assistant Professor
Lecturer (without Security of Employment)

Article 13: Non-Senate faculty personnel actions

By a vote of the tenured faculty, personnel actions for Non-Senate faculty are handled by the Personnel Committee.

Vote by secret ballot in faculty meeting, April 15, 2016: 13 Yes, 0 No, 0 Abstain

PART II: PRINCIPLES OF DEPARTMENT-INTERNAL GOVERNANCE

Article 14: General governance policy

The Linguistics Department is run on the basis of collegiality and shared governance.

The Chair holds the forms of authority provided for under the UC Academic Personnel Manual and delegates part of this authority to the faculty Director of Graduate Studies. Both Chair and Director of Graduate Studies are expected to exercise initiative in running the department, but to refer major policy decisions for vote in faculty meeting. They are also expected to keep faculty informed of major developments.

Article 15: The Chair

The Chair will attend to, or where appropriate delegate, all duties assigned to him/her by the UC Academic Personnel Manual, including management of personnel cases.
The Chair is responsible to the Chancellor through the Dean of Humanities, and will interact with appropriate members of the UCLA Administration, acting in the interests of the Department, its faculty and students, and the University.

The Chair holds fiduciary responsibility for the Department and (with the help of the Staff) is responsible for the expenditure of resources and the administration of the Department, acting in accordance with department legislation and in consultation with the faculty.

The Chair will call faculty meetings and will normally preside over them. The Chair will assign the task of presiding to others where appropriate, particularly to the DGS when graduate program matters are discussed.

Article 16: Legislation

Department legislation is passed by majority vote in faculty meetings, following the voting procedure of Article 10: Legislation shall be made accessible to all through the department Website and other means. The department’s Legislation Page is currently located at http://www.linguistics.ucla.edu/component/content/article/2/84-legislation.html; the Chair will ensure that legislation remains accessible to all department members as future shifts in technology occur.

Article 17: Attendance at faculty meetings

Faculty meetings are open to all active Senate faculty and also to all emeritus faculty.

The department invites two representatives elected by the graduate students to attend faculty meetings. They are excluded from the meeting under the following circumstances:

— when academic progress or other private business involving graduate students is discussed
— in discussions of other sensitive matters where the Chair judges this necessary
— where University policy requires them to be excluded

The department will also invite a representative elected by the Department’s lecturers to attend meetings; this representative will not be present at personnel actions, in discussions of other sensitive matters where the Chair judges this necessary, and where excluded by University policy.
Appendix: Former bylaws

- These bylaws are completely superceded by the text above.

**Linguistics Department**

All Senate members vote on all promotions, merits to full prof. level VI, and all (further) above scales. We also all vote on an acceleration or deceleration of more than one year. Ordinary merits, including a recommendation for a one year acceleration, are handled by a committee whose membership varies every year. If the committee recommends something other than the merit or a one year acceleration it goes to the entire faculty and everyone votes. A candidate can request (and be granted) a one year deceleration without a committee meeting or faculty vote.

This policy has been in effect since Vicki Fromkin first became Chair of the dept in the early 1970s. It is well known to all faculty members (since it gets put into practice every year). But your message prompts me to have our policy written up formally and put on our web site.
Linguistics Department

All Senate members vote on all promotions, merits to full prof. level VI, and all (further) above scales. We also all vote on an acceleration or deceleration of more than one year. Ordinary merits, including a recommendation for a one year acceleration, are handled by a committee whose membership varies every year. If the committee recommends something other than the merit or a one year acceleration it goes to the entire faculty and everyone votes. A candidate can request (and be granted) a one year deceleration without a committee meeting or faculty vote.

This policy has been in effect since Vicki Fromkin first became Chair of the dept in the early 1970s. It is well known to all faculty members (since it gets put into practice every year). But your message prompts me to have our policy written up formally and put on our web site.
April 21, 2016

To: Janet S. Sinsheimer, Chair  
Biomathematics

From: Linda Bourque, Chair  
Rules & Jurisdiction

Re: Revised Department Bylaws Submitted On April 20, 2016

The Committee on Rules and Jurisdiction has reviewed the revised Bylaws that the Department of Biomathematics submitted on April 20, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor  
Jason Throop, Committee on Rules & Jurisdiction  
James Crall, Committee on Rules & Jurisdiction  
Linda Mohr, CAO, Academic Senate  
Marian Olivas, Committee Analyst, Rules & Jurisdiction  
Meg Buzzi, Academic Personnel Office  
Heather Small, Information Technology Services  
Bonnie MacDougall, Vice Chancellor’s Office  
Mark Lucas
February 25, 2016

Linda Bourque, Chair
Committee on Rules & Jurisdiction
Academic Senate

Dear Dr. Bourque,

The Department of Biomathematics has revised its bylaws in response to your letter of May 15, 2015. In making these revisions, we also referred to the September 2015 R&J Checklist for Department Bylaws and consulted with Marian Olivas.

We have revised our bylaws accordingly. Under the updated bylaws, all primary faculty members with Senate series titles and active appointments have equal voting rights in all Departmental matters, including personnel actions. Voting on all series was discussed at the Department faculty meeting on December 17, 2015. Personnel voting rights on all actions were extended to In-Residence series Professors by a two-thirds majority of Full Professors on December 22, 2015 (5 yes, 0 no). Personnel voting rights on all actions were extended to Associate-level Senate faculty by a two-thirds majority of Professors and In-Residence Professors on December 30, 2015 (5 yes, 0 no). Personnel voting rights on all actions were extended to Assistant-level Senate faculty by a two-thirds majority of Senate series Professors and Associate Professors on January 6, 2016 (5 yes, 2 no). The updated bylaws were adopted by two-thirds majority vote of Departmental members of the UCLA Academic Senate following a regularly scheduled faculty meeting held on February 18, 2016 (5 yes, 1 no, 1 abstain).

A copy of our previous bylaws and a copy of the new revised bylaws are attached.

On behalf of the Department of Biomathematics, I thank you in advance for your favorable review and approval of our department bylaws.

Sincerely yours,

Janet S. Sinsheimer, Ph.D.
Professor of Biomathematics, Biostatistics, Human Genetics, and Statistics
Interim Chair, Department of Biomathematics
David Geffen School of Medicine at UCLA

cc: James Crall
C. Jason Throop
Marian Olivas
Mark Lucas
UCLA DEPARTMENT OF BIOMATHEMATICS
DEPARTMENT BYLAWS

This document is written to be in conformity with both the Standing Rules of the Regents of the University of California and Bylaw 55 of the Statewide Academic Senate of the University (UC SB 55). It was adopted by two-thirds majority vote of Departmental members of the UCLA Academic Senate following a regularly scheduled faculty meeting held on February 18, 2016 (7 of 7 eligible faculty voted; 5 yes, 1 no, 1 abstain).

I. DEPARTMENT OPERATIONS

1.1. The Department operates according to the rules of both the UC state-wide Academic Senate and the UCLA divisional Academic Senate. These bylaws apply to all Departmental actions on “substantial departmental questions” [UC SB 55(A)(1)] and all academic personnel actions [UC SB 55(B)(1-7)]. Except as specified below, standard parliamentary procedures are followed. When needed, A. Sturgis' The Standard Code of Parliamentary Procedures (4th edition, 2001) will be used for guidance.

1.2. Faculty members in the Department who are members of the Academic Senate and have active appointments are eligible to vote on the matters specified in section 1.1 except as otherwise noted in section 1.6. Changes in this governance document can only be made if the proposed action is a listed agenda item for a meeting of Departmental faculty that has been scheduled and publicized in advance according to normal Department procedures. A 2/3 majority vote of all eligible voting Senate members casting ballots is required for approval of changes in this document. Any recommended changes will be documented. This document will be reviewed by a Bylaws Committee at least every 4 years.

1.3 All primary faculty members with Senate series titles and active appointments have equal voting rights in all Departmental matters, including personnel actions, except as otherwise noted in section 1.6. Voting on all series was discussed at the Department faculty meeting on December 17, 2015. Personnel voting rights on all actions were extended to In-Residence series Professors by a two-thirds majority of Full Professors on December 22, 2015 (5 yes, 0 no). Personnel voting rights on all actions were extended to Associate-level Senate faculty by a two-thirds majority of Professors and In-Residence Professors on December 30, 2015 (5 yes, 1 no). Personnel voting rights on all actions were extended to Assistant-level Senate faculty by a two-thirds majority of Senate series Professors and Associate Professors on January 5, 2016 (5 yes, 2 no).

1.4. Senate faculty members with joint appointments in other units have voting rights on Departmental personnel actions, unless otherwise waived. Waivers are valid for a three year period and must be renewed. Joint appointees will have voting rights on all non-personnel Department matters regardless of waiver status.

1.5. Non-Senate (Adjunct) and temporary faculty members may attend Departmental faculty meetings, but do not have voting privileges on Departmental personnel actions. Permanent, non-Senate faculty members will have voting rights on all non-personnel Department matters.

1.5. Emeriti may participate in Departmental meetings. Emeriti do not have voting privileges on Departmental personnel actions, regardless of recall status or appointment as Research Professors.
Emeriti on active recall or appointment as Research Professor from the Senate series have voting privileges on all non-personnel Department matters.

1.6. All Academic Senate members regardless of rank, subject to limitations as detailed in sections 1.1 - 1.5, will be eligible to vote on all Departmental academic personnel actions, including but not limited to:

- Appointments
- Promotions
- Merit Increases
- Reappointments
- Joint Appointments
- Fourth Year Appraisals
- Eight Year Limit Reviews
- Five Year Reviews
- Change in Series

1.7. The Department does not utilize the Lecturer (SOE) titles.

II. VOTING PROCEDURES FOR PERSONNEL ACTIONS

2.1. All academic personnel actions in the Department require an ad hoc committee be formed to review the proposed action.

2.2. Notice of proposed personnel action is sent to all members eligible to vote on the action, with date of Department meeting at which action will be discussed, and date (subsequent to Department meeting) by which vote must be made.

2.3. Dossier will be available in the Biomathematics Administrative Offices for inspection by voting members at least five (5) business days prior to the closing date of the vote. The voting period will be open for at least five (5) business days.

2.4. Vote will be by secret ballot. Currently, a secure electronic ballot system, maintaining voter anonymity, is used.

2.5. Votes will be recorded as yes, no, abstain, or absent. All votes will be reported.

III. AD HOC COMMITTEES

3.1. The Department does not hold a standing academic personnel review committee.

3.2. In all cases of all academic reviews (see 1.7 above), the Department Chair will form an ad hoc committee to review the personnel case. The committee will serve in an advisory capacity, providing a documented review of the personnel case for presentation at the next faculty meeting.
Biomathematics

Voting Procedures:

1. Notice of proposed personnel action sent to all members eligible to vote on the action, with date of special department meeting at which action will be discussed, and date (subsequent to department meeting) by which vote must be made.

2. Dossier will be available in room AV 671A for inspection by voting members.

3. Vote will be by secret ballot, placed by voting member in sealed ballot box in AV 617A.

4. Voting members will be advised by memo of numerical result of the vote.

Voting Patterns:

APPOINTMENTS  - Regular, In-Residence, and Adjunct series

Professor
Associate Professor
Assistant Professor
Researcher
Lecturer

Professors – Regular and In-Residence
Tenure Level – Regular and In-Residence
Senate Faculty
Senate Faculty at and above rank
Senate Faculty

*PROMOTIONS  - Regular, In-Residence, and Adjunct series

To Professor
To Associate Professor
Researcher

Professors – Regular and In-Residence
Tenure Level – Regular and In-Residence
Senate Faculty at and above rank

MERIT INCREASES  - Regular, In-Residence, and Adjunct series

Professor
Associate Professor
Assistant Professor
Researcher

Professors – Regular and In-Residence
Tenure Level – Regular and In-Residence
Senate Faculty
Senate Faculty

REAPPOINTMENTS

Assistant Professor
Lecturer

Senate Faculty
Senate Faculty

FOURTH YEAR APPRAISALS
EIGHT YEAR LIMIT REVIEW

Tenure Level – Regular and In-Residence
Tenure Level – Regular and In-Residence

* All cases involving removal of the acting modifier from the title of a member of the Academic Senate shall be treated as a promotion
April 21, 2016

To: Marilynn VanderHule, Director  
   Academic Human Resources  
   Pediatrics

From: Linda Bourque, Chair  
       Rules & Jurisdiction

Re: Department Bylaws Submitted On April 12, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Pediatrics submitted on April 12, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor  
    Jason Throop, Committee on Rules & Jurisdiction  
    James Crall, Committee on Rules & Jurisdiction  
    Linda Mohr, CAO, Academic Senate  
    Marian Olivas, Committee Analyst, Rules & Jurisdiction  
    Meg Buzzi, Academic Personnel Office  
    Heather Small, Information Technology Services  
    Bonnie MacDougall, Vice Chancellor’s Office
UCLA Department of Pediatrics
Procedures for Compliance with Academic Senate By-Law 55:
Voting on Academic Personnel Actions

Approved by a 2/3 majority of Senate faculty who voted by secret ballot 4-11-16: 36 aye; 1 nay; 1 abstain.

1. Department Faculty Members
   a. Senate Faculty in the Department of Pediatrics include
      i. Regular, Ladder rank faculty
      ii. In-Residence series faculty
      iii. Clinical (X) series faculty
   b. All Senate Department members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions.
   c. Non-Senate faculty in the Department of Pediatrics include
      i. Health Sciences Clinical series faculty
      ii. Adjunct series faculty

2. Academic Personnel Actions
   a. All primary academic senate faculty including those in the Regular, In-Residence and Clinical (X), tenured and non-tenured, shall have the right to vote on all appointments, non-renewal of appointment, promotions, 4th year appraisals, and merit increases of all faculty in all series. Joint and split appointees have the same voting rights and are subject to the same regular review as primary appointees, unless waived by mutual agreement.

   b. Tenured Regular faculty at the Professor rank have extended the right to vote on appointment, promotion and merits of all regular rank full Professor to Associate Professors in the Regular series.
      Voted by secret ballot 3-18-16 and passed by a 2/3 majority: 7 aye, 1 nay, 0 abstain

   c. Tenured faculty members have extended the right to vote on all Academic Personnel Actions to In-Residence and Clinical (X) Faculty at the Associate and Full Professor ranks.
      Voted by secret ballot 1-5-2016 and passed by a 2/3 majority:
      Regarding In-Residence faculty: 12 aye, 2 nay, 0 abstain
      Regarding Clinical (X) faculty: 12 aye, 2 nay, 0 abstain

   d. Tenured faculty plus Associate and Full Professors in the In-Residence and Clinical (X) series have extended the right to vote on Academic Personnel Actions of all full Professors (including appointments, non-reappointments, promotions and merit
increases) to Assistant Professors in the Regular, In-Residence and Clinical (X) series.

Voted by secret ballot 1-13-16 and passed by a 2/3 majority: 25 aye, 4 nay, 2 abstain

e. Tenured faculty plus Associate and Full Professors in the In-Residence and Clinical (X) series have extended the right to vote on Academic Personnel Actions of all Associate Professors (including appointments, non-reappointments, promotions and merit increases) to Assistant Professors in the Regular, In-Residence and Clinical (X) series.

Voted by secret ballot 1-13-16 and passed by a 2/3 majority: 25 aye, 4 nay, 2 abstain

f. Tenured faculty plus Associate and Full Professors in the In-Residence and Clinical (X) series have extended the right to vote on Academic Personnel Actions of all Assistant Professors (including appointments, non-reappointments, promotions, merit increases and 4th year appraisals) to Assistant Professors in the Regular, In-Residence and Clinical (X) series.

Voted by secret ballot 1-13-16 and passed by a 2/3 majority: 26 aye, 4 nay, 1 abstain

g. Tenured faculty plus Associate and Full Professors in the In-Residence and Clinical (X) series and Assistant Professors in the Regular, In-Residence and Clinical (X) series have extended the right to vote on all Academic Personnel Actions of all Assistant, Associate and Full Professors (including appointments, non-reappointments, promotions, merit increases and 4th year appraisals) in all series to Emeriti in Recall Status. Voted on by secret ballot 2-2-16 and passed by a 2/3 majority: 37 aye, 1 nay, 1 abstain

h. Five Year Reviews will be presented to the Review & Appraisal Committee but will not require a vote by the faculty.

i. Appointments, merit increases and promotions for the Professional Researcher, Project Scientist and Academic Coordinator series will be presented to the Review and Appraisal Committee but will not require a faculty vote.

j. Non-Senate Faculty

i. Health Sciences Clinical Series Faculty:

Tenured faculty plus Associate and Full Professors in the In-Residence and Clinical (X) series, Assistant Professors in the Regular, In-Residence and Clinical (X) series and Emeriti Faculty on Recall status have extended the right to an advisory vote on all Academic Personnel Actions of Assistant, Associate and Full Professors in the Health Sciences Clinical Series (including appointments, promotions, merit increases and 4th year appraisals) to all faculty in the Health Sciences series who have 100% employment at UCLA or affiliate locations.

Voted on by secret ballot 2-23-16 and passed by a 2/3 majority: 18 aye, 3 nay, 1 abstain
ii. **Adjunct Series Faculty:**
Tenured faculty plus Associate and Full Professors in the In-Residence and Clinical (X) series, Assistant Professors in the Regular, In-Residence and Clinical (X) series and Emeriti Faculty on Recall status have extended the right to an advisory vote on all Academic Personnel Actions of all Assistant, Associate and Full Professors in the Adjunct Series (including appointments, promotions, merit increases and 4th year appraisals) to all faculty in the Adjunct series who have 100% employment at UCLA or affiliate locations.

Voted on by secret ballot 2-23-16 and passed by a 2/3 majority: 19 aye, 3 nay, 0 abstain

3. **Review and Appraisal Committee**

   a. The Review and Appraisal Committee pre-reviews personnel cases.

   b. Members of this Department-wide committee, including alternates with committee experience, are proposed for appointment annually by each hospital department chair (Cedars-Sinai Medical Center, Harbor/UCLA Medical Center, Olive View/UCLA Medical Center, Charles R. Drew University, and UCLA). The Executive Chair of the school-wide Department approves the final appointment of the committee members, and appoints the faculty chair of the Review and Appraisal Committee.

   c. The Committee appointees will be academic senate members in the regular, in-residence or clinical (x) series at the professor or associate professor rank. Each hospital department will have at least one representative on the committee. The hospital chairs or their designee serve as ex-officio voting members of the committee.

   d. A quorum of two-thirds of the committee membership is required for meetings to commence. All committee meetings are closed except that assistant professor level observers may be invited to attend. Also, any individual faculty member may attend the meeting in his or her own behalf.

   e. Committee members are responsible for presentation of dossiers for all appointments, promotions, merit increases, appraisals, five year reviews and renewals of appointments. These actions are reviewed by the committee and recommendations for the general faculty are voted on by secret ballot. Abstentions will be recorded.

4. Appropriate voting members of the Department will have access to dossiers (except appraisals) for review for 10 working days. Voting will be conducted by secret ballot. Fourth year appraisals must be made after a meeting of the faculty at which there is opportunity for a full, informed discussion by the faculty. Voting on the appraisal will be conducted by secret ballot at
the time of the meeting.

a. Dossiers will be prepared in accordance with the Summary of Procedures in The Call.

b. The numerical results of all votes will be reported promptly to the voting faculty

c. Proposed personnel actions and the Department vote results are forwarded to the Dean of the School of Medicine by deadlines as specified by the Dean.

5. Review of the Departmental Voting Procedures

These bylaws should be reviewed by Senate faculty periodically. Bylaws must be approved by a two-thirds majority vote of all Senate faculty. The voting bylaws will remain in effect for at least one year. After that time, any voting faculty member may request reconsideration of the bylaws.
BYLAWS,
RULES AND REGULATIONS
OF
THE DEPARTMENT OF PEDIATRICS GROUP PRACTICE

PREAMBLE

The Department of Pediatrics of the UCLA Medical Center, UCLA School of Medicine, is responsible for educating and training medical students and physicians, maintaining high standards of medical practice, conducting high quality medical research and providing conditions conducive to the scholarly pursuits of medicine. In recognition of these responsibilities, and within the terms of the UCLA Campus Procedures under the UC Medical Compensation Plan, participating members of the faculty of the Department of Pediatrics hereby organize themselves in conformity with the Bylaws, Rules and Regulations hereinafter stated. Any procedure not specifically referred to in these Bylaws, Rules and Regulations shall be implemented as described in the above-cited Plan.

ARTICLE I
NAME

The name of this organization shall be the Department of Pediatrics Group Practice, abbreviated DPGP. This shall be interpreted as referring only to the Department of Pediatrics of the Center for the Health Sciences of the UCLA School of Medicine.

ARTICLE II
PURPOSE

The purpose of this organization shall be:
1. To improve the efficiency of patient care and teaching programs by better utilizing faculty time in the care of all types of patients in an optimal manner;
2. To enhance the research productivity of the full-time faculty;
3. To provide conditions for the optimum recruitment and retention of exceptionally qualified physician-scientists to the full-time faculty; and,
4. To increase the contributions of the full-time faculty to all aspects of community health care.
ARTICLE III

MEMBERSHIP

Section 1. Eligibility and Qualifications

a) Members of the faculty of the School of Medicine shall be members of the Plan if:
   1) they hold full-time University-funded appointments in the School of Medicine in any of the following series: Professor, Professor-in-Residence, Adjunct Professor, Acting Professor, Clinical Professor (Compensated), Professor of Clinical (X);
   2) they have direct patient-care responsibility (or its clinical professional equivalent); and
   3) they are at least 50 percent time in a clinical department.

a) A member of the faculty of the School of Medicine who falls within the criteria in Sections 1.a. (1), (2) and (3) above, except that his or her only University appointment is a University-funded appointment at 50 percent time or more, but less than full time, in a clinical department shall be a member of the Plan unless in the individual case the Dean/Provost and the Chancellor have recommended and the President has approved exclusion of the individual.

b) A member of the faculty of the School of medicine who falls within the criteria in Section 1.a. (1), (2), and (3) above, except that his or her only University appointment is a University-funded appointment at less than 50 percent time in a clinical department and whose only professional activity is pursuant to his or her University appointment, may be recommended by the Dean/Provost and approved by the Chancellor as a member of the Plan.

c) Part-time appointments are made with the expectation that the individual's full-time professional commitment is to the University. This stipulation may be waived by the Dean/Provost after consultation with the Chair if it is determined to be in the best interest of the University's academic mission.

d) In Sections a, b, c, above, the phrase "University-funded appointment" means that the faculty member's base salary is paid from funds directly administered by the University, from State or non-State sources.

e) Members of the faculty appointed in the Visiting Professor series may be recommended by the Dean/Provost and approved by the Chancellor as members of the Plan, if the criteria in Sections 1.a. or b., above, are otherwise met.

f) A member of the faculty of the School of Medicine who falls within the criteria in Sections 1.a. (1), (2), and (3) above, who is not a physician, and who at the time of the effective date of these Procedures is compensated under the Strict Full Time Plan, may elect not to be a member of the plan.

g) The Provost may approve membership in the Plan for otherwise eligible faculty members who have retired and recalled.

h) Affiliated Hospitals - Members of the Faculty of the School of Medicine who are employed by affiliated hospitals, who have direct patient-care responsibility (or its clinical professional equivalent), and who hold appointments in any of the series listed in Sections A.1.a. and A.4., above, may, on a case-to-case basis, be recommended by the Chair and approved by the Provost/Dean as members of the Plan.
i) Membership Statement - Membership in the Plan is a term and condition of employment. All new and continuing members of the Plan shall receive a copy of the Plan and the approved Campus Implementation procedures and shall sign the following statement:

I have received a copy of the University of California Medical School Clinical Compensation Plan and the approved Campus implementation procedures of that Plan, and I understand that the provisions in both documents and constitute conditions of my employment.

Section 2. Termination of Membership

a) In the case of members eligible under 1.a above, they shall not cease to be members of the DPGP except by resignation, retirement, death or other termination of eligible academic employment, or termination of the Plan, or cessation of the participation of the Department of Pediatrics in the DPGP version of the UCLA Campus Procedures under the UC Medical School's Clinical Compensation Plan.

b) In the case of members eligible under section 1.b above, membership in the DPGP may be terminated by:

1) the conditions cited in Section 2.a above;
2) the member's resignation from the DPGP in which case he/she shall not be eligible to rejoin, unless he/she vacates his/her academic title and is re-appointed at a later date;
3) action of the Chancellor, upon the recommendation of the Chair of the UCLA medical Center Department of Pediatrics, and the Dean/Provost following recommendation of the Executive Board of the DPGP.

Section 3. Inactive Membership

A member may petition for and be granted temporary inactive membership in the DPGP, with approval of the Executive board. If inactive membership is for the purpose of sick-leave or sabbatical-leave, remuneration above the University Clinical Salary Scale shall be determined by the sick-leave or sabbatical-leave policy of the DPGP at that time. If a member becomes inactive for another purpose, he/she shall receive no remuneration from the Departmental Plan Account while an active member. Inactive members shall neither vote nor hold office.

ARTICLE IV
DIVISIONS OF MEMBERSHIP

Section 1. Divisions of the DPGP

Each member of the DPGP shall be identified as a member of the DPGP, a division being defined for this purpose as a body of faculty members in an identifiable subspeciality or other category of medical professional activity. The divisions of the DPGP consist of the divisions...
in the Department of Pediatrics of the Center for Health Sciences of the UCLA School of Medicine.

ARTICLE V
EXECUTIVE BOARD

Section 1. Membership on the Executive Board

The voting members of the Executive Board of the DPGP shall consist of eight members elected by the members of the DPGP, and the Chair of the Department of Pediatrics, Medical Director of the Children's Health Center, Associate Vice Chair for Outreach, or his/her designate. No single Pediatric division shall have more than two members on the Executive Board at any time. The term of membership for the elected members shall be four years, except that the initial Executive Board shall consist of two members elected for a term ending June 30, 1985, three members elected for a term ending June 30, 1986, and three members elected for term ending June 30, 1987. The Business Manager (Department Administrator) of the DPGP, shall be an ex-officio member of the Executive Board, but may not be an officer not vote. Elected members of the Executive Board are eligible for re-election after one or more years lapse of holding office. If an elected member of the Executive Board goes on sabbatical leave during his/her term, the Executive board may appoint a temporary member to serve during his/her leave. If an elected member of the Executive board is otherwise unable to serve or has been recalled, a special election shall be held to fill the unexpired term of office. The nominating election procedure shall be the same as Article V, Section 3.

Section 2. Procedure for Nomination and Election of the Initial Executive Board

The Chair of the Faculty Steering committee of the Department of Pediatrics, the Center for Health Sciences of the UCLA School of Medicine shall appoint a nominating committee that shall consist of three members of the DPGP from three different divisions. The nominating committee shall nominate eight candidates for the initial Executive Board as follows:

a) Two for a one year terms; three for a two year term; and three for a three year term. These nominees shall be presented in a meeting to the full membership of the DPGP after which additional nominations may be made from the floor. Each proposed nominee must certify this acceptance.

The election process shall proceed as follows:

a) Election of the initial Executive Board shall be by mail ballot to be completed not more than thirty days after nominations are closed. At least ten days before the date of election, the chair of the nominating committee shall mail to each voter a ballot listing the names of all persons nominated and notify him/her that the ballot must be returned to the chair of the nominating committee no later than the date of the election. Each DPGP member shall vote for not more than the number of
memberships on the Executive Board to be filled. A ballot can contain no more than one vote per nominee.

b) Each voter receives a plain envelope in which to enclose the marked ballot, and another envelope to address to the chair of the nominating committee to be used for return of the sealed ballot. The envelope addressed to the chair of the nominating committee provides a space for the signatures of the voter. Ballots lacking this validating signature are void.

c) The chair of the nominating committee along with the other two members of the nominating committee and the business manager of the DPGP shall count the ballots and notify the members of the DPGP of the results of this election.

Section 3. Procedure for Nomination and Election of the Executive Board

Election of members to the Executive Board to fill vacated positions shall be by mail ballot, conducted as follows:

a) Notice of election
Not less than thirty days prior to the election the President or Department Administrator shall mailed to each voting member of the DPGP a notice of the election.

b) Nominations
Nomination petitions shall be filed with the President within ten days following the mailing of the Notice of Election. Each proposed nominee must certify his acceptance.

c) At least ten days before the date of election, the President shall mail to each voter a ballot listing alphabetically the names of all persons nominated and notifying him/her that the ballot must be returned to the Department Administrator no later than the election. Each voter receives a plain envelope in which to enclose his/her marked ballot, and another envelope addressed to the Department Administrator to be used for the return of the sealed ballot. The envelope addressed to the Department Administrator provides a space for the signature of the voter. Ballots lacking this validating signature are void.

d) Counting the ballots
The ballots will be counted in the office of the Department Administrator.

e) Each member shall vote for not more than the number of memberships on the Executive Board to be filled. A ballot can contain no more than one vote per nominee.

Section 4. Officers of the Executive Board

a) The President of the Executive Board shall be elected for a two year term from among the elected members of the Board or members having completed a board term within the previous two years by a majority vote of the Executive board.
b) The immediate past President shall serve as Vice President for a one year term during the President’s first year of office. A President-Elect will be elected by a majority vote of the Executive Board to serve during the President’s second year in office. The President-Elect will also serve as Vice President during that year.

c) The President and President-Elect will become Board members or have their membership extended until completion of their term in office.

d) The President of the Executive Board shall also serve as President of the DPGP. His/her duties shall include:

1) To call meetings of the DPGP.
2) To chair meetings of the DPGP.
3) To call meetings of the Executive Board.
4) To chair meetings of the Executive Board.
5) To refer actions of the DPGP and of the Executive Board to the members of the DPGP, the Chair, the Provost/Dean, and the Chancellor, when appropriate.
6) To supervise the Department Administrator in implementation of the actions of the DPGP and of the Executive Board.

e) The Vice President shall substitute for the President in the latter’s absence or incapacity.

f) If the President should become an inactive member of the DPGP or should be recalled or if his/her membership in the DPGP should be terminated, the Executive Board shall elect a new President, to serve out the remainder of the fiscal year, from among the elected members of the Executive Board, including the Vice-President. Should the latter be elected, the new President shall appoint a member of the Executive Board to the vacated office.

Section 5. Duties of the Executive Board

The Executive Board shall have the following duties:

a) To govern the operations of the DPGP, within the requirements set by the UCLA Campus Procedures under the UC Medical School’s Clinical Compensation Plan and these Bylaws, Rules and Regulations.

b) To make recommendations to the Chair on all DPGP business requiring the Provost/Dean’s or the Chancellor’s decision.

c) To recommend to the Chair of the Department of Pediatrics disciplinary action against any DPGP member who has not complied with the Bylaws, Rules and Regulations of the DPGP and/or the UC Medical School Compensation Plan.
d) To make recommendations to the Chair of the UCLA Medical Center Department of Pediatrics on all DPGP matters pertaining to liaison with other groups within the UCLA Center for the Health Sciences.

e) To appoint ad hoc committees whenever unusual circumstances warrant it. The Executive Board shall review and take appropriate action on the recommendation of such committees.

f) To plan and adopt, by a simple majority vote after secret ballot of the Executive Board, the budget for the next fiscal year. The budget shall be developed after the Chair has set a uniform level of additional compensation for each faculty rank and step. Additional compensation for individuals within the same rank and step shall be determined by negotiation with the Chair by the division chief on behalf of each division’s faculty members and may be as much as 10% higher or lower than the uniform level. Exceptions to this method of setting additional compensation are: 1) those salaries negotiated off-scale individually either at the time of appointment or at the discretion of the Chair in response to unique circumstances; and, 2) that circumstance in which the DPGP fails to generate sufficient revenue, in which case, the UC Medical Compensation Plan policy will take effect to determine reduction in additional compensation. In year one of the compensation plan, the total negotiated salary for each member shall be no less than base plus delta per the 1983-84 academic salary scale. The final adopted budget will be presented through the Department chair to the Dean and the chancellor for their approval.

g) To make recommendations to the Chair on Academic Programmatic Units (APU).

1) Any such proposal must include the following: a) programmatic justification of the unit; b) demonstration of current and future funding stream to cover the additional costs of the APU without impinging upon departmental or other divisional members’ incomes and to include the administration cost of the APU; and c) administrative structure of APU decision-making and the relationship of the APU to affected divisions.

2) Only salary increases necessary to accommodate the larger RIF will be allowed. Faculty members whose salaries are currently above the Pediatric Uniform Scale will not automatically have their salaries increased.

3) Maintaining an individual faculty member’s salary off scale would remain a matter of negotiation between the Chair and the individual involved.

h) To compare the actual and projected fiscal operations of the DPGP on a monthly basis and to take necessary action.

i) To make an annual report to the membership of the DPGP on its operations and fiscal status by September 15 each year and prior to its annual meeting.

j) To make recommendations to the Chair of the UCLA School of Medicine Department of Pediatrics concerning the allocation of the Department’s budget as derived from the DPGP.
k) To facilitate the financial solvency of each division as defined within the context of the Pediatric Pay Plan; to assure that each divisional budget is approved by a majority of the members of that Division before approval by the Chair.

l) To recommend to the Chair for inclusion in the Department's budget compensation for DPGP administrative effort in relation to that effort.

m) To adjudicate grievances of members regarding the DPGP.

Section 6. Meeting of the Executive Board

The Executive Board shall hold at least eleven regular meetings a year. It may hold special meetings at the initiation of the President or following written request of a majority of the members of the Executive Board. Written notice shall be given to the members of the Executive Board, at least 24 hours in advance of a special meeting. Four members shall constitute a quorum for all meetings. A lesser number may function as a subcommittee and present its actions to the full Executive Board for ratification by mail.

Section 7. Procedure for Recall of Executive Board Members

Any elected member of the Executive Board may be subject to recall upon submission of a petition to the President of the Executive Board signed by more than 33% of the members of the DPGP. Within two weeks thereafter, a mail ballot of the full DPGP shall be conducted on the question of recall. Two-thirds of all members voting shall constitute the number needed to recall.

ARTICLE VI
MEETINGS OF THE DPGP

Section 1. Regular Meeting

A regular meeting of the membership of the DPGP shall be held once a year.

Section 2. Special Meeting

A special meeting shall be called by the President of the Executive Board or by 15% or more of the active members of the DPGP.

Section 3. Notification, Quorum and Voting

Each member of the DPGP shall be notified in writing at least two weeks prior to either the regular or a special meeting. An agenda shall be included in the call of all meetings. Any fraction greater than 50% of the active membership shall constitute a quorum. If a member is present and called away from meeting, he/she may record a vote on the motion under consideration at that time. Otherwise, no proxy or absentee voting shall be permitted.
ARTICLE VII
AMENDMENTS

Section 1. Initiation of Amendments

An amendment may be initiated by a majority vote of members present and voting at a regular or special meeting of the DPGP or by a majority of the members of the Executive Board.

A proposed amendment must be submitted to the Chair for his consideration, and through the Chair to the Provost/Dean to determine if a proposed amendment must be submitted to the Chancellor, and does not conflict with UCLA or systemwide compensation plan policies or with other Medical School or University policies. If the proposed amendment is not indicated to be in conflict with such policies, it will be submitted to the DPGP four weeks from the date of submission to the Chair. Within two weeks after return from the Chair, Provost/Dean, and/or Chancellor and at least one week prior to the meeting which will act on the amendment, it shall be submitted in writing to each member of the DPGP.

Section 2. Action on an Amendment

A general or a special meeting of the membership of the DPGP can act on proposed amendments to these Bylaws. Approval requires a favorable vote by at least two-thirds of the members present and voting at such a meeting. Alternatively, an amendment may be voted on by mail ballot accompanied by pro and con arguments. Approval requires a favorable vote of at least two-thirds of the total membership.

ARTICLE VIII
RULES AND REGULATIONS

The Executive Board of the DPGP shall adopt such rules and regulations as may be necessary for the proper conduct of the business of the DPGP. Such rules and regulations shall be appended to these Bylaws. They may be amended by a simple majority of the Executive board at any of its meetings or by a majority of the members present and voting at a regular or special meeting of the DPGP.

1. Fiscal Year

The fiscal year for the DPGP shall be July 1 through June 30 and shall be named by the calendar year occupying its second half.

2. Terms of the Executive Board

The election of the initial Executive board shall occur as soon as possible, and each person elected shall assume office immediately. The terms of the Executive board shall begin and end with the fiscal year.
3. Time of Meeting

The regular meeting of the DPGP shall be held in October.

4. Time of Election

The regular annual election of members of the Executive Board shall be held in May or June.

5. Employment of Personnel

The DPGP may employ personnel in all categories, as necessary for the conduct of its business. Specifically, physicians who are not members of the full-time faculty may be employed by the DPGP. All proposed employees require Chair approval prior to the finalization of the terms of their employment.

6. Reserve Fund

The DPGP shall maintain a reserve account in accordance with the University policy.

7. Employee Benefits

a) Vacation leave and sick leave shall be paid on the additional compensation described in Section III, H, of the UCLA Campus Procedures under the UC Medical School's Clinical Compensation Plan, in the same manner and to the same degree as provided by the Regents based on the fiscal year clinical salary scale, except that there shall be no accrual of a cash-equivalent for unused vacation leave and there shall be a 90-day limit on sick leave payments.

b) For fiscal 1986, sabbatical leave and retirement benefits shall be based only on the 11-month clinical salary scale, not on the additional compensation.

8. Election of Initial Executive Board

The first election of the Executive board shall be called by the Chair of the Department of Pediatrics, following the procedure of Article V, Section 2. This election shall be called as soon as these Bylaws and Rules and Regulations have been adopted.
April 21, 2016

To: Jean Turner, Chair
   Physics and Astronomy

From: Linda Bourque, Chair
       Rules & Jurisdiction

Re: Department Bylaws Submitted On April 21, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of
Physics and Astronomy submitted on April 12, 2016, and finds them consistent with the Code of the
Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the
Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of
the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Corinna Koehnenkamp, Academic Personnel
April 21, 2016

Linda Bourque  
Chair, Committee on Rules & Jurisdiction

Dear Professor Bourque:

In October 2015 we were asked by your committee to review our department bylaws and to make some needed revisions.

Below is a summary of the changes that were requested and our response. The revised bylaws were approved by our faculty with a majority vote on April 18, 2016.

1. Bylaws have been renamed “Bylaw SB55” from Bylaw 188.
2. Votes on extending voting enfranchisements on academic personnel actions were completed on 1/11/16 and 2/8/16. Vote results were added to the bylaws where applicable.
3. New paragraph IV.H. has been added, which addresses regular scheduling of faculty meetings, substantial department questions and the faculty’s involvement in those issues.
4. Voting restrictions for In Residence and Acting Professors have been added to sections III B,C,D, E.
5. List of area committees has been updated. Information has been added on the relationship of the area committees to the full department faculty and their involvement in academic personnel actions. (Section II.C.)
6. Voting rights for emeriti in substantial departmental questions were extended on 2/16/16 and have been added to IV.H.
7. II.E: The senate faculty voted on 1/11/16 to delegate merit action to a Merit Increase Committee (MIC). Vote results have been added. The Chair and Astronomy Vice-Chair have been removed from the MIC. A sentence clarifying the voting process has been added.
We hope for your positive review of our new bylaws.

Sincerely,

Jean Turner
Chair
PROCEDURES FOR APPOINTMENTS, PROMOTIONS, MERIT INCREASES, AND OTHER SUBSTANTIAL QUESTIONS IN THE DEPARTMENT OF PHYSICS AND ASTRONOMY

Passed by Senate Faculty (2/3 majority of those voting by secret ballot); 36 yes; 2 no; abstain 1; 04/18/2016

I. This document constitutes the Physics and Astronomy Department's Implementation of By-Law 55, and supersedes completely the current document, as amended, dated February 1, 2012.

II. COMMITTEES

A. POLICY COUNCIL This committee shall include the principal departmental officers and other members appointed by the Chair to include at least one member from each area committee, and the Astronomy and Astrophysics Division. The Vice Chairs of the Academic Affairs Committee, the Resource Committee, and the Astronomy and Astrophysics Division serve as ex officio members of the Policy Council. The Policy Council shall meet regularly to advise the Chair. All substantial departmental questions, except academic personnel cases, shall generally be presented to this committee. Members should report regularly to their area committees questions before the Department.

B. APPOINTMENTS COMMITTEE: This committee shall consist of at least five members appointed by the Chair; members will normally serve two-year staggered terms. The committee shall meet regularly, generally with the Chair presiding. It shall have two principal duties. First, the Appointments Committee shall formulate and review policy or guideline for new appointments, while consulting fairly and wisely with all members of the Department. A formal policy statement shall be submitted to the Policy Council and the full faculty for consideration at least once every three years. Second, the Appointments Committee shall consider carefully but with dispatch proposals for new regular faculty appointments at any level. Following a positive vote on a new appointment, the Chair shall call a meeting of the full faculty to consider the case as soon as possible.
C. AREA COMMITTEES: All members of the faculty who are members of the Academic Senate shall be assigned to an area committee. At the request of the Chair, Area Committees shall meet to consider matters before the Department and report their opinions. The Area Committees shall discuss, when appropriate, the organization of journal clubs and seminars, teaching specialty courses, etc. Area committees coordinate teaching and mentoring efforts, for the development of graduate and upper division curriculum in subfields, for the organization of advanced courses and seminars, and any other activities related to the research and teaching missions of the individual subfields of physics and astronomy. Area committees are useful for organizing search committees for new faculty members, but are not the exclusive source for search committee members. Area Committees are encouraged to originate proposals for new appointments. The Chair of each area committee shall be responsible for keeping records of applications for academic positions and for circulating these applications among members of the committee. At present we have the following area committees: Atomic, Molecular and Optical Physics, Plasma and Advanced Accelerators Physics, Condensed Matter Physics, Soft Condensed Matter Physics, Experimental Elementary Particle Physics, Nuclear Physics, Theory of Elementary Particles, Astroparticle Physics, and Phenomenology, and Theoretical Elementary Particle Physics. It is understood that it might be convenient to reorganize these Area Committees from time to time.

D. DIVISION OF ASTRONOMY AND ASTROPHYSICS: The Division of Astronomy and Astrophysics consists of the faculty of the former Department of Astronomy and any faculty of the former Department of Physics who elect membership in the Division. The Division will supervise the academic programs in Astronomy and Astrophysics, including the undergraduate Astrophysics majors, and the graduate programs leading to the M.S. and Ph.D. degrees in Astronomy, by maintaining and reviewing the curriculum, overseeing the admissions of graduate students, advising undergraduates and graduate students, and conducting the graduate comprehensive examination. The Division will recommend to the Chair teaching assignments for the Astronomy and Astrophysics courses and appointments of Divisional faculty to the Departmental committees. The Division will advise the Department on the need for new faculty appointments, and conduct searches for new faculty in Astronomy and Astrophysics. The Division will also maintain a colloquium series in astronomy.
E. MERIT INCREASE COMMITTEE: The MIC shall meet regularly in order to consider all proposals for merit increases (within ranks) and promotions. The MIC shall consult wisely and widely as appropriate, and may request additional information as described in III.A. The MIC will appoint its own Chair, who will preside over the meeting and will appoint a substitute in case of his or her absence. The vote of the MIC shall constitute the official Departmental recommendation to the Dean on merit increases, as delegated by all ladder faculty (except in residence faculty and acting faculty) (1/11/16 Faculty Meeting. 43 in favor; 0 against; 0 abstain). The Chair shall submit proposals for promotions to Associate Professor and Professor and for advancement to Professor Step VI and Professor Initial Above Scale to the MIC for discussion and vote. In this case the MIC’s vote shall be an advisory recommendation and shall be reported to the eligible faculty prior to their vote.

The MIC must consist of at least four members, which shall be elected by secret ballot. All departmental faculty are eligible to vote. Candidates willing to serve must be nominated by at least three faculty members. Each member entitled to vote shall vote for two candidates, and any candidate receiving at least 20% of the vote cast shall be eligible to election to the MIC. The members of the MIC shall not all be elected during the same year in order to ensure an overlapping membership and continuity.

A minimum of three members (out of the four) presents a quorum for conducting business. If an insufficient number of members is elected by the above procedure, a run off election shall be held. Elected members shall serve for two years; membership can be terminated earlier by a leave of absence or resignation.

III. ACADEMIC ADVANCEMENTS AND APPOINTMENTS

Attendance at faculty meetings that consider promotions to Associate Professor and Professor, and advancements to Professor Step VI and Professor Initial Above Scale are open to all members of the faculty exclusive of the candidate. The Department’s procedures and voting rights on academic advancements and appointments are specified below:

A. MERIT INCREASES: Approximately one year before the normative time at rank and step will have passed, the Chair notifies the candidate of eligibility for a merit
advancement or promotion. Individual faculty may also request to be considered for an accelerated merit advancement or promotion. The Chair and the MIC appoint a Departmental Ad Hoc Review Committee to prepare and submit a report on the proposed merit advancement or promotion. The Chair requests that the candidate prepare and submit a self-statement in support of the proposed advancement. The MIC considers the submitted reports, solicit further advice on its own initiative if it deems necessary, and, by its vote, makes the official Departmental recommendation to the Dean for normal merit advancements and an advisory recommendation to the Department on promotions, and on advancements to Professor Step VI and Professor Initial Above Scale. In the event of serious differences between the Ad Hoc Review Committee, the MIC, or the Chair, the proposal will be submitted to and discussed by the faculty, and a vote of the eligible faculty will become the Department’s official recommendation.

B. PROMOTION TO ASSOCIATE PROFESSOR: The procedure is as stated above for merit advancements. After a preliminary review, vote and advisory recommendation to the Department by the MIC, the Chair will call a meeting of all faculty to discuss the proposal and to call for a vote. The vote is restricted to tenured professors (associate and full professors, except in residence faculty and acting faculty), and recalled emeriti and will constitute the official Departmental recommendation to the Dean. The Senate Faculty of the Department have extended the right to vote on personnel actions to recalled emeriti (2/8/16 Faculty Meeting by secret ballot; 2/3 majority 26 in favor; 6 against; 3 abstain).

C. PROMOTION TO FULL PROFESSOR: The procedure will be the same as for promotion to Associate Professor, except that voting is restricted to full professors (except In residence faculty and acting faculty), and recalled emeriti. The Senate Faculty of the Department have extended the right to vote on personnel actions to recalled emeriti (2/8/16 Faculty Meeting by secret ballot; 2/3 majority 26 in favor; 6 against; 3 abstain).

D. ADVANCEMENT TO PROFESSOR STEP VI AND PROFESSOR INITIAL ABOVE SCALE: The procedure shall be the same as for promotion to Associate Professor except that voting for Professor Step VI and Professor Initial Above Scale is restricted to professors at or above Professor Step VI (except in residence faculty and acting faculty) and recalled emeriti. The Senate Faculty of the Department
have extended the right to vote on personnel actions to recalled emeriti (2/8/16 Faculty Meeting; by secret ballot; 2/3 majority. 26 in favor; 6 against; 3 abstain).

E. NEW APPOINTMENTS: Proposals for new regular faculty appointments at any level may be submitted to the Appointments Committee by an ad hoc committee or upon recommendation by the Chair. Following a positive vote by the Appointments Committee, the Chair shall call a meeting of the full faculty. The vote of the full senate faculty (except in residence faculty and acting faculty) and recalled emeriti shall constitute the official Departmental recommendation. Full and Associate Professors of the Department have extended the right to vote on new appointments to Assistant Professors (1/22/16 Faculty Meeting. 36 in favor; 2 against; 3 abstain). The Senate Faculty of the Department have extended the right to vote on personnel actions to recalled emeriti (2/8/16 Faculty Meeting; by secret ballot; 2/3 majority. 26 in favor; 6 against; 3 abstain). Transfers from adjunct or other non-ladder professorial series shall be considered new appointments.

F. EMERITI FACULTY VOTING RIGHTS: In accordance with Senate Bylaw 55, emeriti faculty who are recalled to service in teaching and/or research have voting rights on all Departmental matters except personnel matters (appointments, promotions, and merit advancements to Professor Step VI and Professor Initial Above Scale). In accordance with Article D.4, extension of voting rights on personnel matters to recalled emeriti requires a 2/3 majority vote of the faculty by secret ballot. Extension of voting rights to all emeriti on non-personnel matters requires a majority vote of the faculty, and on personnel matters requires a 2/3 majority vote by the faculty, both by secret ballot. The voting status of all classes of emeriti shall be subject to renewal via full departmental vote every three years.

G. ZERO FTE APPOINTMENT VOTING RIGHTS: A zero (0.00) FTE appointment is considered a new appointment, and requires a full faculty vote. If the candidate subsequently chooses to waive voting rights in the Department, this request will be made through the candidate’s primary department. The MIC is hereby authorized to provide the official concurrence of the Department of Physics & Astronomy on the candidate’s request to waive voting rights. The voting status of each 0.00 FTE faculty member shall be reviewed by the
IV. MISCELLANEOUS

A. ADJUNCT PROFESSORS SERIES: Proposals for appointments, merit increases and promotion for adjunct (assistant, associate) professors shall be submitted to the Chair. Proposals for merit increases and promotions within this series shall be submitted to the MIC or all tenured faculty or all full professors, as appropriate, for discussion and vote. The Chair shall appoint ad hoc committees to report a recommendation on promotions and new appointments to adjunct (associate) Professor. Similar procedures shall be used for appointments and advancements in the In-Residence, Acting, Lecturer or Research Physicist series.

B. FOURTH-YEAR APPRAISALS: The Chair shall appoint an ad hoc committee to recommend fourth-year appraisals for assistant professors. These recommendations, after review by the MIC, shall be submitted to all tenured faculty for discussion and vote.

C. MANDATORY REVIEW: Regular faculty shall always be considered for advancement after two years at any step of assistant or associate professor, or three years after any step of full professor up to Step V, except at the request of the candidate.

D. SECRET BALLOT: All final recommendations of the Appointments Committee and all votes of the full faculty, tenured professors, full professors, or the MIC which constitute an official departmental recommendation, shall be by secret ballot. However any one who abstains or votes "no" may identify himself or herself and the reason for such a vote, and the reasons for such votes shall be submitted to the Dean. The result of all secret ballots shall be reported by the Chair to all faculty eligible to vote.

E. TWO MIC COMMITTEES: In case of disagreement between the full professors and the tenured professors, there shall be two MIC committees to deliberate all cases the original authority over which belongs to the two subsets.

F. APPEAL: Any faculty member who is a candidate for advancement or any faculty with a negative decision of the MIC, may request a meeting of the entire tenured faculty in the case of assistant professors and appropriate eligible tenured professors for higher
ranks to review the case. No one should be discouraged from appealing a negative decision of the MIC or the Chair to the members of the faculty which has delegated its authority. Anyone, including the candidate, who disagrees with a departmental decision, or who wishes to submit additional information after a vote, shall be given the opportunity to write a letter to the Chair to be included in the candidate's dossier. Upon the request of a candidate, a proposed advancement shall be submitted to the Dean even following a negative vote.

G. CANDIDATE'S RIGHT OF INFORMATION: Before submitting a proposal to the Dean for advancement, the Chair shall inform the candidate of the content of the recommendation to the extent permitted by university policy.

H. FACULTY MEETINGS
The Department Chair shall call regular meetings of all faculty in order to discuss all major academic personnel actions and matters that concern the department and its faculty. Meetings shall occur at least once per quarter. All academic senate faculty and all emeriti, except In Residence Faculty and Acting Faculty, may vote on substantial department questions. The Senate Faculty of the Department have extended the right to vote on substantial department questions to non-recalled emeriti (2/8/16 Faculty Meeting; by secret ballot; 2/3 majority . 28 in favor; 7 against; 0 abstain).
PROCEDURES FOR APPOINTMENTS, PROMOTIONS, MERIT INCREASES, AND OTHER SUBSTANTIAL QUESTIONS IN THE DEPARTMENT OF PHYSICS AND ASTRONOMY

I. This document constitutes the Physics and Astronomy Department's Implementation of By-Law 55, and supersedes completely the current document, as amended, dated July 1, 1994.

II. COMMITTEES

A. POLICY COUNCIL This committee shall include the principal departmental officers and other members appointed by the Chair to include at least one member from each area committee, and the Astronomy and Astrophysics Division. The Vice Chairs of the Academic Affairs Committee, the Resource Committee, and the Astronomy and Astrophysics Division serve as ex officio members of the Policy Council. The Policy Council shall meet regularly to advise the Chair. All substantial departmental questions, except academic personnel cases, shall generally be presented to this committee. Members should report regularly to their area committees questions before the Department.

B. APPOINTMENTS COMMITTEE: This committee shall consist of at least five members appointed by the Chair; members will normally serve two-year staggered terms. The committee shall meet regularly, generally with the Chair presiding. It shall have two principal duties. First, the Appointments Committee shall formulate and review policy or guideline for new appointments, while consulting fairly and wisely with all members of the Department. A formal policy statement shall be submitted to the Policy Council and the full faculty for consideration at least once every three years. Second, the Appointments Committee shall consider carefully but with dispatch proposals for new regular faculty appointments at any level. Following a positive vote on a new appointment, the Chair shall call a meeting of the full faculty to consider the case as soon as possible.

C. AREA COMMITTEES: All members of the faculty who are members of the Academic Senate shall be assigned to an area committee. At the request of the Chair, Area
Committees shall meet to consider matters before the Department and report their opinions. The Chair of each area committee shall be responsible for keeping records of applications for academic positions and for circulating these applications among members of the committee. The Area Committees shall discuss, when appropriate, the organization of journal clubs and seminars, teaching specialty courses, etc. Area Committees are encouraged to originate proposals for new appointments. At present we have area committees: Advanced Accelerators, Condensed Matter Physics, Experimental Elementary Particle Physics, Intermediate Energy and Nuclear Physics, Plasma Physics, and Theoretical Elementary Particle Physics. It is understood that it might be convenient to reorganize these Area Committees from time to time.

D. DIVISION OF ASTRONOMY AND ASTROPHYSICS: The Division of Astronomy and Astrophysics consists of the faculty of the former Department of Astronomy and any faculty of the former Department of Physics who elect membership in the Division. The Division will supervise the academic programs in Astronomy and Astrophysics, including the undergraduate Astrophysics majors, and the graduate programs leading to the M.S. and Ph.D. degrees in Astronomy, by maintaining and reviewing the curriculum, overseeing the admissions of graduate students, advising undergraduates and graduate students, and conducting the graduate comprehensive examination. The Division will recommend to the Chair teaching assignments for the Astronomy and Astrophysics courses and appointments of Divisional faculty to the Departmental committees. The Division will advise the Department on the need for new faculty appointments, and conduct searches for new faculty in Astronomy and Astrophysics. The Division will also maintain a colloquium series in astronomy.

E. MERIT INCREASE COMMITTEE: The MIC shall consider all proposals for merit increases (within ranks) and promotions. The MIC shall consult wisely and widely as appropriate, and may request additional information as described in III.A. The MIC shall meet regularly at the call of the Chair, who shall generally preside at its meetings. The vote of the MIC shall constitute the official Departmental recommendation to the Dean on merit increases. The Chair shall submit proposals for promotions to Associate Professor and Professor and for advancement to Professor Step VI and Professor Initial Above Scale to the MIC for discussion and vote. In this case the MIC’s vote shall be an advisory recommendation and shall be reported to the eligible faculty prior to
their vote.

The MIC must consist of at least four members. The Chair and the Vice-Chair of the Division of Astronomy and Astrophysics will be ex officio members without a vote of the MIC. The other four members of the MIC shall be elected by secret ballot. All departmental faculty are eligible to vote. Candidates willing to serve must be nominated by at least three faculty members. Each member entitled to vote shall vote for two candidates, and any candidate receiving at least 20% of the vote cast shall be eligible to election to the MIC.

A minimum of three members (out of the four) presents a quorum for conducting business. If an insufficient number of members is elected by the above procedure, a run off election shall be held. Elected members shall serve for two years; membership can be terminated earlier by a leave of absence or resignation.

III. ACADEMIC ADVANCEMENTS AND APPOINTMENTS

Attendance at faculty meetings that consider promotions to Associate Professor and Professor, and advancements to Professor Step VI and Professor Initial Above Scale are open to all members of the faculty exclusive of the candidate. The Department’s procedures and voting rights on academic advancements and appointments are specified below:

A. MERIT INCREASES: Approximately one year before the normative time at rank and step will have passed, the Chair notifies the candidate of eligibility for a merit advancement or promotion. Individual faculty may also request to be considered for an accelerated merit advancement or promotion. The Chair and the MIC appoint a Departmental Ad Hoc Review Committee to prepare and submit a report on the proposed merit advancement or promotion. The Chair requests that the candidate prepare and submit a self-statement in support of the proposed advancement. The MIC considers the submitted reports, solicits further advice on its own initiative if it deems necessary, and, by its vote, makes the official Departmental recommendation to the Dean for normal merit advancements and an advisory recommendation to the Department on promotions, and on advancements to Professor Step VI and Professor Initial Above Scale. In the event of serious differences between the Ad Hoc Review Committee, the MIC, or the Chair, the proposal will be submitted to and discussed by the faculty, and a vote of the eligible faculty will
become the Department’s official recommendation.

B. PROMOTION TO ASSOCIATE PROFESSOR: The procedure is as stated above for merit advancements. After a preliminary review, vote and advisory recommendation to the Department by the MIC, the Chair will call a meeting of all faculty to discuss the proposal and to call for a vote. The vote is restricted to tenured professors (associate and full professors), and will constitute the official Departmental recommendation to the Dean.

C. PROMOTION TO FULL PROFESSOR: The procedure will be the same as for promotion to Associate Professor, except that voting is restricted to full professors.

D. ADVANCEMENT TO PROFESSOR STEP VI AND PROFESSOR INITIAL ABOVE SCALE: The procedure shall be the same as for promotion to Associate Professor except that voting for Professor Step VI and Professor Initial Above Scale is restricted to faculty at or above Professor Step VI.

E. NEW APPOINTMENTS: Proposals for new regular faculty appointments at any level may be submitted to the Appointments Committee by an ad hoc committee or upon recommendation by the Chair. Following a positive vote by the Appointments Committee, the Chair shall call a meeting of the full faculty. The vote of the full faculty shall constitute the official Departmental recommendation. Transfers from adjunct or other non-ladder professorial series shall be considered new appointments.

F. EMERITI FACULTY VOTING RIGHTS: In accordance with Senate Bylaw 55, emeriti faculty who are recalled to service in teaching and/or research have voting rights on all Departmental matters except personnel matters (appointments, promotions, and merit advancements to Professor Step VI and Professor Initial Above Scale). In accordance with Article D.4, extension of voting rights on personnel matters to recalled emeriti requires a 2/3 majority vote of the faculty by secret ballot. Extension of voting rights to all emeriti on non-personnel matters requires a majority vote of the faculty, and on personnel matters requires a 2/3 majority vote by the faculty, both by secret ballot. The voting status of all classes of emeriti shall be subject to renewal via full departmental vote every three years.

G. ZERO FTE APPOINTMENT VOTING RIGHTS: A zero (0.00) FTE appointment is considered a new appointment, and
requires a full faculty vote. If the candidate subsequently chooses to waive voting rights in the Department, this request will be made through the candidate’s primary department. The MIC is hereby authorized to provide the official concurrence of the Department of Physics & Astronomy on the candidate’s request to waive voting rights. The voting status of each 0.00 FTE faculty member shall be reviewed by the MIC every three years.

IV. MISCELLANEOUS

A. ADJUNCT PROFESSORS SERIES: Proposals for appointments, merit increases and promotion for adjunct (assistant, associate) professors shall be submitted to the Chair. Proposals for merit increases and promotions within this series shall be submitted to the MIC or all tenured faculty or all full professors, as appropriate, for discussion and vote. The Chair shall appoint ad hoc committees to report a recommendation on promotions and new appointments to adjunct (associate) Professor. Similar procedures shall be used for appointments and advancements in the In-Residence, Acting, Lecturer or Research Physicist series.

B. FOURTH-YEAR APPRAISALS: The Chair shall appoint an ad hoc committee to recommend fourth-year appraisals for assistant professors. These recommendations, after review by the MIC, shall be submitted to all tenured faculty for discussion and vote.

C. MANDATORY REVIEW: Regular faculty shall always be considered for advancement after two years at any step of assistant or associate professor, or three years after any step of full professor up to Step V, except at the request of the candidate.

D. SECRET BALLOT: All final recommendations of the Appointments Committee and all votes of the full faculty, tenured professors, full professors, or the MIC which constitute an official departmental recommendation, shall be by secret ballot. However any one who abstains or votes "no" may identify himself or herself and the reason for such a vote, and the reasons for such votes shall be submitted to the Dean. The result of all secret ballots shall be reported by the Chair to all faculty eligible to vote.

E. TWO MIC COMMITTEES: In case of disagreement between the full professors and the tenured professors, there shall be two MIC committees to deliberate all cases the
original authority over which belongs to the two subsets.

F. APPEAL: Any faculty member who is a candidate for advancement or any faculty with a negative decision of the MIC, may request a meeting of the entire tenured faculty in the case of assistant professors and appropriate eligible tenured professors for higher ranks to review the case. No one should be discouraged from appealing a negative decision of the MIC or the Chair to the members of the faculty which has delegated its authority. Anyone, including the candidate, who disagrees with a departmental decision, or who wishes to submit additional information after a vote, shall be given the opportunity to write a letter to the Chair to be included in the candidate's dossier. Upon the request of a candidate, a proposed advancement shall be submitted to the Dean even following a negative vote.

G. CANDIDATE'S RIGHT OF INFORMATION: Before submitting a proposal to the Dean for advancement, the Chair shall inform the candidate of the content of the recommendation to the extent permitted by university policy.
02.17.2016

To:        Prof. Jonathan Furner, Chair
            Department of Information Studies

From:  Jason Throop
        Rules & Jurisdiction Committee

Re:  Department Bylaws Submitted on Thursday, February 4, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Information Studies submitted on February 4, 2016, and finds them to be close to general conformity with the Code of the Academic Senate. However, the Committee finds that the following changes should be made before final approval:

- Please provide a statement that acknowledges that all Senate members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions. This could be a I.B.
- Votes to extend voting rights. Please provide the full information (that it was conducted by secret ballot, the date, and outcome of the vote) about each of the separate votes:
  Possible phrasing could be “Approved by a 2/3 secret ballot vote on January 28, 2016 (xx yes; xx no; xx abstain)”
- Section II.C and Section II.D are identical, so one should be deleted.
- Section II.F. Extension of the right to vote on Full Professor merit and promotion cases. Once the right was extended to Associates (in II.E), the Associates should vote with the Full Professors to extend the right to Assistants (in II.F). Each of these requires a separate vote by secret ballot.
- Missing: Please add statements recognizing how the department handles joint appointments, split appointments, and five-year reviews.

Please make the following changes and resubmit to the Committee. Upon receipt and final approval of the revised document, a memo from the Committee reflecting approval of the bylaws, the approved bylaws, and the former bylaws will go to the Executive Committee of the Academic Senate.

cc: Marilyn Salinger, GSE&IS Personnel Manager
    Carole Goldberg, Vice Chancellor
    Linda Bourque, Chair, Committee on Rules & Jurisdiction
    Jim Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
Department of Information Studies By-Law 55
Passed by Senate Faculty (2/3 majority of those voting by secret ballot; 9 yes, 2 no)
February 1, 2016

I. Department Faculty Members
1. Senate Faculty of the Department of Information Studies includes ladder faculty only. All Senate department members, including recalled Emeriti and joint and split appointments have the right to vote on non-personnel substantial department questions.

II. Academic Personnel Actions
A. Appointments
1. Tenured faculty have extended the right to vote on all appointments that confer membership in the Academic Senate as well as Senate joint and split appointments to Assistant Professors (approved secret ballot on 2/1/16 by 2/3 majority yes-no-abstain: 10-0-0)

2. Promotions & Merits
   1. Full Professor All ranks vote on promotion to Full Professor and merits (advancement within rank) of Full Professor.
      a. Full Professors have extended the right to vote on promotion to the rank of Full Professor to Associate Professors (approved secret ballot on 2/1/16 by 2/3 majority yes-no-abstain: 5-1-0)
      b. Full Professors have extended the right to vote on all cases of advancement within rank for Full Professors, including advancement to Step VI and Above-Scale, to Associate Professors (4-2-0)
      c. Full Professors have extended the right to vote on promotion to the rank of Full Professor to Assistant Professors (approved secret ballot on 2/1/16 by 2/3 majority yes-no-abstain: 4-2-0)
      d. Full Professors have extended the right to vote on all cases of advancement within rank for Full Professors, including advancement to Step VI and Above-Scale, to Assistant Professors (approved secret ballot on 2/1/16 by 2/3 majority yes-no-abstain: 4-2-0)

   2. Associate Professor All ranks vote on promotion to Associate Professor and merits (advancement within rank) of Associate Professor.
      a. Tenured faculty have extended the right to vote on all cases of promotion to the rank of Associate Professor to Assistant Professors (approved secret ballot on 2/1/16 by 2/3 majority yes-no-abstain: 8-2-0)
      b. Tenured faculty have extended the right to vote all cases of advancement within the rank of Associate Professor to Assistant Professors (approved secret ballot on 2/1/16 by 2/3 majority yes-no-abstain: 8-2-0)

   3. Assistant Professor. All ranks vote on merits (advancement within rank) of Assistant Professors as well as fourth-year appraisals and non-reappointment to Assistant Professors.
      a. Tenured faculty have extended the right to vote on all Assistant Professor actions (including advancement within rank, fourth-year appraisal, and
non-reappointment) to Assistant Professors (approved secret ballot on 2/1/16 by 2/3 majority yes-no-abstain: 9-1-0)

4. Five Year Reviews
Five-year reviews will be conducted according to the procedures described in the CALL, Appendix 12. Faculty review (and vote if needed) will be by the same ranks that vote on Promotions or Merits.
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) and in UC Bylaw 35.

Part III. Officers

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

   (A) The Faculty 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 Faculty Chair. The Faculty Chair-Elect shall be determined by simple majority of those Education and Information Studies Faculty voting for the Faculty Chair-Elect. The Faculty 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 Faculty Chair-Elect shall substitute for the Faculty Chair in the Faculty Chair’s absence.

   (B) The Faculty Chair shall serve for a one-year term. The Faculty 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 Faculty Chair become vacant, the Faculty Chair-Elect shall assume the position immediately.
Should the position of Faculty Chair-Elect become vacant on or before December 31, then a new election shall be called immediately and the newly elected Faculty Chair-Elect shall assume the position immediately, filling the remainder of the Faculty 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 Faculty Chair, 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 Faculty Chair 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 Faculty Chair.
(B) **Membership.** The Executive Committee shall consist of

1. the elected Faculty Chair and Faculty Chair-Elect;
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. two professional faculty\(^1\) members (one from each department), without vote. Professional faculty representatives shall be permitted to vote, but their votes shall be recorded separately. The professional faculty representatives will be nominated by and voted on by the professional faculty in each department;
6. Dean, ex officio, without vote;
7. Associate Dean(s), ex officio, without vote;
8. Education and Information Studies Department Chairs, ex officio, without vote, and
9. two student representatives, without vote. 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 or as professional faculty representatives (2, 3, 4 and 5 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 Faculty Chair-Elect (III.4.E above).

\(^1\) Professional faculty are non-tenure track faculty who participate in the core work of the department (titles include adjunct professors, lecturers, librarians, academic administrators, for example). Ideal candidates would have a sustained commitment to the department, know about the various aspects of work of professional faculty in the department, engage in teaching and be substantively engaged in the department. The department chairs will identify all eligible professional faculty annually.
(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 Faculty 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 All Academic Personnel meeting by a simple majority, 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.
May 8, 2012

TO: Chair, Committee on Rules & Jurisdiction
UCLA Academic Senate

FROM: Gregory Leazer, Chair, Department of Information Studies

RE: By-Law 55

On Thursday, February 2, the ladder faculty of the Department of Information Studies met for a discussion of their By-Law 55, and then voted by secret mail ballot.

The Department By-Law 55 now reads as follows:

- Extension of voting rights on Full Professor promotions to Associate Professor (Approved 4-2)
- Extension of voting rights on Full Professor promotions to Assistant Professors (Disapproved 3-3)
- Extension of voting rights on Full Professor promotions to any Emeriti Professors (Disapproved 3-3)
- Extension of voting rights on faculty appointments to Assistant Professors (Approved 7-2)
- Extension of voting rights on Associate Professor promotions to Assistant Professors (Approved 6-3)
- Extension of voting rights on faculty appointments to any Emeriti Professors (Disapproved 5-4)
- Extension of voting rights on Associate Professor promotions to any Emeriti Professors (Disapproved 5-4)
- Extension of voting rights to eligible faculty on leave (Approved 9-0)
- Disclosure of names of intra-departmental ad hoc committees for promotion and appraisal to candidates: (Approved 9-0)
April 26, 2016

To: Kathleen McGarry, Chair
    Information

From: Linda Bourque, Chair
    Rules & Jurisdiction

Re: Department Bylaws Submitted On April 25, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Economics submitted on April 25, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Edward McDevitt, Assistant to the Chair
This document updates the proposed Departmental Procedures. As requested at the department meeting, the new draft includes a list of responsibilities for each Standing Committee. (See Section VII.) The final two sections summarize decisions voted on by the faculty after the faculty meeting to discuss the Procedures in 2011.

Section I. Voting Rights
Section II. Voting Procedures
Section III. Recruiting/Appointments
Section IV. Promotion to tenure
Section V. Promotion to Professor, Professor Step VI, Professor Above-Scale
Section VI. Personnel Committee
Section VII. Other Standing Committees
Section VIII. Amendments to Procedures
Section IX. Faculty Meetings

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1 Bylaws amended on March 30, 2016 by a 2/3 majority conducted by secret ballot. The final vote was 29 YES, 0 NO, 2 ABSTAIN.
I. **Department Membership**

Senate titles used: Professor, Associate Professor, Assistant Professor, All Emeriti who have held any of the above titles.

Non-Senate titles used: Acting Assistant Professor, Adjunct Assistant Professor, Adjunct Associate Professor, Lecturers without security of employment, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Visiting Researcher, Visiting Scholar. Note: Appointment to the non-senate titles does not confer membership in the Academic Senate.

II. **Voting Rights**

A. **Substantial Department Questions**

By Departmental and University rules, all Senate faculty, including recalled Emeriti, are entitled to vote in all substantial non-personnel Departmental matters such as Departmental Procedures, Reviews of Department, Election to Legislative Assembly, Approve Procedures, Academic Regulations, and Policies and Procedures re Graduate Admissions.

B. **Personnel Actions**

Senate Faculty vote on personnel actions according to their rank as shown in the chart below. Faculty on leave and/or not in residence are entitled to the same voting rights as faculty in residence, subject to specific rules regarding absentee ballots and proxy voting, as below.

**Voting Rights by Faculty Rank**

<table>
<thead>
<tr>
<th>Action/Faculty Rank</th>
<th>All Ladder Senate Faculty (Asst., Assoc., Full)</th>
<th>Tenured Faculty (Assoc. &amp; Full)</th>
<th>Full Professors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professor Rank and Step for Outside Appointments</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

[^2]: This includes 8-year reviews, Department’s response to 8-year reviews, etc.
[^3]: This includes curricula, degree requirements, majors, programs such as Departmental Scholar, etc.
[^4]: This includes decisions on whether to seek letters and whether to make the appointment, and applies to all outside appointments, including Adjunct appointments, Lecturer SOE appointments, Joint appointments, and renewal of waivers of voting rights, etc.
[^5]: By a secret ballot conducted on April 20, 2016, the tenured faculty renewed the right for Assistant Professors to vote on outside appointments by a 2/3 majority. The final vote was 18 Yes, 0 No, 1 Abstain.
<table>
<thead>
<tr>
<th>Full Professor Rank and Step for Outside Appointments</th>
<th></th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions concerning Untenured (Assistant) Faculty 6</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Promotion to Associate Professor</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Promotions to Full Professor</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Advancement to Professor Step VI</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Advancement to Professor Above-Scale</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Appointment to Endowed Chair</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**II. VOTING PROCEDURES**

Voting is permitted at meetings and by absentee ballot. Voting will close two business days after the meeting, except at junior recruiting meetings. For junior recruiting meetings, voting will close one business day after the meeting.

**III. RECRUITING/APPOINTMENTS**

**Junior Recruiting** is organized by the Recruiting Committee appointed by the Chair, with input from all faculty. Interviews with and visits of junior candidates are arranged by the Recruiting Committee. Ranking of junior candidates and voting offers to junior candidates takes place at a Junior Recruiting Meeting.

**Senior Recruiting** is organized by the Recruiting Committee appointed by the Chair, with input from all faculty. Recruiting Visits of senior candidates are arranged only following the circulation of a memo describing the candidate, the candidate’s work, and the reason(s) for the appointment, and including a current Vita, and endorsement of the visit by at least 6 faculty. Following such a Recruiting Visit, there is a Department Meeting to discuss the candidate and decide, by vote of all eligible faculty, whether to seek outside letters. If letters are sought, the Department Chair appoints a Reading Committee that, in consultation with the Department Chair and senior faculty in the field of the senior candidate, decides whether to bring the case to the Department for a formal vote.

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6 This includes merit reviews, reappointments and 4th year appraisals.
IV. PROMOTION TO TENURE

Much of the procedure for promotions to tenure is governed by UC and UCLA rules (see the UC Academic Personnel Manual and the UCLA CALL).

For promotions to tenure, the voting body of the Department consists of the Tenured Faculty. (See Section I.) Cases for promotion are assembled by the Department Chair in collaboration with a Reading Committee (appointed by the Department Chair). In particular, the Department Chair is responsible for choosing outside references and for soliciting letters from these references and for assembling a dossier. Upon receipt of these letters (or as many of these letters as they deem appropriate), the Reading Committee shall prepare a Report that includes a frank discussion of the candidate’s research, teaching, service and future potential, and a summary and evaluation of the outside reference letters.

V. PROMOTION TO PROFESSOR, PROFESSOR STEP VI, PROFESSOR ABOVE SCALE

Many of the procedures for promotions to Professor, Professor Step VI and Professor Above Scale are governed by UC and UCLA rules (see the UC Academic Personnel Manual and the UCLA CALL).

For promotions to Professor, Professor Step VI, Professor Above Scale, the voting body of the Department consists of the Full Professors. (See Section I.) Cases for promotion are assembled by the Department Chair in collaboration with a Reading Committee (appointed by the Department Chair). In particular, the Department Chair is responsible for choosing outside references and for soliciting letters from these references and for assembling a dossier. Upon receipt of these letters (or as many of these letters as they deem appropriate), the Reading Committee shall prepare a Report that includes a frank discussion of the candidate’s research, teaching and service, and a summary and evaluation of the outside reference letters.
VI. PERSONNEL COMMITTEE

The Departmental Personnel Committee is constituted of 3 elected tenured faculty members of whom at least two must hold the rank of Professor. Members of the Committee and an Alternate are elected for a term of 1 year. Only members of the faculty who will be in residence for the Fall and Winter Quarters of the academic year are eligible to be elected to the Personnel Committee.

The Personnel Committee:

(i) acts on behalf of the Department in all reviews of tenured faculty members except:

- promotion from Associate Professor to Full Professor
- advancement to Professor Step VI
- advancement to (Initial) Above Scale
- promotion from Assistant Professor to Associate Professor

(ii) suggests reading committees for personnel cases. Final approval resides with the Chair.

(iii) provides consultation to the Chair on personnel case issues that arise unexpectedly

The procedure for election to the Personnel Committee is as follows:

- the Department Chair solicits nominations from the tenured faculty; after nominations are closed, a vote is taken by mail ballot; each tenured faculty member is entitled to vote in favor of up to the three candidates. Any ballot with more than three names will not be counted.

- the three candidates receiving the highest number of votes are elected as Members, with the caveat that if one Associate Professor has already been elected, a second cannot be elected

- the candidate with the fourth highest number of votes is elected as Alternate.

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7 The delegation of cases and functions specified herein to the Personnel Committee were renewed by a secret ballot of the tenured faculty of 18 YES, 0 NO, 1 ABSTAIN. This represents a 2/3 majority. The vote was conducted on April 20, 2016.

8 As delineated in Section II, tenured faculty vote on all (untenured) Assistant Professor actions.
VII. OTHER STANDING COMMITTEES

In addition to the Recruiting Committee (see Section III) and the Personnel Committee (see section VI) there are three other standing committees.

Admissions Committee.

The Admissions Committee is appointed by the Chair.

Its responsibilities are to
(i) screen applications for admissions to the graduate program
(ii) contact prospective students for recruitment purposes
(iii) determine fellowship candidates and award levels

Placement Committee

The Placement Committee is appointed by the Chair.

Its responsibilities are to
(i) aid in providing advice to job market candidates
(ii) attend recruiting events, if any

Graduate Committee.

The Graduate Committee is appointed by the Chair.

Its responsibilities are to
(i) deal with issues that arise in student progress matters
(ii) handle fellowship/award rankings
(iii) develop solutions to programmatic issues/problems

VIII: AMENDMENTS TO THE Bylaws

To propose a change in the Bylaws requires at least six faculty members. They shall write a proposal and circulate it at least one week in advance of the faculty meeting.

To change Bylaws there shall be a 2/3 majority of those voting. Voting procedures are as described in Section II.

9 Vote September 2011 Approve 23, Not Approve 1, Abstain 0
IX: FACULTY MEETINGS

A faculty meeting will be scheduled on the last Friday of every month when the university is in session. If that Friday is a University holiday, the meeting shall be postponed to the subsequent Friday. The Chair may cancel the meeting if there is no business.

To place an item on the agenda requires at least six regular faculty members. The Chair is exempt from the rule.

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10 Vote September 2011: Approve 23, Not Approve 0, Abstain 1
DEPARTMENTAL PROCEDURES  June 8, 2012

Summarized by the Ad Hoc Committee on Departmental ByLaws

Dora Costa, John Riley, William Zame (Chair)

This document updates the proposed Departmental Procedures. As requested at the department meeting, the new draft includes a list of responsibilities for each Standing Committee. (See Section VII.) The final two sections summarize decisions voted on by the faculty after the faculty meeting to discuss the Procedures in 2011.

Section I. Voting Rights
Section II. Voting Procedures
Section III. Recruiting/Appointments
Section IV. Promotion to tenure
Section V. Promotion to Professor, Professor Step VI, Professor Above-Scale
Section VI. Personnel Committee
Section VII. Other Standing Committees
Section VIII. Amendments to Procedures
Section IX. Faculty Meetings
I. VOTING RIGHTS

By Departmental and University rules, all faculty are entitled to vote in all Departmental matters, according to their rank as shown in the chart below. Faculty on leave and/or not in residence are entitled to the same voting rights as faculty in residence, subject to specific rules regarding absentee ballots and proxy voting, as below.

Voting Rights by Faculty Rank

<table>
<thead>
<tr>
<th>Action/ Faculty Rank</th>
<th>All Faculty</th>
<th>Tenured Faculty</th>
<th>Full Professors</th>
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</thead>
<tbody>
<tr>
<td>Outside appointments(^1)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departmental Procedures</td>
<td>X</td>
<td></td>
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<tr>
<td>Reviews of Department(^2)</td>
<td>X</td>
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<tr>
<td>Election to Legislative Assembly</td>
<td>X</td>
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<tr>
<td>Approve Procedures</td>
<td>X</td>
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<tr>
<td>Academic Regulations(^3)</td>
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<tr>
<td>Policies and Procedures re Graduate Admissions</td>
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<tr>
<td>Actions concerning Untenured Faculty(^4)</td>
<td>X</td>
<td></td>
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<tr>
<td>Associate Professor Rank and Step for Outside Appointments</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Professor Rank and Step for Outside Appointments</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Promotions to Full Professor</td>
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<td>X</td>
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<tr>
<td>Advancement to Professor Step VI</td>
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<td></td>
<td>X</td>
</tr>
<tr>
<td>Advancement to Professor Above-Scale</td>
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<td>X</td>
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<tr>
<td>Appointment to Endowed Chair</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

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\(^1\) This includes decisions on whether to seek letters and whether to make the appointment, and applies to all outside appointments, including Adjunct appointments, Lecturer SOE appointments, Joint appointments, and renewal of waivers of voting rights, etc.

\(^2\) This includes 8-year reviews, Department’s response to 8-year reviews, etc.

\(^3\) This includes curricula, degree requirements, majors, programs such as Departmental Scholar, etc.

\(^4\) This includes reviews, reappointments and promotions to Associate Professor and to tenure.
II. VOTING PROCEDURES

Proposed change

For junior recruiting voting rules see Section III. For all other votes, voting is permitted at meetings and by absentee ballot due. Voting will close two business days after the meeting.

III. RECRUITING/APPOINTMENTS

Junior Recruiting is organized by the Recruiting Committee appointed by the Chair, with input from all faculty. Interviews with and visits of junior candidates are arranged by the Recruiting Committee. Ranking of junior candidates and voting offers to junior candidates takes place at a Junior Recruiting Meeting. For purposes of voting at this Junior Recruiting Meeting only, faculty who will be absent may give their proxy to faculty who will be present. Proxies must be designated to the Chair or to the Assistant to the Chair prior to the meeting. Untenured faculty may not give their proxy to tenured faculty. Note that:

- Tenured faculty of any rank may give their proxy to tenured or untenured faculty of any rank.
- Memos and endorsements are neither necessary nor sufficient for recruiting visits of junior faculty; all such visits are decided and arranged by the Recruiting Committee.

Senior Recruiting is organized by the Recruiting Committee appointed by the Chair, with input from all faculty. Recruiting Visits of senior candidates are arranged only following the circulation of a memo describing the candidate, the candidate’s work, and the reason(s) for the appointment, and including a current Vita, and endorsement of the visit by at least 6 faculty. Following such a Recruiting Visit, there is a Department Meeting to discuss the candidate and decide, by vote of all eligible faculty, whether to seek outside letters. If letters are sought, the Department Chair appoints a Reading Committee that, in consultation with the Department Chair and senior faculty in the field of the senior candidate, decides whether to bring the case to the Department for a formal vote.
IV. PROMOTION TO TENURE

Much of the procedure for promotions to tenure is governed by UC and UCLA rules (see the UC Academic Personnel Manual and the UCLA CALL).

For promotions to tenure, the voting body of the Department consists of the Tenured Faculty. (See Section I.) Cases for promotion are assembled by the Department Chair in collaboration with a Reading Committee (appointed by the Department Chair). In particular, the Department Chair is responsible for choosing outside references and for soliciting letters from these references and for assembling a dossier. Upon receipt of these letters (or as many of these letters as they deem appropriate), the Reading Committee shall prepare a Report that includes a frank discussion of the candidate’s research, teaching, service and future potential, and a summary and evaluation of the outside reference letters.

V. PROMOTION TO PROFESSOR, PROFESSOR STEP VI, PROFESSOR ABOVE SCALE

Many of the procedures for promotions to Professor, Professor Step VI and Professor Above Scale are governed by UC and UCLA rules (see the UC Academic Personnel Manual and the UCLA CALL).

For promotions to Professor, Professor Step VI, Professor Above Scale, the voting body of the Department consists of the Full Professors. (See Section I.) Cases for promotion are assembled by the Department Chair in collaboration with a Reading Committee (appointed by the Department Chair). In particular, the Department Chair is responsible for choosing outside references and for soliciting letters from these references and for assembling a dossier. Upon receipt of these letters (or as many of these letters as they deem appropriate), the Reading Committee shall prepare a Report that includes a frank discussion of the candidate’s research, teaching and service, and a summary and evaluation of the outside reference letters.
VI. PERSONNEL COMMITTEE

The Departmental Personnel Committee is constituted of 3 tenured faculty members of whom at least two must hold the rank of Professor. Members of the Committee and an Alternate are elected for a term of 1 year. Only members of the faculty who will be in residence for the Fall and Winter Quarters of the academic year are eligible to be elected to the Personnel Committee.

The Personnel Committee

(i) acts on behalf of the Department in all reviews of tenured faculty members except:

- promotion from Associate Professor to Full Professor
- advancement to Professor Step VI
- advancement to (Initial) Above Scale

(ii) suggests reading committees for personnel cases. Final approval resides with the Chair.

(iii) provides consultation to the Chair on personnel case issues that arise unexpectedly

The procedure for election to the Personnel Committee is as follows:

- the Department Chair solicits nominations from the tenured faculty; each tenured faculty member is entitled to nominate one candidate

Proposed Change

- after nominations are closed, a vote is taken by mail ballot; each tenured faculty member is entitled to vote in favor of up to the three candidates. Any ballot with more than three names will not be counted.

- the three candidates receiving the highest number of votes are elected as Members, with the caveat that if one Associate Professor has already been elected, a second cannot be elected

- the candidate with the fourth highest number of votes is elected as Alternate.

VII. OTHER STANDING COMMITTEES
In addition to the Recruiting Committee (see Section III) and the Personnel Committee (see section VI) there are three other standing committees.

**Admissions Committee.**

The Admissions Committee is appointed by the Chair.

Its responsibilities are to
(i) screen applications for admissions to the graduate program
(ii) contact prospective students for recruitment purposes
(iii) determine fellowship candidates and award levels

**Placement Committee**

The Placement Committee is appointed by the Chair.

Its responsibilities are to
(i) aid in providing advice to job market candidates
(ii) attend recruiting events, if any

**Graduate Committee.**

The Graduate Committee is appointed by the Chair.

Its responsibilities are to
(i) deal with issues that arise in student progress matters
(ii) handle fellowship/award rankings
(iii) develop solutions to programmatic issues/problems

**VIII: AMENDMENTS TO THE PROCEDURES**

To propose a change in the Procedures requires at least six faculty members. They shall write a proposal and circulate it at least one week in advance of the faculty meeting.

To change Procedures there shall be a simple majority of those voting. Voting procedures are as described in Section II.

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6 Vote September 2011 Approve 23, Not Approve 1, Abstain 0
IX: FACULTY MEETINGS

A faculty meeting will be scheduled on the last Friday of every month when the university is in session. If that Friday is a University holiday, the meeting shall be postponed to the subsequent Friday. The Chair may cancel the meeting if there is no business.

To place an item on the agenda requires at least six regular faculty members. The Chair is exempt from the rule.

\footnote{Vote September 2011: Approve 23, Not Approve 0, Abstain 1}
May 2, 2016

To: Zuofeng Zhang, Chair
    Epidemiology

From: Linda Bourque, Chair
        Rules & Jurisdiction

Re: Department Bylaws Submitted On April 12, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Epidemiology submitted on April 12, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    VaShira Rhodes, MSHA, Epidemiology
Department of Epidemiology Bylaws
Approved by Senate faculty

(2/3 majority of those voting by secret ballot) 04/12/2016; 7 yes; 0 no; 2 abstain; 15 did not vote*

I. Department Faculty members
   A. Senate Faculty of Department of Epidemiology includes:
      1. Regular Line Faculty [Ladder Faculty]: Full, Associate, Assistant
      2. In Residence Faculty: Full, Associate, Assistant

II. Voting Rights
   A. All Academic Senate faculty (including recalled emeriti) are enfranchised to discuss and vote on substantial departmental questions (e.g., curriculum, etc.). Emeriti who are not recalled do not vote on substantial departmental questions.
   B. Tenured Faculty members have extended the right to vote on all Academic Personnel Actions to In Residence Faculty on 03/23/16 by a secret ballot 2/3 majority vote of: 7 yes, 0 no, 0 abstain, 1 did not vote. In Residence Faculty will then vote according to the privileges associated with their rank.
   C. Full Professors extend the vote on all personnel actions (Promotion to Full & Merit steps) of Full Professors to Associate Professors on 03/28/16 by a secret ballot 2/3 majority vote of: 8 yes, 1 no, 1 abstain, 1 did not vote.
   D. Tenured Faculty members have extended the right to vote on all Academic Personnel Actions to Recalled Emeriti on 04/1/16 by a secret ballot 2/3 majority vote of: 7 yes, 3 no, 1 abstain, 2 did not vote.
   E. Emeriti faculty who are not recalled do not vote on any personnel actions.

III. Academic Personnel Actions
   A. Senate Faculty Appointments; Non-Reappointments:: All Full and Associate Professors (including in Residence & Recalled Emeriti) vote on all appointments that confer membership in the Academic Senate, non-reappointments, and 4th year appraisals.
      1. Full and Associate Professors extended the right to vote on Senate faculty appointments, non-reappointments, and Assistant Professor 4th year appraisals on 4/6/16 by a 2/3 majority secret ballot. 10 yes; 2 no; 0 abstain; 3 did not vote.
   B. Promotions and Merits:
      1. To Full Professor: Full, Associate, and Assistant Professors vote on all personnel actions of Full Professor and all Full Professor merits.
         a. Full and Associate Professors extended the following votes to Assistant Professors (Senate faculty appointments, non-reappointments, Assistant merits, including 4th year appraisals) on 4/6/16 by a 2/3 majority secret ballot. 10 yes; 2 no; 0 abstain; and 3 did not vote.
         b. Full and Associate Professors extended the vote on all personnel actions of Full Professors (Promotion to Full & Full Professor Merit Steps) to Assistant Professors on 04/6/16 by a 2/3 majority secret ballot. 10 yes; 2 no; 0 abstain; and 3 did not vote.
      2. To Associate Professor: Full, Associate, and Assistant Professors vote on all promotions to Associate Professor and all Associate Professor merits.
Epidemiology Bylaws, 2016

a. Full and Associate Professors have extended the vote on all personnel actions of Associate Professors (Promotion to Associate and Associate Professor Merit Steps) to Assistant Professors on 04/06/16 by a 2/3 majority secret ballot. 10 yes; 2 no; 0 abstain; and 3 did not vote.

3. Assistant Professor merits. Full, Associate, and Assistant Professors vote on all Assistant Professor merits. The vote was extended to Assistant Professors by Full and Associate Professors on 4/6/16 by a 2/3 majority secret ballot. 10 yes; 2 no; 0 abstain; 3 did not vote.

C. Joint and Split Appointments
   Joint Appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other department member of the same rank.

D. Five Year Reviews
   Five year reviews are handled by faculty ad hoc committees when they arise.

E. Non-Senate Faculty/Adjuncts
   Non-Senate personnel actions are handled by faculty ad hoc committees as they arise.

IV. Academic Personnel Committees
   A. There are no elected personnel committees. Ad hoc committees may be used to pre-review cases on an as needed basis.

*Revised Bylaws approved on 04/12/16 by a vote of: 7 yes; 0 no; 2 abstain; 15 not voting (including 10 joint appointees). Ballots were issued to all Academic Senate faculty including those with/without joint on waiver and recalled emeriti.
Bylaw 55 Voting Rights: I.B. Designation of Voting Rights

1. All senate faculty (tenure, tenure-track, and in-residence) in the Department shall have regular faculty voting rights on personnel actions.

2. All ranks of senate faculty (tenure, tenure-track, and in-residence) in the Department shall have regular faculty voting rights on all ranks of personnel actions.

Bylaw 55 Voting Rights: I.D. Rights and Privileges of Emeritae/i Faculty

1. The Department extends voting privileges on non-personnel matters to all Emeritae/i.

2. The Department extends the privilege of notice of meeting on personnel actions, access to materials, and/or privilege of the floor to all Emeritae/i.

3. The Department extends voting privileges on personnel matters to all Emeritae/i.
April 26, 2016

To: Steven Loza, Chair
  Ethnomusicology

From: Linda Bourque, Chair
  Rules & Jurisdiction

Re: Department Bylaws Submitted On April 26, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Ethnomusicology submitted on April 26, 2016, and finds them consistent with the Code of the Academic Senate, with one exception. I took the liberty of adding the number of faculty that abstained and did not vote to the report of the approval of the bylaws. When I said yesterday that only those who voted count in the denominator, I did not mean to say that the number who abstained and did not vote should not be reported.

This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Rosina Becerra, Interim Chair, Ethnomusicology
    Judith Smith, Interim Dean, HASOM
UCLA Herb Alpert School of Music (HASOM)
Department of Ethnomusicology

Department Bylaws
(Faculty Vote (4/4/16) by secret ballot: yes=6, no=3, abstain=1, did not vote=3 )

I. Officers

A. The Chair of the Department (hereafter referred to as “Chair” in this document) is the executive officer of the department and appointed by the Chancellor on the recommendation of the Dean in consultation with the senate faculty (hereafter referred to just as “faculty” in this document). The term of office is three years and limited to two consecutive terms. An Acting Chair shall be appointed by the same procedure in the case of the temporary absence of the Chair. The faculty may express its collective recommendation on the appointment of a new Chair to the Dean in a formal vote. The Chair participates in the Dean’s Cabinet and, in consultation with the faculty, is responsible for all matters that affect the mission, function, and goals of the department. (APM245).

B. The Vice-Chair of the Department is selected by the Chair to assist him/her in the administrative activities of the department. The Vice-Chair’s responsibilities are designated by the Chair. This position is optional and dependent on the needs of the Chair. The term of office is year-to-year as determined by the Chair. The Vice-Chair receives a stipend determined by the guidelines of the university.

II. Faculty Executive Committee (FEC)

A. Departmental Executive Committee: All departmental faculty are eligible to serve on the Executive Committee (unless on-leave or sabbatical during service period). Three faculty will be selected by the faculty through a secret ballot vote each Spring Quarter to serve the following academic year. The faculty member receiving the highest number of votes will serve as the Chair of the Executive Committee. The Chair of the Department will serve
as an ex-officio member. The Executive Committee is responsible for appointing all committee chairs, personnel ad hoc committees, and any other committee assignments as needed. The EC will work in consultation with the Chair and the faculty who will review all matters brought before the EC. All faculty members will vote on all matters affecting policies, practices and procedures affecting the department.

The period of service is one year. A faculty member may serve for only two consecutive years. Two members and the Departmental Chair will constitute a quorum. The EC will meet at least twice a quarter or more as needed.

B. Schoolwide FEC: Each Spring Quarter the faculty shall select a new faculty member to serve a two-year term on the HASOM Faculty Executive Committee. Two faculty members will represent the department each year (one on first year of term and one on second year of term) such as they are staggered with a new faculty member each year. Service on the FEC is limited to two consecutive terms.

III. Committees

A. The Chair is an ex officio member of all committees. Each committee will have a minimum of two roster faculty.

B. The Executive Committee shall appoint committee chairs in consultation with the full faculty. They include the following:

1. The Director of Graduate Studies (DGS) is nominated by the Executive Committee and the Chair and voted on by the faculty. The term of office is 2 years or not to exceed two consecutive terms. The DGS will receive one course release per academic year. The DGS is responsible for all matters relating to graduate students (masters and doctoral). Some of these responsibilities include admissions, mentoring first year students, TA mentorship and selection of TAs, organizing master’s exams,
curricular issues and all other activities affecting the graduate program. In consultation with the Department Chair, two faculty and one graduate representative (non-voting and at the discretion of the committee) shall form the Committee on Graduate Studies to work with the DGS with activities affecting the graduate program.

2. The Director of Undergraduate Studies in World Music (DUW) is nominated by the Executive Committee and the Chair and/or members of the faculty and voted upon by the ladder faculty. The term of office is 2 years or not to exceed two consecutive terms. The DUW will receive one course release per academic year. The DUW is responsible for all matters relating to undergraduate students in World Music. Some of these responsibilities include admissions, mentoring students, curricular issues and all other activities affecting the undergraduate program in World Music. In consultation with the Department Chair, two ladder faculty and one undergraduate representative from World Music (non-voting and at the discretion of the committee) shall form the Committee on Undergraduate Studies in World Music to assist the DUW with activities affecting the undergraduate program in World Music.

3. Ad Hoc Committees for Personnel Actions--Ad hoc committees shall be appointed by the Executive Committee and will pre-review and report to the department faculty for all faculty cases that must be forwarded to the Council on Academic Personnel (CAP): fourth-year reviews, promotions to associate professor with tenure, full professor, and professor Step VI, Above Scale and two or more years of accelerated merit at the assistant professor and associate professors’ ranks, and three or more years of accelerated merit at the full professor rank. All other accelerated merits and all decelerated merits requiring Dean's final approval can be conducted with or without an ad hoc committee.

4. Other Temporary Committees--The Executive Committee may constitute other committees from time to time, in consultation with the Chair, in order to address issues of importance to the department and report their recommendations to the faculty.
C. **The Director of the Undergraduate Jazz Program (DJ)** is appointed the Dean of the Herb Alpert School of Music. The DJ term is determined by the Dean. In consultation with the Executive Committee and the Chair the DJ will appoint two faculty (both senate and nonsenate are eligible) to form the Jazz Committee responsible for all matters affecting the undergraduate jazz program. These include admissions, curriculum, provision of studio lessons, recommendations on lecturers and performance faculty, and all other matters affecting the jazz program. The DJ works closely with the DUW to insure the two programs intersect seamlessly and effectively.

D. **The Director of the World Music Center** is appointed by the Dean of HASOM and serves for a period of five years and can be renewed for another term to be determined by the Dean. The Director has oversight over the Ethnomusicology Archive, Instruments, and Publications. The Director works closely with the Archive staff. An archive committee, chaired by the Director, made up of at least one other ladder faculty, staff member(s) of the Archive, and one student representative (selected at the discretion of the committee) shall form the Archive Committee.

The Director also has oversight over the departmental instruments and has responsibility for addressing the upkeep of the instruments with the Chair. The Director also works closely with the publications staff to ensure that the department’s publication needs are met. Compensation for service in this position is negotiated by the Director and the Dean.

E. **Other Delegated Authority**

The Chair, when appropriate, may appoint individual faculty to carry out the business of the department on its behalf. Such business includes, but is not limited to:

1. Spring Concerts
2. Undergraduate Recruitment
3. Special Events and Activities
IV. Faculty Meetings

A. The faculty shall meet at least once per quarter, and may meet more often at the discretion of the Chair. Notice of a meeting shall be given at least five days prior to the meeting. Three faculty members, as defined in Part V (see below), may also cause a meeting to be convened upon written notification of all other such members of the faculty with five days’ prior notice.

B. The Chair shall preside at all meetings or shall designate a substitute when absent.

C. The presence of half the voting members of the Academic Senate faculty shall constitute a quorum for the conduct of department business.

D. The business of the department shall be conducted at faculty meetings. This business includes, but is not limited to:

1. Approval of Minutes
2. Announcements
3. Reports and Requests of Committees
4. Unfinished Business
5. New Business

V. Membership and Voting Rights

The membership and voting rights of the faculty of the Department of Ethnomusicology are defined by Standing Order 105.1(a), which specifies voting members of the Academic Senate, and Systemwide Senate Bylaw 55 (http://senate.universityofcalifornia.edu/manual/blpart1.html#bl55), which designates the voting rights of these faculty.
1. The Department of Ethnomusicology academic faculty (senate) consists only of tenured and tenured-track faculty in the regular series (Assistant, Associate, and Full).
2. All tenured Academic Senate faculty vote on appointments in the regular series.
3. Using the “peel-off” system, full and associate professors in the regular series vote on non-reappointment/termination and 4th year appraisals of Assistant Professors; full professors vote on promotion to Full Professor, Step VI and above and merits within the Full Professor rank; and full and associate professors vote on promotions to Associate Professor and merits within the Associate Professor rank.
4. All tenured Academic Senate faculty vote on appointments of split and joint appointments without waiver.
5. Five year reviews are handled by the Department Chair in consultation with the tenured faculty and according to the UCLA CALL, Appendix 12.
6. All senate faculty including recalled Emeriti have the right to vote on non-personnel substantial departmental questions.
7. NonSenate Faculty:
   - Consist of Adjunct Series and lecturers (w/o SOE)
   - Only the senate faculty vote on all personnel matters involving non-senate faculty.

VI. Voting Procedures

Personnel dossiers will be available to faculty at least a week before a personnel action vote. All faculty will be sent a notice 5 working days prior to the meeting, about meetings in which a discussion on personnel actions will take place. All voting on academic personnel will be done by electronically by secret ballot. An email will be sent to all faculty eligible to vote outlining the voting process. All votes are due within five working days after the discussion. Absent voting faculty shall have the right to vote, including those on leave or sabbatical. The results of the vote will be reported to faculty (including the candidate) after the completion of the voting period.
VII. Amendment of Bylaws

The bylaws may be amended or substantially revised by a two-thirds vote of all voting Academic Senate faculty members by secret ballot. No amendment or revision shall be made inconsistent with Academic Senate regulations.
Department of Ethnomusicology
BYLAWS

Approved by the faculty at its meeting of October 12, 2005.

Part I. Functions

The faculty of the Department of Ethnomusicology administers an undergraduate major in ethnomusicology, a graduate program in ethnomusicology, a graduate program in systematic musicology, the Ethnomusicology Archive, and other business of the department according to applicable rules of the Board of Regents and the Academic Senate of the University of California.

Part II. Membership and Voting Rights

A. The membership and voting rights of the faculty of the Department of Ethnomusicology are defined by Standing Order 105.1(a), which specifies voting members of the Academic Senate, and Divisional Bylaw 55, which designates the voting rights of these faculty. According to Bylaw 55, all non-emeritae/i faculty who are voting members of the Academic Senate have the right to vote on substantial departmental questions, including the appointment in the department of new faculty at all ranks.

B. The limitations on voting rights specified in Bylaw 55 with respect to personnel actions may be extended to non-emeritae/i faculty otherwise not entitled to vote by a two-thirds majority vote by secret ballot of those faculty entitled to vote on the cases in question. Any extensions of the voting privilege must remain in effect for at least twelve months, whereupon any faculty member entitled to a vote on the cases in question may request reconsideration of renewal of privileges. An extension of privileges also requires a two-thirds majority vote by secret ballot of those faculty entitled to vote on the cases in question.

C. Amendment 1. The full professors, voting according to the rules of Senate Bylaw 55, extended their voting privilege on promotion to professor, promotion to professor, Step VI, and all regular and accelerated merit increases to associate professors. This amendment was adopted March 13, 1996.

D. Amendment 2. Non-tenured assistant professors shall have access to all merit and promotion dossiers and ad hoc committee reports, and may attend the faculty discussion of, and attend the vote on, these cases. At the chair's discretion, they may also be invited to participate as members of departmental ad hoc committees formed for cases requiring approval of CAP.
Part III. Officers

The officer of the Department shall be the Chair, who is appointed by the Chancellor on the recommendation of the Dean in consultation with the faculty. A Vice-Chair shall be appointed by the same procedure in the case of the temporary absence of the Chair. The faculty may express its collective recommendation on the appointment of a new Chair to the Dean in a formal vote.

Part IV. Meetings of the Faculty

A. The faculty shall meet at least once per quarter, and may meet more often at the discretion of the Chair. Notice of a meeting shall be given at least five days prior to the meeting. Three faculty members, as defined in Part II above, may also cause a meeting to be convened upon written notification of all other such members of the faculty with five days prior notice.

B. The Chair shall preside at all meetings or shall designate a substitute when absent.

C. The presence of half the voting members of the faculty shall constitute a quorum for the conduct of department business.

D. The business of the department shall be conducted at faculty meetings, except as modified under Part V below. This business includes, but is not limited to:

1. Personnel actions
2. Graduate admissions
3. Curriculum revisions and new course approvals
4. Establishing department policy
5. Student awards, petitions, and evaluations

E. Absent voting faculty shall have the right to vote in absentia, including those on leave or sabbatical. For personnel actions, the Chair shall make a reasonable effort to contact absent voting faculty in order to solicit their absentee ballot. Absentee ballots must be sent to the chair’s assistant in time for them to be counted at the vote in the faculty meeting.

Part V. Committees and Other Delegated Authority

A. The Chair is an ex officio member of all committees.

B. The Chair shall appoint membership on all committees in consultation with the faculty.

C. Standing Committees
1. Executive Committee. The executive committee shall (1) act on behalf of the full faculty in administering established policies and curricula of all programs of the department; and (2) advise the chair on administration of the Archive, the publications program, the instrument collection, concert and lecture programming, and the acquisition of new equipment. The executive committee will review and act on student petitions in all programs.

2. Systematic Musicology Program Committee. The systematic musicology program committee will meet regularly with the chair to attend to the curricular and programmatic needs of the Program in Systematic Musicology.

3. Jazz Studies Committee. The jazz studies committee will meet regularly with the chair to attend to the curricular and programmatic needs of the undergraduate concentration. The director of the jazz studies program will serve on this committee.

4. Undergraduate Interview. The undergraduate interview panels shall attend undergraduate interview/auditions and forward their recommendations to the full faculty for admissions decisions.

D. Ad Hoc Committees for Personnel Actions

Ad hoc committees shall be appointed for all cases which must be forwarded to the Council on Academic Personnel (CAP): fourth-year reviews, promotions to associate professor with tenure, full professor, and professor, Step VI, and two or more years of accelerated or decelerated merit. All other normal and one-year accelerated or decelerated merits requiring Dean’s final approval shall be conducted by the full faculty without an ad hoc committee.

E. Other Temporary Committees

Other committees may be constituted by the Chair from time to time, in consultation with the faculty, in order to discuss issues of importance to the department and report their recommendations to the faculty. If such a committee exists for more than one year, the bylaws should be amended to include it among the standing committees of the department.

E. Other Delegated Authority

The Chair may appoint individual faculty or students to carry out the business of the department on its behalf. Such business includes, but is not limited to:

1. Spring Concerts Coordinator
2. Undergraduate Recruitment Coordinator
3. Publications Coordinator
Part VI. Amendment of Bylaws

The bylaws may be amended or substantially revised at any faculty meeting by a two thirds vote of all voting faculty members, both present and absent. No amendment or revision shall be made inconsistent with Academic Senate regulations.
April 8, 2016

To: Jonathan P. Stewart, Chair
   Civil and Environmental Engineering

From: Linda Bourque, Chair
       Rules & Jurisdiction

Re: Bylaws Submitted On April 1, 2016

The Committee on Rules and Jurisdiction has reviewed the revised Bylaws that the Department of Civil and Environmental Engineering submitted on April 1, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Jayathi Murthy, Dean, Henry Samueli School of Engineering and Applied Science
MEMORANDUM

April 1, 2016

To: Linda Bourque, Professor
   Chair, Rules & Jurisdiction Committee, Academic Senate

From: Jonathan P. Stewart, Professor and Chair
   Civil & Environmental Engineering Department

CC: Jayathi Murthy, Dean
   Henry Samueli School of Engineering and Applied Science

Subject: Submission of Revised Department By-law 55

On behalf of the Civil & Environmental Engineering Department, I am submitting our final By-law 55, which we reviewed and revised in October and November 2015.

Here is a brief recap of our process:

On October 1, 2015, during our regular faculty meeting, a ladder faculty member made a presentation that summarized our current By-law 55, described previous proposals to extend voting rights to junior faculty, and reviewed arguments made in the past both in favor of and against extending voting to junior faculty. Following some discussion, a proposal was put forth to extend voting to Associate Professors and Assistant Professor for all academic actions. No opposition to these proposals was provided during the meeting. It was agreed that secret paper ballots would be distributed and that a 2/3 majority of the voting block was needed to pass. Following the meeting, ballots were distributed.

On October 14, 2015, the secret ballots from the 11 full Professors to extend voting rights to Associate Professors were tallied. That voting extension was ratified by a vote count of 9 yes and 2 no. Additionally, the secret ballots from the 16 eligible voters extending voting rights to Assistant Professors were tallied. That revision was also ratified by a vote count of 11 yes and 5 no.

In a faculty meeting held on November 5, 2015, the results of the above ballots were reported to the faculty. The faculty were also informed that a separate ballot would be distributed whereby the faculty would vote on approval of the By-law 55 document as a whole. These secret ballots were distributed on November 5, 2015 to all ladder faculty (18 in total). The ballots were counted on November 12, 2015, with 14 faculty approving the new By-law 55 and 4 opposed.

The Bylaw 55 document was revised since the November 2015 vote for compliance with formatting recommendations of the Rules & Jurisdiction Committee. All faculty were provided a copy of the revised document and there were no objections.

I am also attaching a PDF document that represents the previous governing By-Law 55 document for Civil & Environmental Engineering.
I. Department Members

Senate Faculty include Regular Line Professors (Full, Associate, and Assistant). All Senate Faculty, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions.

II. Academic Personnel Actions

A. Appointments:

Full, Associate, and Assistant Professors vote on all appointments. The extension of voting rights is granted to all Assistant Professors to vote on all new department appointments that confer membership in the Academic Senate. (Approved 10-14-15, 18 Full and Associate faculty voting by secret ballot (16-Yes, 2-No and 0-Abstain).

B. Promotions

Full Professor Promotions and Hurdle Steps (Step VI and Professor Above-Scale). Full, Associate, and Assistant Professors vote on Promotions to Full Professor. (see C. Promotion & Merit Voting Extensions) [Eligible department faculty (11 full professors) passed this revision to the Department By-law 55 by 2/3rd majority (vote by secret ballot was 9-Yes, 2-No, 0-Abstain) on October 14, 2015.]

Associate Professor Promotions. Full, Associate, and Assistant Professors vote on Promotions to Associate Professor. (see C. Promotion & Merit Voting Extensions) [Eligible department faculty (16 Full & Associate Professors) passed this revision to the Department By-law 55 by 2/3rd majority vote (vote by secret ballot was 11- Yes, 5-No, 0-Abstain) on October 14, 2015.]

C. Promotion and Merit Voting Extensions

i. Extension of voting rights to Associate Professors: The extension of voting rights is granted to Associate Professors for the following actions: Promotions to Full Professor, Professor, Step VI and Professor Above Scale are granted by the present enfranchised voters.

ii. Extension of voting rights to Assistant Professors: The extension of voting rights is granted to Assistant Professors on the following actions: 4th year appraisals, non-reappointment, Termination, Promotion to Associate Professor, Promotion to Full Professor, Professor Step VI, Professor Above Scale are granted by the enfranchised voters.
D. **Merit Increase Committee:**
The following merit voting rights are delegated to an elected Merit Increase Committee (MIC), consisting of three (3) tenured faculty members. (On 10-14-15, 18 eligible faculty voted 16-Yes, 2-No and 0-Abstain to delegate merit voting rights to the MIC.) No member of the faculty may serve two consecutive terms on the Merit Increase Committee.
The cases considered by the committee are merit increases to Assistant Professor, Steps II, III, and IV; Associate Professor, Steps II, III, IV, and V; Professor, Steps II, III, IV and V, VII, VIII and IX, as well as, merit increases to Adjunct Professors and Lecturers (all ranks); and appointment of Visiting Professors; renewal of appointments for Assistant Professors and Acting titles (all ranks).

E. **Joint and Split Appointments**
Joint Appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other department member of the same rank.

F. **Five-Year Reviews**
Five-year reviews are managed by the Department Chair. These reviews typically involve independent review by an ad hoc committee, followed by a Chair recommendation. If they involve a merit or promotion they will be treated like other merit or promotion cases.
MEMORANDUM

Civil & Environmental Engineering Department
159310

March 18, 2005

To: Vijay Dhir, Dean
   Henry Samueli School of Engineering & Applied Science

From: William Yeh, Professor & Chair
       Civil & Environmental Engineering Department

Subject: By-Law 55

The following represents a change in the Civil & Environmental Engineering Department By-Law 55.

The extension of voting rights to all Assistant Professors to vote on all new departmental appointments that confer membership in the Academic Senate was granted by the voting body.

The makeup of the Merit Increase Committee in the Civil & Environmental Engineering Department will remain in place. The following summarizes our current By-Law 55 for merit increases:

Civil & Environmental Engineering Department delegates voting rights to an elected Merit Increase Committee. The Committee consists of three (3) tenured faculty members. The chair may have the option of appointing a non-tenured faculty member as an observer. No member of the faculty may serve two consecutive terms on the Merit Increase Committee.

The cases considered by the Merit Increase Committee are merit increases to Assistant Professors, II, III, and IV; Associate Professors II, III, IV, and V; Professors II, III, IV and V, VII, VIII and IX as well as merit increases of Adjunct Professors and Lecturers (all ranks); and appointments of Visiting Professors; renewal of appointments for Assistant Professors and Acting titles (all ranks).

These procedures were voted on by the faculty on March 11, 2005.
Civil & Environmental Engineering Department

Civil & Environmental Engineering Department delegates voting rights to an elected Merit Increase Committee. The committee consists of three (3) tenured faculty members. The chair may have the option of appointing a non-tenured faculty member as an observer. No member of the faculty may serve two consecutive terms on the Merit Increase Committee.

The cases considered by the committee are merit increase to Assistant Professor, II, III, and IV; Associate Professor II, III, IV, and V; Professor II, III, IV and V, VII, VIII and IX as well as merit increases to adjunct Professors and Lecturers (all ranks); and appointments of Visiting Professors; renewal of appointments for Assistant Professors and Acting titles (all ranks).
Memorandum to File

Date: October 5, 2006

Subject: By-Law 55 Modification

From: William Yeh, Chair
Civil and Environmental Engineering Department

The following modification was unanimously approved by the faculty during the October 5, 2006 Faculty Meeting:

Civil & Environmental Engineering Department delegates voting rights to an elected Merit Increase Committee. The Committee consists of three (3) tenured faculty members. The chair may have the option of appointing a non-tenured faculty member as an observer. No member of the faculty may serve three consecutive terms on the Merit Increase Committee.
29 November 1989

TO: Alan N. Willson, Jr., Associate Dean
School of Engineering & Applied Science

FROM: Stanley B. Dong, Chair
Civil Engineering Department

SUBJECT: By-Law 55

Civil Engineering delegates voting rights to an elected Merit Increase Committee. The committee consists of five (5) tenured faculty members and one (1) non-tenured faculty member as an observer. No member of the faculty may serve two consecutive terms on the Merit Increase Committee.

The cases considered by the committee are merit increases to Assistant Professor, II, III, and IV, Associate Professor II, III, IV, V, as well as merit increases of Adjunct Professors and Lecturers (all ranks), and appointments of Visiting Professors; renewal of appointments for Assistant Professors and Acting titles (all ranks).

These procedures were voted on by the faculty on September 19, 1988 with a resulting vote count of 14 Yes and 3 No.
May 4, 2016

To: Michael Jerrett, Chair
   Environmental Health Sciences

From: Linda Bourque, Chair
   Rules & Jurisdiction

Re: Department Bylaws Submitted On May 4, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Environmental Health Sciences submitted on May 4, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Nancy Arroyo, Assistant to Chair, Environmental Health Sciences
May 4, 2016

Linda B. Bourque, PhD
Chair, Committee on Rules and Jurisdiction
UCLA Academic Senate

Dear Dr. Bourque:

Please find enclosed with this letter a copy of the revised bylaws of the Department of Environmental Health Sciences (EHS) along with a copy of our former bylaws from 1994. The amended bylaws were approved by a 2/3 vote of the Department senate faculty.

The revisions are extensive and make it difficult to provide a side-by-side comparison. Among the changes made, we have defined department membership, detailed voting rights, provided details on how personnel cases are managed, listed our guidelines for the evaluation of scholarship, defined our buyout and teaching release policy, provided more details on the roles of department committees, and incorporated our finance practice and updated our Academic Programs and Degrees information. We may make minor revisions through the summer in consultation with the faculty to refine these extensive changes.

If you have any questions please feel free to contact me by email at mjerrett@ph.ucla.edu with a cc to my assistant Nancy Arroyo at narroyo@ph.ucla.edu.

Thank you,

Michael Jerrett, PhD
Professor and Chair, Environmental Health Sciences
Director, Center for Occupational and Environmental Health
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Section I: Department Membership

A. Senate Faculty includes:
   - Professors in the regular series at all ranks
   - Professors-in-Residence at all ranks
   - Recalled Emeriti Professors
   - Academic Senate members who hold split or joint appointments (0-50%) in EHS
   - Emeriti Professors

B. Non-Senate Faculty includes:
   - Adjunct Professors at all ranks
   - Visiting Professors at all ranks
   - Professional Researchers at all ranks
   - Project Scientist at all ranks

Section II: Quorum and Voting Rights

- To vote on any matter a quorum must be present. A quorum is considered 50%.
- Non-personnel substantial department matters: all Senate Faculty excluding Emeriti who are not recalled.
- In-Residence Voting Rights: tenured faculty members have extended the right to vote on Academic Personnel Actions to In-Residence Associate Professors and In-Residence Full Professors. [12/23/2015 secret ballot vote: In-Residence Associate: 8 for; 0 against; 0 abstain; 4 absent. In-Residence Full: 8 for; 0 against; 0 abstain; 4 absent].
- Appointment of Academic Senate Faculty: tenured faculty members have extended the right to vote on appointments to Assistant Professors. [12/23/2015 Secret ballot vote: 8 for; 0 against; 0 abstain; 4 absent].
- Personnel Actions of Full Professors: full professors have extended the right to vote on personnel actions of full professors to Assistant Professors and Associate Professors. [1/27/2016 secret ballot vote: Associate: 8 for; 2 against; 0 abstain; 0 absent. Assistant: 7 for; 3 against; 0 abstain; 0 absent].
- Personnel Actions of Associate Professors: tenured faculty members have extended the right to vote on personnel actions of associates to Assistant Professors. [2/8/2016 secret ballot vote: 11 for; 1 against; 0 abstain; 0 absent].
- Personnel Actions of Assistant Professors: tenured faculty members have extended the right to vote on the actions of Assistant Professors to Assistant Professors. [2/22/2016 secret ballot vote: 11 for; 1 against; 0 abstain; 0 absent].
- EHS members eligible to vote on all personnel actions: Assistant Professors, Associate Professors, Full Professors, In-Residence Associate Professors and In-Residence Full Professors.
Section III: Academic Actions

A. Regular Professor Series

1. Appointments, Merits, Fourth-Year Appraisal and Further Above Scale Reviews
   • Candidate receives written notification of eligibility.
   • Candidate prepares: data summary pages, personal statement, CV, bibliography and submits to academic personnel coordinator along with publications by the deadline indicated on notification.
   • Department Chair appoints one senate faculty member to: review dossier, lead discussion in faculty meeting and draft the department recommendation letter.
   • Dossier is reviewed by senate faculty and discussed in the executive session of a faculty meeting.
   • Confidential electronic ballot is circulated to voting faculty (see section II).
   • Department recommendation letter is presented to candidate to correct factual errors and to give the candidate the option to provide a written response.
   • Completed dossier is submitted to Dean’s Office.

2. Eight-year limit, Promotions, Step VI and Initial Above Scale Reviews
   • Process is the same as section III. A1 with the addition of external letters:
     o Candidate provides a list of 6 external authorities who can be solicited for evaluation letters.
     o Candidate may also provide a list of external authorities who may not be able to provide an unbiased evaluation.
     o Department nominates additional external authorities to solicit.

3. Five-Year Review
   • Procedure is the same as section III. A1, with the following exception:
     o If the candidate does not submit materials by the deadline on the notification letter then the dossier is assembled using department records.

4. Accelerations
   • Advancement for more than one year requires a minimum of four letters from external evaluators, two from evaluators suggested by the Department Chair and two from evaluators suggested by the candidate.

5. Deferrals
   • Candidates who wish to defer a non-mandatory review must notify the Department Chair in writing by the due date on their eligibility notification.
B. Adjunct Series

1. Appointments, Merits and Promotions
   • Procedure is the same as regular professor series, with the addition:
     o Candidate must submit a statement of their proposed contributions to the Department.

C. Joint Appointments

1. Appointments and Waivers
   • Procedure is the same as regular professor series, with two additions:
     o Candidate must submit a statement of their proposed contributions to the Department.
     o [UCLA CALL, Appendix 15, Section 1E. Joint Apt Waiver Option]: Department or candidate can request a waiver in which the secondary department (EHS) waives participation in the candidate’s personnel actions and the candidate waives participation in EHS personnel actions. Waiver duration is for 3 year intervals.

D. Split Appointments

1. Appointments
   • [UCLA CALL, Appendix 15, Section IIA. Split Appointments]: Each appointee with a split appointment must have a designated department, which is the department responsible for coordinating academic personnel reviews.
   • Are processed in tandem with the other department in the same manner as if the full FTE were to reside in the department.

2. Merit and Promotions
   • Are processed in tandem with the other department. EHS will provide their own vote page and their own department recommendation letter.

E. Researchers and Project (Scientists) Series

1. Appointments, Merits and Promotions
   • Requires a memo from the supervising faculty member. The memo should include a detailed scope of the search, comprehensive assessment of the candidate’s qualifications, detailed description of the candidate’s research, description of the benefit(s) to the Department and to the School and must identify the funding source for salary support for the full academic year.
   • All requests should be made three months prior to the start date.
   • Advancement is reviewed and contingent upon demonstration of qualifications.
F. Academic Administrators Series

- Appointment requires a memo to the Department Chair requesting the appointment, detailing the scope of the search and outlining the qualifications of the selected candidate.
- Candidate should have a PhD or equivalent by the start date of the appointment. Candidate is eligible to be reviewed for a merit every 2 years and a performance evaluation every 4 years. Advancement is contingent upon demonstration of qualifications after review.

G. Lecturers Series (Non-Senate Faculty, Unit 18)

- Lectureship appointments are part-time and made quarter by quarter based on instructional need and budget constraints. Minimum qualifications for appointment include a master’s degree and relevant professional experience. Salary is commensurate with qualifications and experience.

H. Emeriti

- Emeriti may be recalled to active service on a year-to-year basis. This requires a memo to the Department Chair with a detailed description of the work to be performed, the benefit(s) to the Department and to the School and should also identify the funding source for salary support for the full academic year.

Section IV: Guidelines for the Evaluation of Scholarship

A. Teaching and Advising

- A normal teaching load consists of 3 courses (10-12 units) per year.
- A reduced teaching load, due to administrative responsibilities, consists of 6 units per year.
- Teaching evaluations should be in the range of 4-5 [on a scale of 1-5] or 8-9 on a scale of [1-9].

B. Service

- Service as Chair of the Department is limited to 4 years per term.
- Service as Chair of a Department Committee is limited to 2 years per term.
- Service on Department Committee is limited to 3 years per term.

C. Research

- A satisfactory publication rate consists of 2 to 3 peer-reviewed articles per year.
- Articles must be accepted for publication to count.
- Faculty must specify their role on each publication if multi-authored.
- There must be a justification for a publication rate significantly below the norm.
Section V: Course Buy-Outs and Teaching Releases

- Tenure-track faculty members are permitted to buy-out one course per year with extramural research funds.
- 18% of base salary shall be charged to buy-out one course.
- Funds generated from course buy-outs shall be used to pay an instructor to cover that course.
- Teaching release shall be offered to new faculty hires. The number of quarters and years shall vary and is dependent on negotiations with the faculty when they are recruited.

Section VI: Leave Policy [FSPH Leave Policy Memo, May 23, 1991]:

- All requests require a “Leave Approval Form” and must be approved by the Department Chair.
- Absences up to 7 calendar days must be approved 3 days in advance of the planned leave.
- Absences of more than 7 calendar days are considered exceptional and require the Dean’s approval. The form should be submitted to the Dean 30 days in advance of the planned leave. It is recommended to also submit a cover memo with further justification for the request.
- Leave requests must spell out alternative arrangements for teaching and advising during the leave period and must have initials from those who are covering these duties.
- If Department Chair takes leave, a ladder rank senate faculty member should be designated to take over the Chair’s administrative responsibilities.

Section VII: Department Committees

A. Curriculum Committee

- Members are appointed by the Department Chair.
- Service is limited to three years per term.
- Service for the Committee Chair is limited to two years per term.
- Committee reviews all Department requests for course approval.
- Committee makes recommendations for improvements to curriculum.
- The standard operating procedures of the committee must be reevaluated every 2 years and approved by the faculty.

B. Admissions and Financial Aid Committee

- Members are appointed by the Department Chair.
- Service is limited to three years per term.
- Service for the Committee Chair is limited to two years per term.
Committee reviews all applications to graduate programs and makes decisions on admission.
Committee makes financial aid recommendations for incoming and continuing students.
Applications for an area of specialization will also be evaluated by a faculty member from that area.
Committee makes recommendations for FSPH student awards.
The standard operating procedures of the committee must be reevaluated every 2 years and approved by the faculty.

C. Standard Operating Procedure for Admissions and Financial Aid Committee

1. EHS Student Affairs Officer (SAO) Charge
   - Admissions queries: emails and phone calls are to be counted by date received and City/State of inquiry. Application and financial aid information are to be sent out within 2 weeks of the inquiry.
   - GRE/GPA Evaluations: every year a data sheet of the last 3 years of admissions (divided into master and doctoral categories) will present GRE, GPA data, and their associated ranges.
   - Financial and award data base maintenance: the academic grades, financial support, and fellowship awards of each student will be recorded by SAO.
   - Academic background data sheet for each applicant: the undergraduate (and graduate, if appropriate) grades for each applicant will be summarized on a data sheet by Department prerequisites, GRE scores, and GPAs. This will be sent to each Committee member.

2. Committee Member’s Evaluation of MS/MPH Folders
   - Each member of the committee is to produce an independent evaluation of each application on SOPHAS in a timely manner.
   - The majority rule e.g. 3 admissions and 1 marginal = admission. 2 admissions and 2 marginal = admission; 2 marginal and 2 rejections = rejection.
   - In person committee discussion is only necessary for unclear cases. Otherwise most communication shall be done by email.
   - Evaluation and decision should occur within 2 weeks of being notified by the SAO that the file is in SOPHAS.
   - Financial evaluations will follow Funding Guidelines except for determination of the best students for Graduate Opportunity Fellowships where deadlines may require early response. The SAO will provide the criteria and timeline for fellowship awards on an annual basis. The Committee Chair and the SAO may act to meet deadlines.
• In the absence of suggestions for advisors on SOPHAS the Committee Chair will assign an advisor based on expressed applicant desire and prospective advisor’s research.

3. Evaluation of PhD/Doctoral Folders (Committee of the Whole/All faculty)
   • Academic evaluation is separate from the financial aid evaluation. The latter is the province of the Admissions & Financial Aid Committee.
   • A majority of reviewing faculty must accept the applicant. In the event of there being a willing advisor and disagreement on academic suitability, the matter will be resolved at a faculty meeting. One option may be for the student to enroll in the Masters of Science degree and transfer after one year of adequate performance.
   • Financial evaluation will begin only if there is a faculty willing to advise the applicant. The only exception is the determination for Chancellor’s Fellowships or when the process has to be expedited due to deadlines.

4. Funding Decisions
   • Financial evaluations will follow Funding Guidelines except for determination of the best students for Graduate Opportunity and Chancellor’s Fellowships where deadlines may require an early response.
   • Minimum awards are usually $10,000. If support is provided from other awards of value greater than $10,000 a full fee support offered by the EHS Admissions & Financial Aid Committee will revert to $10,000 support, unless there is also stipend support (e.g. SCERC and NIEHS training support for an Blann Award or similar award of $20,00 or more) in which case the support will be zero.

5. EHS Process for Evaluating FSPH Awards
   • All nomination packets submitted to the EHS Admissions and Financial Aid Committee for all awards must be complete according to the requirements of the FSPH Student Fellowships and Awards otherwise the packet will not be considered and will be returned. It is the responsibility of the faculty nominator to ensure the nomination packet is complete.
   • If the committee selects a student who was not nominated by their advisor, the advisor of the nominated student can accept or decline to provide nomination materials by the deadline set by the committee.
   • In so far as possible, the decision meeting of the committee should be held at least a week before the FSPH deadline.
Section VIII: Finance

1. Shared Responsibility:
In accordance to UCLA Policy 910, dated July 1, 2002, the fiscal management of all research awards is the shared responsibility of the:

- **Principal Investigator**
  Who is responsible for the design and outcome of the research study and is responsible for all financial transactions related to each study.

- **Department Chair or Organized Research Unit (ORU) Director**
  Responsible for reviewing proposals developed by faculty and must ensure that administrative staff are providing fund management and monitoring that all financial transactions are properly recorded in a timely manner.

- **Deans**
  Are accountable for all Contract, Grant, Cooperative Agreement and Subaward funds administered by units under their control, and for the coordination of all programmatic elements within their school or college.

- **Office of Contract & Grant Administration (OCGA)**
  As campus officials with delegated authority to submit proposals and accept awards, OCGA staff provides pre-and post-award consultative services and support to PIs and department staff.

- **Extramural Fund Management (EFM)**
  EFM staff is responsible for financial management of extramurally supported Contracts, Grants, Cooperative Agreements and Subawards. They are responsible for the preparation and submission of expenditure reports.

- **General Accounting**
  The staff of General Accounting is involved in some aspects of managing funds transferred to UCLA investigators from the UC Office of the President to support Sponsored Projects funded under the University of California program.

- **Office of Intellectual Property Administration (OIPA)**
  OIPA staff provides advice and counsel to faculty, staff and students regarding their obligations under the University Patent and Copyright policies.

2. Guidelines
- The Financial Manager will prepare monthly financial reports. The MSO will review and approve financial reports before they are submitted to each faculty member. Upon receipt of the financial report, it is the responsibility of the faculty member to review all financial transactions and inform the Financial Manager of
any changes before months end. Expected deficits will be red flagged and the faculty member will be asked to provide a plan of action to avoid the deficit.

- In conjunction with the PI, the Financial Manager has primary responsibility for financial draft reports before EFM submits the financial report to the awarding agency.
- Faculty can request full details on specific expenditures beyond that provided in the formal report.

Section IX: Academic Programs & Degrees

A. Areas of Specialization

- The department shall develop its education and research programs along areas of specialization.
- An area of specialization must be supported by two faculty members who are willing to assume responsibility for (a) development of core curriculum and (b) continued advancement and educational obligations of the area. Participating faculty shall (1) develop and teach courses in the area and (2) participate in student committees.
- The following areas align with present faculty expertise, interest and research: Industrial Hygiene.

B. MS Requirements and Procedures

1. Department Core Curriculum

- The core curriculum is recommended by the Curriculum Committee and approved by the faculty through a majority vote after discussion at a faculty meeting.
- The minimum hours required for graduation is 60 including seminars, thesis or report research credits.
- The core curriculum must include:
  - An appropriate Biostatistics course, a substitute statistics course from another department, or a department-tailored Biostatistics course. Requirement can be waived by passing a waiver exam administered by the Biostatistics Department in fall quarter.
  - At least two courses that introduce environmental health sciences are required in the first year of study unless this requirement is waived by passing a waiver exam in the first week of fall quarter or if these two courses were passed successfully within 5 years.
  - An appropriate course in epidemiology or a department tailored course. Requirement can be waived by passing the waiver exam administered by the Epidemiology Department in fall quarter or if the appropriate course was passed within 5 years.
o One course in toxicology, preferably EHS 240 or equivalent.
o At least one laboratory-based course of 4 units within or outside the EHS.
o EHS 411 (1st and 2nd years) and the EHS 201 (2nd year) seminars. The purpose of EHS 201 is to provide the student practice in giving seminars whereas EHS 411 allows the student to observe how seminars are to be presented.

2. Admissions and Other Degree Requirements

- Applicants must submit official copies of three GRE scores obtained within 5 years of the application date to UCLA Graduate Division and SOPHAS. All scores will be evaluated.
- The minimum academic requirements are: one year each of undergraduate Chemistry, Biology, and Calculus (or equivalent) and a course in Organic Chemistry (or equivalent), or an undergraduate degree in environmental health (or equivalent) or engineering.
- Applicants must have a satisfactory grade point average (GPA) of at least 3.0 in an-appropriate undergraduate degree in fields related to environmental health from within 5 years of the application date.
- Students whose native language is not English must submit their performance on the TOEFL examination taken within 5 years of the application date.
- Faculty will submit for approval to the Curriculum Committee a proposed procedure and format for the comprehensive exam for the report option.
- Thesis and report committees must include at least two members from the student’s area of specialization.
- All applications are reviewed by the Admissions and Financial Aid Committee; students who have selected an area of specialization will also be evaluated by a faculty member from that area.
- MS students must select an area of specialization by the beginning of their third quarter.

C. MPH Requirements and Procedures

1. Admission and Other Degree Requirements

- The MPH is a school-wide degree.
- Industrial Hygiene is the only area of specialization for the MPH degree; a separate core curriculum can be approved for this area.
- Current admission and graduation requirements remain in effect.
- EHS 400: Internship usually performed in summer of the first year, requires a series of reports that are received and archived by the department Internship Coordinator. Following the internship students will need to enroll in EHS 400 for 4 units and will need to write a report based on their internship.
D. PhD Requirements and Procedures

1. Admission and Other Degree Requirements

- Applicants must submit official copies of three GRE scores obtained within 5 years of the application date to UCLA Graduate Division and SOPHAS. All scores will be evaluated.

- Applicants must have a satisfactory grade point average (GPA) of at least 3.0 in an undergraduate degree. Applicants with a Master’s degree in fields related to environmental health should have a graduate GPA of at least 3.5.

- Students whose native language is not English must submit their performance on the TOEFL examination taken within 5 years of the application date.

- Applicants are reviewed by all EHS faculty; a student cannot be accepted without an advisor who is prepared to support the thesis research financially (including equipment and supplies). The advisor is not required to support student fees or stipends.

- Graduate Division writes the official letter of acceptance and the Department will advise the student of acceptance or rejection on a non-official basis; any financial support from the Department will be sent separately to the student in writing.

- Through course work and experiments under the supervision of the advisor or guidance committee a student works in a major research field to acquire in-depth knowledge and experience prior to the written qualifying exam.

2. Formation of the Doctoral Guidance Committee

- A guidance committee consists of an advisor and at least one other member of the department from the academic senate.

- The committee must be formed by the student’s third quarter.

- The committee prepares the student for the doctoral written comprehensive qualifying exam and sets the specialty required courses. This usually includes at least an advanced course in biostatistics or in experimental design.

- The committee must meet with the student at least once a year to review the students’ progress.

- Faculty and student have the option to add more guidance committee members if it is wished to have the same composition as the oral qualifying exam committee.

3. Written Doctoral Qualifying Exam and Oral Qualifying Exam

- The aim of the exam is to verify that the candidate has state-of-the-art knowledge about the general areas of the major field (intended research and its relationship to environmental health sciences and to public health); two attempts are allowed.

- The student must satisfactorily complete the minimum course requirements before taking the exam. These are the same as for the MS program plus: EHS 411 once a year for at least two years; passing either ENV M414 (fall quarter) or ENV 415
(spring Quarter); Environmental Science and Engineering Workshops [2 units]; appropriate EHS 296X.

- The guidance committee administers and evaluates the exam (passed/not passed).
- The examination process is initiated by the student with the consent of the guidance committee. The Student enrolls in EHS 597 and works with their committee to select a date for the exam.
- One month prior to the exam, advisor issues an appropriate reading and task list approved by the guidance committee.
- The format of the exam is at the discretion of the advisor and guidance committee. Exam may be closed-book or open-book and may also include a grant writing segment. Examples that have been used in the past include:
  - One section of general research questions followed by a writing section in which the student demonstrates they can write a NIH/NSF/EPA research grant on a hypothesis related to the student’s research area.
  - One section on general knowledge of the research field followed by three short research proposals outlining how to prove each proposed hypothesis.
  - Student is given two weeks to study 5 papers selected by the guidance committee. The papers are generally related to the student’s research topic and typically emphasize a broader set of knowledge (with particular reference to the environmental health sciences curriculum). The student must answer a set of questions about one of the papers; the paper is selected by the guidance committee but is not known to the student until the day of the exam. The questions are given to the student beforehand so they can plan how to answer the questions for the reach paper. The exam is completed on campus during 3 hours (in isolation, without access to any documents; a laptop can be provided to type the answers as long as the computer does not have internet access or any relevant documents on it).
  - The student submits three research proposals; each is concerned with proving a research hypothesis. One is chose by the guidance committee for a later oral defense.
  - An NIH-style research proposal on a topic approved by the guidance committee.
- It is recommended that the exam be scheduled within the students first two years.
- The guidance committee assesses the examination answer (passed/not passed). Two attempts are allowed.

4. Formation of the Doctoral Committee
- Advisor and student together nominate a doctoral committee. The committee administers the oral qualifying exam and the thesis defense.
The committee must have at least 4 members: 3 members must be regular or in-residence professors (of any rank) from the student’s department. 1 member must be from another department and should hold a PhD. At least 2 members must be tenured. Faculty with joint appointments in EHS may be considered as an outside member.

The committee must meet with the student at least once a year to review the student’s progress.

5. Oral Doctoral Qualifying Exam
- Exam consists of a written prospectus and PowerPoint presentation. Two attempts are allowed.
- Student must be able to defend the validity, originality and importance of the proposed research as well as the experimental approaches taken.
- The exam provides the doctoral committee the opportunity to address perceived weaknesses in the student’s educational background and to evaluate their communication skills.
- Students are expected to be able to write about and verbally discuss the research proposal and experiments in a manner commensurate with someone receiving a PhD in Environmental Health Sciences.
- The exam theme is the student’s hypothesis for their dissertation research. Students must complete preliminary research to assess the feasibility of the hypothesis.
- It is recommended that the exam be scheduled within the student’s first three years.
- The student passes the exam when no more than one member of the doctoral committees votes “not passed.”

6. Advancement to Doctoral Candidacy
- After successfully completing the oral qualifying exam the committee certifies that the student has advanced into doctoral candidacy, approves the dissertation subject and provides further guidance to the student.
- After the oral qualifying exam the student must submit an annual progress report to the doctoral committee for comments and follow-up.

7. Graduation
- Student prepares a scholarly dissertation in the format required by Graduate Division that constitutes original research equivalent to 2-3 peer-reviewed publications.
- An oral defense of the thesis is required. Student submits a written notice of the defense to the EHS Student Affairs Officer one week prior to the defense. The notice is posted in the department bulletin board, in the student’s file, and
distributed in the faculty mailboxes. For the public portion of the thesis defense a presentation is required and if feasible it can take place in EHS 411.

- The student passes the exam when no more than one member of the doctoral committees votes “not passed.”
- Each member of the doctoral committee must render judgement on the written dissertation subsequent to the oral defense of the dissertation.
UCLA - SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES

BY-LAWS

Professional Research Series Appointments

Appointment as Associate Researcher and Researcher requires:

a. A nomination letter by a Principal Investigator addressed to the Department Chair;

b. A complete dossier;

c. A letter by the Chair to the Dean requesting the appointment; and

d. Dean and CAP approval.

Where no Principal Investigator can be identified in the Department, the Chair may act directly.

No faculty vote is required.

Appointment as Assistant Researcher:

The same requirements apply as listed above with the exception that CAP approval is not needed.

UCLA - SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES

BY-LAWS

Rights of Emeriti/ae

Emeriti/ae, as a class, are extended the right to vote on all non-personnel matters.

Voted on: March 18, 1993.
UCLA - SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES

BY-LAWS REGARDING ACADEMIC PROGRAMS AND DEGREES

EHS TRACK CONSTITUTION

By-Law 1: The Department should continue to carry on and develop its educational and research programs along tracks of specialization.

By-Law 2: For a track to be approved by the EHS faculty it should be supported by at least two faculty members who must also be willing to assume the main responsibility for (a) the development of the track core curriculum and (b) the continuous advancement and educational obligations of the track (as specified below).

By-Law 3: Each track should be administered by two track core faculty appointed by the EHS Chair as Head and Associate Head.

By-Law 4: All interested in a track EHS faculty members could be appointed to the track faculty by the EHS Chair as affiliated faculty. A major condition for such an appointment should be the willingness to (a) develop and teach desirable track courses and (b) participate in track and student committees.

By-Law 5: If a deadlock develops among the track faculty when administering the track, the EHS Chair should resolve the issue with (if so chooses) the advice of the whole EHS faculty.

By-Law 6: The autonomy given to a track under no circumstance should be interpreted as superseding the authority and obligations of the EHS Chair and EHS academic senate faculty.

By-Law 7: Each EHS faculty member must belong to the core faculty of at least one track but can be the Head of only one track. The EHS Chair may choose to temporarily withdraw from his/her track faculty assignments during his/her tenure.

By-Law 8: The core and affiliated faculty of each track should submit to the department, via its chair, every three years: (a) a review of the track curriculum; (b) a report of educational and research accomplishments; (c) an assessment of track viability; and (d) an updated master plan of future activities and growth objectives.

By-Law 9: The following tracks appear viable given the present EHS faculty expertise and research interests:

M.S. REQUIREMENTS AND PROCEDURES

School Core Curriculum

By-Law 10: Waive the core curriculum required by the school for all MS degrees.

Presently, this curriculum consists of two courses in Biostatistics and one course in Epidemiology. The committee recognizes the value of these courses but recommends that the department asserts its right to establish its own degree curricula.

Departmental Core Curriculum

By-Law 11: There should be no departmental core curriculum. Instead, the EHS faculty should approve a separate core curriculum for each track. Faculty who are interested in establishing a track should submit to this committee their recommendation and the committee should advance it to the EHS faculty with their comments.

By-Law 12: The minimum total credit hours of each track core curriculum should not be lower than 28 and the maximum should not exceed 50% of the total credit hours required for graduation (see next recommendation). These limits should not include required seminars and thesis or report research.

By-Law 13: The minimum total credit hours required for graduation may vary among tracks but it should not be less than 60. This limit should not include required seminars and thesis or report research.

By-Law 14: Each track core curriculum should include either the Biostatistics courses currently required or substitute courses from other campus departments.

By-Law 15: Each track core curriculum should also include at least one track seminar.

Admission and Other Degree Requirements

By-Law 16: The faculty of a track should also submit to this committee for the approval of all the EHS faculty a proposed procedure and format for the comprehensive examination required for all of its Plan II students.

By-Law 17: MS thesis committees should include at least two faculty from the student’s track.

By-Law 18: The existing admission requirements may be augmented by a track but not reduced. Additional track admission requirements should be approved by the EHS faculty and explicitly stated in the Department’s handbook. When an applicant without a clear statement of track preference does not satisfy the admission requirements of all tracks, the letter of admission should also emphasize (a) for which tracks the admission is valid and (b) which additional requirements should be fulfilled for each of the remaining tracks.

By-Law 19: Applicants should be evaluated by a departmental admissions committee on the basis of the general departmental admission requirements. However,
applicants with a clear statement of track preference should be evaluated by the faculty of their chosen track.

By-Law 20: All MS students should declare their track choice no later than the beginning of their second year of study. However, this delayed action should not negate the requirement for the student to satisfy any additional admission requirements of the chosen track.

The declaration should take the form of the completion of a standardized track study form signed by the student, the two core track faculty, and the EHS Chair.

The track study form should include both the track core courses and the electives agreed upon by the student and his/her advisor.

Ph.D. REQUIREMENTS AND PROCEDURES

Core Curriculum

By-Law 21: No doctoral student should graduate without satisfying the MS core curriculum of his/her track.

By-Law 22: It should be a track decision to require a Ph.D. core curriculum. However, all tracks must institute a Doctoral Seminar Series as a requirement.

Admission and Other Degree Requirements

By-Law 23: The faculty of each track should submit to this committee for the approval of the EHS faculty an explicit set of procedures and requirements for (a) cognate fields and their satisfaction; and (b) advancement to candidacy examinations. These procedures and requirements should be uniform for all the students of the track.

By-Law 24: Admissions should be offered by each track according to its faculty strength, resources, and doctoral enrollment.

The current practice of admitting a doctoral student only if there is a sponsoring advisor should be phased out. Academic advisors should be appointed who may be different from Thesis research advisors. Thesis research advisors should be appointed at the beginning of the student's second year of study.

By-Law 25: Exceptional students without an M.S. may be admitted directly to the Ph.D. program, provided that they understand the requirement of having to complete the M.S. core curriculum of their track (according to recommendation 21).
M.P.H. REQUIREMENTS AND PROCEDURES

By-Law 26: The M.P.H. degree should be offered only by the Industrial Hygiene (IH) track and a new track that should be called MPH-EHS.

By-Law 27: The MPH-EHS track could be formed and administered by only one core faculty because of its special nature.

School Core Curriculum

The MPH is a PH School degree. Hence, the department has to accept the curriculum and other degree requirements imposed by the school.

Departmental Core Curriculum

By-Law 28: A separate core curriculum could be approved for the IH and MPH-EHS tracks.

By-Law 29: The core courses might be developed by the IH and MPH-EHS tracks or by the other tracks depending on their focus area.

By-Law 30: EHS faculty involved in the core courses should assist the IH and MPH-EHS track faculty in the administration of the comprehensive examinations.

Admission and Other Degree Requirements

By-Law 31: Current admission and graduation requirements should remain in effect.

Voted on: February 8, 1992
UCLA - SCHOOL OF PUBLIC HEALTH

DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES

RULES AND REGULATIONS

ACCELERATED MERIT ADVANCEMENTS

The rules for EHS Faculty promotion and merit advancement are amended as follows: Accelerated merit advancement for more than one year requires at least four letters from extramural evaluators, two from evaluators selected by the Chair and two from evaluators selected by the Faculty member under evaluation.

Voted on: March 23, 1994 [10 yes votes with two eligible faculty absent]
Department of Environmental Health Sciences
Procedures for Faculty Actions

Effective July 1, 1989
(Revised February 1991)

A. Voting eligibility

For all faculty actions: All Senate faculty are eligible to vote.

B. Normal Merit Increase

1) Dossier prepared by the candidate.

2) Dossier reviewed by all faculty eligible to vote on the merit.

3) Discussion at faculty meeting.

4) Secret ballot vote.

5) Chair prepares letter and forwards dossier to Associate Dean and Dean.

C. Appointment (except categories listed in Section D), Promotion, Fourth Year Appraisal, Accelerated Merit, Merit to Professor VI and above, or five year review (if established).

1) Dossier and detailed self-evaluation letter prepared by candidate.

2) Solicitation of extramural/intramural letters where required.

3) Dossier reviewed by Promotion Evaluation Committee (PEC) (see Section E).

4) PEC prepares a letter on adequacy and quality of candidate’s Research, teaching and Service. See Section F for information to be included in evaluating teaching.

5) PEC presents its conclusions and recommendations to faculty eligible to vote on the action (candidate excluded). Faculty discusses action.

6) Secret ballot vote.

7) Chair incorporates PEC’s letter into his or her letter and forwards it to the Associate Dean and Dean. The Dean sends it to CAP.
D. Appointment and Reappointment of Adjunct Assistant Professor and all ranks of Lecturer, Researcher, Visiting Professor and Visiting Researcher.

1) Dossier prepared by candidate. This usually consists of a CV plus any teaching evaluations.

2) Dossier reviewed by faculty and discussed at faculty meeting.

3) Secret ballot vote.

4) Chair prepares letter and forwards dossier to Associate Dean and Dean.

E. Promotion Evaluation Committee (PEC)

An ad-hoc PEC is to be established for each faculty action under category C.

1) It will consist of two or three members.

2) One member is selected by the Chair and one is selected by the candidate.

3) The Chair may select an optional third member who may be from outside the Department; a third member from the ESE/IDC is required for ESE candidates.

F. In its evaluation of the adequacy and quality of teaching the PEC should balance the importance of research teaching and classroom teaching, and should consider the following whenever possible.

1) Quantitative information
   a. Teaching load
      1. Number of classes, type of classes, number of advisees
      2. Chair or member of masters or doctoral committees
      3. Compare 1. and 2. above to median for department
      4. Member of Department Comprehensive Exam Committee
   b. Numerical scores on student course evaluations - compare to department medians
   c. Anonymous exit survey of graduating student - this survey will include evaluation of tracks, programs, and the department
   d. Surveys, similar to c. above, conducted for alumni two to five years after graduation

2) Qualitative information
   a. Written comments on student course evaluations
   b. Course materials, syllabi, reading lists, handouts, and exams
   c. Solicit input from faculty by questionnaire that will include:
      1. Assessment of the quality of seminar presented by faculty member
2. Assessment of preparation of doctoral candidates for qualifying exams
3. Evaluation by co-instructors in co-taught courses
4. Other appropriate information
d. Lists of theses and MS reports and duration of MS and PhD students
ADDENDUM TO EHS PROCEDURES FOR FACULTY ACTIONS

7/21/91 (updated 12/16/91)

Ballots:

1. Ballot packets to include small blue envelopes to ensure confidentiality of ballots. Faculty members will place completed ballot inside small envelope, which s/he will then place in a larger envelope and seal and sign this larger envelope. Envelope to be returned to Department Administrator.

2. Two faculty members to open and count ballots with assistance of Department Administrator (or, in Administrator's absence, the Department Secretary).

The faculty members to sign the completed Department Vote form. Form is then submitted to Department Chair.
Department of Environmental Health Sciences

Policy on S/U Grading
2/28/91

1) MSEHS students may take up to one course outside our department per quarter on an S/U basis, but all school, department (including ESE), and track core courses that are offered on an ordinal grading basis must be taken on that basis.

2) Courses taken on an S/U basis do not count towards school or department unit requirements.

3) The department recommends the above policy for MPH students.

7/31/91 - from Glenda Baker, SAO:
This is internal Department policy. Does not need to be approved by Graduate Division.
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES

DEPARTMENT COMMITTEES

1. Course Approval Committee (7/22/91 Faculty Meeting)

Will review all Department requests for course approvals before submission to the Student Affairs Office.
May 4, 2016

To: Wendie Robbins  
Chair of the Faculty  
School of Nursing

From: Linda Bourque, Chair  
Rules & Jurisdiction

Re: Department Bylaws Submitted On May 4, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the School of Nursing submitted on May 4, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor  
Jason Throop, Committee on Rules & Jurisdiction  
James Crall, Committee on Rules & Jurisdiction  
Linda Mohr, CAO, Academic Senate  
Marian Olivas, Committee Analyst, Rules & Jurisdiction  
Meg Buzzi, Academic Personnel Office  
Heather Small, Information Technology Services  
Bonnie MacDougall, Vice Chancellor’s Office  
Linda Sarna, Dean, School of Nursing
PART I. FUNCTION
1. The Faculty of the School of Nursing shall conduct the government of the School of Nursing subject, however, pursuant 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).
   - Senate Members include Regular Line/Ladder Faculty (Full, Associate, Assistant) and In Residence Faculty.
   - Non-Senate Faculty include Adjunct Professors, Researcher series and Lecturers (without Security of Employment).
   a) Senate members, including recalled Emeriti and Joint (0%) and Split Appointments have the right to vote on non-personnel substantial questions at the School level. Non-Emeriti Senate members, except for Joint appointees with waivers, have the right by rank to vote on Senate personnel actions.

PART III. OFFICERS
3. The Officers of the Faculty shall consist of a Chair, and Vice Chair. The Chair shall be elected by the voting members of the Faculty Spring quarter for a two-year term commencing September 1 and shall be Chair of the Faculty Executive Committee. This election shall precede the appointment of the Standing Committees. Should the position of Faculty Chair become vacant (e.g. due to illness or resignation) the Faculty shall elect a new Chair to serve out the term of the vacated Chair. The Vice Chair of the Faculty shall be elected for a one year term 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 five instructional days’ notice, except as provided for in Bylaw 16:
   a) After a call to meeting by the Chair.
   b) After delivery of a written request for a meeting to the FEC Chair, the request must be
      i) Signed by at least three voting members of the Faculty.
      ii) 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, another member of the FEC will preside.
8. The order of the agenda of Faculty meetings may be altered by a simple majority vote of the voting Faculty present at the meeting.
9. Actions or measures considered at a meeting of the Faculty must be submitted to a 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. ACADEMIC PERSONNEL ACTIONS
11. VOTING PRIVILEGES
   - SENATE ACTIONS
   Tenured Senate members have extended the right to vote on Academic Personnel Actions to In Residence Faculty (3/5/2016; by secret ballot, 2/3 majority, 18 yes; 0 no; 0 abstain, 2 absent). In Residence Faculty will vote according to their rank.
      a) Appointments
Full and Associate Professors (Tenured and In Residence series) vote on all appointments that confer membership in the Academic Senate.

b) Promotions
   Tenured and In Residence Full Professors vote on promotions to Tenured and In Residence Full Professor
   Tenured and In Residence Full and Associate Professors vote on promotions to Tenured and In Residence Associate Professor

c) Merits
   i) Accelerated merits, hurdle steps, and fourth year appraisals are voted on by the same ranks as Promotions
   ii) Regular merit votes have been delegated to the Merit Advisory Committee (Vote of Full and Associate Professors; 3/5/2016; by secret ballot, 2/3 majority, 17 yes; 0 no; 1 abstain, 2 absent).

**NON-SENATE PERSONNEL ACTIONS**

Votes on Adjunct Faculty and Research series follow the same procedures as those for Senate Faculty. Appointments, non-reappointments, renewals, merits, and promotions for lecturers follow Unit 18 policies.

12. BALLOT VOTING

Ballot voting shall occur in the event of Academic Personnel Actions, including Voting for Appointments to the Academic Senate, New Hires, Curricular Changes, Committee Chairs, Sub-Committee on Committees and other substantial departmental issues.

a) Voting for Academic Personnel Actions with the exception of regular merits.
   i) The Academic Personnel Office shall construct and issue a ballot vote for Academic Personnel actions including new hires after the case is presented for discussion by CAPA to the eligible faculty (see PART VI., 11., VOTING PRIVILEGES).
   ii) Faculty shall have five (5) days to respond.
   iii) A simple majority of eligible academic senate members voting will constitute a positive vote.
   iv) A member of the eligible faculty will summarize the faculty discussion and the faculty vote in a letter to the Dean.

b) Voting for Curricular Changes
   i) Upon receipt of curricular changes from the appropriate program committees by December 1, the FEC Chair in consultation with the FEC shall issue a ballot to faculty members by February 1 for any changes for the subsequent Fall quarter.
   ii) A simple majority of eligible academic senate members voting on said issue will constitute a carrying vote.

c) Sub-Committee on Committees
   i) FEC Chair in consultation with the FEC shall issue a ballot to faculty members for election of three committee members.
   ii) A simple majority of eligible academic senate members voting on said issue will constitute a carrying vote.

d) Committee Chairs
   i) The FEC Chair in consultation with FEC shall issue a ballot to faculty members for election of all Standing committee chairs except the CAPA committee and the Merit review committee
   ii) A simple majority of eligible academic senate members voting on said issue will constitute a carrying vote.

e) Substantial departmental issues
   i) FEC Chair in consultation with the FEC shall issue a ballot to faculty members on the issue.
   ii) A simple majority of eligible academic senate members voting on said issue will constitute a carrying vote.

**PART VII. COMMITTEES**

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

14. 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
faculties or subcommittees or Dean as appropriate. Recommendation for committee membership will be obtained from the faculty.

15. Faculty Executive Committee
   a) Membership
      i) Voting membership on the Faculty Executive Committee shall be in conformity with Bylaw 50(B).
      ii) The Chair of the Faculty.
      iii) Chairs of the following Standing Committees:
           i. Curriculum Committee (Chair and Vice Chair)
           ii. Faculty Research and Professional Affairs Committee
           iii. Student Affairs Committee
           iv. Each of these chairs will be elected by the full Academic Senate Faculty for two-year staggered terms.
      iv) Two Academic Senate faculty representatives will be elected by the Academic Senate Faculty in the spring quarter for the following academic year, serving one year terms.
      v) One Non-Senate Faculty representative will be elected by the Non-Senate Faculty in spring quarter for the following academic year and will serve a one year term. The Non-Senate Faculty representative will be an *ex officio* member with an advisory vote.
      vi) The Chair of CAPA shall serve as an *ex officio* member without vote.
   b) Duties
      i) Advise the Dean on matters concerning the budget.
      ii) 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.
      iii) Coordinate and oversee the business of the Faculty as carried out by the Standing Committees.
      iv) Receive reports from Standing Committees of the Faculty.
      v) Have general jurisdiction over the curricular program offerings and conduct of instruction and requirements for degrees as provided in Bylaw 50(D)(5).
      vi) Present matters to the Faculty for vote as identified by the appropriate Standing Committee or the Faculty Executive Committee.
      vii) Implement rules and regulations prescribed by the Faculty.
      viii) Report to the Faculty at least quarterly.
   c) Meetings
      i) 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.
      ii) 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 absent another member of the FEC will preside.
   d) Quorum
      i) A simple majority of voting members shall constitute a quorum.
   e) The FEC will have two (2) subcommittees reporting to it:
      i) Subcommittee on Committees
         i. This subcommittee shall be composed of the Faculty Chair and three Academic Senate Faculty elected in Spring quarter. 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.
      ii) Evaluation Subcommittee
         i. This subcommittee shall be composed of one representative from each of the four instructional programs who are Academic Senate Faculty and at least one Non-Senate Academic Faculty will be appointed to the committee.
         ii. The Chair shall be elected from its membership for a two-year term.
         iii. The Associate Dean for Academic Affairs shall serve as an *ex officio* member without vote.
         iv. 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.
16. Standing Committees of the Faculty  
   a) Appointment and Tenure of Standing Committees of the Faculty  
      i) 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 except where herein designated differently. Faculty may be appointed for no more than two consecutive two-year terms to any one Standing Committee.  
      ii) 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.  
      iii) 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 September 1, to serve a term of two years from September 1, except where herein designated differently.  
      iv) Each Standing Committee may appoint such Task Forces as it deems necessary to conduct its business.  
   b) Membership and Duties of Standing Committees  
      i) Committee on the Appointments, Promotions and Appraisals (CAPA)  
         a) Membership  
            1) CAPA will consist of up to seven (7) but no less than four (4) elected faculty members for the purpose of pre-reviewing the following types of academic personnel cases:  
               a. Existing faculty for tenure and promotion  
               b. New hires for rank and tenure  
               c. Fourth year appraisals for Assistant Professors  
               d. Step 6 Reviews for Professorial rank  
               e. Full Step accelerations  
               f. Five Year Reviews (these do not go for a full faculty vote)  
            2) CAPA will evaluate dossiers and provide a summary of the pre-review to the faculty.  
            3) Eligible Members for Election are Tenured Faculty and In-Residence Associate Professors and In-Residence Full Professors. The elected members will be comprised of a mix of full and associate professor ranks.  
            4) Assistant Professors will be involved in the review process on a case-by-case basis in order to help them learn the process and refine skills for future service on CAPA.  
            5) The Chair of CAPA will be elected by the committee for a two (2) year term.  
            6) Term of Service on CAPA is two years, beginning July 1. Special elections will be held as needed to fill vacancies.  
         b) Meetings  
            a. CAPA chair, in consultation with the other committee members, will assign from within this committee appropriate and eligible faculty members to analyze the dossier and to write the brief summary letter which will be discussed at a closed forum of the CAPA committee.  
            b. In the event that there is no appropriate expertise existing among the members needed for the scientific appraisal of a faculty member’s dossier, CAPA may request outside consultation and assistance as needed from within the School of Nursing faculty.  
            c. Prior to a presentation of the faculty dossier to eligible academic senate members (see PART VI., 11., VOTING PRIVILEGES), the CAPA Chair shall call a meeting of the CAPA Committee and establish a quorum in order to discuss the dossier and obtain the degree of support for the candidate under review.  
            d. The Chair of the CAPA committee, in consultation with committee members, shall call periodic meetings of the eligible Faculty (PART VI., 11., VOTING PRIVILEGES) for the purpose of presentation of the CAPA dossier appraisal prior to a ballot vote request from academic senate faculty as made eligible by rank.
e. For each candidate under consideration, the vote of the academic senate members shall occur by secret ballot. Only eligible voting members will be requested to cast ballots (PART VI., 11., VOTING PRIVILEGES).

f. All eligible voting members will receive a ballot which must be returned completed in five (5) days. Those choosing not to vote will not be counted in the results.

g. The Chair will call subsequent meetings during the year as needed for consideration of the dossiers of new hires. As described above, the CAPA review of the dossier will be presented prior to the request for a ballot from the eligible senate faculty.

8) Simple Majority: All CAPA and full faculty personnel actions shall require a simple majority of eligible voting members. Abstentions, however, shall be duly noted as such, but will not be counted in the deciding results of the election.

ii) Merit Advisory Committee (MAC)
   i. Purpose and Membership
      1) Consideration of regular merit increases, with the exception of requests for full step accelerations, “hurdle” merits, and fourth-year appraisals will be evaluated by MAC. (See PART VI., 11., VOTING PRIVILEGES)
      2) The MAC will consist of up to seven (7) but no less than four (4) elected members from the tenured Faculty, In Residence Associate and In Residence Full Professors. The elected members will be comprised of a mix of Associate and Full Professor ranks.
      3) The Chair shall be elected from its membership for a two (2) year term.
      4) They will independently review dossier(s) and make recommendations in writing (brief summary) on merit increases to the Dean.
      5) Term of Service on the MAC is two years, beginning July 1. Special elections will be held as needed to fill vacancies.

iii) Curriculum Committee
   i. This committee shall be composed of ten individuals: the chair and vice chair and two who teach in the baccalaureate program, two who teach in the Masters Advanced Practice program, two who teach in the Masters Entry into Practice program, and two who teach in the Doctoral Program. The Chair and Vice Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Chair, Vice Chair and at least six of the eight other 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 curricular matters, changes in courses, instruction and degree requirements; to oversee comprehensive and qualifying exams; to recommend cognate courses for doctoral students; and to recommend policies regarding the programs.

iv) Faculty Research and Professional Affairs Committee
   i. This committee shall be composed of two Academic Senate Faculty representatives 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.

v) Student Affairs Committee
   i. This committee shall be composed of two faculty representatives, including at least one Academic Senate member, who teaches in that program: baccalaureate, Masters Entry into Practice, doctoral and individual specialties in the Advanced Practice Nursing Master’s programs. At least one non-Academic Senate Faculty representative will be a member. 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, masters 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 VIII. SUSPENSION OF RULES

17. 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 and provided that any such suspension does not violate UCLA or UC systemwide bylaws.

PART IX. AMENDMENT OF BYLAWS

18. The foregoing Bylaws can only be amended by a two-thirds majority of those voting in a secret ballot. Those voting include: all Regular Line Faculty (Assistant, Associate, Full); all In Residence Faculty (Assistant, Associate, Full); all Split appointments; and all Joint Appointments, regardless of whether they have or have not waived rights on Academic Personnel Actions.

Revisions to the Bylaws for the School of Nursing were approved by the faculty on July 1, 2010, by the Committee on Rules and Jurisdiction on July 26, 2010, and by the Legislative Assembly of the UCLA Academic Senate on November 4, 2010; Minor revisions were approved by the Legislative Assembly of the UCLA Academic Senate on June 4, 2015.
UCLA SCHOOL OF NURSING
BYLAWS

PART I. FUNCTIONS

1. The Faculty of the School of Nursing shall conduct the government of the School of Nursing subject, however, pursuant 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).

PART III. OFFICERS

3. The Officers of the Faculty shall consist of a Chair, and Vice Chair. The Chair shall be elected by the voting members of the Faculty Spring quarter for a two-year term commencing September 1 and shall be Chair of the Faculty Executive Committee. This election shall precede the appointment of the Standing Committees. Should the position of Faculty Chair become vacant (e.g. due to illness or resignation) the Faculty shall elect a new Chair to serve out the term of the vacated Chair. The Vice Chair of the Faculty shall be elected for a one year term 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 five instructional days' notice, except as provided for in Bylaw 16:

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

   (b) After delivery of a written request for a meeting to the FEC Chair, the request must be

      i. Signed by at least three voting members of the Faculty.

      ii. 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, another member of the FEC will preside.

7. Robert’s Rules of Order (newest edition) shall govern Faculty meetings in all instances.

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 or Dean as appropriate. Recommendation for committee membership will be obtained from the faculty.

13. Faculty Executive Committee
   (a) Membership
      i. Voting membership on the Faculty Executive Committee shall be in conformity with Bylaw 50(B).
      ii. The Chair of the Faculty.
      iii. Chairs of the following Standing Committees:
           a. Curriculum Committee (Chair and Vice Chair)
           b. Faculty Research and Professional Affairs Committee
           c. Student Affairs Committee
           d. Each of these chairs will be elected by the full Academic Senate Faculty for two-year staggered terms.
      iv. Two Academic Senate faculty representatives will be elected by the Academic Senate Faculty in the spring quarter for the following academic year, serving one year terms.
v. The Chair of CAPA shall serve as an *ex officio* member without vote.

(b) Duties

i. Advise the Dean on matters concerning the budget.

ii. 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.

iii. Coordinate and oversee the business of the Faculty as carried out by the Standing Committees.

iv. Receive reports from Standing Committees of the Faculty.

v. Have general jurisdiction over the curricular program offerings and conduct of instruction and requirements for degrees as provided in Bylaw 50(D)(5).

vi. Present matters to the Faculty for vote as identified by the appropriate Standing Committee or the Faculty Executive Committee.

vii. Implement rules and regulations prescribed by the Faculty.

viii. Report to the Faculty at least quarterly.

(c) Meetings

i. 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.

ii. 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 be absent another member of FEC will preside.

(d) Quorum

i. A simple majority of voting members shall constitute a quorum.

(e) The FEC will have two (2) subcommittees reporting to it:

i. Subcommittee on Committees
   a. This subcommittee shall be composed of the Faculty Chair and three Academic Senate Faculty elected in spring quarter.
      1) The duties of the subcommittee shall be to prepare the slate for Committee Chairs during Spring quarter of the following year,
      2) Conduct an election for Committee Chairs and
      3) Present a recommended list of Committee members to the Faculty Executive Committee.

ii. Evaluation Subcommittee
   a. This subcommittee shall be composed of one representative from each of the four instructional programs who are Academic Senate Faculty.
   b. The Chair shall be elected from its membership for a two-year term.
   c. The Associate Dean for Academic Affairs shall serve as an *ex officio* member without vote.
   d. 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

i. 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 except where herein designated differently. Faculty may be appointed for no more than two consecutive two-year terms to any one Standing Committee.

ii. 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.

iii. 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 September 1, to serve a term of two years from September 1, except where herein designated differently.

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

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

vi. Changes in substantial departmental matters and policy that are recommended by Standing Committees to the Faculty Executive Committee will go to the full Faculty for discussion and vote.

(b) Membership and Duties of Standing Committees

i. Committee on the Appointments, Promotions and Appraisals (CAPA)
   a. Membership
      1) CAPA will consist of seven (7) elected, tenured faculty members for the purpose of evaluating dossiers, writing summary letters and voting for:
         (i) Existing faculty for tenure and promotion
         (ii) New hires for rank and tenure
         (iii) Fourth year appraisals for Assistant Professors
         (iv) Step VI reviews for Professorial rank
         (v) Full Step accelerations
      2) Eligible members for Election (Tenured Faculty Members only)
         (i) The seven elected members will be comprised of: three Full Professors, three Associate Professors and one member from either of the above ranks.
         (ii) Assistant Professors will be involved in the review process on a case-by-case basis in order to help them learn the process and refine skills for future service on the CAPA committee.
         (iii) The Chair of CAPA will be elected by the seven member committee for a two year term.
      3) Term of service
         (i) Length of service on CAPA is two years, beginning July 1.
         (ii) Special elections will be held as needed to fill vacancies.
   b. Meetings
      1) CAPA Chair, in consultation with the other committee members, will assign from within this committee appropriate and eligible faculty members to analyze the dossier and to write the brief summary letter which will be discussed at a closed forum of the CAPA committee.
2) In the event that there is no appropriate expertise existing among the members needed for the scientific appraisal of a faculty member’s dossier, CAPA may request outside consultation and assistance as needed from within the School of Nursing faculty.

3) Prior to the presentation of a faculty dossier to all eligible academic senate members, the CAPA Chair shall call a meeting of the CAPA Committee, and establish a quorum, in order to discuss the dossier and obtain a vote from members to indicate the degree of support for the candidate under review.

4) CAPA voting results shall be reported to the academic senate faculty as a summary vote only.

5) The Chair of the CAPA Committee, in consultation with committee members, shall call periodic meetings of the eligible Faculty for the purpose of presentation of the CAPA dossier appraisal and the CAPA vote, prior to a ballot vote request from tenured academic senate faculty as made eligible by rank and step.

6) For each candidate under consideration, the vote of the academic senate members shall occur by closed and sealed mailed ballot. Only eligible voting members (tenured and of appropriate rank) will be requested to cast ballots (e.g., full professors shall vote for candidates progressing in rank to full professorial rank).

7) All eligible voting members will receive a ballot in the campus mail which must be returned completed in ten (10) days.

8) Those choosing not to vote will not be counted in the results.

9) The Chair will call subsequent meetings during the year as needed for consideration of the dossiers for new hires. As described above, the CAPA review of the dossier and vote will be presented prior to the request for a ballot from the eligible senate faculty.

10) Simple Majority

   (i) All CAPA and full faculty personnel actions shall require a simple majority of eligible voting members.

   (ii) Abstentions, however, shall be duly noted as such, but will not be counted in the deciding results of the election.

ii. Merit Advisory Committee (MAC)

   a. Purpose and Membership

   1) Consideration of merit increases, with the exception of requests for full step accelerations, will be evaluated by MAC.

   2) The MAC will consist of seven elected members from the tenured faculty. They will independently review dossier(s) and make recommendations in writing (brief summary) on merit increases to the Dean.

   3) The seven elected members will be comprised of:

      (i) Three Full Professors
(ii) Three Associate Professors, and

(iii) One member from either of the above ranks

(iv) The Chair shall be elected from its membership for a two year term.

4) Term of Service

(i) Length of service on the MAC is two years, beginning July 1.

(ii) Special elections will be held as needed to fill vacancies.

iii. Curriculum Committee

a. This committee shall be composed of ten individuals: the chair and vice chair and two who teach in the baccalaureate program, two who teach in the Masters Advanced Practice program, two who teach in the Masters Entry into Practice program, and two who teach in the Doctoral Program. The Chair and Vice Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Chair, Vice Chair and at least six of the eight other 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 curricular matters, changes in courses, instruction and degree requirements; to oversee comprehensive and qualifying exams; to recommend cognate courses and student advisors for doctoral students; and to recommend policies regarding the programs.

iv. Faculty Research and Professional Affairs Committee

a. This committee shall be composed of two Academic Senate Faculty representatives 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.

v. Student Affairs Committee

a. This committee shall be composed of two faculty representatives, including at least one Academic Senate member, who teaches in that program: baccalaureate, Masters Entry into Practice, doctoral and individual specialties in the Advanced Practice Nursing Master’s programs. At least one non-Academic Senate Faculty representative will be a member. The Chair shall be elected by the full Academic Senate Faculty.
Senate Faculty for a two-year term. The Associate Dean for Academic 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, masters 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. BALLOT VOTING**

15. Ballot voting shall occur in the event of Voting for New Hires, Curricular Changes, Committee Chairs, and Sub-Committee on Committees.

(a) Voting for New Hires

   i. The Dean’s Office shall construct and issue a ballot vote for new hires.
   
   ii. After the ballot is distributed, faculty shall have ten days to respond.
   
   iii. A simple majority of eligible academic senate members voting as advisory vote to the dean on said.

(b) Voting for curricular changes

   i. Upon receipt of curricular changes from the appropriated program committees by December 1, FEC Cahir in consultation with the FEC shall issue a ballot to faculty members by February 1 for any changes for the subsequent fall quarter.

(c) Voting for Sub-committee on Committees

   i. FEC Chair in consultation with the FEC shall issue a ballot to faculty members for election of three committee members.

(d) A simple majority of eligible academic senate members voting on said issue will constitute a carrying vote.

(e) Committee Chairs

   i. The FEC Chair in consultation with FEC shall issue a ballot to faculty members for election of all Standing Committee Chairs except the CAPA committee and the Merit Review Committee.
   
   ii. A simple majority of eligible academic senate members voting on said issue will constitute a carrying vote.

**PART VIII. SUSPENSION OF RULES**

16. 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 IX. AMENDMENT OF BYLAWS

17. 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.

Revisions to the Bylaws for the School of Nursing were approved by the Rules and Jurisdiction Senate Committee on May 22, 2015, by the School of Nursing Faculty on June 2, 2015 and the Legislative Assembly on June 4, 2015.
May 5, 2016

To: Evelyn A. Blumenberg, Chair
   Urban Planning

From: Linda Bourque, Chair
       Rules & Jurisdiction

Re: Department Bylaws Submitted On May 5, 2016

The Committee on Rules and Jurisdiction has reviewed the revised Bylaws that the Department of Urban Planning submitted on May 5, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Robin McCallum, Management Services Officer
These bylaws were approved by a 2/3 majority secret ballot vote of Urban Planning Senate faculty on April 26, 2016: 12 Yes, 0 No, 3 Absent.

Part I. Functions

1. (A) The Faculty of the Department of Urban Planning shall conduct the governance in accordance with all applicable rules of the Academic Senate of the University of California and the Bylaws of the Luskin School of Public Affairs.

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

Part II. Membership

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

Part III. Officers

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

Part IV. Meetings

4. The Faculty of the Department shall meet with students, non-Senate Faculty, and staff at least once per quarter. These regular meetings shall be referred to as the "Assembly, and shall be led by the Chair of the Departmental Faculty Executive Committee."

5. The agenda for regular quarterly meetings shall include the following:

   (A) Consideration of the minutes of the preceding meeting;

   (B) Announcements of the President, Chancellor, Dean, Associate Dean, Department Chair, and other Departments in the School;

   (C) Reports of committees;

   (D) Reports from student organizations;

   (E) Reports from staff;
2016 Bylaws

(F) Unfinished business; and

(G) New business.

6. Meetings of the Faculty may be held with at least three instructional days notice:

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

(B) A written request of a meeting signed by at least five voting members of the Faculty, and the meeting must be scheduled to take place with five instructional days of receipt of the request. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.

(C) Non-Senate Faculty, Staff, and Students may be invited by the Chair to attend meetings of the faculty and receive the courtesy of the floor. They do not have voting rights. Students and non-Senate faculty cannot participate in meetings in which personnel actions are discussed. Students cannot participate in meetings in which academic information about individual students is disclosed.

7. The Chair of the Department shall preside at all meetings of the Faculty. In the Absence of the Chair, the Vice Chair shall preside.

Part V. Committees

8. The Chair of the Department is an ex officio member of all committees without vote except as may be herein designated.

9. Except as may be herein designated, administrative officers of the Luskin School of Public Affairs cannot serve as members of the committees established by these Bylaws.

10. A Departmental Faculty Executive Committee (FEC) shall be composed of the Chair of the FEC and a second faculty member who serves as Vice Chair.

(A) In Spring Quarter, the Chair and Vice Chair of the Departmental FEC will be elected by a two-thirds vote of the Department’s Academic Senate Faculty. The Chair will serve as the Department’s representative to the Schoolwide Faculty Executive Committee; the Vice Chair will serve as the alternate to the Schoolwide Faculty Executive Committee.

11. Members of the Executive Committee shall hold office for one year beginning on July 1, but may be reelected.

(A) Vacancies that occur in the middle of the school year shall be filled by election at a duly noted special election of the Department’s Academic Senate Faculty.
Members so elected shall fill the unexpired terms of those they replace.

12. The Faculty Executive Committee shall monitor and review the rules and policies established by the Faculty, and exercise general supervision of the educational policies and programs of the Department.

   (A) Meetings may be called by the Chair or Vice Chair.

13. There shall be Standing Committees on Curriculum, the Masters in Urban and Regional Planning (MURP) and Doctoral Admissions, the Doctoral Program, Financial Aid, and Academic Personnel (the Staffing Working Group). The Department Chair shall appoint all chairs and faculty committee members (with the exception of the Staffing Working Group), and committee chairs shall report to the Department Chair. All Department committees may seek advisory input from students and non-Senate faculty.

   (A) The membership of the curriculum committee shall be balanced, to the extent possible, to represent all areas of concentration in the Urban Planning Department. The Curriculum committee shall review existing MURP programs and consider and initiate proposals for change, develop long- and intermediate-range plans concerning curricula for the master’s degree, and approve all courses taught for the first time, taught by a visiting instructor, or organized as a student-initiated special topics course. The Curriculum committee shall also advise the Chair of the Department on appointments of temporary, non-Senate Faculty as necessary on a year-to-year basis.

   (B) The entire Faculty shall serve on the MURP Admissions Committee along with student members. The MURP Admissions Committee shall be responsible for the development and maintenance of policies and standards for admission to the MURP program. The committee shall also review applications for admission and recommend to the Chair of the MURP Admissions Committee applicants who shall be admitted to the program. The decisions of the Chair of the committee are reviewable by the Department Chair.

   (C) The Doctoral Admissions Committee shall include an appointed Chair. The Chair of doctoral admissions shall review all doctoral applicant files and refer the files to appropriate faculty members for additional reviews. Recommendations for admission to the doctoral program shall be discussed and decided upon by the entire faculty at a duly called special meeting for that purpose.

   (D) The Financial Aid Committee shall include an appointed Chair, and appointed faculty. The Financial Aid Committee shall decide on all financial aid awards unless the faculty reserves to itself the right to make the decision on particular awards. In such cases the entire faculty shall vote on the awards either at a special faculty meeting or by ballot as determined by the Department Chair.

   (E) By a two-thirds majority vote of the faculty and the approval of the divisional Committee on Academic Personnel, the faculty has delegated the authority for
merit actions and pre-reviews of major personnel actions to the Staffing Working Group, a duly elected standing personnel committee.¹

(1) At the beginning of the Fall quarter, members of the Staffing Working Group will be elected by the Department’s Academic Senate Faculty by a two-thirds majority vote.

(2) Subject to the extension of voting rights elaborated in Part VI, regular faculty of all ranks are eligible to participate on the Staffing Working Group.

(3) The Staffing Working Group shall coordinate the advice of the faculty and students on appointments, retention, and promotions of academic personnel. Students will not have access to faculty dossiers but will provide input based on publicly-available information. They will not attend Staffing Working Group meetings. The Staffing Working Group shall develop procedures for evaluation of academic personnel, and prepare reports of such evaluations. The chair of the committee shall review each report or designate a Committee member of appropriate rank to do so in accordance with Senate Bylaw 55.

14. Other standing committees may be appointed by the Faculty and special committees may be appointed from time to time to serve for a limited period by concurrence of the Department Chair to serve for a period of an academic year or less.

Part VI. Voting Rights

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

16. Voting shall be without secret ballot, except as provided below.

(A) The actual method of voting shall be determined by the eligible voters; subject, however, to the provision that no voter may be denied the option to require a secret ballot.

(B) Ballots on the extension of voting rights and on academic personnel shall always be by secret ballot.

17. All Senate faculty may vote on new appointments (to any rank) that confer membership in the Academic Senate (SB 55 (B)(1)). The Department extends the vote to Assistant Professors (SB 55(C)).²

18. All Senate faculty may vote on the following Assistant actions (a) non-reappointment terminations of Assistant titles (end of “8th” year) and (b) 4th Year appraisals of Assistant Professors. The Department extends the vote to Assistant Professors (SB 55 (B)(5)).³
19. All Senate faculty may vote on (a) promotion to full professor (b) advancement to Professor Step VI, and (c) Advancement to Above Scale. The Department extends the vote to Associate and Assistant Professors (SB 55 (B)(2)).

20. All Senate faculty may vote on promotion to Associate Professor. The Department extends the vote to Assistant Professors (SB 55 (B)(3)).

21. Professors Emeriti do not have voting rights on personnel actions. Recalled Professor Emeriti have voting rights on non-personnel matters.

Part VII. Responsibilities of the Faculty

22. The faculty of the Department of Urban Planning shall be responsible for the following matters:

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

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

(C) The admission and matriculation of departmental students.

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

Part VIII. Responsibilities of the Department Chair

23. The Chair of the Department of Urban Planning is responsible for the following departmental matters:

(A) The proper administration of the budget according to the allocations and categories decided by the Dean in consultation with the Chair. The Department Chair, with concurrence by the faculty and with the approval of the Dean, has flexibility to make adjustments between lines for exceptional circumstances.

(B) The staffing and supervision of the departmental curriculum.

(C) The recruitment, supervision, and evaluation of non-academic personnel.

Part IX. Amendment of Bylaws

24. The foregoing Bylaws may be added to, amended, or repealed at any regular or special faculty meeting and after approval by a two-thirds majority of the Faculty in a secret
25. 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 Chair shall post to the Faculty a written notice of any such proposed addition, amendment, or deletion.

Part X. Implementation

26. These Bylaws shall become effective immediately after approval by a two-thirds majority of the Faculty in a secret ballot.

1 A secret ballot was held on September 28, 2015 of the faculty enfranchised to vote who voted by more than a two-thirds majority to delegate regular merit actions and the pre-reviews of major personnel actions to the Staffing Working Group, a duly elected Standing Personnel Committee (15 yes, 0 no, 0 abstain).

2 A secret ballot was held on September 01, 2015 and more than two-thirds of Full and Associate Professors elected to extend the vote on all appointments to Assistant Professors (12 yes, 0 no, 0 abstain).

3 A secret ballot was held on September 01, 2015 and more than two-thirds of the Full Professors in the Regular series elected to extend the vote on all personnel actions of Full Professors to Associate Professors (10 yes, 0 no, 0 abstain). A second secret ballot was held on September 01, 2015 and more than two-thirds of Full and Associate Professors elected to extend the vote on all personnel actions for all ranks (Full, Associate, and Assistant) to Assistant Professors (12 yes, 0 no, 0 abstain).
BYLAWS OF FACULTY
DEPARTMENT OF URBAN PLANNING
SCHOOL OF PUBLIC POLICY AND SOCIAL RESEARCH

Part I. Functions

1. (A) The Faculty of the Department of Urban Planning shall conduct the governance of the School of Public Policy in accordance with all applicable rules of the Academic Senate of the University of California and the Bylaws of the School of Public Policy and Social Research.

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

Part II. Membership

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

Part III. Officers

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

Part IV. Meetings

4. The Faculty of the Department shall meet at least once a quarter after a call by the Chair of the Faculty or the Vice Chair/Secretary of the Faculty with a minimum of one week's notice prior to the meeting. These regular meetings shall be referred to as the "Assembly", and non-Senate Faculty, Staff, and Students shall be invited by the Chair to attend the regular quarterly meetings of the and receive the courtesy of the floor.

5. The agenda for regular quarterly meetings shall include the following:

(A) Consideration of the Minutes of the Proceeding Meeting;

(B) Announcements of the President, Chancellor, Dean, Department Chair and other Departments in the School;

(C) Reports of committees;

(D) Reports from Student organizations
(E) Reports from Staff

(F) Unfinished Business;

(G) New Business

6. Special meetings of the Faculty may be held with at least three instructional days notice:
   (A) After a call to meeting by the Chair of the Faculty or the Vice Chair/Secretary of the Faculty or,
   (B) A written request of a meeting signed by at least five voting members of the Faculty, and the meeting must be scheduled to take place with five instructional days of receipt of the request. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.
   (C) Non-Senate Faculty, Staff, and Students may be invited by the Chair to attend the special meetings of the faculty and receive the courtesy of the floor.

7. The Chair shall preside at all meetings of the Faculty. In the Absence of the Chair, the Vice Chair/Secretary shall preside.

8. Voting shall be without secret ballot, except a provided below
   (A) A secret ballot shall be taken whenever requested by a majority of the voting members present.
   (B) Ballots on academic personnel shall always be by secret ballot.

**Part V. Quorum**

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

**Part VI. Committees**

10. The Chair of the Department is an ex officio member of all committees without vote except as may be herein designated.

11. Except as may be herein designated, administrative officers of the School of Public Policy and Social Research cannot serve as members of the committees established by these Bylaws.

12. Departmental Executive Committee shall be composed of the Chair of the Faculty, the Vice Chair/Secretary of the Faculty and one non-Senate Faculty member who meets requirements for such membership as specified in Article 2B. The Chair and Vice Chair/
Secretary shall be elected in a duly noticed election of Senate Faculty members, and the non-Senate Faculty members shall be elected in a duly noticed election of non-Senate Faculty members in the Spring of each year.

(A) The Chair and Vice Chair/Secretary will be elected through the process of electing the representative and alternate of the School in the Spring Quarter. The Vice Chair/Secretary of the Departmental Faculty shall conduct the election for the Non-Senate Faculty member of the Departmental FEC. Nomination papers shall be distributed to eligible non-Senate Faculty members a month before the election. Consent of the candidate must be obtained in order to validate the nomination. Voting shall be done by secret mail ballot of all eligible voters with one week allowed for the voting. A candidate is elected if he or she receives a majority of those voting. A run-off ballot with the two receiving the highest vote should be used if no candidate receives a majority of the first ballot.

13. Members of the Executive Committee shall hold office for one year beginning on July 1, but may be reelected.

(A) Vacancies that occur in the middle of the school year shall be filled by election at a duly noted special election of the Faculty or non-Senate Faculty as is appropriate. Members so elected shall fill the unexpired terms of those who they replace.

14. The Executive Committee shall monitor and review the rules and policies established by the Faculty, and exercise general supervision of the educational policies and programs of the Department. Within policies established by the Faculty, it shall serve as the planning, coordinating and policy formulation body for the Department, recommending to the Faculty such changes in policy and programs as may from time to time seem warranted.

(A) The Executive Committee shall meet not less than once a quarter. Meetings may be called by the Chair or any two members.

15. There shall be Standing Committee's on Curriculum, Masters and Doctoral Admissions, Financial Aid, and Staffing (academic personnel). The Chair of the Faculty and the Chair of the Department shall jointly appoint all chairs and members of committees, and committee chairs shall report to both the Chair of the Faculty and the Chair of the Department. To the extent permitted by the rules of the Academic Senate of the University of California and the Bylaws of the School of Public Policy and Social Research non-Senate Faculty members and students shall be eligible for membership on all standing committees.

(A) The membership of the curriculum committee shall be balanced, to the extent possible, to represent all areas of concentration in the Urban Planning Department. The Curriculum committee shall develop long and intermediate range plans concerning curricula for the masters and doctoral degrees, review existing programs and consider and initiate proposals for change, and approve all new or revised courses proposals. The Curriculum committee shall also advise the Chair of the Department on appointments of temporary, non-Senate Faculty necessary on a year-to-year basis.
(B) The entire Faculty shall serve on the Masters Admissions Committee along with appointed non-Senate and student members. The Masters Admissions Committee shall be responsible to the development and maintenance of policies and standards for admission to the masters program. The committee shall also review applications for admission and recommend to the Chair of the Masters Admissions Committee who shall be admitted to the program. The decisions of the Chair of the committee are reviewable by the Chairs of the Faculty and Department.

(C) The Doctoral Admissions Committee shall include an appointed Chair and appointed faculty and doctoral student members. The committee shall review all doctoral applicant files and refer the files to appropriate faculty members for additional reviews. The recommendations to admit of the Doctoral Admissions Committee shall be reviewed by the entire faculty at a duly called special meeting for that purpose.

(D) The Financial Aid Committee shall include an appointed Chair, and appointed faculty. The Financial Aid Committee shall decide on all financial aid awards unless the faculty reserves to itself the right to make the decision on particular awards. In such cases the entire faculty shall vote on the awards either at a special faculty meeting or by ballot as determined by the Chair of the Department.

(E) The Staffing Committee shall consist of a Chair and faculty nominated by the Chair of the Department and Chair of the Faculty and elected by the faculty; and students, in good standing, nominated by the faculty and elected by the students and faculty. The elections shall take place in the fall quarter. The students vote shall be first. The senior faculty then vote on whether to extend the vote on all academic personnel action to the junior faculty. Depending on the result of this vote, all eligible faculty then vote on the slate of nominated faculty and elected students. The Staffing Committee shall coordinate the advice of the faculty on appointments, retention, and promotions of academic personnel. It shall develop procedures for evaluation of academic personnel, and prepare reports of such evaluations. The chair of the committee shall review each report or designate a Committee member of appropriate rank to do so in accordance with Senate Bylaw 188.

16. Other standing committees may be appointed by the Faculty and special committees may be appointed from time to time to serve for a limited period by concurrence of the Chair of the Faculty and Chair of the Department to serve for a period of an academic year or less. Non Senate Faculty and students may be appointed to such committees except as restricted by the rules of Academic Senate.

Part VI. Responsibilities of the Faculty

17. The faculty of the Department of Urban Planning shall be responsible for the following matters:

(A) The recruitment, supervision, and evaluation of department academic personnel.
(B) The development of the departmental curriculum and administration of its degree programs.

(C) The admission and matriculation of departmental students.

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

Part VI Responsibilities of the Department Chair

18. The Chair of the Department of Urban Planning is responsible for the following departmental matters:

(A) The proper administration of the budget according to the allocations and categories decided by the Dean in consultation with the Chair. The Department Chair, with concurrence by the faculty and with the approval of the Dean, has flexibility to make adjustments between lines for exceptional circumstances.

(B) The staffing and supervision of the departmental curriculum.

(C) The recruitment, supervision, and evaluation of non-academic personnel.

Part VII. Amendment of Bylaws

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

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

Part VIII Implementation

21. These Bylaws shall become effective immediately after approval by two-thirds of the Faculty.
April 22, 2016

To: Jinqi Ling, Chair
    Asian American Studies

From: Linda Bourque, Chair
    Rules & Jurisdiction

Re: Revised Department Bylaws Submitted in April, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Asian American Studies submitted in April, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Wendy Fujinami, Manager
Department of Asian American Studies Bylaws
Approved by Senate faculty by a two-thirds majority in a secret ballot on 2/24/16.
(14 yes; 0 no; 0 abstain)

PREAMBLE
The Department of Asian American Studies recognizes its vital historical and continuing linkage with the struggle for the civil rights and social justice of peoples of color and other disadvantaged social groups. The department's faculty is committed to offering a curriculum that embraces the historical and contemporary realities of Asian Americans and Pacific Islanders, supporting research that promotes equality, encouraging community services, and making higher education more inclusive and responsive to American diversity.

Part I. Membership
1. Membership in the Faculty of the Department of Asian American Studies is defined by Divisional Bylaws 50(A) and 184. This includes members of the Academic Senate holding the titles Professor, Associate Professor, Assistant Professor, or other members of the Academic Senate with a full, split or joint appointment in the department.

Part II. Functions
2. (A) The Faculty of the Department of Asian American Studies shall conduct the governance of the Department in accordance with all applicable rules of the Academic Senate of the University of California and the Bylaws of the College of Letters and Science and Social Research.

(B) The Faculty delegates the authority to make decisions regarding routine departmental affairs to an elected Executive Committee.

(C) Academic Senate members who hold either 100% appointments, split appointments or 0% joint appointments with the Department of Asian American Studies as well as recalled Emeriti have the right to discuss and vote on all substantial non-personnel department questions.

Part III. Officers
3. (A) The Chair of the Department is appointed by the Dean of Social Sciences in consultation with the Faculty. Consistent with APM 245, the Chair normally will seek advice of the Executive Committee regarding significant administrative decisions.

(B) Except when limited by confidentiality, the Chair will keep the Executive Committee informed of the administrative decisions by and recommendations to the Dean, Provost, and Chancellor on departmental activities.
(C) The Chair is responsible for the following departmental matters:

(a) The proper administration of the budget according to the allocations and categories decided by the Dean in consultation with the Chair. The Chair, in concurrence by the Executive Committee and with the approval of the Dean, has the flexibility to make adjustments for exceptional circumstances;
(b) Appointment of departmental officers, including the Vice Chair, with the Executive Committee concurrence;
(c) Appointment of departmental committees;
(d) The review, staffing, and supervision of undergraduate and graduate teaching, scheduling, and monitoring classes;
(e) The recruitment, supervision, and evaluation of non-academic personnel;
(f) Scheduling for and recommending to the Dean Sabbatical and other leaves;
(g) Maintaining and assigning departmental work facilities.

Part IV. Meetings

4. The Faculty of the Department will meet the third and the eighth week of each quarter. The meetings shall be called by the Department Chair with a minimum of one week's notice prior to the meeting. The Chair may invite non-Senate faculty, staff, and students to attend these regular quarterly meetings and shall give the invited attendees the courtesy of the floor. Meetings on Academic Personnel shall be held in accordance with Academic Personnel procedures.

5. Special meetings of the Faculty may be held with at least three instructional days’ notice in advance:

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

(B) A written request of a meeting signed by at least three voting members of the Faculty to the Department Chair. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.

6. The Department Chair shall preside at regular meetings and at special meetings called by the Chair. In the absence of the Chair, the Vice Chair shall preside. The Department Chair shall preside at special meetings called by three voting members of the Faculty. In the absence of the Department Chair, the Vice Chair shall preside.

7. In accordance to Senate Bylaws 55 B.7, voting shall be without secret ballot, except as provided below:

(A) A secret ballot shall be taken whenever requested by any one member of the voting Faculty present.

(B) Ballots on academic personnel shall always be by secret ballot.

8. For all meetings, one third of the departmental faculty who are members of the Academic Senate shall constitute a quorum.
Part V. Academic Personnel Procedures

9. Appointments and Promotions
    All Regular Faculty (Full, Associate, and Assistant Professors) vote on appointments that
confer membership to the Academic Senate and Promotions.

    A. Tenured Faculty vote to extend the franchise to Assistant Professors on appointments to
    the Academic Senate (SB 55 B.1). [2/24/16 Faculty Meeting secret ballot; 2/3 majority
    vote. 14 yes; 0 no; 0 abstained]

    B. Full Professors vote to extend votes on promotion to Full Professor and merits of Full
    Professors to Associate Professors (SB 55 B.2). [2/24/16 Faculty Meeting secret ballot;
    2/3 majority vote. 7 yes; 0 no; 0 abstained]

    C. Full and Associate Professors vote to extend votes on promotion to Full Professor and
    merits of Full Professors to Assistant Professors. [2/24/16 Faculty Meeting secret ballot;
    2/3 majority vote. 14 yes; 0 no; 0 abstained]

    D. Full and Associate Professors extend votes on promotion to Associate Professor and
    merits of Associate Professors to Assistant Professors (SB 55 B.3). [2/24/16 Faculty
    Meeting secret ballot; 2/3 majority vote. 14 yes; 0 no; 0 abstained]

    E. Full and Associate Professors vote to extend enfranchisement on Assistant Professor
    merit actions; fourth-year appraisal; non-reappointment to Assistant Professors (SB 55
    B.5). [2/24/16 Faculty Meeting secret ballot; 2/3 majority vote. 14 yes; 0 no; 0
    abstained]

10. Merit Actions
    All merit actions have been delegated to the elected Academic Personnel Committee.
    (12/2/15 Faculty Meeting secret ballot; 2/3 majority vote; 11 yes; 0 no; 3 not returned)

Part VI. Committees

11. Much essential work of the department is conducted through committees comprised of
    faculty members. The active participation of faculty members on committees is indispensable
to the function of the department.

12. The Department Chair 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 College of Letters and
    Science cannot serve as members of the committees established by these Bylaws.
14. Departmental Executive Committee is elected through faculty vote and shall be composed of two Academic Senate members and the Department Chair. Members of the Executive Committee shall hold office for one year beginning on July 1, but may be reelected.

15. The Executive Committee shall monitor and review the rules and policies established by the Faculty, and exercise general supervision of the educational policies and programs of the Department. Within policies established by the Faculty, it shall serve as the planning, coordinating and policy formulation body for the Department, recommending to the Faculty such changes in policy and programs as may from time to time seem warranted.

(A) The Executive Committee shall meet not less than once a quarter. Meetings may be called by the Department Chair or any two members.

16. Appointments of Committees on Curriculum, Undergraduate Studies, and Graduate Admissions and Awards are made by the Department Chair after consultation with and approval of the Executive Committee.

(A) The membership of the Curriculum Committee shall be balanced, to the extent possible, to represent all areas of studies. The Curriculum Committee shall develop long and intermediate range plans concerning graduate and undergraduate curricula, review existing programs and consider and initiate proposals for change, and approve all new or revised course proposals. The Curriculum Committee shall also advise the Chair on appointments of non-Senate Faculty on a year-to-year basis.

(B) The Graduate Admissions and Awards Committee shall be responsible for the development and maintenance of policies and standards for admission to the masters program. The committee shall review applications and make recommendation for admission. Admission decisions are reviewable by Department Chair and Executive Committee. The Admissions and Awards Committee shall also decide on all financial aid awards, and scholarships and fellowships, unless the Faculty reserves to itself the right to make the decision on particular awards. In such cases, the entire faculty shall vote on the awards, either at a special faculty meeting or by ballot as determined by the Chair.

(C) The Academic Personnel Committee shall consist of three members elected by the Faculty during the spring quarter. The Academic Personnel Committee shall review, evaluate, and make recommendations regarding personnel actions before the Faculty vote. All merit actions have been delegated to the elected Academic Personnel Committee (See V.10). The chair of the Committee shall review each report or designate a Committee member of appropriate rank to do so in accordance with Senate Bylaw 55.

17. Special committees may be appointed from time to time to serve for a limited period of an academic year, by concurrence of the Department Chair and the Executive Committee.

Part VII. Responsibilities of the Faculty

18. The Faculty of the Department of Asian American Studies shall be responsible for the following matters:
(A) The recruitment, supervision, and evaluation of department academic personnel.

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

(C) The admission and matriculation of departmental students.

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

Part VIII. Amendment of Bylaws

19. Amendments to these By-Laws may be proposed by any three voting members of the department. The request to amend a bylaw will be referred to the Department Chair, or a written request of any three voting member may be forwarded to the Chair, which will then be brought to a departmental meeting for discussion. If the request is endorsed by a majority of the voting Faculty at a departmental meeting, an official ballot shall be sent to Faculty for a vote. An amendment is accepted if it is supported by at least a two-thirds majority of the Senate Faculty in a secret ballot.

20. Not less than ten days prior to any regular or special meeting, at which addition to, amendment of, or deletion of all or any portion of the Bylaws is considered. The Department shall post to the Faculty a written notice of any such proposed addition, amendment, or deletion.
Department of Asian American Studies Bylaws

PREAMBLE

The Department of Asian American Studies recognizes its vital historical and continuing linkage with the struggle for the civil rights and social justice of peoples of color and other disadvantaged social groups. The department's faculty is committed to offering a curriculum that embraces the historical and contemporary realities of Asian Americans and Pacific Islanders, supporting research that promotes equality, encouraging community services, and making higher education more inclusive and responsive to American diversity.

Part I. Membership

1. Membership in the Faculty of the Department of Asian American Studies is defined by Divisional Bylaws 50(A) and 184. This includes members of the Academic Senate holding the titles Professor, Associate Professor, Assistant Professor, or other members of the Academic Senate with a full, split or joint appointment in the department.

Part II. Functions

2. (A) The Faculty of the Department of Asian American Studies shall conduct the governance of the Department in accordance with all applicable rules of the Academic Senate of the University of California and the Bylaws of the College of Letters and Science and Social Research.

(B) The Faculty delegates the authority to make decisions regarding routine departmental affairs to an elected Executive Committee.

(C) Academic Senate members who hold either 100% appointments or joint (0 to 50%) appointments with the Department of Asian American Studies shall participate in deliberations over all matters concerning the Department.

Part III. Officers

3. (A) The Chair of the Department is appointed by the Dean of Social Sciences in consultation with the Faculty. Consistent with APM 245, the Chair normally will seek advice of the Executive Committee regarding significant administrative decisions.

(B) Except when limited by confidentiality, the Chair will keep the Executive Committee informed of the administrative decisions by and recommendations to the Dean, Provost, and Chancellor on departmental activities.

(C) The Chair is responsible for the following departmental matters:

(a) The proper administration of the budget according to the allocations and
categories decided by the Dean in consultation with the Chair. The Chair, in concurrence by the Executive Committee and with the approval of the Dean, has the flexibility to make adjustments for exceptional circumstances;
(b) Appointment of departmental officers, including the Vice Chair, with the Executive Committee concurrence;
(c) Appointment of departmental committees;
(d) The review, staffing, and supervision of undergraduate and graduate teaching, scheduling, and monitoring classes;
(e) The recruitment, supervision, and evaluation of non-academic personnel;
(f) Scheduling for and recommending to the Dean Sabbatical and other leaves;
(g) Maintaining and assigning departmental work facilities.

Part IV. Meetings

4. The Faculty of the Department will meet the third and the eighth week of each quarter. The meetings shall be called by the Department Chair with a minimum of one week's notice prior to the meeting. The Chair may invite non-Senate faculty, staff, and students to attend these regular quarterly meetings and shall give the invited attendees the courtesy of the floor. Meetings on Academic Personnel shall be held in accordance with Academic Personnel procedures.

5. Special meetings of the Faculty may be held with at least three instructional days notice in advance:

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

   (B) A written request of a meeting signed by at least three voting members of the Faculty to the Department Chair. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.

6. The Department Chair shall preside at regular meetings and at special meetings called by the Chair. In the absence of the Chair, the Vice Chair shall preside. The Department Chair shall preside at special meetings called by three voting members of the Faculty. In the absence of the Department Chair, the Vice Chair shall preside.

7. In accordance to Senate Bylaws 55B.7, voting shall be without secret ballot, except as provided below:

   (A) A secret ballot shall be taken whenever requested by any one member of the voting Faculty present.

   (B) Ballots on academic personnel shall always be by secret ballot.

Part V. Quorum

8. For all meetings, one third of the departmental faculty who are members of the Academic Senate shall constitute a quorum.
Part VI. Committees

9. Much essential work of the department is conducted through committees comprised of faculty members. The active participation of faculty members on committees is indispensable to the function of the department.

10. The Department Chair is an *ex officio* member of all committees without vote except as may be herein designated.

11. Except as may be herein designated, administrative officers of the College of Letters and Science cannot serve as members of the committees established by these Bylaws.

12. Departmental Executive Committee is elected through faculty vote and shall be composed of two Academic Senate members and the Department Chair. Members of the Executive Committee shall hold office for one year beginning on July 1, but may be reelected.

13. The Executive Committee shall monitor and review the rules and policies established by the Faculty, and exercise general supervision of the educational policies and programs of the Department. Within policies established by the Faculty, it shall serve as the planning, coordinating and policy formulation body for the Department, recommending to the Faculty such changes in policy and programs as may from time to time seem warranted.

   (A) The Executive Committee shall meet not less than once a quarter. Meetings may be called by the Department Chair or any two members.

14. Appointments of Committees on Curriculum, Undergraduate Studies, and Graduate Admissions and Awards are made by the Department Chair after consultation with and approval of the Executive Committee.

   (A) The membership of the Curriculum Committee shall be balanced, to the extent possible, to represent all areas of studies. The Curriculum Committee shall develop long and intermediate range plans concerning graduate and undergraduate curricula, review existing programs and consider and initiate proposals for change, and approve all new or revised course proposals. The Curriculum Committee shall also advise the Chair on appointments of non-Senate Faculty on a year-to-year basis.

   (B) The Graduate Admissions and Awards Committee shall be responsible for the development and maintenance of policies and standards for admission to the masters program. The committee shall review applications and make recommendation for admission. Admission decisions are reviewable by Department Chair and Executive Committee. The Admissions and Awards Committee shall also decide on all financial aid awards, and scholarships and fellowships, unless the Faculty reserves to itself the right to make the decision on particular awards. In such cases, the entire faculty shall vote on the awards, either at a special faculty meeting or by ballot as determined by the Chair.

   (C) The Academic Personnel Committee shall consist of three members elected by the Faculty during the spring quarter. The Academic Personnel Committee shall review, evaluate, and make recommendations regarding personnel actions. The chair of the Committee shall review each report or designate a Committee member of appropriate
May 4, 2016

To: Mark Peterson, Chair
Public Policy

From: Linda Bourque, Chair
Rules & Jurisdiction

Re: Department Bylaws Submitted On May 4, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Public Policy submitted on May 4, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
Jason Throop, Committee on Rules & Jurisdiction
James Crall, Committee on Rules & Jurisdiction
Linda Mohr, CAO, Academic Senate
Marian Olivas, Committee Analyst, Rules & Jurisdiction
Meg Buzzi, Academic Personnel Office
Heather Small, Information Technology Services
Bonnie MacDougall, Vice Chancellor’s Office
Stacey Yukari Hirose, MSO, Public Polity
DEPARTMENT OF PUBLIC POLICY BYLAWS

Revised: 04/05/2016
Approved by Two-Thirds Faculty: 04/29/2016 faculty meeting by secret ballot,
13 eligible to vote, 13 ballots distributed and received;
13 approve; 0 disapprove; 0 abstain, 0 other

Part I. Functions

A. Department of Public Policy faculty will govern the Department in accordance with all
applicable rules of the Academic Senate of the University of California and the Bylaws of the
Luskin School of Public Affairs.

Part II. Membership and Voting

A. All Department of Public Policy Senate Faculty, including recalled Emeriti*, have the right to
vote on non-personnel substantial questions.
*During their active term of recall only.

B. Department Faculty Members
Senate Faculty of the Department of Public Policy include:
1. Ladder Faculty (Full, Associate, and Assistant Professors);
2. Recalled Emeriti; and
3. Emeriti.

C. Academic Personnel Actions
1. Appointments
   a) Full and Associate Professors vote on all appointments that confer membership
      in the Academic Senate.
   b) Joint and Split Appointments: Joint Appointments without a waiver for personnel
      actions and all Split Appointments follow the review and voting procedures as any
      other department member of the same rank.
   c) Full and Associate Professors have extended the right to vote on appointments to
      Assistant Professors. (04/26/2016 faculty meeting by secret ballot, 10 eligible to
      vote, 10 ballots distributed and received; Full Professors: 5 approve; 0
disapprove; 0 abstain; 0 other. Associate Professors: 4 approve; 1 disapprove; 0
abstain; 0 other.)

2. Non-Reappointments
   Full and Associate Professors vote on all non-reappointments of Senate members.

3. Promotions
   a) To Full Professor: Full Professors vote on all promotions to Full Professor.
   b) To Associate Professor: Full and Associate Professors vote on all promotions to
      Associate Professor.

4. Merit Actions
   All merit actions of Full, Associate, and Assistant (including fourth year appraisals)
   have been delegated to the elected Academic Personnel Committee. (04/26/2016
   faculty meeting by secret ballot, 10 eligible to vote, 10 ballots distributed and received;
   Full Professors: 5 approve; 0 disapprove; 0 abstain; 0 other. Associate Professors: 5
   approve; 0 disapprove; 0 abstain; 0 other.)
5. **Five-Year Reviews**  
Five-year reviews are handled by the Chair and Vice Chair, and go to vote by Full and/or Associate Professors pending recommendation.

6. **Non-Senate Faculty/Adjuncts**  
a) Appointment of lecturers will be made at the discretion of the Department Chair.  
b) Non-senate actions are handled by the Chair and ladder faculty.

7. **Voting Period Duration**  
The duration of the voting period is five business days. The period may be closed prior to that time if all eligible faculty have voted. The balloting process and vote counting shall be administered by the Management Services Officer.

8. **Non-Personnel Substantial Questions**  
Voting on non-personnel substantial questions will be without secret ballot.

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**Part III. Meetings**

A. Department Faculty will typically meet monthly, but at least once a quarter, by call of the Chair or Vice Chair with a one week prior notice minimum.

B. Special faculty meetings may be held with at least three instructional days’ notice:
   1. After a call to meeting by the Department Chair or the Department Vice Chair or,  
   2. A written request for a meeting must be approved by at least five voting faculty members. The meeting must 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.

C. The Chair presides at all Faculty meetings. In the absence of the Chair, the Vice Chair presides.

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**Part IV. Quorum**

One half (50%) constitutes a quorum of those not on leave and entitled to vote.

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**Part V. Committees**

A. The Chair of the Department is an ex-officio member of all committees without vote except as designated.

B. Administrative officers of the Luskin School of Public Affairs cannot serve as members of the committees established by the Bylaws, except as designated.

C. Student representatives, elected by their graduate student association [such as the Association for Master of Public Policy Students (AMPPS) for MPP students] or undergraduate student association, may be eligible for membership on all standing committees at the discretion of the chair in consultation with the faculty.

D. **Department Standing Committees**
   1. **Executive Committee**
      a) The Departmental Executive Committee is composed of:
2. Academic Personnel Committee (APC)  
a) The Academic Personnel Committee (APC) is a three-person elected committee of Full and Associate Professors.
b) The Chair, Vice Chair, and faculty nominate and vote for members of the APC. APC members serve a one-year term.
c) The APC coordinates faculty advice on academic personnel appointments (split, joint, renewals, appraisals, and non-renewals), promotions, and retentions. In consultation with the Chair and Vice Chair, the APC appoints ad hoc committees and arranges peer teaching evaluations. The APC Chair will receive each report and review it or designate a Committee member of appropriate rank to do so in accordance with Senate Bylaw 55.
d) Merit actions are delegated by Full and Associate Professor to the APC. See Department of Public Policy Bylaws Section II.C.4.

3. Curriculum Committee  
a) Curriculum Committee membership will be balanced, to the extent possible, for broad coverage of the Public Policy Department’s curriculum.
b) The Curriculum Committee will develop plans concerning curricula, approve course offerings, review program requirements, initiate and consider course and program changes.
c) The Curriculum Committee offers proposals to change existing departmental policies on course buy-outs and on course credit for co-taught courses, as needed.
d) The Curriculum Committee advises the Department Chair on temporary faculty appointments when requested.

4. Admissions and Fellowships Committee  
a) The entire Faculty serves on the Admissions and Fellowships Committee, which is responsible for the development and maintenance of policies and standards for degree programs admissions.
b) The Committee establishes and oversees the procedures for evaluating all admission applications, including the assignment of faculty to review applications. No more than two second-year Public Policy graduate students may participate in reading of applications for admission and their scores will be averaged in with the faculty evaluations to determine a final rating. The Committee determines program admits and fellowship awards amounts. The Admissions and Fellowships Committee has the power to delegate subsequent negotiations to the Admissions Committee Chair and/or the
Department Chair.

5. **Representative to the Luskin School of Public Affairs Faculty Executive Committee**
   The Department’s Luskin School of Public Affairs Faculty Executive Committee representative is elected by Senate Faculty and serve a one-year term.

6. **Representative and Alternate Representative to the Legislative Assembly of the Academic Senate**
   The Department and Alternate representatives to the Legislative Assembly of the Academic Senate are elected by Senate Faculty and serve three-year terms.

7. **Other Committees**
   Other committees, such as Faculty Search Committees, may be established for a limited period, with the members nominated by the Chair and approved by the faculty. Non-Senate Faculty and students may be appointed to such committees as non-voting members, except as restricted by the rules of Academic Senate.

### Part VI. Faculty Responsibilities

A. In addition to their teaching obligations, the faculty of the Department of Public Policy shall be responsible for the following matters:
   1. Recruitment, supervision, and evaluation of department academic personnel.
   2. Development of the departmental curriculum and administration of its degree programs.
   3. Admission and matriculation of departmental students.
   4. Service on departmental, school wide and university committees.

### Part VII. Department Chair Responsibilities

The Department of Public Policy Chair is responsible for the following matters:

A. The proper administration of the budget according to the allocations and categories decided by the Dean in consultation with the Chair. The Department Chair, with concurrence by the faculty and with the approval of the Dean, has flexibility to make adjustments among lines for exceptional circumstances. The Department Chair will seek guidance from the faculty on the use of differential fee income and use of endowment and gift income.

B. Staffing and supervision of the departmental curriculum.

C. Faculty committee assignments.

D. Recruitment, supervision, and evaluation of academic and non-academic personnel matters.

### Part VIII. Amendment of Bylaws

A. The forgoing Bylaws may be added to, amended, or repealed at any regular or special meeting by a two-thirds, secret ballot vote of Senate Faculty, including assistant professors and Emeriti during their active term of recall.
B. Not less than five instructional 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, a written notice of any such proposed addition, amendment, or deletion will be sent to faculty.

Part XI. Implementation

The Bylaws are effective immediately after approval, by secret ballot, of two-thirds of the Faculty.
BYLAWS OF THE FACULTY

Approved by Faculty Vote: 11/14/2006

Part I. Functions

1. The Faculty of the Department of Public Policy shall conduct the governance of their Department in accordance with all applicable rules of the Academic Senate of the University of California and the Bylaws of the School of Public Affairs.

Part II. Membership

2. Membership in the Faculty of the Department of Public Policy is defined by Divisional Bylaws 50(A) and 179. All Academic Senate members with positive time appointment in the Department and jointly appointed faculty who have not waived voting rights, shall have voting rights in the department.

The Department of Public Policy will make and renew faculty appointments joint with other departments, subject to the guidelines outlined in Appendix 15 of the UCLA Call, Joint Appointments and the policies outlined in “Policy on Joint Appointments within the Department of Public Policy”, effective date July 1, 1999. Positive-time joint appointments are treated as permanent appointments, subject to the terms of the faculty member’s contract with the University. Zero-time joint appointments (both those with waived voting rights and those with full voting rights) will have a fixed term of three years and will be subject to renewal by a vote of the Department’s faculty with voting privileges.

Part III. Meetings

3. The Faculty of the Department shall meet at least once a quarter after a call by the Chair of the Department or the Vice Chair the Department with a minimum of one week’s notice prior to the meeting.

4. Special meetings of the Faculty may be held with at least three instructional days notice:

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

   (B) A written request for a meeting signed by at least five voting members of the Faculty. 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.
5. The Chair shall preside at all meetings of the Faculty. In the absence of the Chair, the Vice Chair shall preside.

6. Voting shall be without secret ballot, except on academic personnel matters or whenever requested by a majority of the voting members present.

7. All senate faculty including Assistant Professors may vote on all new faculty appointments and joint appointment matters. This group may also vote on the appointment of Adjunct Faculty. Only tenured faculty may vote on other academic personnel matters.

(a) Appointment of lecturers will not require a faculty vote; these appointments will be made at the discretion of the Department Chair.

8. Voting on personnel actions requiring a vote by the full faculty, will be held open for at least three days. The voting period may be closed prior to that time if all eligible faculty have voted. The balloting process and vote counting shall be administered by the Management Services Officer.

Part IV. Quorum

9. One half (50%) shall constitute a quorum of those in residence and entitled to vote.

Part V. Committees

10. The Chair of the Department is an ex officio member of all committees without vote except as may be herein designated.

11. Except as may be herein designated, administrative officers of the School of Public Affairs cannot serve as members of the committees established by these Bylaws.

12. To the extent permitted by the rules of the Academic Senate of the University of California and the Bylaws of the School of Public Affairs, students may be eligible for membership on all standing committees, at the discretion of the Department Chair.

13. The standing Committees of the Department shall be:

A. The Executive Committee

The Departmental Executive Committee shall be composed of:
1) the Chair of the Department
2) the Vice Chair of the Department
3) the immediate past Chair of the Department
4) an additional faculty member or members sufficient to represent any faculty ranks not represented by items 1, 2 or 3 above.

The Executive Committee members defined in item 4 shall be elected in a duly noticed election of Senate Faculty members. They will be elected to a one year term.

The Executive Committee role shall be to advise the Chair as to joint appointments and on other matters as needed. The committee shall also monitor and review the rules and policies established by the Faculty, and exercise general supervision of the educational policies and programs of the Department. Within policies established by the Faculty, it shall serve as the planning, coordinating and policy formulation body for the Department, recommending to the Faculty such changes in policy and programs as may from time to time seem warranted.

The Executive Committee shall meet as needed. Meetings may be called by the Department Chair or any committee member. A majority of the committee shall constitute a quorum.

B. The Academic Personnel Committee

The Academic Personnel Committee shall coordinate the advice of the faculty on appointments, retention, and promotions of academic personnel (ladder faculty, adjunct faculty, visiting professors). The committee is authorized to appoint ad hoc committees and to arrange for peer review of teaching. In case of hurdle reviews, the Department Chair shall appoint all ad hoc committees. The chair of the committee will receive each report and review it or designate a Committee member of appropriate rank to do so in accordance with Senate Bylaw 188.

Faculty may delegate complete action for Dean’s Final actions except initial appointments. In accordance with the UCLA CALL, Appendix 4, Section II, Item this delegation will be reconsidered every three years.

C. The Curriculum Committee

The membership of the Curriculum Committee shall be balanced, to the extent possible, to provide broad coverage of the Public Policy Department’s curriculum.

The Curriculum Committee will develop long and intermediate range plans concerning curricula for the MPP degree, approve Public Policy Department offerings, review existing programs, consider or initiate proposals for change, and approve all new courses at the undergraduate and graduate level.

It will also offer proposals to change existing departmental policy on course buy-outs and on course credit for co-taught courses, as needed.
The Curriculum committee shall also advise the Chair of the Department on appointments of temporary lecturers when requested.

D. The Admissions and Fellowships Committee

The entire Faculty shall serve on the Masters Admissions and Fellowships Committee, which shall be responsible for the development and maintenance of policies and standards for admission to the masters program.

The Committee shall review all applications for admission. No more than two second year MPP students may participate in reading of applications for admission and their scores will be averaged in with the faculty evaluations to determine a final rating. The Committee shall determine who shall be admitted to the program and the amount of any fellowship awards. The Admissions and Fellowships Committee has the power to delegate subsequent negotiations to the Chair of the Admissions Committee and/or the Department Chair.

E. Delegate to the School of Public Affairs Faculty Executive Committee

F. Delegate to the Academic Senate

G. Other committees

Other committees, such as Faculty Search Committees, may be appointed by the Faculty as needed to serve for a limited period by concurrence of the Chair of the Department. Non-Senate Faculty and students may be appointed to such committees as non-voting members, except as restricted by the rules of Academic Senate.

Part VI. Responsibilities of the Faculty

12. In addition to their teaching obligations, the faculty of the Department of Public Policy shall be responsible for the following matters:

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

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

   (C) The admission and matriculation of departmental students.

   (D) Service on departmental, school wide and university committees.

Part VII. Responsibilities of the Department Chair

13. The Chair of the Department of Public Policy is responsible for the following
departmental matters:

(A) The proper administration of the budget according to the allocations and categories decided by the Dean in consultation with the Chair. The Department Chair, with concurrence by the faculty and with the approval of the Dean, has flexibility to make adjustments among lines for exceptional circumstances. The Department Chair will seek guidance from the faculty on the use of differential fee income and use of endowment and gift income.

(B) The staffing and supervision of the departmental curriculum.

(C) Assignments of faculty to committees.

(D) The recruitment, supervision, and evaluation of academic and non-academic personnel.

Part VIII. Amendment of Bylaws

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

15. Not less than ten instructional 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, a written notice of any such proposed addition, amendment, or deletion will be sent to faculty.

Part XI. Implementation

16. These Bylaws shall become effective immediately after approval by two-thirds of the Faculty.
May 8, 2016

To: Mario Gerla, Chair  
    Computer Science

From: Linda Bourque, Chair  
    Rules & Jurisdiction

Re: Department Bylaws Submitted On May 6, 2016

    The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Computer Science submitted on May 6, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor  
    Jason Throop, Committee on Rules & Jurisdiction  
    James Crall, Committee on Rules & Jurisdiction  
    Linda Mohr, CAO, Academic Senate  
    Marian Olivas, Committee Analyst, Rules & Jurisdiction  
    Meg Buzzi, Academic Personnel Office  
    Heather Small, Information Technology Services  
    Bonnie MacDougall, Vice Chancellor’s Office  
    Cassandra Franklin, Academic Personnel  
    Tammy VanWagoner
Computer Science Department Bylaws

Passed by Senate faculty 5/6/2016
(2/3 majority voting by secret ballot: 23 yes; 0 no; 2 abstain; 10 not voting),

I. The Chair
The Chair is the executive officer of the department and is appointed by the Chancellor upon the recommendation of the Dean. Any Computer Science faculty member may request a meeting to recommend candidates for appointment as chair to the Dean. The duties of the Chair shall be assigned by the Dean according to university practice.

The Chair is responsible for the recommendation of the Vice Chair for Graduate Programs and the Vice Chair for Undergraduate Programs, in consultation with the faculty and Dean. The Vice Chair for Graduate Programs and the Vice Chair for Undergraduate Programs are appointed by the Chancellor, after consultation with the Dean, Chair and faculty. The duties of the Vice Chairs shall be assigned by the Chair. In consultation with the Vice Chairs and faculty members, the Chair appoints all standing and ad hoc committees.

II. Department Faculty members
Department Faculty members are department members who are members of the Academic Senate, including Recalled Emeriti. Recalled Emeriti have the right to vote on all non personnel substantial department questions. Recalled Emeriti have not been extended the right to vote on personnel actions. Tenured Faculty members have not extended the right to vote on Academic Personnel Actions to In Residence Faculty. [01/26/2016 Faculty Meeting: 8 yes; 9 no; 1 abstain]

III. Academic Personnel Actions
a. Appointments: Full and Associate Professors vote on all appointments that confer membership in the Academic Senate.
   i. Additionally, Senior Lecturers SOE (Security of Employment) have the right to vote on all appointments to Senior Lecturer SOE or PSOE and Lecturer SOE or PSOE.
   ii. Additionally, Lecturers SOE have the right to vote on all appointments to Lecturer SOE or PSOE.
iii. Full and Associate Professors have extended to Assistant Professors the right to vote on all appointments. [04/25/2016 Faculty Meeting by secret ballot 2/3 majority: 18 yes; 3 no; 2 abstain]

b. Non Reappointments: Full and Associate Professors vote on all non reappointments of Senate members. (SB 55.B.5)
   i. Additionally, Senior Lecturers SOE have the right to vote on all non renewal to Senior Lecturer or Lecturer.
   ii. Additionally, Senior Lecturers SOE and Lecturers SOE have the right to vote on all terminal Lecturer PSOE appointments.

c. 4th Year Appraisals: Full and Associate Professors vote on all 4th Year Appraisals of Assistant Professors.
   i. Senior Lecturers SOE have the right to vote on all 4th Year Appraisals of Senior Lecturers PSOE or Lecturers PSOE.
   ii. Lecturers SOE have the right to vote on 4th Year Appraisals of Lecturers PSOE.

d. Promotions:
   i. To Full Professor: Full Professors vote on all Promotions to Full Professor
   ii. To Associate Professor: Full and Associate Professors vote on all Promotions to Associate Professor.
   iii. To Senior Lecturer SOE: Full and Associate Professors and Senior Lecturers SOE vote on all Promotions to Senior Lecturer SOE.

e. Merit Actions:
   All merit actions have been delegated to the elected Bylaw 55 committee.
   [01/26/2016 Faculty Meeting by secret ballot. Fulls (2/3 majority): 16 yes; 1 no; 1 abstain; Associates/Assistants (2/3 majority): 13 yes; 4 no; 1 abstain]

f. Joint and Split Appointments
   Joint Appointments without a waiver for personnel actions and all Split Appointments follow the same review and voting procedures as those for any other department member of the same rank.

g. Five Year Reviews
   Five year reviews are handled at the discretion of the Department Chair.

IV. Standing Committees
   The department has eleven standing committees.

   Every year, all regular faculty vote on membership of the Bylaw 55 committee. The typical number of members of that committee is five people who are all full professors.

   The department chair appoints regular faculty to the other committees by the end of the summer for the following academic year. Typically, the other committees have 3 or 4 members, though the MS admission committee may be much larger. The policy and planning committee usually includes one or more former department chairs.
The department chair and/or vice chairs may be a member and chair of one or more of the standing committees.

Each committee meets at the request of the chair of that committee. A quorum is the chair plus at least half of the other members.

The charges of those committees are as follows:

a. Academic policy committee: Handles academic policy matters such as proposals for ad hoc majors and ad hoc minors, proposals for new courses, and curriculum changes.
b. Awards committee: Nominates faculty members for awards.
c. Bylaw 55 committee: Votes on merit cases delegated to the committee.
d. MS admission committee: Runs the MS admission process and makes the admission decisions.
e. Ph.D. visit day committee: Runs the visit day for prospective Ph.D. students; the committee selects and works closely with a group of current Ph.D. students.
f. Ph.D. admission committee. Runs the Ph.D. admission process: Gets all regular faculty and possible others involved in the admission process and eventually make the admission decisions.
g. Ph.D. progress tracking committee: Runs the Ph.D. progress tracking process; Once a year, the process begins with contacts between the committee, Ph.D. students, and their advisors; then continues with a faculty meeting at which all faculty discuss difficult cases, and culminates with a progress letter to each student.
h. Policy and planning committee: Advises the chair on strategy.
i. Recruiting committee: Selects faculty candidates for interview; Gets all regular faculty and possible others involved in the selection process.
j. Written qualifying exam committee: Runs the Ph.D. written qualifying exam.
k. Undergraduate program committee: The committee oversees the undergraduate majors and recommends changes to the faculty.

V. Faculty meetings

The Chair schedules faculty meetings and announces them at least a week in advance, if at all possible. All faculty members may submit agenda items. A quorum is half of all regular faculty who are in residence during the quarter in which a meeting is held.

All votes are by secret ballot. Voting is open for at least five business days, except for voting on new appointments which may have a shorter voting period.
May 6, 2016

To: Cheryl I. Harris, Interim Chair
African American Studies

From: Linda Bourque, Chair
Rules & Jurisdiction

Re: Revised Department Bylaws Submitted On May 6, 2016

The Committee on Rules and Jurisdiction has reviewed the Revised Bylaws that the Department of African American Studies submitted on May 6, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
Jason Throop, Committee on Rules & Jurisdiction
James Crall, Committee on Rules & Jurisdiction
Linda Mohr, CAO, Academic Senate
Marian Olivas, Committee Analyst, Rules & Jurisdiction
Meg Buzzi, Academic Personnel Office
Heather Small, Information Technology Services
Bonnie MacDougall, Vice Chancellor’s Office
Eboni Shaw, MSO and Student Affairs Officer
The Department of African American Studies was formally created in April 2014 and departmental bylaws, approved by the faculty January 21, 2014 and were approved by the Legislative Assembly April 2, 2014. Attached is a copy of these bylaws.

Amendments of the bylaws were enacted over the course of several meetings and were submitted to the Academic Senate, Committee on Rules and Jurisdiction for review. Based on responses, further amendments were proposed and enacted by the faculty. The dates for votes on voting rights are included in the text of the amendments and the ballot results are attached.

Summary of the changes follows:

<table>
<thead>
<tr>
<th>ORIGINAL</th>
<th>AMENDMENTS</th>
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<tbody>
<tr>
<td>I.2. Amendments of departmental bylaws requires a two-thirds vote of the members present</td>
<td>I.2. Amendments of departmental bylaws requires a two-thirds vote of the voting faculty.</td>
</tr>
<tr>
<td>II. 1. Membership in the faculty includes members of the Academic Senate holding full, split or joint appointments in the department</td>
<td>II.1. Members of the Academic Senate are Assistant, Associate and Full Professors in the Regular Series and In Residence Faculty who hold full, split or joint appointments in the department</td>
</tr>
<tr>
<td>II.2.b. Non ladder faculty are eligible to vote at departmental meetings.</td>
<td>II.2.b. Unless otherwise provided by vote of the faculty, non-ladder faculty are not eligible to vote at departmental meetings.</td>
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<tr>
<td>II.3. Student Representatives: Two graduate and</td>
<td>II.3. The Graduate African American Studies Student</td>
</tr>
<tr>
<td>two undergraduate students shall be appointed annually to serve as student representative.</td>
<td>Association and the Undergraduate African American Studies Student Association shall elect one graduate and one undergraduate member to serve as student representative. [student representatives are elected by the departmental student organizations; reduced student representative from two to one, based on size of the department and student body]</td>
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<tr>
<td>II.3. a. They [students] shall be invited to participate in all departmental meetings, except those dealing with personnel actions, and when the faculty call an executive session, and shall be asked to provide input on issues that directly affect the department's curriculum and teaching programs at both the graduate and undergraduate levels.</td>
<td>II. 3. Student representatives may attend and participate in all departmental meetings, except those dealing with personnel actions or other confidential matters. Students are not eligible to vote. [clarifies that student representatives may participate in meetings, except for personnel matters; while continuing to value and encourage student input, this does require the highly unusual step of granting them rights to vote]</td>
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<tr>
<td>b. Student representatives are eligible to vote at departmental meetings. However, their votes shall be recorded separately per UCLA Academic Senate By-Law 45E5 (Student representatives are not allowed to vote on personnel matters in accordance with the requirements outlined in the UCLA Faculty Senate Bylaw 55 (CALL Appendix 4)</td>
<td></td>
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<tr>
<td>II.4. Department meetings take place at the call of the departmental Chair, with one week's notice, except when the departmental Chair finds that an emergency or urgent matter makes this impossible. The departmental Chair or a designated substitute presides at the meeting.</td>
<td>II. 4. Department Meetings a. Department meetings take place at the call of the departmental Chair, upon at least one week’s notice. The Chair or a designated substitute presides at all meetings.</td>
</tr>
<tr>
<td>a. Per Academic Senate regulations (Bylaw 55, II-6), &quot;upon the request of 3 Senate members, the departmental Chair must schedule and hold a meeting within ten days.&quot; Any Senate member may also request that an item be placed upon the agenda of a previously scheduled meeting.</td>
<td>b. In the case of urgent matters, the Department Chair may call a special meeting of the Faculty upon at least three instructional days notice. Additionally, pursuant to the written request of two voting faculty members, the Chair must schedule and hold a meeting within ten (10) days of the request. (See Academic Senate regulations (THE UCLA CALL, Appendix 4, section II-6, <a href="http://www.apo.ucla.edu/call/append4.htm">http://www.apo.ucla.edu/call/append4.htm</a>)) Any Senate member may request that an item be placed on the agenda of a previously scheduled meeting. (This section replaces the prior section II. 4. It clarifies the notice for urgent meetings, and reduces the number of faculty required to call a meeting from three (3) to two (2).)</td>
</tr>
</tbody>
</table>
III. Voting Rights:
1. Department members who belong to the Academic Senate and meet the requirements outlined in the UCLA Faculty Senate Bylaw 55 (CALL Appendix 4) (http://www.apo.ucla.edu/call/appendix-4.htm) may vote on all matters, including personnel cases, in department meetings.

   a. Mode of Voting: Voting on departmental business is usually by a show of hands, unless a motion is made for a secret ballot. Voting on personnel matters is by secret ballot only. All departmental votes are majority votes unless otherwise specified.

   b. Quorum: One-half plus one of the Academic Senate members in residence at the time of the meeting constitutes a quorum to conduct department business during that quarter. One-half of the voting members plus one of the Department constitutes a quorum for personnel discussions.

III. Voting
1. Substantial Department Questions
   a. Department members who meet the requirements outlined in the UC Academic Senate Bylaw 55 A (1) (THE UCLA CALL Appendix 4) (https://www.apo.ucla.edu/policies-forms/the-call/appendices/appendix-4-voting-rights) and who have not waived their right to personnel review by the Department, may vote on all substantial departmental questions, including personnel cases. Faculty members of the Department who have waived personnel review (pursuant to a joint appointment with waiver) may vote on all substantial departmental questions except personnel cases. (See II.2(c) for emeriti voting rights.)

   b. This provision is to be read to comply with Senate Bylaw 55 (A)(1) which provides that the department shall not deny to any of its non-emeritae faculty who are voting members of the Academic Senate the right to vote on substantial departmental questions, excepting only certain personnel actions as specified in the bylaw.

2. Personnel Actions
   a. All In Residence faculty have been extended equal rights to vote on personnel cases as those of the same rank of Regular line faculty. (Faculty meeting 3/30/2016; 2/3 secret ballot of Tenured Faculty, 7 yes, 1 no, 1 abstain)

   b. Appointments
      By this provision, the Department’s full and associate professors extend the franchise for voting on appointments to assistant professors. Senate Bylaw 55 (B)(1); 55 (C).

      (Faculty meeting 3/30/2016; 2/3 secret ballot of Tenured Faculty, 9 yes, 0 no, 0 abstain)

   c. Promotions
The Department has extended votes on all promotions to all ranks as follows: Full Professors have extended the right to vote on promotions to Full Professor to Associate Professors. Full and Associate Professors have extended the right to vote on promotions to Full or to Associate Professor to Assistant Professors. (Faculty meeting 3/30/2016; 2/3 secret ballot of Full Professors: Extend to Associates: 4 yes, 0 no, 0 abstain; Extend to Assistants: 4 yes, 0 no, 0 abstain; Associate Professors: Extend to Assistants: 5 yes, 0 no, 0 abstain.)

d. Merits

(i) Merits are voted on by the same rank that vote on Promotions. (Faculty meeting 3/30/2016; 2/3 secret ballot of Full Professors: Extend to Associates 4 yes, 0 no, 0 abstain; Extend to Assistants: 4 yes, 0 no, 0 abstain. Associates Professors: Extend to Assistants: 5 yes, 0 no, 0 abstain.)

(ii) Accelerated merits are voted on by the same ranks that vote on Promotions. (Senate Bylaw 55 (B)(6). (Faculty meeting 3/30/2016; 2/3 secret ballot of Full Professors: Extend to Associates 4 yes, 0 no, 0 abstain; Extend to Assistants: 4 yes, 0 no, 0 abstain. Associates Professors: Extend to Assistants: 5 yes, 0 no, 0 abstain.)

3. Quorum

One half of the members of the Department (defined in Section II of these bylaws) in residence at the time of the meeting constitute a quorum to conduct department business during that quarter. One-half of the voting members of the Department entitled to vote on personnel matters constitute a quorum for personnel matters.

4. Mode of Voting

Voting on departmental business is by a show of hands, unless a motion is made for a secret ballot. All
departmental votes are majority votes unless otherwise specified.

5. Personnel Matters

The vote on all personnel matters shall be by secret ballot only. The vote shall be taken only after a meeting at which there has been an opportunity for full and informed discussion by the faculty. In order for the vote to be informed, all voting faculty are strongly encouraged to attend the meeting. Should an eligible voting member not be able to attend the meeting, absentee ballots may be submitted via email up to 24 hours after the scheduled meeting. Quorum will be defined by the number of ballots received.

[This section replaces the prior section on Voting Rights. It responds to the Rules and Jurisdiction Memo of 6/20/2015, and clarifies voting on substantial departmental questions (III.1. a.b.), and personnel actions (III.2.(a)-(d), and specifies the categories of Academic Senate Faculty included in the department (including All in Residence (III.2.(a)). It extends voting on personnel actions beyond the minimum, so that Associate and Assistant Professors are given the right to vote on promotions and merit actions of Full professors and on all personnel actions, that involve promotions to Associate Professors and all merit reviews. Quorum was also redefined from one-half of the members of the department plus one to one-half of the members of the department. It clarifies that voting by absentee ballot is permitted on personnel matters and is by secret ballot only.]

<table>
<thead>
<tr>
<th>IV. Officers</th>
<th>IV. Officers</th>
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<tr>
<td>1. The Chair is appointed by the Chancellor upon the recommendation of the Dean of Social Sciences in consultation with the department. The Chair serves at the ‘Dean’s discretion on an annual basis, although the term generally runs for three years with the possibility of renewal. The following constitute the main responsibilities of the Chair:</td>
<td>1. The Chair is appointed by the Chancellor upon the recommendation of the Dean of Social Sciences in consultation with the department. The Chair serves at the discretion of the Chancellor. The term of appointment will typically be for three years with the possibility of renewal. In accordance with the provisions of APM 245, the duties of the chair are as follows:</td>
</tr>
<tr>
<td>a. Academic personnel review: maintenance of records and reports concerning recruitment, tenure and promotion.</td>
<td>a. Planning the programs of the department in teaching, research, and other functions;</td>
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<tr>
<td>b. Ensure that the Executive Committee makes</td>
<td>b. Recruitment, selection, and evaluation of both the faculty and the staff personnel, and in consultation with colleagues, and in accordance with relevant procedures, recommending appointments, promotions, merit advances, and terminations;</td>
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<td>c. Ensuring that faculty members are aware of the</td>
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<tr>
<td>Appointments of departmental officers, including the Committee Chairs</td>
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<tr>
<td>a. Appointments of departmental officers</td>
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<td>b. Appointment of departmental committees</td>
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<tr>
<td>c. Supervision and evaluation of staff</td>
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<tr>
<td>d. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes</td>
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<tr>
<td>e. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes</td>
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<tr>
<td>f. Scheduling and recommending sabbatical and other leaves to Chancellor</td>
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<tr>
<td>g. Maintaining and assigning departmental work facilities.</td>
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<td>criteria prescribed for appointment and advancement, and making appraisals and recommendations in accordance with the procedures and principles in the Academic Personnel Manual and Procedures;</td>
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<tr>
<td>d. Planning and review of undergraduate and graduate teaching and scheduling;</td>
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<tr>
<td>e. To make arrangements and assignments of duty for the counseling of students, and for the training and supervision of Teaching Assistants and other student teachers and teacher aides, subject to the terms of any pertinent Memorandum of Understanding;</td>
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<td>f. To prepare the budget and administer the financial affairs of the department, in accord with University procedures;</td>
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<tr>
<td>g. To schedule and recommend to the Chancellor sabbatical leaves and other leaves of absence for members of the department. (The chair may approve a leave of absence with pay for seven calendar days or less for attendance at a professional meeting or for the conduct of University business without submitting a leave of absence form);</td>
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<tr>
<td>h. To be responsible for the custody and authorized use of University property assigned to the department, and for assigning departmental space and facilities to authorized activities in accordance with University policy and campus rules and regulations;</td>
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<tr>
<td>i. To maintain records and prepare reports in accord with University procedures;</td>
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<td>j. To report any failure of a faculty or staff member to carry out responsibilities and to recommend appropriate disciplinary action;</td>
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<td>k. To seek the advice of faculty colleagues in a systematic way in performing the duties specified above, and to provide for the conduct of department affairs in an orderly fashion through department meetings and the appointment of appropriate committees. The chair also is expected to seek student advice on matters of concern to students enrolled in the department's programs;</td>
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<tr>
<td>l. The Chair is an ex officio member of all committees.</td>
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[This section replaces the section on the chair and specifies the duties of the Chair in accordance with APM 245].
<table>
<thead>
<tr>
<th>IV.2. Departmental Officers</th>
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<tbody>
<tr>
<td>a. Acting Chair</td>
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<tr>
<td>b. Committee Chairs</td>
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<tr>
<td>1. Chair of the Committee for Graduate Affairs;</td>
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<tr>
<td>2. Chair of the Committee for Undergraduate Affairs</td>
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<thead>
<tr>
<th>IV.2. Departmental Officers</th>
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<tbody>
<tr>
<td>a. In the event of the Chair’s temporary unavailability, the Chair can appoint one of the committee chairs or one of the members of the Executive Committee to serve in his/her stead. This provision does not apply to any prolonged absence, due to leave or other cause.</td>
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<tr>
<td>b. Committee Chairs: The Chair will select committee chairs to aid in the performance of his/ her duties in consultation with the Executive Committee.</td>
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[This section replaces prior section IV.2. It retains the language regarding the Acting Chair and clarifies how committee chairs will be appointed.]

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<thead>
<tr>
<th>V. Departmental Committees</th>
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<tbody>
<tr>
<td>1. Student Participation: Student members elected or designated by their peers may serve as members of most standing committees, but they are not permitted to review personnel files. They may vote, but their votes shall be recorded separately…</td>
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<tr>
<th>V. Departmental Committees</th>
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<tr>
<td>[The language of section 1 was retained; section (a) on student participation was deleted. Student participation is now covered in II.3. and in V.3 .4 (c) on departmental committees.]</td>
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<tr>
<th>V.2. Executive Committee</th>
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<tbody>
<tr>
<td>a. Mode of Selection</td>
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<td>b. Committee Composition</td>
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<tr>
<th>V.2. Executive Committee</th>
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<tbody>
<tr>
<td>The Executive Committee: The Executive Committee shall be comprised of three voting members of the Department, elected by the faculty members of the Department. At least one of the three members shall be an Assistant Professor. Members of the Executive Committee for a one year term. The Executive Committee shall serve as a planning and coordinating body, who will advise the Chair on committee assignments, as well as recommending changes in policy and programs as may from time to time be warranted. The Executive Committee will review promotions and merit reviews as well as other matters that the Chair submits for its consideration. The review of the Executive Committee is preliminary in nature and does not supplant the work of any appointed ad hoc committee or Search Committee (see Section VI) nor does it take the place of a faculty vote. [This section replaces V.2.(a) and (b). It specifies the mode of selection, by election, and clarifies the responsibilities of the Executive Committee to advise the chair on committee assignments, policy reviews, and preliminary review of promotion and...</td>
</tr>
</tbody>
</table>
merit reviews, where such review does not supplant any ad hoc committee or take the place of a faculty vote.]

| V.3. V.3. a Undergraduate Committee | V. 3. The Undergraduate Committee will conduct periodic review of the undergraduate curriculum and align the curriculum with university requirements and the Department’s educational objectives and priorities. The Committee initiates and reviews proposals for changes to the curriculum before they are reviewed by the Department and submitted to the University's Undergraduate Curriculum Committee. The Committee considers any questions regarding the undergraduate program referred to it by the Chair of the Department and makes recommendations to the Department. In consultation with the Executive Committee, the Chair will appoint three faculty members and one undergraduate student to serve on the Undergraduate Committee. The term of service is for one year. [This section replaces V.3 and V.3.a and clarifies the responsibilities of the undergraduate committee, and reduces the number of committee members from five (5) faculty members to three (3); and given the size of the department, eliminates the service of a graduate student on this committee.] |

| V.4. (a)(b)(c) Graduate Committee | V. 4. a. The Committee evaluates applications for admission, and fellowships and teaching assistantship dossiers of continuing students. The Committee determines the number of fellowships to award; makes fellowship award recommendations to the appropriate University Committee; ranks applicants for University "restricted" fellowships; makes recommendations to the Graduate Dean for campus-wide fellowships; makes recommendations for non-resident tuition awards; makes recommendations for appointments and reappointments of teaching assistants; reviews criteria for fellowship and teaching assistantship awards; conducts periodic evaluation of the progress of graduate students; supervises the TA training process; and considers and reviews matters pertaining to student progress (such as petitions, advancement to candidacy) |

|  | b. The Graduate Committee reviews graduate |
c. In consultation with the Executive Committee, the Chair will appoint three members of the faculty and one graduate student to serve on the Graduate Committee. The term of appointment is for one year. Graduate students can participate in discussions but may not vote on admissions decisions, nor may they participate in discussions or voting on the award of fellowships.

[This section replaces V.4. It clarifies the work of the committee and reduces the faculty members of the committee from four (4) to three (3). It provides that the Chair will appoint one graduate student to serve on the committee instead of the two provided under prior rules.]

### VI. A. Appointments

#### 1. Search Committee for Regular Ladder Appointments

**VI.1. Search Committees for Regular Ladder Appointments:** When a regular ladder appointment has been authorized by the Dean, the Chair, in consultation with the Faculty Executive Committee, shall appoint a Search Committee. The conduct of the search shall be in accordance with all university procedures and requirements. A list of finalists for the position shall be forwarded from the search committee to the department. Thereafter, the Search Committee will invite the finalists to make a presentation to the faculty, and prepare a report on its recommendation. The report shall be submitted to the Chair and to the faculty for consideration at least ten days prior to the departmental discussion and vote. Departmental search committees may invite one or more graduate students to provide an evaluation in either written or oral form of the writings and presentations of the finalists. Pursuant to University rules, students may not have access to confidential material such as letters of recommendation.

**[This section replaces the prior section VI.1. and clarifies the procedure for appointments]**

#### VI.2. Visiting Appointments: Visiting Appointment can be made by the Chair in consultation with the Department

**VI.2. Visiting Appointments:** In consultation with the Executive Committee, the Chair may make Visiting Appointments. **[This revision clarifies that the Chair will consult with the Executive Committee in making Visiting Appointments]**

#### VI.3. Soft-Money" Appointments: Soft-money appointments are non-ladder appointments made for a defined and limited duration. Appointments are made by the Chair after consulting as widely as possible among colleagues

**VI.3. Non-ladder Appointments:** In consultation with the Executive Committee, the Chair may appoint non-Senate faculty for a defined and limited duration. **[This section replaces the prior VI.3. It clarifies that non ladder appointments are made by the chair in**
VI. B. Merits and Promotions

1. Eligibility for merit reviews and promotions shall be determined in accordance with the provisions of Academic Personnel Manual.

2. Prior to the time period for submission of dossiers for review, the Chair will consult with the Executive Committee for a preliminary review of the case for promotion. Ad Hoc Committees will be appointed for fourth year appraisal, promotion to Associate Professor, to Full Professor, and merit advances to Professor VI, and Professor Above Scale, or for acceleration. Ad Hoc Committees are not required in other cases such as routine merit reviews. The Chair will appoint members to the Ad Hoc Committee following consultation with the Executive Committee. Where the candidate also holds an appointment in another department that retains personnel review, the Chair will seek to coordinate the departmental review with the Chair of the corresponding department both with regard to the appointment of the ad hoc committee and the review process overall. The ad hoc committee will review the candidate’s record with regard to scholarship, teaching and service and submit a report to the Chair, who will circulate it to the faculty for consideration at least ten days before the departmental discussion and vote. Faculty votes on all merit and promotions shall be taken in accordance with the provisions of Section III.2.

(This new section provides the procedure for promotions and merits.)
Department of African-American Studies Bylaws
As Amended March 30, 2016
Approved by Faculty by two-thirds (2/3) secret ballot
Yes: 13  No: 0  Abstain: 0

I. Bylaws

1. **Bylaws:** These bylaws contain the core governing principles for the Department. They should be read in tandem with the *Standing Rules and Procedures* of the Department that regulate current departmental practices.

2. **Amendment:** Amendments to these bylaws may be proposed by any voting member of the Department. Proposed amendments will be presented for discussion and vote to the entire Department at a meeting, upon written notice given at least one week in advance. Notice shall include the proposed bylaw amendments along with an explanation of the proposed change(s). Bylaws are amended by a two-thirds vote in secret ballot.

3. **Access:** These bylaws shall be posted on the departmental website and be accessible without restriction. At the beginning of each academic year, the Chair will be responsible for distributing a copy of the bylaws to each voting member of the Department and designated student representatives. In addition, a copy of the bylaws shall be kept in the Chair's office.

II. Department Membership and Meetings

1. **Membership**
   
   Membership in the Faculty of African American Studies is defined by Divisional Bylaws 50 (A) and 184. Members of the Academic Senate are Assistant, Associate, and Full Professors in the Regular Series and In Residence Faculty who hold full, split or joint appointments (0-100%) within the Department of African American Studies are members of the Department.

2. **Non-ladder Faculty and other Departmental Personnel**
   
   a. Non-ladder faculty and staff may attend departmental business meetings, place items on the agenda for departmental consideration and participate in deliberations.
   
   b. As provided by the UCLA CALL, Appendix 4, non-ladder faculty may not vote on personnel matters. Unless otherwise provided by vote of the faculty, non-ladder faculty are not eligible to vote at departmental meetings.
   
   c. Emeriti faculty on recall have rights to participate and vote on substantial departmental questions in accordance with Senate Bylaw 55 (D)(3). Emeriti voting on academic personnel actions is subject to the vote to extend the franchise by the tenured full and associate professors.

3. **Student Representatives**
   
   The Graduate African American Studies Student Association and the Undergraduate African American Studies Student Association shall elect one graduate and one undergraduate student from their respective membership to serve as student representatives to the department. Student representatives may attend and participate in all departmental meetings, except those dealing with personnel actions or other confidential matters. Students are not eligible to vote.
4. **Department Meetings**

   a. Department meetings take place at the call of the departmental Chair, upon at least one week’s notice. The Chair or a designated substitute presides at all meetings.

   b. In the case of urgent matters, the Department Chair may call a special meeting of the Faculty upon at least three instructional days notice. Additionally, pursuant to the written request of two voting faculty members, the Chair must schedule and hold a meeting within ten (10) days of the request. (See Academic Senate regulations (THE UCLA CALL, Appendix 4, section II-6, http://www.apo.ucla.edu/call/append4.htm) Any Senate member may request that an item be placed on the agenda of a previously scheduled meeting.

5. **Minutes**

   Minutes of the department meetings shall be taken by a staff member and distributed in timely fashion to the voting faculty, as well as to designated student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes shall include a list of individuals present at the meeting. A copy of minutes from all departmental meetings will be preserved in the Chair's office, where any voting member of the department may consult them on demand.

**III. Voting**

1. **Substantial Department Questions**

   a. Department members who meet the requirements outlined in the UC Academic Senate Bylaw 55 A (1) (THE UCLA CALL Appendix 4) (https://www.apo.ucla.edu/policies-forms/the-call/appendices/appendix-4-voting-rights) and who have not waived their right to personnel review by the Department, may vote on all substantial departmental questions, including personnel cases. Faculty members of the Department who have waived personnel review (pursuant to a joint appointment with waiver) may vote on all substantial departmental questions except personnel cases. (See II.2(c) for emeriti voting rights.)

   b. This provision is to be read to comply with Senate Bylaw 55 (A)(1) which provides that the department shall not deny to any of its non-emeritae faculty who are voting members of the Academic Senate the right to vote on substantial departmental questions, excepting only certain personnel actions as specified in the bylaw.

2. **Personnel Actions**

   a. All In Residence faculty have been extended equal rights to vote on personnel cases as those of the same rank of Regular line faculty. (Faculty meeting 3/30/2016; 2/3 secret ballot of Tenured Faculty, 7 yes, 1 no, 1 abstain)

   b. **Appointments**

      By this provision, the Department’s full and associate professors extend the franchise for voting on appointments to assistant professors. Senate Bylaw 55 (B)(1); 55 (C ). (Faculty meeting 3/30/2016; 2/3 secret ballot of Tenured Faculty, 9 yes, 0 no, 0 abstain)
c. Promotions

The Department has extended votes on all promotions to all ranks as follows: Full Professors have extended the right to vote on promotions to Full Professor to Associate Professors. Full and Associate Professors have extended the right to vote on promotions to Full or to Associate Professor to Assistant Professors. (Faculty meeting 3/30/2016; 2/3 secret ballot of Full Professors: Extend to Associates: 4 yes, 0 no, 0 abstain; Extend to Assistants: 4 yes, 0 no, 0 abstain; Associate Professors: Extend to Assistants: 5 yes, 0 no, 0 abstain.)

d. Merits

(i) Merits are voted on by the same rank that vote on Promotions. (Faculty meeting 3/30/2016; 2/3 secret ballot of Full Professors: Extend to Associates 4 yes, 0 no, 0 abstain; Extend to Assistants: 4 yes, 0 no, 0 abstain. Associates Professors: Extend to Assistants: 5 yes, 0 no, 0 abstain.)

(ii) Accelerated merits are voted on by the same ranks that vote on Promotions. (Senate Bylaw 55 (B)(6). (Faculty meeting 3/30/2016; 2/3 secret ballot of Full Professors: Extend to Associates 4 yes, 0 no, 0 abstain; Extend to Assistants: 4 yes, 0 no, 0 abstain. Associates Professors: Extend to Assistants: 5 yes, 0 no, 0 abstain.)

3. Quorum

One half of the members of the Department (defined in Section II of these bylaws) in residence at the time of the meeting constitute a quorum to conduct department business during that quarter. One-half of the voting members of the Department entitled to vote on personnel matters constitute a quorum for personnel matters.

4. Mode of Voting

Voting on departmental business is by a show of hands, unless a motion is made for a secret ballot. All departmental votes are majority votes unless otherwise specified.

5. Personnel Matters

The vote on all personnel matters shall be by secret ballot only. The vote shall be taken only after a meeting at which there has been an opportunity for full and informed discussion by the faculty. In order for the vote to be informed, all voting faculty are strongly encouraged to attend the meeting. Should an eligible voting member not be able to attend the meeting, absentee ballots may be submitted via email up to 24 hours after the scheduled meeting. Quorum will be defined by the number of ballots received.

IV. Officers

1. Chair

The Chair is appointed by the Chancellor upon the recommendation of the Dean of Social Sciences in consultation with the department. The Chair serves at the discretion of the Chancellor. The term of appointment typically will be for three years with the possibility of renewal. In accordance with the provisions of APM 245, the duties of the chair are as follows: 

1 Additional information regarding the Chair’s duties can be found in APM 245: http://ucop.edu/academic-personnel-programs/_files/apm/apm-245.pdf
a. Planning the programs of the department in teaching, research, and other functions;

b. Recruitment, selection, and evaluation of both the faculty and the staff personnel, and in consultation with colleagues, and in accordance with relevant procedures, recommending appointments, promotions, merit advances, and terminations;

c. Ensuring that faculty members are aware of the criteria prescribed for appointment and advancement, and making appraisals and recommendations in accordance with the procedures and principles in the Academic Personnel Manual and Procedures;

d. Planning and review of undergraduate and graduate teaching and scheduling;

e. To make arrangements and assignments of duty for the counseling of students, and for the training and supervision of Teaching Assistants and other student teachers and teacher aides, subject to the terms of any pertinent Memorandum of Understanding;

f. To prepare the budget and administer the financial affairs of the department, in accord with University procedures;

g. To schedule and recommend to the Chancellor sabbatical leaves and other leaves of absence for members of the department. (The chair may approve a leave of absence with pay for seven calendar days or less for attendance at a professional meeting or for the conduct of University business without submitting a leave of absence form);

h. To be responsible for the custody and authorized use of University property assigned to the department, and for assigning departmental space and facilities to authorized activities in accordance with University policy and campus rules and regulations;

i. To maintain records and prepare reports in accord with University procedures;

j. To report any failure of a faculty or staff member to carry out responsibilities and to recommend appropriate disciplinary action;

k. To seek the advice of faculty colleagues in a systematic way in performing the duties specified above, and to provide for the conduct of department affairs in an orderly fashion through department meetings and the appointment of appropriate committees. The chair also is expected to seek student advice on matters of concern to students enrolled in the department’s programs;

l. The Chair is an ex officio member of all committees.

2. Departmental Officers:

   a. In the event of the Chair’s temporary unavailability, the Chair can appoint one of the committee chairs or one of the members of the Executive Committee to serve in his/her stead. This provision does not apply to any prolonged absence, due to leave or other cause.

   b. Committee Chairs: The Chair will select committee chairs to aid in the performance of his/her duties in consultation with the Executive Committee.
V. Departmental Committees

1. **Committee Work:** Much essential work in the Department is conducted through committees comprised of faculty members. The active participation of faculty members on committees is indispensable to the functioning of the Department.

2. **The Executive Committee:** The Executive Committee shall be comprised of three voting members of the Department, elected by the faculty members of the Department. At least one of the three members shall be an Assistant Professor. Members of the Executive Committee for a one-year term. The Executive Committee shall serve as a planning and coordinating body, who will advise the Chair on committee assignments, as well as recommending changes in policy and programs as may from time to time be warranted. The Executive Committee will review promotions and merit reviews as well as other matters that the Chair submits for its consideration. The review of the Executive Committee is preliminary in nature and does not supplant the work of any appointed ad hoc committee or Search Committee (see Section VI) nor does it take the place of a faculty vote.

3. **Undergraduate Committee:** The Undergraduate Committee will conduct periodic review of the undergraduate curriculum and align the curriculum with university requirements and the Department’s educational objectives and priorities. The Committee initiates and reviews proposals for changes to the curriculum before they are reviewed by the Department and submitted to the University's Undergraduate Curriculum Committee. The Committee considers any questions regarding the undergraduate program referred to it by the Chair of the Department and makes recommendations to the Department. In consultation with the Executive Committee, the Chair will appoint three faculty members and one undergraduate student to serve on the Undergraduate Committee. The term of service is for one year.

4. **Graduate Committee:** The Graduate Committee oversees the Department's graduate program, including the following:
   a. The Committee evaluates applications for admission, and fellowships and teaching assistantship dossiers of continuing students. The Committee determines the number of fellowships to award; makes fellowship award recommendations to the appropriate University Committee; ranks applicants for University "restricted" fellowships; makes recommendations to the Graduate Dean for campus-wide fellowships; makes recommendations for non-resident tuition awards; makes recommendations for appointments and reappointments of teaching assistants; reviews criteria for fellowship and teaching assistantship awards; conducts periodic evaluation of the progress of graduate students; supervises the TA training process; and considers and reviews matters pertaining to student progress (such as petitions, advancement to candidacy).
   
   b. The Graduate Committee reviews graduate curriculum and also conducts required reviews of the graduate program.
   
   c. In consultation with the Executive Committee, the Chair will appoint three members of the faculty and one graduate student to serve on the Graduate Committee. The term of appointment is for one year. Graduate students can participate in discussions but may not vote on admissions decisions, nor may they participate in discussions or voting on the award of fellowships.
VI. Personnel Actions

A. Appointments

1. Search Committees for Regular Ladder Appointments: When a regular ladder appointment has been authorized by the Dean, the Chair, in consultation with the Faculty Executive Committee, shall appoint a Search Committee. The conduct of the search shall be in accordance with all university procedures and requirements. A list of finalists for the position shall be forwarded from the search committee to the department. Thereafter, the Search Committee will invite the finalists to make a presentation to the faculty, and prepare a report on its recommendation. The report shall be submitted to the Chair and to the faculty for consideration at least ten days prior to the departmental discussion and vote. Departmental search committees may invite one or more graduate students to provide an evaluation in either written or oral form of the writings and presentations of the finalists. Pursuant to University rules, students may not have access to confidential material such as letters of recommendation.

2. Visiting Appointments: In consultation with the Executive Committee, the Chair may make Visiting Appointments.

3. Non-ladder Appointments: In consultation with the Executive Committee, the Chair may appoint non-Senate faculty for a defined and limited duration.

B. Merits and Promotions

1. Eligibility: Eligibility for merit reviews and promotions shall be determined in accordance with the provisions of Academic Personnel Manual.

2. Review Process

Prior to the time period for submission of dossiers for review, the Chair will consult with the Executive Committee for a preliminary review of the case for promotion. Ad Hoc Committees will be appointed for fourth year appraisal, promotion to Associate Professor, to Full Professor, and merit advances to Professor VI, and Professor Above Scale, or for acceleration. Ad Hoc Committees are not required in other cases such as routine merit reviews. The Chair will appoint members to the Ad Hoc Committee following consultation with the Executive Committee. Where the candidate also holds an appointment in another department that retains personnel review, the Chair will seek to coordinate the departmental review with the Chair of the corresponding department both with regard to the appointment of the ad hoc committee and the review process overall. The ad hoc committee will review the candidate’s record with regard to scholarship, teaching and service and submit a report to the Chair, who will circulate it to the faculty for consideration at least ten days before the departmental discussion and vote. Faculty votes on all merit and promotions shall be taken in accordance with the provisions of Section III.2.
African-American Studies Bylaws
(Faculty-Approved January 21, 2014)

I. Bylaws

1. **Bylaws:** These bylaws contain the core principles by which the Department has chosen to govern itself. They should be read in tandem with the *Standing Rules and Procedures* of the Department which regulate current departmental practices.

2. **Amendment:** Amendments to these bylaws may be proposed by any voting member of the Department. This recommendation will be presented for discussion and vote to the entire Department at a meeting, notice of which must be given at least one week in advance. Amendment of departmental bylaws requires a two thirds vote of the members present.

3. **Access:** These bylaws shall be posted on the departmental website and be accessible without restriction. At the beginning of each academic year, the Chair will be responsible to distribute a copy of the bylaws to each voting member of the Department and designated student representatives. In addition, a copy of the bylaws shall be kept in the Chair's office.

II. Department Membership, Meetings & Voting Rights

1. **Membership:** Membership in the Faculty of African American Studies is defined by Divisional Bylaws 50 (A) and 184 and include ladder rank (Academic Senate members), 100% appointment in AfAm and faculty who hold joint appointments (0-100%) within AfAm.

2. **Non-Faculty Members:**
   
   a. Non-faculty members - staff and lecturers - may attend departmental business meetings, place items on the agenda for departmental consideration and participate in deliberations.
   
   b. Non-faculty members are eligible to vote at departmental meetings. However, their votes shall be recorded separately per UCLA Academic Senate By-Law 45E5 (http://www.senate.ucla.edu/FormsDocs/bylaws/ch4-3.htm#b45). They cannot vote on personnel matters in accordance with the requirements outlined in the UCLA CALL, Appendix 4: https://www.apo.ucla.edu/policies/the-call/appendices-1/appendix-4-voting-rights.

3. **Student Representatives:** Two graduate students and two undergraduates shall be appointed annually to serve as student representatives to the African American Studies department. These students will be elected by the appropriate student organizations.
   
   a. They shall be invited to participate in all departmental meetings, except those dealing with personnel actions, and when the faculty call an executive session, and shall be asked to provide input on issues that directly affect the department's curriculum and teaching programs at both the graduate and undergraduate levels.
   
   b. Student representatives are eligible to vote at departmental meetings. However, their votes shall be recorded separately per UCLA Academic Senate By-Law 45E5 (http://www.senate.ucla.edu/FormsDocs/bylaws/ch4-3.htm#b45). Student representatives are not allowed to vote on personnel matters in accordance with the requirements outlined in the UCLA Faculty Senate Bylaw 55 (CALL Appendix 4) (http://www.apo.ucla.edu/call/append4.htm)
4. **Department Meetings:** Department meetings take place at the call of the departmental Chair, with one week's notice, except when the departmental Chair finds that an emergency or urgent matter makes this impossible. The departmental Chair or a designated substitute presides at the meeting.

   a. Per Academic Senate regulations (Bylaw 55, II-6, http://www.apo.ucla.edu/call/append4.htm), "upon the request of 3 Senate members, the departmental Chair must schedule and hold a meeting within ten days." Any Senate member may also request that an item be placed upon the agenda of a previously scheduled meeting.

5. **Minutes:** Written minutes of the department meetings, excluding meetings devoted to personnel actions, shall be taken by a staff member and distributed by email in timely fashion to the whole voting faculty, as well as to designated student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes are to include a list of individuals present at the meeting.

   a. A copy of minutes from all departmental meetings will be preserved in the Chair's office, where any voting member of the department may consult them on demand. A copy of the minutes will be sent to all members.

6. All members of the faculty who are also members of the academic senate will eligible to vote on all issues.

**III. Voting Rights**

1. Department members who belong to the Academic Senate and meet the requirements outlined in the UCLA Faculty Senate Bylaw 55 (CALL Appendix 4) (http://www.apo.ucla.edu/call/append4.htm) may vote on all matters, including personnel cases, in department meetings.

   a. Mode of Voting: Voting on departmental business is usually by a show of hands, unless a motion is made for a secret ballot. Voting on personnel matters is by secret ballot only. All departmental votes are majority votes unless otherwise specified.

   b. Quorum: One-half plus one of the Academic Senate members in residence at the time of the meeting constitutes a quorum to conduct department business during that quarter. One-half of the voting members plus one of the Department constitutes a quorum for personnel discussions.

**IV. Officers**

1. **Chair:** The Chair is appointed by the Chancellor upon the recommendation of the Dean of Social Sciences in consultation with the department. The Chair serves at the Dean's discretion on an annual basis, although the term generally runs for three years with the possibility of renewal. The following constitute the main responsibilities of the Chair:

   a. Academic personnel review: maintenance of records and reports concerning recruitment, tenure and promotion.

   b. Ensure that the Executive Committee makes appointments of departmental officers, including the Committee Chairs.

   c. Appointment of departmental committees.
d. Supervision and evaluation of staff.

e. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes.

f. Scheduling and recommending sabbatical and other leaves to Chancellor.

g. Maintaining and assigning departmental work facilities.

\[1\] For a more extended enumeration of the Chair's duties, see APM 245, Appendix A. (http://www.ucop.edu/acadadv/acadpers/apm/apm-245.pdf)

2. **Departmental Officers:**

   a. **Acting Chair:** The Chair will designate one of the Vice Chairs to assume his/her place on a temporary basis during absence due to illness or travel. Notification of this designation should be given to all departmental staff, faculty, and students.

   b. **Committee Chairs:** The Chair will select Committee Chairs to aid in the performance of her/his duties per APM 245, Appendix A, after consultation with the faculty at a department meeting. (http://www.ucop.edu/acadadv/acadpers/apm/apm-245.pdf)

      1) **Chair of the Committee for Graduate Affairs:** The Chair of the Committee for Graduate Affairs supervises all matters related to the Department's graduate students. This oversight includes:

         a. Coordinating graduate admissions and awards.

         b. Supervising the TA training process.

         c. Evaluating the progress of all graduate students at the end of each academic year.

         d. Mediating between graduate students and faculty.

         e. Approving forms related to student performance and progress (petitions, passing language examinations, advancements to candidacy, etc.).

         f. Coordinating funding of new and continuing students.

      2) **Chair of the Committee for Undergraduate Affairs:** The Chair of the Committee for Undergraduate Affairs supervises all matters related to the Department's undergraduate students. This oversight includes:

         a. Approving new undergraduate courses

         b. Planning undergraduate curriculum

         c. Overseeing the undergraduate Honors Program
V. Departmental Committees

1. **Committee Work:** Much essential work in the Department is conducted through committees comprised of faculty members. The active participation of faculty members on committees is indispensable to the functioning of the Department.

   a. **Student Participation:** Student members elected or designated by their peers may serve as members of most standing committees, but they are not permitted to review personnel files. They may vote, but their votes shall be recorded separately per UCLA Academic Senate By-Law 45E5 (http://www.senate.ucla.edu/FormsDocs/bylaws/ch4-3.htm#b45).

2. **The Executive Committee** has the responsibility to make sure that appropriate salary and rank are recommended in appointments and personnel actions, ranks soft money allocations, and advises on planning and budget as well as other matters brought to it by the Chair.

   a. **Mode of Selection:** With the exception of the elected Executive Committee, all committees are appointed by the Faculty after consultation with the Chair at a department meeting.

   b. **Committee Composition:** The Department will elect three members to serve on the Executive Committee. The Executive Committee is elected by a secret ballot of all senate members. Elections will take place each spring quarter to select members for the following academic year. The Department Chair will instruct the staff to prepare, distribute, and count the ballots. The Chair will confirm the count. All Department Senate faculty are eligible to serve. The person receiving the fourth highest vote shall serve as an alternate in case one of the three elected members becomes unable to serve. The Chair of the Department will serve ex-officio, without voting rights. Term of office is one year.

3. **Undergraduate Committee** shall oversee Department's undergraduate program. The Undergraduate Committee's mandate includes determining new teaching needs, removing courses that no longer meet departmental needs, overseeing the undergraduate AfAm major, and supervising the undergraduate Honors program. The Committee also examines proposals for new courses after they have been approved (where appropriate) by the relevant field and before they are sent on for approval by the University's Undergraduate Curriculum Committee. The UC also is responsible for conducting the periodic self-review of the undergraduate program. The Committee considers any questions or problems regarding the undergraduate program referred to it by the Chair of the Department and makes recommendations to the Department.

   a. **Committee composition:** The Faculty Executive Committee shall select five Department members representing one year terms after consultation with the Chair (and the Undergraduate Committee Chair). In addition, an undergraduate and graduate student representative shall serve on the Committee. Term of office is one year.

4. **The Graduate Committee** oversees Department's graduate program including awards and admissions. The GC’s mandate includes review graduate curriculum, admission of new students, allocation of graduate funding and self-review of the graduate program in years when the Department is under review, and approval of graduate student petitions.
a. The Graduate Committee evaluates all applications for admission and all fellowship and teaching assistantship dossiers of continuing students. It determines how many fellowships to award and in what amounts (according to University allocations); makes fellowship award recommendations to the University Fellowship Committee; ranks applicants for University "restricted" fellowships; makes recommendations to the Graduate Dean for campus-wide fellowships; makes recommendations for non-resident tuition awards; makes recommendations for appointments and reappointments of teaching assistants; and reviews criteria for fellowship and teaching assistantship awards.

b. Committee composition: The Faculty Executive Committee shall select four Department members in consultation with the Chair and the Chair of the Graduate Committee. Two graduate students selected by the appropriate organization will serve on the Graduate Committee. Grad students advanced to candidacy will participate in but not vote on admissions.

5. The Faculty Excellence Awards Committee oversees the awarding of faculty awards for Excellence in Teaching and Service. The Department Chair will appoint the Awards Committee Chair and two other faculty members for a term of one year after consultation with the faculty Executive Committee (and the Awards Committee Chair).

VI. Appointments

1. Search Committees for Regular Ladder Appointments: When a regular ladder appointment has been authorized by the Dean, the Faculty Executive Committee shall appoint a search committee after consultation with the Chair. Normally, the Search Committee will invite its three leading candidates to campus in order to present a talk to the Department. It will then make a recommendation and write a report on the top candidate, which should be accessible to Department members at least ten working days before the departmental discussion and vote. If for any reason the Search Committee believes that the number of candidates invited should be reduced, or its procedure otherwise streamlined, it may seek approval of such change from the Chair and Executive Committee, so long as the requested change is consistent with University regulations regarding searches. The committee will work in concert with the Chair to prepare a file and report for departmental discussion. Search Committees must adhere to all affirmative action laws, policies, and guidelines (http://www.apo.ucla.edu/call/append5.htm).

   a. Voting: The vote on all personnel matters shall be by secret ballot. A vote on personnel matters shall be taken only after a meeting at which there has been all opportunity for full and informed discussion by the faculty

   b. Student participation: Departmental search committees may invite one or more graduate students to serve as consulting members of the committee. These students will be asked to provide an evaluation in either written or oral form of the writings and public appearances of all candidates considered by the Search Committee, but may not under present University rules have access to confidential material (placement files, letters of recommendation, etc.).

2. Visiting Appointments: Visiting Appointment can be made by the Chair in consultation with the Department.

3. "Soft-Money" Appointments: Soft-money appointments are non-ladder appointments made for a defined and limited duration. Appointments are made by the Chair after consulting as widely as possible among colleagues.
May 10, 2016

To: Jeffrey J. Eckardt, Chair  
Orthopaedic Surgery

From: Linda Bourque, Chair  
Rules & Jurisdiction

Re: Department Bylaws Submitted On May 10, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Orthopaedic Surgery submitted on May 10, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor  
Jason Throop, Committee on Rules & Jurisdiction  
James Crall, Committee on Rules & Jurisdiction  
Linda Mohr, CAO, Academic Senate  
Marian Olivas, Committee Analyst, Rules & Jurisdiction  
Meg Buzzi, Academic Personnel Office  
Heather Small, Information Technology Services  
Bonnie MacDougall, Vice Chancellor’s Office  
Ashley L. Lucia, Assistant to the Chair
ARTICLE I - NAME

The Department of Orthopaedic Surgery, David Geffen School of Medicine at University of California, Los Angeles.

ARTICLE II - MISSION AND VISION

Our mission is to deliver
- High-quality, advanced orthopaedic surgical and medical care for adults and children
- Innovations in orthopaedic research
- Excellence in training and education
- Service to the community in a compassionate and cost effective manner

Our vision is to set the standard for comprehensive orthopaedic surgical and medical care for patients of all ages.

ARTICLE III - MEMBERS

A. Full-Time Faculty
Full-time faculty shall include members at UCLA Center for the Health Sciences (CHS), Westwood at the 100 UCLA Medical Plaza Clinic, Santa Monica/UCLA Medical Center or at one of the UCLA-affiliated institutions in both Academic Senate and non-Senate titles, are considered Full-Time Faculty, as listed below:

1. Academic Senate Faculty Titles:
   a. Regular (19900, Ladder) Series
   b. In-Residence Series
   c. Professor of Clinical X

2. Non-Senate Faculty Titles:
   a. Adjunct Series
   b. Health Sciences Clinical (Compensated) Series
   c. Researcher Series
   d. Visiting Professor

B. Voluntary and Emeritus Faculty
Individuals who are community physicians and non-salaried by the University or one of the affiliated institutions, may be appointed to the Voluntary Faculty. Voluntary Faculty must fulfill defined teaching activities on an annual basis in order to remain members.
ARTICLE IV - DIVISIONS AND SECTIONS

The Department of Orthopaedic Surgery shall be comprised of separate divisions representing distinct surgical subspecialties. The Departmental Chairman, in consultation with the Division Chiefs and the Provost/Dean of the School of Medicine, may at his/her discretion create additional, merge, or eliminate divisions contingent upon programmatic or financial justification. The following shall be recognized as designated academic divisions:

- Basic Science
- Foot and Ankle Surgery
- General Orthopaedics
- Hand Surgery
- Joint Replacement/Arthroscopy
- Musculoskeletal Oncology
- Pediatric Orthopaedics / Orthopaedic Institute for Children
- Spine Surgery / Pain Management and Rehabilitation
- Sports Medicine
- Non-Operative Sports Medicine and Orthopaedics
- Trauma Surgery

All full-time and Voluntary faculty shall be appointed within a division.

ARTICLE V - OFFICERS

1. The Department Chair shall be the Executive Officer of the Department, responsible to the Dean and Provost of the Health Sciences for the effective operation of the Department's programs, financial management, and for compliance with University policies and procedures.

   The Department Chair shall be appointed by the Dean of Health Sciences through the customary review and approval process. The Chair is normally appointed for a term of five years and renewal of a Chair's appointment is contingent upon a favorable five-year review conducted by the Dean of Health Sciences.

   The Chair shall appoint an Acting Chair in the event the Chairperson is out-of-town, on vacation, or unable to temporarily carry out his duties as Chair.

2. The Chair may propose the appointment of Executive Vice Chairs with designated responsibilities within the Department with the approval of the Provost and Dean for the Health Sciences. The Vice Chairs shall include:
   - A Vice Chair and CEO of the Orthopaedic Institute for Children
   - A Vice Chair of Research
   - A Vice Chair of Clinical Operations, to be in authority of both Westwood and Santa Monica Hospital facilities and locations
   - A Vice Chair of Clinical Operations, to be specifically operating at the Santa Monica Hospital
3. **Academic Senate Delegate**

Academic Senate members of the faculty shall elect one Academic Senate faculty member to serve for a period of three years as a Representative to the Legislative Assembly of the Academic Senate. Members of the Academic Senate are those faculty members appointed in the Regular Rank, In-Residence, or Professor of Clinical X series. Should the representative be unable to complete his/her term, the Chair may appoint another Academic Senate faculty member to serve out the remainder of the term.

**ARTICLE VI - DIVISION CHIEFS**

Division Chiefs are appointed and serve at the discretion of the Department Chair. Their appointment is administrative, rather than academic in nature, and therefore may be extended or terminated provided there is programmatic justification to do so.

**ARTICLE VII - POSTGRADUATE EDUCATION**

The faculty shall have the overall responsibility for the selection and training of all house staff appointed by the Department of Orthopaedic Surgery. The training experience shall ensure optimal education for residents as well as the provision of excellent medical care for patients consistent with the general and specific requirements of the Accreditation Council for Graduate Medical Education. The Program Director of the Orthopaedic Surgery residency education shall be responsible for overseeing the curricula and policies of the residency training program. Fellowship program directors shall be appointed by their respective division chiefs where appropriate. They shall be responsible for overseeing the curricula and policies of their respective fellowship training programs.

**ARTICLE VIII - MEETINGS**

The Department Chair shall convene monthly faculty meetings of the full-time faculty, or as s/he deems necessary. The Chair shall set an agenda for the meetings in advance and notify the full-time faculty. Voluntary faculty may be permitted to attend general meetings at the Chair’s discretion. All meetings and committees conducted by the Department will utilize appropriate and customary parliamentary procedures for order and procedures.

**ARTICLE IX - STANDING COMMITTEES**

The Chair shall appoint standing and ad hoc committees as appropriate. The Department shall maintain the following standing committees:

**A. Appointments and Promotions (“A & P”) Committee**

This is a joint committee of Academic Senate faculty at the Associate and Full Professor rank in the participating surgical departments, appointed by the Department Chairs in
consultation with the respective Department faculty. This Committee shall meet as required for the purpose of pre-reviewing all dossiers proposed for appointment, promotion, termination of appointment, change in series, merit increase, fourth-year appraisals, five-year academic reviews, or other required academic review processes. The Committee shall forward their advisory vote and recommendation to the respective home Department Committees on Academic Personnel. A summary of the A & P Committee advisory vote and recommendation shall be maintained in the Surgery Academic Personnel office. This committee provides advisory recommendations to the Executive Academic Actions Committee.

B. Executive Academic Actions Committee
The Executive Academic Action Committee shall be comprised of the Department Chair, Vice Chair, Vice Chair of Research, Vice Chair of Clinical Operations, Program Director (ad hoc if not a member of the Academic Senate), Division Chiefs who are members of the Academic Senate and an Academic Senate member of the research faculty. The Committee is charged with review of academic personnel actions. The Committee shall meet as required to discuss and provide an advisory vote on all academic actions received from the Appointments and Promotions Committee. The results shall then be tallied, recorded in the dossiers, and forwarded as an advisory vote to the voting Academic Senate faculty at the Assistant, Associate and Full Professor rank for their formal Senate vote on these actions.

3. Executive Committee
The Executive Division Chiefs Committee shall be comprised of the Department Chair and clinical Division Chiefs of the Foot and Ankle Surgery, Hand Surgery, Joint Replacement, Musculoskeletal Oncology, Pediatric Orthopaedics, Spine Surgery, Sports Medicine Surgery, Sports Medicine and Non-Operative Orthopaedics, and Trauma Surgery services. They shall meet regularly (a minimum of twice per year) and shall have general responsibility for the development, implementation and enforcement of the administrative, budgetary, and patient care policies of the Department of Orthopaedic Surgery.

4. Program Evaluation Committee
The Program Evaluation Committee shall be responsible for overseeing the curriculum of the training programs (medical student clerkships and residencies), recommending policy and adjudicating coverage and resource allocation issues. The Committee shall be composed of the Residency Program Director, the Associate Residency Program Director(s), two Division Chiefs, and a resident representative. Other members may be included ad hoc as deemed appropriate by the Committee. The committee shall meet at least twice annually, but may be convened on a more frequent, as needed basis.

5. Quality Improvement Committee
The Departmental Quality Improvement Committee made up of a Chief Quality Officer, a Director of Quality Improvement, and appropriate house staff shall meet monthly to develop QI plans to be presented to the Chair for approval. A Chief Quality Officer shall be appointed by the Chair to assure consistency of QA/QI policies with Hospital standards.
ARTICLE X - VOTING PRIVILEGES

A. **Substantial Department Questions**
   Academic Senate members, including Recalled Emeriti, have the right to vote on substantial departmental questions. Non-Senate faculty may not vote on substantial departmental questions.

B. **Senate Academic Personnel Actions**
   The right to vote on personnel actions has been extended to In Residence and Clinical X Professors by a 2/3 majority secret ballot of Tenured Faculty, 03/25/2016, 5 yes; 0 no; 0 abstain; 0 not voting.

Non-Senate faculty may not vote on Senate Academic Personnel Actions.

Senate faculty are given notice of upcoming voting actions at least 1 week in advance. Faculty have the opportunity to collect copies of the dossiers for their own review, as well as access to them electronically, from the time of voting notice. Senate faculty are offered the opportunity to review dossiers and discuss the actions at monthly faculty meetings. Electronic ballots are distributed the week following the faculty meeting, and faculty are given one week to submit their votes.

1. **Appointments**
   i. Full, Associate, and Assistant Professors shall have the right to vote on appointments that confer Senate membership. (Extended to the Assistant rank by a 2/3 majority secret ballot of Full and Associate Professors, 04/08/2016, 17 yes; 0 no; 0 abstain; 0 not voting.)

2. **Promotions and Merits**
   i. **Full Professor**
      a. Full, Associate, and Assistant Professors shall have the right to vote on promotions to Full Professor and Full Professor merits. (1) Extended to the Associate rank by a 2/3 majority secret ballot of Full, 04/01/2016, 13 yes; 0 no; 0 abstain; 0 not voting; (2) Extended to the Assistant rank by a 2/3 majority secret ballot of Full and Associate Professors, 04/08/2016, 17 yes; 0 no; 0 abstain; 0 not voting.

   ii. **Associate Professor**
      Full, Associate, and Assistant Professors shall have the right to vote on promotions to Associate Professor and Associate Professor merits. (Extended to the Assistant rank by a 2/3 majority secret ballot of Full and Associate Professors, 04/08/2016, 17 yes; 0 no; 0 abstain; 0 not voting.)

   iii. **Non-Reappointments, 4th-Year Appraisals, and Assistant Merits**
      Full, Associate, and Assistant Professors shall have the right to vote on non-reappointments, 4th-year appraisals, and regular merits. (Extended to the Assistant rank by a 2/3 majority secret ballot of Full and Associate Professors, 04/08/2016, 17 yes; 0 no; 0 abstain; 0 not voting.)
3. **5-Year Reviews**
   i. Faculty without a formal review in the last five years are reviewed by the Appointments and Promotions Committee and voted upon as needed.

C. **Academic Personnel Actions: Non-Senate/Adjunct Faculty**
   Non-Senate Personnel Actions follow the same voting procedures as Senate Personnel Actions.

   Non-Senate/Adjunct faculty with 100% employment in the Department have been extended the right to a separate, advisory vote on non-Senate faculty personnel actions. (Approved by a 2/3 majority secret ballot of Tenured Faculty, 04/19/2016, 5 yes; 0 no; 0 abstain; 0 not voting.)

D. **Joint and Split Appointments**
   Joint Appointments without a waiver for personnel actions and all Split Appointments follow the same review and voting procedures as any other department member of the same rank and series.

E. **Emeriti Faculty**
   Emeriti faculty retain membership in the department, but do not have the right to vote on substantial departmental matters, nor on personnel actions. Emeriti faculty of the Department of Orthopaedic Surgery who are recalled to service in the Department regain voting rights on all departmental matters, except personnel actions, during the period of such service.

F. **Voluntary Faculty**
   Voluntary faculty may not vote on substantial department questions or on personnel actions.

**ARTICLE XI – VOTING PROCEDURES FOR ACADEMIC PERSONNEL ACTIONS**

A. Review, discussion and advisory vote by the Appointments and Promotions Committee.
B. Review, discussion and advisory vote by the Department Executive Academic Actions Committee. This vote shall be recorded in the candidate’s dossier and forwarded to the voting Academic Senate faculty.
C. Formal vote by the departmental Academic Senate faculty entitled to vote on that personnel action. (See Article X.) This vote shall be performed by confidential ballot.

**ARTICLE XII - APPOINTMENTS TO SCHOOL, MEDICAL CENTER AND UNIVERSITY COMMITTEES**

The Department Chair shall sit on standing and ad hoc committees in the School of Medicine, UCLA Hospital System, the UCLA Health System, and the University Campus. In his absence he shall be represented by a Vice Chair or other designed Department members. The
Department Chair may also propose that members of the Department of Orthopaedic Surgery represent the Department on appropriate committees.

**ARTICLE XIII - AMENDMENT OF BYLAWS**

The Department Bylaws may be amended at any time by a two-thirds vote of the voting members of the Department of Orthopaedic Surgery, provided that the proposed amendment has been submitted in writing and circulated to the entire full-time faculty prior to the vote being taken. The Department Bylaws must be consistent with those of the Academic Senate.

Minor amendments to language in the Bylaws that reflect changes in University nomenclature or procedure and do not impact the prerogatives of the faculty may be enacted by the Chair.

*Approved: 9/10/96*

*Revised: 11/29/12 (Reviewed and Approved by the Committee on Rules and Jurisdiction of the Academic Senate)*

*Revised: 11/20/14 (Reviewed and Approved by the Academic Senate’s Committee on Rules and Jurisdiction)*

*Revised: 5/9/16*
DAVID GEFFEN SCHOOL OF MEDICINE AT UCLA
ORTHOPAEDIC SURGERY BYLAWS

ARTICLE I - NAME
The UCLA/OH Department of Orthopaedic Surgery

ARTICLE II - MISSION AND VISION
Our mission is to deliver
- High-quality, advanced orthopaedic surgical and medical care for adults and children
- Innovations in orthopaedic research
- Excellence in training and education
- Service to the community in a compassionate and cost effective manner

Our vision is to set the standard for comprehensive orthopaedic surgical and medical care for patients of all ages.

ARTICLE III - MEMBERS
Faculty: Individuals who are appointed to the David Geffen School of Medicine at UCLA in one of the following academic series: Regular, In-Residence, Professor of Clinical X, Health Sciences Clinical, or Adjunct series. Each full-time faculty member shall have one vote in departmental faculty meetings. However, voting on academic senate matters will conform to the rules of the Academic Senate.

Voluntary and Emeritus Faculty: Individuals who are appointed to the Clinical Voluntary faculty as an Assistant Clinical Professor, Associate Clinical Professor, Clinical Professor, or who have attained Emeritus status. Voluntary Faculty must fulfill defined teaching activities on an annual basis in order to remain members.

ARTICLE IV - DIVISIONS/SECTIONS
The Department of Orthopaedic Surgery shall be comprised of separate sections representing orthopaedic surgery subspecialties:

1. Basic Science
2. Foot and Ankle Surgery
3. General Orthopaedics
4. Hand Surgery
5. Joint Replacement
6. Musculoskeletal Oncology
7. Osteoporosis
8. Pediatric Orthopaedics / Orthopaedic Institute for Children
9. Spine Surgery
10. Sports Medicine
11. Sports Medicine & Non-Operative Orthopaedics
12. Trauma Surgery

Divisions may be formed or disbanded by the Department Chair as deemed necessary after being put to a vote and approved by the Department's Executive Committee.

All full-time faculty clinicians shall be a member of a Division.

**ARTICLE V - OFFICERS**

**Department Chair**

The Department Chair shall be the Executive Officer of the Department, responsible to the Dean and Provost of the Health Sciences for the effective operation of the Department's programs, financial management, and for compliance with University policies and procedures.

The Department Chair shall be appointed by the Dean of the School of Medicine through the customary review and approval process. The Chair is normally appointed for a term of five years and renewal of a Chair's appointment is contingent upon a favorable five-year review conducted by the Dean of the School of Medicine.

The Chair shall appoint an Acting Chair in the event the Chairperson is out-of-town, on vacation, or unable to temporarily carry out his duties as Chair.

The Chair shall appoint ad hoc committees as appropriate. Ad hoc committees will be disbanded at the discretion of the Chair.

**Vice Chairs**

The Vice Chairs shall include a Vice Chair who is the CEO of the Orthopaedic Institute for Children, a Vice Chair of Research, and a Vice Chair of Clinical Operations.

**Academic Senate Delegate**

Academic Senate members of the faculty shall elect one Academic Senate faculty member to serve for a period of three years as a Representative to the Legislative Assembly of the Academic Senate. Members of the Academic Senate are those faculty members appointed in the Regular Rank, In-Residence, or Professor of Clinical X series. Should the representative be unable to complete his/her term, the Chair may appoint another Academic Senate faculty member to serve out the remainder of the term.

**ARTICLE VI - POSTGRADUATE EDUCATION**

The faculty shall have the overall responsibility for the selection and training of all housestaff appointed by the Department of Orthopaedic Surgery. The training experience shall ensure optimal education for residents as well as the provision of excellent medical care for patients consistent with the general and specific requirements of the Accreditation Council for Graduate Medical Education. The Program Director of Orthopaedic Surgery residency education shall be
responsible for overseeing the curricula and policies of the residency training program. Fellowship program directors shall be appointed by their respective division chiefs where appropriate. They shall be responsible for overseeing the curricula and policies of their respective fellowship training programs.

ARTICLE VII - STANDING COMMITTEES

The following standing committees shall be maintained by the Department of Orthopaedic Surgery. For each committee, two faculty members-at-large will be voted upon and selected by the faculty to serve two-year terms and provide broader representation. Those selected for the Executive Academic Actions Committee must be Academic Senate members. The terms will be staggered with one Department representative being elected to each committee each year at the final Departmental meeting of the academic year.

**Executive Academic Actions Committee** - The Executive Academic Action Committee shall be comprised of the Department Chair, Vice Chair, Vice Chair of Research, Vice Chair of Clinical Operations, Program Director (ad hoc if not a member of the Academic Senate), Division Chiefs who are members of the Academic Senate and an Academic Senate member of the research faculty. They shall meet at least quarterly and on an as-needed basis to discuss and vote upon clinical and research faculty academic actions. Actions recommended by the committee will be voted upon by the entire academic senate faculty of the Department at the next monthly faculty meeting.

**Executive Committee** - The Executive Division Chiefs Committee shall be comprised of the Department Chair and clinical Division Chiefs of the Foot and Ankle Surgery, Hand Surgery, Joint Replacement, Musculoskeletal Oncology, Pediatric Orthopaedics, Spine Surgery, Sports Medicine Surgery, Sports Medicine and Non-Operative Orthopaedics, and Trauma Surgery services. They shall meet regularly (a minimum of twice per year) and shall have general responsibility for the development, implementation and enforcement of the administrative, academic, budgetary, and patient care policies of the Department of Orthopaedic Surgery.

**Program Evaluation Committee** - The Program Evaluation Committee shall be responsible for overseeing the curriculum of the training programs (medical student clerkships and residencies), recommending policy and adjudicating coverage and resource allocation issues. The Committee shall be composed of the Residency Program Director, the Associate Residency Program Director, two Division Chiefs, and a resident representative. Other members may be included ad hoc as deemed appropriate by the Committee. The committee shall meet at least twice annually, but may be convened on a more frequent, as needed basis.

ARTICLE VIII - APPOINTMENTS AND PROMOTIONS

Appointments and promotions will conform to those policies current and approved by the UCLA Academic Senate. Actions shall be reviewed according to the following process:

1. Review, discussion, and advisory vote by the entire faculty (Senate and non-Senate members) at the Department of Orthopaedic Surgery’s Faculty Meeting,
2. Review, discussion, and vote by the Department of Surgery’s Appointments and Promotions Committee of which Orthopaedic Surgery has one faculty representative (not the Department Chair),
3. Review, discussion, and vote by the Department of Orthopaedic Surgery’s Executive Academic Actions Committee,
4. Vote by the Department’s Academic Senate members.

ARTICLE IX - APPOINTMENT TO SCHOOL, MEDICAL CENTER AND UNIVERSITY COMMITTEES

The Department Chair shall sit on standing and ad hoc committees in the School of Medicine, Health Sciences, and University Campus. In his absence he shall be represented by a Vice Chair or other designated Department members. The Department Chair may also propose that members of the Department of Orthopaedic Surgery represent the Department on appropriate committees.

ARTICLE X - AMENDMENT OF BYLAWS

The Department Bylaws may be amended at any time by a two-thirds vote of the voting members of the Department of Orthopaedic Surgery, provided that the proposed amendment has been submitted in writing and circulated to the entire full-time faculty at least one month prior to the vote being taken. The Department bylaws must be consistent with those of the Academic Senate.

Approved: 9/10/96

Revised: 11/29/12 (Reviewed and Approved by the Committee on Rules and Jurisdiction of the Academic Senate)

Revised: 5/226/26/14
May 10, 2016

To: Barney Schlinger, Chair
    Integrative Biology and Physiology

From: Linda Bourque, Chair
    Rules & Jurisdiction

Re: Revised Department Bylaws Submitted On May 10, 2016

The Committee on Rules and Jurisdiction has reviewed the Revised Bylaws that the
Department of Integrative Biology and Physiology submitted on May 10, 2016.

In order to facilitate the development of the Opus System, the Committee is approving the
Bylaws as submitted. **BUT** the Committee notes that the Personnel Committee, as described, is out
of conformance with UC Senate Bylaw 55 (B)(7) when it acts as the final authority on Merit Actions.
**ONLY** elected members of a Committee, not Administrators, can review and act as the final
authority on Merit Actions.

The Department continues to insist that the Vice Chair can serve on and actively participate
on the Personnel Committee. As noted on May 3, this gives the Administration of the Department
multiple opportunities to influence the outcome of a Merit Action.

The Committee on Rules and Jurisdiction recommends that the Department of Integrative
Biology and Physiology clearly differentiate between the roles that the Administration (Chair and
Vice Chair) and the Academic Senate Faculty play in Academic Personnel Actions.

This memo, the submitted bylaws, and the former bylaws will now go to the Executive
Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the
Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Grace Angus, Administrative Analyst
We have re-revised our bylaws in accordance with the suggestions provided. Here is our response in detail (see email by Marian Olivas, Sun, May 8, 2016):

1) The Vice-Chair cannot serve as the Committee Chair on the elected merit committee -- because it is representing the faculty vote and the Vice Chair would be an unelected member. Other departments have solved this by having the elected members choose a committee chair from among the elected members.

We removed any reference of the Vice-Chair serving as Chair of the Personnel Committee (sections 2.1 and 2.3). Instead s/he serves as “ex officio member” (2.1) and convenes the meetings of the Personnel Committee based on her/his function as “Departmental Vice-Chair” (2.3).

Our department has an exceptional success record of moving our faculty forward. Our policy of having the Vice-Chair serve as ex officio member of the committee has many advantages including the issue that the VC occupies the position for several years and does indeed carry forward the wisdom garnered from previous case reviews for application to each new case. Secondly, the VC develops the skills to craft excellent letters that serve the candidates, and indeed the rest of the committee, well. We prefer to vote each year on the other committee members for several reasons and do not wish to change that, which you did not require. I understand that other departments may require changes to their bylaws to alleviate problems, but we have had no such problems, and prefer our approach as being best for our group.

2) Personnel committee terms of one year. This comment is asking for consideration rather than demanding an immediate change for approval. You could (1) explain why this works in your department; (2) change the term of service in the bylaws now OR, if you feel this needs a faculty vote, (3) you might want to reply that a discussion of longer terms will be placed on your fall agenda.

We will discuss this issue at one of our fall faculty meetings.

3) Specify how bylaws are passed.

You could add a statement to 4.1

4.1 Emeritus faculty do not vote on departmental personnel matters. Recalled Emeriti have the right to vote on all non-personnel substantial departmental questions, including bylaws and bylaw amendments.

4.1a Bylaw votes must pass by a 2/3 majority. All other votes, including personnel matters, pass by a simple majority.

changed
1. Overview

1.1 Definitions: For purposes of this document, the following definitions apply:

Ladder Faculty: Assistant/Associate or Full Professors with a primary or secondary (joint or split) appointment in the Regular Professor Series in Integrative Biology and Physiology.

Tenured Faculty: Associate or Full Professors with a primary or secondary (joint or split) appointment as Ladder faculty in Integrative Biology and Physiology.

Non-tenured Faculty: Assistant Professors with a primary or secondary (joint or split) appointment as Ladder faculty in Integrative Biology and Physiology.

In-Residence Faculty: Faculty in the In-Residence series with a secondary (joint or split) appointment in Integrative Biology and Physiology. Unless re-addressed by the ladder faculty, voting rights on all Personnel matters as described in sections 2, 3, and 4 are extended to In-Residence Faculty. (By a 2/3 majority secret ballot approved, Faculty meeting 04/07/2016: 13 yes, 2 no, 2 abstain, 2 absent, 1 did not vote, 1 recusal).

1.2 Actions for Review and Consideration by the Personnel Committee or by the Ladder Faculty

The Personnel Committee will be convened to review and discuss:

- regular merit increases and one-or two-year accelerations (Vice-Chancellor's final decisions) for all associate and full professors
- regular merit increases, one-or two-year accelerations and promotions for all non-ladder faculty including those in the 3-year lecturer, adjunct, and in residence series with a primary or secondary appointment in Integrative Biology and Physiology (IBP)
- requests for phased retirements
- regular merit increases and promotions in the research series
- all cases not specified as requiring review by the ladder faculty
- 5-year reviews (see UCLA CALL, Appendix 12 and APM section 200-0)

See 2.8 for the vote to delegate these merits to the Personnel Committee

Senate faculty will be convened to review and discuss (and vote on – See sections 3 & 4):
• accelerated merits requiring approval by CAP as per The Call.
• all promotions (associate I, professor I), merit advancements to professor VI, and professor above-scale with primary or secondary appointments in IBP in all faculty series
• fourth-year appraisals of assistant professors in the regular ladder and adjunct series
• all renewals and merits for assistant professors in the regular ladder series
• all appointments to the ladder or adjunct series and to the 3-year lecturer series
• changes in the Academic Personnel Policy of the department (required every three years)
• reappointments in the 3-year lecturer series.

Reappointments in the lecturer series begin after six or more years of service at UCLA and must be for a three-year period. Prior approval must be obtained from the Dean of Life Sciences for this three-year renewal of the appointment.

2. Personnel Committee

2.1 The Personnel Committee shall consist of four tenured faculty members. The Departmental Vice-Chair will serve as Committee Chair ex-officio member. Elected members will serve for one year.

2.2 Personnel Committee members will be elected by ballot of the Tenured Faculty prior to June 15 of the preceding academic year. In addition to the departmental Vice-Chair, three additional committee members will be elected by the Ladder Faculty; at least two should be at the rank of Professor or higher and, if possible, at least one should be at the rank of Associate Professor. The faculty members with the most votes from each rank will be asked to serve on the Personnel Committee. If there is a tie, there will be a runoff.

2.3 The Personnel Committee will be convened by the Committee Departmental Vice-Chair. All Committee discussions will be confidential, and all reviews will consider the candidate's accomplishments in three major areas: teaching, research, and service.

2.4 The entire Committee must discuss each case. After the discussion, a ballot at the end of the session will be cast by each member. If two or more members of the Committee vote in favor, then all Committee members will review and sign the Departmental letter. All ladder faculty may review the letter (within 2 business days of notification of completion) before it is transmitted to the Dean. The ladder faculty will be notified by email that the letter is ready for review.

2.5 The faculty (as defined in Sections 3 and 5.1) will be convened if the candidate requests as per The Call.

2.6 If a member of the Committee is to be considered for a merit or a one-year acceleration, he or she will not meet with the Committee when the case is discussed and voted upon. In such cases the Department Chair will serve as an ad hoc Committee member.

2.7 The Committee will review the dossier of candidates requesting accelerated merit increases of two years or more. The Committee will advise the candidate if the acceleration is warranted or not. If the candidate is advised to pursue the acceleration, the tenured faculty

2
will be convened. If the candidate is advised not to seek acceleration, the tenured faculty will not be convened unless the candidate requests a hearing of the tenured faculty.

2.8 The personnel committee shall vote on all regular merit increases and one-year accelerations (Dean’s final decisions) for associate and full professors. By a 2/3 majority secret ballot, senate faculty delegated the vote on regular merit increases and one- or two-year accelerations for all ladder faculty. (Faculty meeting 04/07/2016; 16 yes, 1 no, 0 abstain, 2 absent, 1 did not vote, 1 recusal)

3. Senate Faculty

3.1 All Senate ranks (Full, Associate, Assistant) shall have the right to vote on all personnel actions involving:

- appointments, accelerations (>2 yr), promotions, and above-scale merits for faculty in the ladder, in residence and adjunct series
- fourth-year appraisals, merits and renewals for ladder assistant professors
- fourth-year appraisals for adjunct assistant professors
- appointments in the 3-year lecturer series
- changes to the academic personnel policy of the department. The Department requires that the “Academic Personnel Policy” of the department shall be reviewed and approved by 2/3 majority vote of the tenured faculty every three years.

By a 2/3 majority secret ballot, Full Professors extended the vote on Promotions and Full Professor merits to Associate Professors. (Faculty meeting 04/07/2016; 13 yes, 1 no, 0 abstain, 1 absent, 1 did not vote, 1 recusal). By a 2/3 majority secret ballot, Full and Associate Senate Faculty extended the vote on Appointments that confer membership in the Academic Senate to Assistant Professors. (Faculty meeting 04/07/2016; 13 yes, 1 no, 0 abstain, 1 absent, 1 did not vote, 1 recusal). By a 2/3 majority secret ballot, Full and Associate Professors extended the vote on Promotions to Assistant Professors (Faculty meeting 04/07/2016; 12 yes, 1 no, 1 abstain, 1 absent, 1 did not vote, 1 recusal). By a 2/3 majority secret ballot, Full and Associate Professors extended the vote on merits to Assistant Professors (Faculty meeting 04/07/2016; 12 yes, 1 no, 1 abstain, 1 absent, 1 did not vote, 1 recusal).

3.2 Changes to the academic personnel policy of the Department. The Department requires that the "Academic Personnel Policy" of the department shall be reviewed and approved by two-thirds majority secret ballot vote of the tenured faculty every three years.

4. Voting Regulations

4.1 Emeritus faculty do not vote on departmental personnel matters. Recalled Emeriti have the right to vote on all non-personnel substantial departmental questions, including bylaws and bylaw amendments.

4.1.a Bylaw votes must pass by a 2/3 majority. All other votes, including personnel matters, pass by a simple majority

4.2 All votes will be by secret ballot. In the case where a faculty member is not able to vote using the paper secret ballot, then he or she can request to vote using an electronic ballot.
4.3 A vote shall be taken only after a faculty meeting at which there has been an opportunity for full and informed discussion by those entitled to vote (all ladder faculty are invited and encouraged to attend and participate in discussion). Statements made or positions taken by individual faculty members in departmental personnel discussions are deemed confidential. An individual faculty member should be free to reveal her or his own statement or position. Faculty members should avoid revealing to anyone, either inadvertently or by design, all matters expected to be confidential, including the identity of extramural evaluators and the positions taken by the individual faculty members.

4.4 No meeting can be held with less than simple majority of the voting faculty (those not on leave) are present. Faculty on leave will be notified of the meeting by the Department Chair and shall receive a paper or an email ballot if requested.

4.5 Paper secret ballots will be distributed on the day of the faculty meeting and will be counted within 2-business days after the ballots are distributed. Exceptions to the 48-hour limit may be granted when special circumstances are warranted (i.e., when a faculty member has not had an opportunity to vote because of an unanticipated absence). For faculty meetings that occur on Thursday, faculty votes will be due at 5pm the following Monday.

4.6 The numerical results of the vote will be reported to all voting faculty in a confidential memo after the candidate has met with the Department Chair.

4.7 The departmental letter will be written by the Department Chair in consultation with the candidate's ad hoc committee and the Personnel Committee. The departmental letter will contain a balanced analysis and evaluation of the case and reflect the substance and views presented during the departmental discussion. The Personnel Committee will mediate disagreements about content.

4.8 All ladder faculty may review (within 2-business days of notification of completion) the departmental letter; all tenured faculty can comment on the departmental letter, and all members of the Personnel Committee will sign the letter as per The Call.

4.9 For promotions Professor, step VI and above-scale merits, and fourth-year appraisals, the candidate must be responsible for providing at least two peer teaching evaluations. The candidate will designate a peer teaching reviewer, who will visit and evaluate several lectures in different (undergraduate) classes during the year prior to evaluation of the candidate. The reviewer will meet with candidate prior to any classroom visits to go over the syllabus, class goals, etc. The reviewer may visit classroom without prior notice to the course instructor who is being evaluated. The reviewer will meet with candidate within one week of attending lecture in order to review the written evaluation with the candidate (which will be added to the candidate's personnel file).

- Meet with candidate prior to any classroom visits to go over the syllabus, class goals, etc.
- Visit classroom without prior notice
• Meet with candidate within one week of attended lecture to review faculty member's written evaluation (which will be added to the candidate's personnel file)

5. Ad hoc Review Committee

5.1 An ad hoc review committee shall be appointed to assist every candidate for promotion, fourth-year appraisal, and merit/renewal for Assistant Professors, as well as Professor, step VI and above-scale merits for Professors. Appointments will be made by the Department Chair after consulting with the candidate, and at least one-half of the committee shall be composed of faculty members recommended by the candidate. Members must be tenured faculty, and the ad hoc committee will have at least two members.

5.2 The ad hoc review committee shall advise the candidate on the following:

• Materials for and organization of the dossier
• Forming a list of external reviewers to be submitted to the Chair
• Departmental peer review of teaching effectiveness
• Personal assessment letter

5.3 The ad hoc review committee shall present an evaluation of the candidate's accomplishments for ladder faculty members in teaching, research, and service and an evaluation of teaching and other assigned duties for a renewal in the lecturer or adjunct series at a meeting of the ladder faculty. A balanced assessment of the candidate should be presented to the faculty.

5.4 The ad hoc review committee shall assist the Department Chair in composing the departmental faculty letter.

6. Candidate's Duties

6.1 Prepare and compile all materials needed for the Data Summary sheets; provide materials for exhibits.

6.1a For promotions, Professor, step VI and above-scale merits, and fourth-year appraisals, also provide for any and all courses taught during the previous period: 1) lecture notes, 2) syllabi, 3) exams, 4) student papers, and 5) slides/overheads.

6.2 Address a letter to the voting faculty summarizing contributions and advances in teaching, research, and professional and University service. It is strongly recommended that a brief statement on how the candidate promotes diversity within the UCLA community and beyond should be included. This letter shall be considered confidential material.

6.3 For promotions and Professor, step VI and above-scale merits, recommend 6-8 extramural experts to the Chair. Provide a brief biographic sketch, address, and phone number for each expert. Names and addresses of past students and post-doctoral fellows (if appropriate) should also be provided.
6.4 For promotions, Professor, step VI and above-scale merits, and fourth-year appraisals, present a faculty seminar in which recent research is summarized prior to the faculty meeting at which the personnel action will be considered. This seminar will be open to the general public.

6.5 For promotions, Professor, step VI and above-scale merits, and fourth-year appraisals (see Appendix I attached):

- Meet with one or more ladder faculty members (see 5.9) to evaluate candidate's teaching for the purpose of reviewing the syllabus, class goals, etc.
- Meet visiting faculty member within one week of an attended lecture to review the faculty member's written evaluation.
- Provide additional comments (if necessary) to be added to the candidate's personnel file, along with the visiting faculty member's written evaluation.

7. Department Chair's Duties

7.1 For all promotions, accelerated merits, fourth-year appraisals, or for renewals and merits for assistant professors (regular and adjunct series):

- Within the first year of hire, assign a faculty mentor to all new Assistant Professors
- Notify the candidate of the impending review and inform the candidate about the entire review process.
- Appoint an *ad hoc* review committee to assist each candidate and discuss with *ad hoc* review committee and candidate how the formal peer-evaluation of teaching effectiveness will be addressed in the review.
- Based on recommendations from the *ad hoc* review committee, other faculty, and the candidate, request at least eight letters from extramural experts for each promotion and Professor, step VI or above-scale merit candidate. Four (or more) of the solicited letters will be from the names of extramural experts submitted by the candidate. Prior to selecting the final list of extramural experts, a confidential list of proposed names will be available for ladder faculty review and comment.
- Convene a meeting of the tenured faculty at which the candidate's qualifications are discussed. Inform tenured faculty members on leave of the pending review and distribute ballots to all faculty eligible to vote.
- Write the departmental letter in consultation with the candidate's *ad hoc* committee and the Personnel Committee. The departmental letter will contain a balanced analysis and evaluation of the case and reflect the substance and views presented during the departmental discussion. All ladder faculty may review the departmental letter, all
tenured faculty can comment on the departmental letter, and all members of the Personnel Committee will sign the letter.

- Provide orally to the candidate or, upon request, in writing (copy to be included in the candidate's file, if in writing) a comprehensive summary of the substance of confidential documents (without disclosure of identities and prior to the faculty discussion) and the substance of departmental evaluations and letter. At the request of the candidate, the ad hoc review committee may be present and/or receive the written summary.

- Advise the candidate of his or her right to submit for inclusion in the review file a written statement in response to file material, or to comment upon, file material, including the departmental recommendation.

- The Department Chair may not provide the candidate with an exact copy of the departmental letter. Upon request, the candidate may request a copy of the letter as per The Call. The report to the candidate on the departmental vote will be in terms of precise count.

7.2 Full and Associate Professors (all series): Merits and one-year accelerations

- Notify the candidate of the impending review (if a regular merit) and inform the candidate about the entire review process.

- Convene the Personnel Committee to review the dossier. Write the departmental letter with the assistance of the members of the Personnel Committee. All members of the Committee must review and sign the letter.

- Provide orally to the candidate or, upon request, in writing (copy to be included in the candidate's file, if in writing) a summary of the committee's discussions and the substance of evaluations and letter. The Chair may not provide the candidate with an exact copy of the letter setting forth the departmental recommendations. The report to the candidate on the committee's vote will be in terms of a precise count.

- Advise the candidate of his or her right to submit for inclusion in the review file a written statement in response to the departmental recommendation.

- Transmit the complete dossier to the Dean.

7.3 Consult the ladder faculty prior to June 15 to elect the two new members of the Personnel Committee and have the tenured faculty review and vote on the Academic Personnel Policy for the following year.

Approved by the IBP Tenured Faculty, 04/07/2016
In all major personnel actions, we are now required to assess carefully teaching as well as research. In order that we may be able to make our assessment thoroughly and fairly, candidates for major promotions are requested to include in their dossiers the following material for any and all courses taught during the previous period:

1. Lecture notes
2. Syllabi
3. Exams
4. Student papers
5. Slides/overheads (Optional)

**Peer evaluation of lectures:** For each merit and promotion, we would like to schedule classroom visits by designated faculty to several lectures in different (undergraduate) classes during the year prior to evaluation. The Personnel Committee will nominate a faculty member for this task. This faculty member will meet with the candidate prior to any classroom visits to go over the syllabus, class goals, etc. The particular lectures to be attended should not be scheduled in advance. In order that these visits be constructive as well as evaluative, the candidate and visiting faculty member should meet within one week of an attended lecture to review the faculty member's written evaluation. The written evaluation, along with any additional comments by the candidate, will then be added to the candidate's personnel file.

The schedule for peer evaluation is as follows:

- Assistant Professors will have 2 courses per year evaluated and their faculty mentor should be one of the evaluators, in addition to a second evaluator.

- Associate Professors and Professors will have 2 courses per merit or promotion evaluated by one evaluator.
APPENDIX II

Assistant Professor Mentoring

Summary Statement: Mentorship should be proactive, progressive and meaningful with the mentor actively engaged in the professional life of the junior colleague. The Vice-Chair will facilitate and encourage active mentoring by consulting with mentors and mentored faculty on the progress and development of their mentor-mentee relationship.

Mentoring Concepts:
- Develop the voice/presence of junior faculty within the Department
- Educate junior faculty regarding important issues within Department
- Improve education for faculty decisions/voting during faculty meetings
- Facilitate integration of junior faculty into the political fabric of the Department
- Empower mentor-mentee partnership.
- Give feedback on the level and quality of performance expected for a positive tenure decision.

Mentor Duties:

1. Meet twice a year (or more) with the junior colleague.
2. Discuss the expectations of the faculty for promotion with tenure.
3. Provide information on faculty composition of Departmental committees (especially the academic personnel committee).
5. Assist with membership in on-campus organizations.
6. Identify relevant intramural and training grants.
7. Demystify ARC, radiation safety and other application processes.
8. Provide tips for streamlining administrative and teaching duties (i.e. letters of recommendation, budgeting, course readers, etc).
9. Establish a recognized timeline with dates and decision points for the tenure process.
10. Assist with reviewing grants and manuscripts (or identify appropriate colleagues to do so).
11. Assist with the development of the junior faculty members’ research program.
May 11, 2016

To:   Stephen C. Cannon, Chair
       Physiology

From: Linda Bourque, Chair
       Rules & Jurisdiction

Re:   Department Bylaws Submitted On May 10, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Physiology submitted on May 10, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc:    Carole Goldberg, Vice Chancellor
       Jason Throop, Committee on Rules & Jurisdiction
       James Crall, Committee on Rules & Jurisdiction
       Linda Mohr, CAO, Academic Senate
       Marian Olivas, Committee Analyst, Rules & Jurisdiction
       Meg Buzzi, Academic Personnel Office
       Heather Small, Information Technology Services
       Bonnie MacDougall, Vice Chancellor’s Office
       Lynette Hand, CAO
       Debra Moorehead, Academic Personnel Analyst
Yellow highlights indicate the outcome of the ballots.

DRAFT Department of Physiology Bylaws

Passed by Senate faculty (by secret ballot, 2/3 majority of those voting; 13 yes; 1 no; 1 abstain), 05/10/16.

I. Department Faculty members
   A. Senate Faculty of Department of Physiology include:
      i. Regular series Faculty [Ladder Faculty]
      ii. In Residence Faculty
   B. All Senate department members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions.

II. Academic Personnel Actions
   A. Tenured/Regular Series Faculty members have not extended the right to vote on Academic Personnel Actions to In Residence Faculty. Voted by secret ballot on 04/20/2016; 2/3 majority NOT MET; Aye 9, Nay 5, Abstain 0.
   B. Appointments: Full & Associate Professors vote on all appointments that confer membership in the Academic Senate.
      i. Full & Associate Professors have extended the right to vote on appointments to Assistant Professors. Voted by secret ballot on 05/04/2016; by 2/3 majority Aye 11, Nay 3, Abstain 0.
   C. Non-Reappointments: Full and Associate Professors vote on all Non-reappointments of Senate members. (SB 55.B.5)
      i. Full & Associate Professors have extended the right to vote on Non-Reappointments to Assistant Professors. Voted by secret ballot on 05/04/2016; by 2/3 majority Aye 11, Nay 3, Abstain 0.
   D. Promotions:
      i. To Full Professor: Full Professors vote on all promotions to Full Professor.
         a. Full Professors have extended the vote on all Full Professor promotions to Associate Professors. Voted by secret ballot on 04/27/16; 2/3 majority Aye 12, Nay 1, Abstain 0.
         b. Full & Associate Professors have not extended the vote on Full Professor promotions to Assistant Professors. Voted by secret ballot on 05/04/2016; 2/3 majority NOT MET; Aye 7, Nay 7, Abstain 0.
      ii. To Associate Professor: Full and Associate Professors vote on all Promotions to Associate Professor.
         a. Full & Associate Professors have not extended the vote on Associate Professor promotions to Assistant Professors. Voted by secret ballot on 05/04/2016; 2/3 majority NOT MET; Aye 8, Nay 6, Abstain 0.
   E. Merit Actions
      i. Full Professors vote on all Full Professor merits including Step VI & Above Scale.
a. Full Professors have extended the vote on all Full Professor merits, including Step VI & Above Scale to Associate Professors. Voted by secret ballot on 04/27/2016; by 2/3 majority Aye 12, Nay 1, Abstain 0.

b. Full & Associate Professors have extended the vote on Full Professor merits, including Step VI & Above Scale to Assistant Professors. Voted by secret ballot on 05/04/2016; 2/3 majority NOT MET; Aye 8, Nay 6, Abstain 0.

c. Full & Associate Professors have not extended the vote on Full Professor merits, including Step VI & Above Scale to Assistant Professors. Voted by secret ballot on 04/27/2016; by 2/3 majority Aye 12, Nay 1, Abstain 0.

ii. Full and Associate Professors vote on all Associate Professor merits.
   a. Full & Associate Professors have not extended the vote on Associate Professor merits to Assistant Professors. Voted by secret ballot on 05/04/2016; 2/3 majority NOT MET; Aye 8, Nay 6, Abstain 0.

iii. Full and Associate Professors vote on all Assistant Professor 4th year appraisals and merits.
   a. Full & Associate Professors have not extended the vote on Assistant Professor 4th year appraisals and merits to Assistant Professors. Voted by secret ballot on 05/04/2016; 2/3 majority NOT MET; Aye 8, Nay 6, Abstain 0.

F. Joint and Split Appointments
   Joint Appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other department member of the same rank.

G. Four and Five Year Reviews
   Four and Five year reviews are reviewed by the Executive Committee and their assessment sent to the Department Chair. No formal vote is required.

H. Non-Senate Faculty/Adjunct Series
   Non-Senate personnel actions are processed in the same manner as Senate members, all actions require a full vote of eligible faculty.

I. Non-Senate Faculty/Professional Researcher Series
   Non-Senate Professional Researcher actions are processed in the same manner as Senate members, all actions require a full vote of eligible faculty.

III. Executive Committee for Academic Affairs
   The Executive Committee pre-reviews all academic personnel actions and advises the Chair of the Department of their recommendation.

   The Committee consists of the Executive Vice-Chair, who serves as Chair of the Committee, The Vice Chair for Instruction, and three members elected by the faculty of the Department from among its voting members. Each elected member serves for two years; in alternate years two members are replaced by elections in the spring for terms to start July 1. An elected member may not serve on the Executive Committee for two successive terms.
Meetings will be regularly scheduled each month, but may be cancelled by the Chair of the Committee for lack of business. A special meeting shall be called by the Chair of the Committee on request of any member of the departmental faculty. Agenda for each meeting will be circulated a week in advance to members of the committee.

A summary of the actions taken at each meeting will be sent to the Department Chair. Academic Personnel actions will then be discussed at the next faculty meeting, followed by a secret ballot of appropriate voting faculty.

The Executive Committee specifically advises the Chair of the Department on: 1) allocation of space within the Department and 2) all faculty appointments, promotions & merit increases.

IV. Policy and Procedures on Appointments, Promotions and Merit increases

The Committee is to be provided with all pertinent materials from department files, including letters of evaluation and time tables for consideration of merit increase and promotions.

The Committee will consider all Regular, In Residence, Adjunct, Professional Researcher and Joint appointments in the Department. Each appointment will be evaluated on the basis of contributions to the Department’s teaching program, quality of research endeavors, and participation in departmental governance.

The Committee may advise the Chair of the Department to appoint an ad hoc committee to consider and make recommendations on any specific case; the Committee may recommend the membership of such an ad hoc committee. The report of the ad hoc committee is to be submitted to the Executive Committee for its final recommendation to the Chair of the Department.

The Committee shall inform the Chair of the Department in a written report about its recommendation concerning each appointment, promotion and merit increase. This in turn will be discussed at the next monthly faculty meeting, followed by a vote of appropriate faculty. Appropriate voting faculty will have access to the candidate’s redacted dossier which will be available for inspection in the Administrative Office.
A summary of voting is as follows:

<table>
<thead>
<tr>
<th>Action</th>
<th>Vote by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All initial Appointment to an academic senate series, Adjunct series or Professional Researcher series</td>
<td>Full, Associate &amp; Assistant Professors</td>
</tr>
<tr>
<td>Non-Reappointments</td>
<td>Full, Associate &amp; Assistant Professors</td>
</tr>
<tr>
<td>Promotion to Associate Professor, Associate Adjunct or Associate Professional Researcher</td>
<td>Full &amp; Associate Professors</td>
</tr>
<tr>
<td>Promotion to Full Professor, Adjunct Professor or Professional Researcher</td>
<td>Full &amp; Associate Professors</td>
</tr>
<tr>
<td>4th year Appraisals &amp; Merits at the rank of Assistant Professor, Assistant Adjunct Professor or Assistant Professional Researcher</td>
<td>Full &amp; Associate Professors</td>
</tr>
<tr>
<td>Merits at the rank of Associate Professor, Associate Adjunct Professor or Associate Professional Researcher</td>
<td>Full &amp; Associate Professors</td>
</tr>
<tr>
<td>Merits, including Step VI and Above Scale at the rank of Full Professor, Adjunct Professor or Professional Researcher</td>
<td>Full &amp; Associate Professors</td>
</tr>
<tr>
<td>Four and Five Year Reviews</td>
<td>No vote is required</td>
</tr>
<tr>
<td>Non-Senate Faculty/Adjuncts</td>
<td>Same as Academic Senate series</td>
</tr>
<tr>
<td>Non-Senate Faculty/Professional Researchers</td>
<td>Same as Academic Senate series</td>
</tr>
<tr>
<td>Non-Academic Senate Members with no voting rights:</td>
<td>Adjunct series Professional Researchers</td>
</tr>
</tbody>
</table>

After the departmental balloting, the Chair shall prepare the departmental letter of recommendation for inclusion in the dossier and submission to the Dean’s Office. The letter should include the substance of the Committee’s report.

These voting procedures will be reconsidered every five years and must be approved by a 2/3 majority of voting Senate faculty.

All departmental procedures, including the provisions of these by-laws, will be in accord with The Call, the Academic Personnel Manual and By-Law 55.

V. Faculty Meetings
Faculty Meetings will be scheduled monthly, but may be cancelled by the Chair of the Department for lack of business. Any Faculty Meeting Agenda containing items concerning appointments, promotions or merit increases will be circulated a week in advance to all department faculty.
BYLAWS OF THE DEPARTMENT OF PHYSIOLOGY

Executive Committee for Academic Affairs

The Executive committee for Academic Affairs represents the faculty members of the Department in advising the Chair of the Department on items within areas of the Chair's responsibility, and in representing the faculty in areas of general faculty responsibility.

The Committee Consists of the Academic Vice Chair of the Department who serves as Chair of the Committee, the Vice-Chair for Instruction, and three members elected by the faculty of the Department from among its voting members. Each elected member serves for two years; in alternate years two members are replaced by elections in the spring for terms to start on July 1. An elected member may not serve on the Executive Committee for Academic Affairs for two successive terms. A representative of the graduate students and a representative of the postdoctoral trainees of the Department, selected by the respective groups each year, shall be non-voting members of the Committee, and may attend all meetings except when personnel or other confidential matters are considered.

Meetings will be regularly scheduled within the week following the monthly meeting of the School of Medicine Faculty Council, but may be cancelled by the Chair of the Committee for lack of business. A special meeting shall be called by the Chair of the Committee on request of any members of the departmental faculty. Agenda for each meeting will be circulated at least a week in advance to all departmental faculty. Any departmental faculty member who is not a member of the committee may attend a meeting, but may not vote on matters before the Committee.

A summary of actions (exclusive of confidential items) taken at each meeting is to be circulated within one week by the Chair of the Committee to all faculty of the Department.

Any matter considered by the Committee may be referred by the Committee for a general departmental vote. Any action taken by the Committee may be brought to a departmental vote upon the request of any member of the Department, if submitted in writing to the Chair of Vice Chair of the Department within one week of distribution of the summary of Committee actions.

Voting rights are limited to Regular and In Residence faculty, having either full or joint appointments. Emeritus members of the Department have voting rights on all issues, except those involving academic personnel.

The Executive Committee specifically advises the Chair of the Department on: 1) allocation of space within the Department and 2) all faculty appointments, promotions and merit increases. When dealing with item 2, the Committee's deliberations are bound by the following rules:
Policy and Procedures on Appointments, Promotions and Merit Increases

The Committee is to be provided with all pertinent materials from departmental files, including letters of evaluations and timetables for consideration of merit increases and promotions as stipulated in UCLA Summary of Policy – Academic Personnel. The Committee, through the Chair of the Department, is to: 1) consult with each candidate for promotion or merit increase regarding additional information and names of references for inclusion in the dossier; 2) encourage the candidate to submit a statement to the Committee summarizing progress and accomplishments since the last review; 3) apprise the candidate of the status of the proposal prior to its submission to the University administration as well as after it.

The Committee will consider all Regular, In Residence, Joint and Adjunct appointments in the Department. Each appointment will be evaluated on the basis of contributions to the department’s teaching program, quality of research endeavors, and participation in departmental governance.

The Committee may advise the Chair of the Department to appoint an ad hoc committee to consider and make recommendations on any specific case; the Committee may recommend the membership of such an ad hoc committee. The report of the ad hoc committee is to be submitted to the Executive Committee for its final recommendation to the Chair of the Department.

The Committee shall inform the Chair of the Department in a written report about its recommendation concerning each appointment, promotion, merit increase with acceleration of more than one year, merit increase to Professor VI or Above-Scale. The following actions shall be discussed at a meeting of the appropriate departmental faculty, as stipulated by Senate BY-Law 55, and then voted on by secret ballot: 1) each positive recommendation; 2) each negative recommendation in the case of mandatory review for tenure; 3) any negative recommendation in case of promotion from Associate Professor to Professor or of merit increase to Professor VI and Above-Scale when the candidate requests that the recommendation be transmitted from the Department through normal channels. The Appropriate voting faculty will have access to the candidate’s dossier. Voting will be according to rank as follows:

1. Promotion to or acceleration of more than one year within the rank of
   a. Full Professor, Professor VI, Professor Above-Scale
   b. Associate Professor

2. All initial appointments

Vote by:

- Full Professors
- Associate and Full Professors
- Assistant, Associate and Full Professors (above includes Regular and In-Residence Series including Joint Appointees with voting rights)
After the departmental balloting, the Chair shall prepare the departmental letter of recommendation for inclusion in the dossier and submission to the Administration. The letter should include the substance of the Committee’s report. The letter should be available for inspection to eligible voters.

These by-laws, including specifically the delegation of voting rights to the Committee, shall be reconsidered every three years.

All departmental procedures, including the provisions of these by-laws, will be in accord with The Call, The Academic Personnel Manual and by By-Law 55.

Committee on Instruction

The Committee on Instruction represents the faculty members of the Department in advising the Chair of the Department on instructional items within areas of the Chair’s responsibility, and in representing the faculty in areas of general faculty responsibility.

The Committee consists of the Vice-Chair for Instruction of the Department who serves as Chair of the Committee, the standing course chairs, the Chair of the Graduate Student Committee, the Laboratory Manager, and two members appointed by the Committee Chair from among the voting members who have expressed interest in serving on the Committee. Each appointed member serves for two years.

Sent to Academic Senate, 2003
May 12, 2016

To: Greg Pottie, Chair
    Electrical Engineering

From: Linda Bourque, Chair
    Rules & Jurisdiction

Re: Department Bylaws Submitted On May 11, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Electrical Engineering submitted on May 11, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Ilhee Choi, Manager
I. Department Faculty Members:

A. Academic Senate members include:
   - Regular departmental ladder appointments (Full, Associate, and Assistant Professors)
   - Emeriti, including recalled Emeriti (see III.D for voting rights)

B. Non-Senate members include:
   - Adjunct Professors
   - Lecturer (no SOE or PSOE)
   - Visiting Titles

II. Academic Personnel Actions:

A. Appointments/Non-Reappointments of Full Professors, Associate Professors, or Assistant Professors

   Full and Associate Professors vote on all appointments -- Assistant Professors vote only on Assistant Professor Appointments, as shown in the table below:

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Voting Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full and Associate Professor</td>
<td>All tenured faculty (Associate and Full)</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>All tenured faculty and Assistant Professors*</td>
</tr>
</tbody>
</table>

   *Extended to Assistant Professors by a 2/3 majority secret ballot of Tenured (Full and Associate) Professors. 05/04/2016 (30 yes, 5 no, 3 abstain)

B. Promotions:
   1. To Full Professor:
      Reviewed by Ad Hoc Committee, followed by discussion and voting by Full Professors
   2. To Associate Professor:
      Reviewed by Ad Hoc Committee, followed by discussion and voting by Full and Associate Professors

C. Merit Actions:
   The standing elected or Ad Hoc committees may request a faculty discussion and vote on accelerated merit actions.
Merit Actions have been delegated to the elected merit committees (Tenure Committee and Non-Tenure Committee – See IIIA) by a 2/3 majority secret ballot of Tenured (Full and Associate) Professors. 04/06/2016; 30 yes; 3 no; 1 abstain.

1. Merit Increase for Assistant Professor
   Recommendation, discussion, and voting by Non-Tenure Committee

2. Merit Increase for Full Professors and Associate Professors
   Recommendation, discussion, and voting by Tenure Committee

3. Merit Increase within Professor Above-Scale
   Recommendation, discussion, and voting by Tenure Committee

4. Merit Increase to Professor, Step VI
   Recommendation by Ad Hoc Committee, followed by discussion and voting by Full Professors

5. Initial Advancement to Professor, Above-Scale
   Recommendation by Ad Hoc Committee, followed by discussion and voting by Full Professors

D. Fourth Year Appraisals:
   Recommendation by Ad Hoc Committee, followed by discussion and voting by Full and Associate Professors

E. Assistant Professor Renewal of Appointment
   Recommendation, discussion, and voting by Non-Tenure Committee

F. Assistant Professor Non-Renewal of Appointment
   Recommendation by Non-Tenure Committee, followed by discussion and voting by Full and Associate Professors

G. Five-Year Reviews
   Handled in accordance with Appendix 12 of the CALL

H. Joint/Split Appointments
   Recommendation by Non-Tenure Committee, followed by discussion and voting by all ladder faculty. Joint appointments without a waiver and Split appointments participate in personnel matters according to their rank.

I. Adjunct Professors
1. **Appointment of Adjunct Faculty**
   Review by Ad Hoc Committee, followed by discussion and voting by ladder faculty

2. **Promotion to Adjunct Professor or to Adjunct Associate Professor**
   Review by Ad Hoc Committee. Discussion and voting by Full Professors for promotion to Adjunct Professor and by Tenure Faculty for promotion to Adjunct Associate Professor. All ladder faculty may participate in discussions.

3. **Merit Increase for Adjunct Faculty**
   Recommendation to be made by Non-Tenure Committee. For merit increases to Adjunct Professor, Step VI, and to Adjunct Professor, Above Scale, as well as accelerated actions which require reviews beyond the Dean, there shall be a discussion and voting by Full Professors.

4. **Renewal of Adjunct Appointments**
   Recommendation by Non-Tenure Committee

5. **Appointment of Visiting Professor**
   Recommendation by Ad Hoc Committee, followed by discussion and voting by Ladder Faculty

6. **Appointment of Visiting Assistant Professors**
   Recommendation by Non-Tenure Committee and departmental approval by the Chair. Recommendation by Non-Tenure Committee should be one of the following two options: favorable or unfavorable.

7. **Renewal of Visiting Professor Appointment**
   Recommendation by a sponsoring faculty member and departmental approval by the Chair

J. **Recall Appointments for Emeriti Professors**
   Recommendation by the faculty in charge of the course or in the candidate’s specialty area in consultation with the Vice Chairs of Undergraduate and Graduate Affairs, and followed by departmental approval by the Chair.

K. **Lecturers**
   1. **Appointment of Lecturer**
      Recommendation by the faculty in charge of the course and the relevant Area Director, in consultation with the Vice Chairs of Undergraduate and Graduate Affairs, and followed by departmental approval by the Chair.

   2. **Renewal and Non-Renewal of Lecturer Appointments**
      Recommendation by Non-Tenure Committee on an annual basis and departmental approval by the Chair.
3. **Appraisal of Lecturer Performance**
   By Non-Tenure Committee and an additional Lecturer appointed by the Chair to serve as a member. Appraisal performed after 9 quarters of service. Recommendation by review committee shall be one of two options: favorable or unfavorable. Discussion and voting by ladder faculty.

4. **Promotion to Continuing Lecturer**
   By Non-Tenure Committee and an additional Lecturer appointed by the Chair to serve as a member. Discussion and voting by ladder faculty.

**III. Academic Personnel Departmental Committees:**

**A.** The Department has standing elected committees (Non-Tenure and Tenure) that review proposed personnel actions, and it has delegated merit voting privileges to these committees. Each Committee is a three-member committee elected by ladder faculty. The membership consists of three voting members from the tenured faculty who serve staggered three-year terms.

- **Non-Tenure Committee** reviews and votes on behalf of the faculty on the following actions:
  
  Merit Increase for Assistant Professors, Assistant Professors Renewal/Non-Renewal of Appointment, Joint Appointments, Merit Increase/Renewal of Adjunct Faculty, Appointment of Visiting Assistant Professors, Renewal/Non-Renewal of Lecturer Appointments, Appraisal of Lecturer Performance, Promotion to Continuing Lecturer.

- **Tenured Committee** reviews and votes on behalf of the faculty on the following actions:
  
  Merit Increases for Full and Associate Professors, Merit Increase within Professor Above-Scale, and Five-Year Review.

**B.** The Department delegates to an Ad Hoc Committee to review certain proposed personnel actions. This committee may consist of three individuals selected from Full Professors, Tenure Faculty, or ladder faculty, depending upon the type of action and the candidate’s rank and level. The Ad Hoc Committee shall be appointed by the Chair of the Department and shall include a member whose area of expertise is commensurate with that of the candidate.

- **Ad Hoc Committee** reviews on the following actions:
IV. Voting Procedures:

A. All voting is conducted after a meeting is held which provides all eligible members of the Academic Senate the right to discuss the case.

B. All voting by eligible faculty members is conducted by secret ballot.

C. Eligible faculty members are given five working days to vote and return a ballot.

D. Emeriti are members of the Academic Senate who do not have the right to vote on departmental matters, except as provided for in Article D of the University of California Academic Senate By-Law 55. Per that article, emeriti, while recalled to service, regain voting rights on all departmental matters, except personnel matters, during the period of service.
Electrical Engineering Department
Departmental Procedures on Academic Personnel
August 2001

REVISED: January 2, 2008

Pursuant to Academic Senate By-law 55 and the interpretations thereof by the
Committee on Privilege and Tenure, the Electrical Engineering Department has set up
the following procedures for academic personnel review process:

A. Definitions

Tenure Faculty: consists of full and associate professors.
Ladder Faculty: consists of full, associate, and assistant professors.
Tenure-Track Faculty: consists of assistant professors.
Non-Tenure Professorial: includes adjunct faculty and visiting professors.
Non-Tenure Non-Professorial: includes lecturers.

B. Departmental Review Committees

Each year two standing committees shall be elected to handle all routine personnel
reviews (exclusive of academic promotions) in the Department. The first committee,
called the Tenure Merit Review Committee, hereafter designated Committee T, shall
consist of three Full Professors and shall be elected by all the Full Professors. The
second committee, called the Non-Tenure Merit Review Committee, hereafter
designated Committee N, shall consist of three Tenure Faculty and shall be elected by all
the Tenure Faculty.

The elections shall be according to the following process:

The Chair of the Department shall provide Ladder Faculty with the entire list of the
faculty and their past service on the committees. He/she may suggest the names of
several potential candidates based on their past service record. Ladder Faculty shall
nominate member(s) of each committee using a nomination form. During the
nomination process, the following considerations should be taken into account:

a) Each three-member committee should represent a diverse spectrum of specialties.
b) Over time, the workload of these committees should fall equally on all eligible
   faculty.
c) For continuity of knowledge and experience, eligible faculty should serve three-year
   staggered terms.

Faculty voting follows.
In addition to Committees T and N, an ad hoc review committee, hereafter designated Committee A, shall be designated each time to review a faculty appointment, promotion, or assistant professor appraisal. This committee may consist of three individuals selected from Full Professors, Tenure Faculty members, or Ladder Faculty members, depending upon the type of action and the candidate’s rank and level. Committee A shall be appointed by the Chair of the Department and shall include a member whose area of expertise is commensurate with that of the candidate.

C. Tenure and Tenure-Track Professorial Personnel Matters

1. Appointment of Full Professor, Associate Professor, or Assistant Professor

   Review by Committee A. Discussion and voting by Ladder Faculty.

2. Promotion to Full Professor or Associate Professor

   Reviewed by Committee A. Discussion and voting by Full Professors for promotion to a full professor rank, and by Tenure Faculty for promotion to an associate professor rank, as specified by By-Law 55. All ladder faculty may participate in discussions.

3. Merit Increase for Full Professors and Associate Professors

   Recommendation by Committee T. For merit increases to Professor Step VI and to Professor Above Scale, as well as accelerated and decelerated actions which require review beyond the Dean, there shall be a discussion and voting by Full Professors.

4. Merit Increase within Professor Above-Scale

   Recommendation by Committee T.

5. Assistant Professor Appraisals

   Review by Committee A. Discussion and voting by Tenure Faculty.

6. Assistant Professor Renewal of Appointment

   Recommendation by Committee N.

7. Assistant Professor Non-Renewal of Appointment

   Recommendation by Committee N, followed by discussion and voting by Tenure Faculty as specified by By-Law 55.

For all cases that do not involve faculty discussion and vote, the ladder faculty will be provided with a period of one week or five consecutive business days to review a
candidate’s personnel file, after the review committee finalizes its report. Comments about the case should be addressed to the Department Chair during this one-week review period. Subsequently, the Chair prepares the Department’s letter and forwards the case to the Dean’s office.

D. Non-Tenure Professorial Personnel Matters

1. **Appointment of Adjunct Faculty**

   Review by Committee A. Discussion and voting by Ladder Faculty.

2. **Promotion to Adjunct Professor or to Adjunct Associate Professor**

   Review by Committee A. Discussion and voting by Full Professors for promotion to an Adjunct Professor rank and by Tenure Faculty for promotion to an Adjunct Associate Professor rank. All ladder faculty may participate in discussions.

3. **Merit Increase for Adjunct Faculty**

   Recommendation to be made by Committee N. For merit increases to Adjunct Professor Step VI and to Adjunct Professor Above Scale, as well as accelerated actions which require reviews beyond the Dean, there shall be a discussion and voting by Full Professors.

4. **Renewal of Adjunct Appointments**

   Recommendation by Committee N.

5. **Appointment of Visiting Professor**

   Recommendation by Committee A. Discussion and voting by Ladder Faculty.

6. **Appointment of Visiting Assistant Professors**

   Recommendation by Committee N and Approval by the Chair. Recommendation by Committee N should be one of the following two options: favorable or unfavorable.

7. **Renewal of Visiting Professor Appointment**

   Recommendation by a sponsoring faculty member and departmental approval by the Chair.

E. Non-Tenure, Non-Professorial Personnel Matters
1. **Appointment of Lecturer**

   Recommendation by the faculty in charge of the course or in the candidate’s specialty area in consultation with the Vice Chairs of Undergraduate and Graduate Affairs, and followed by departmental approval by the Chair.

2. **Renewal and Non-Renewal of Lecturer Appointments**

   Recommendation by Committee N on an annual basis and departmental approval by the Chair.

3. **Appraisal of Lecturer Performance**

   By Committee N and an additional Lecturer appointed by the Chair to serve as a member. Appraisal performed after 9 quarters of service. Recommendation by review committee shall be one of two options: favorable or unfavorable. Discussion and voting by Ladder Faculty.

4. **Promotion to Continuing Lecturer**

   By Committee N and an additional Lecturer appointed by the Chair to serve as a member. Discussion and voting by Ladder Faculty.
May 11, 2016

To: Kevin McKeegan, Chair
   Earth, Planetary, and Space Sciences

From: Linda Bourque, Chair
       Rules & Jurisdiction

Re: Revised Department Bylaws Submitted On May 11, 2016

The Committee on Rules and Jurisdiction has reviewed the Revised Bylaws that the Department of Earth, Planetary and Space Sciences submitted on May 11, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Carlene Brown, CAO
    Yasmin Thomas
UCLA Department of Earth, Planetary, and Space Sciences Bylaws

Passed by Senate faculty, 05/02/2016 by a 2/3 majority secret ballot: 14 yes; 0 no; 0 abstain.

I. Department Membership and Definitions

A. Senate Faculty of Department of Earth, Planetary, and Space Sciences (EPSS) include:
   i. Regular Ladder Faculty
   ii. In Residence Faculty
   iii. Joint & Split Appointments (Joint: zero percent appointment in EPSS; Split: non zero percent appointment in EPSS)

B. All Senate department members have the right to vote on non personnel department questions. Emeriti who have been recalled to active service regain this right during the period of active service.

C. A quorum consists of at least 50 percent of all eligible voting faculty in residence at UCLA (i.e., not on sabbatical, nor on leave) during the quarter in which a meeting or vote is held. For meetings scheduled during summer quarter, quorum rules for spring quarter will hold.

II. Academic Personnel Actions

A. In Residence Faculty

   Full and Associate Professors have extended the right to vote on personnel actions to In Residence Professors. In Residence Professors will then vote according to their rank.
   [11/09/2015 Faculty Meeting by a 2/3 majority secret ballot: 10 yes; 4 no; 0 abstain]

   Personnel actions for In Residence Faculty follow the same procedures as those for Ladder Faculty.

B. Appointments

   Full and Associate Professors vote on all appointments that confer membership in the Academic Senate.
   i. Full and Associate Professors have extended the right to vote on appointments to Assistant Professors. [11/09/2015 Faculty Meeting by a 2/3 majority secret ballot: 11 yes; 3 no; 0 abstain]

C. Non renewal of appointments

   Full and Associate Professors vote on all non renewal of appointment of Senate members. The right to vote on non renewal of appointments has not been extended to Assistant Professors (SB 55.B.5).

D. Promotions

   i. To Full Professor: Full Professors vote on all promotions to Full Professor
   ii. To Associate Professor: Full and Associate Professors vote on all Promotions to Associate Professor.
E. Merit Actions

Merit actions, including hurdle steps and Assistant 4th year appraisals, are handled by the same voting body as Promotions, as follows:

i. Full Professors vote on all Full Professor merits.
ii. Full and Associate Professors vote on all Associate Professor merits.
iii. Full and Associate Professors vote on all Assistant Professor merits, including 4th year appraisals.

F. Joint and Split Appointments

Joint Appointments without a waiver for personnel actions and all Split Appointments follow the same review and voting procedures for other faculty members of the same rank. Joint and Split Appointments vote on all other non-personnel substantial department questions.

G. Five Year Reviews

Five year reviews are conducted by the department chair with the assistance of the vice chairs; no faculty vote is required.

H. Researcher Series

Appointments at the Assistant Researcher rank are proposed by a supervising faculty member and reviewed by the department chair. Renewals at the Assistant Researcher rank are put forward by the department chair on the recommendation of the sponsoring faculty member.

III. Voting Procedures

A. Meetings of eligible faculty are held for all appointments, promotions to tenure (Associate) and to Professor, merit increases in the Assistant Professor ranks, and merit increases to Professor Steps VI and Initial Above Scale. Assistant and Associate Professors may participate as non-voting members in meetings considering actions for which they are not eligible to vote so that they may gain familiarity with the procedures and discussions relevant to their future advancement. The meetings are followed by a secret ballot. Merit increases within the Associate and Full Professor ranks are by secret ballot, with an option for a meeting of eligible faculty. A meeting may be called prior to the vote by the department chair or at the request of two or more faculty who are eligible to vote on the action. All meetings on personnel actions must satisfy quorum rules. The result of all secret ballots shall be reported by the Chair to all faculty eligible to vote.

IV. Academic Personnel Committees

A. Professorial Series

All personnel actions in the Professor and In Residence series require ad hoc committee review. Each ad hoc committee consists of three or more faculty members appointed by the department chair from within the department. For split appointees and joint
appointees who have not waived voting rights, the committee is constituted with faculty members from relevant units, and the committee chair comes from the home department. Votes on personnel in the Adjunct and Visiting Professor Series are by meetings of eligible faculty or by secret ballot.

B. **Researcher Series**
Appointments at the Associate Researcher or Researcher rank and merit actions at all ranks are evaluated by the Committee for Researcher Personnel Actions, which is chaired by the EPSS vice chair for academic personnel and includes one additional departmental faculty member. The committee prepares a written evaluation and a formal recommendation, and the case is then reviewed by the department chair who puts forward a recommendation to the Dean. Promotions to Associate Researcher and Researcher, as well as accelerations of more than one year, require ad hoc committee review. Each ad hoc committee consists of at least two faculty members. Meetings of eligible faculty are held for all promotions, followed by a secret ballot voted by Ladder and In Residence Faculty.

C. **Specialist Series**
Appointments, promotions, and merits in the Specialist series follow the same procedures as those in the Researcher series.

V. **Amendment of Bylaws**
Any amendment to these bylaws must be approved by a 2/3 majority vote of the faculty in a secret ballot.
Department of Earth & Space Sciences

Voting Procedures for Appointment and Academic Advancement

This document specifies Departmental voting procedures pertaining to Bylaw 55 of the UC Academic Senate. It does not have an appointed personnel committee for actions in the Professor, Professor-in-Residence, and Lecturer Series, but it uses such a committee for certain actions in the Researcher Series. Emeriti do not have voting rights.

Professorial Series
All personnel actions in the Professor and Professor-in-Residence Series require ad hoc committee review. Each ad hoc committee consists of three faculty members from within the department. For joint appointees, the committee is constituted with faculty members from relevant units, and the chair comes from the home department. Meetings of eligible faculty are held for all appointments, promotions to tenure and to Professor, merit increases in the Assistant Professor/ Professor-in-Residence ranks, merit increases to Professor Steps VI and Initial Above Scale, and five-year reviews. Assistant and Associate Professors may participate as non-voting members in meetings considering actions for which they are not eligible to vote so that they may gain familiarity with the procedures and discussions relevant to their future advancement. The meetings are followed by a secret ballot. Merit increases within the Associate and Full Professor and Professor-in-Residence ranks are by secret mail ballot, with an option for a meeting of eligible faculty. Votes on personnel in the Adjunct and Visiting Professor Series are by meetings of eligible faculty or by mail ballot.

Table showing voting eligibility for appointment, promotion, and merit review in the Professorial Series.*

<table>
<thead>
<tr>
<th>Series</th>
<th>Rank</th>
<th>Appointment</th>
<th>Action Promotion</th>
<th>Action Merit†</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Professor</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>-</td>
<td>Full Professors / Full Professors in Residence</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>Full Professors / Full Professors in Residence</td>
<td>Full &amp; Associate Profs. / Full &amp; Associate Profs. in Residence</td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>Full &amp; Associate Profs. / Full &amp; Associate Profs. in Residence</td>
<td>Full &amp; Associate Profs. / Full &amp; Associate Profs. in Residence</td>
<td></td>
</tr>
<tr>
<td>Professor in Residence</td>
<td>Professor</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>-</td>
<td>Full Professors / Full Professors in Residence</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>Full Professors / Full Professors in Residence</td>
<td>Full &amp; Associate Profs. / Full &amp; Associate Profs. in Residence</td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>Full &amp; Associate Profs. / Full &amp; Associate Profs. in Residence</td>
<td>Full &amp; Associate Profs. / Full &amp; Associate Profs. in Residence</td>
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</tr>
</tbody>
</table>

* The table shows the voting eligibility for appointment, promotion, and merit review in the Professorial Series.
Table showing voting eligibility for appointment, promotion and merit review in the Professorial Series (cont.)*

<table>
<thead>
<tr>
<th>Series</th>
<th>Rank</th>
<th>Appointment</th>
<th>Action</th>
<th>Merit†</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Professor</td>
<td>Professor</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>-</td>
<td>Full Professors / Full Professors in Residence</td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>Full Professors / Full Professors in Residence</td>
<td>Full &amp; Associate Profs. / Full Profs. in Residence</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>Full &amp; Associate Profs. / Full &amp; Associate Profs. in Residence</td>
<td>Full &amp; Associate Profs. / Full &amp; Associate Profs. in Residence</td>
</tr>
<tr>
<td>Visiting Professor</td>
<td>Professor</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>-</td>
<td>Full Professors / Full Professors in Residence</td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>Full Professors / Full Professors in Residence</td>
<td>Full &amp; Associate Profs. / Full Profs. in Residence</td>
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<td>Assistant Professor</td>
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<td>Full &amp; Associate Profs. / Full &amp; Associate Profs. in Residence</td>
<td>Full &amp; Associate Profs. / Full &amp; Associate Profs. in Residence</td>
</tr>
</tbody>
</table>

*The Acting Professor, Professor of Clinical (X) and Health Sciences Clinical Professor Series are not used in the Department of Earth and Space Sciences.
†Includes Renewal of Appointment/Reappointment of Assistant Professors

**Lecturer Series**

Votes may be held during meetings of eligible faculty or by mail ballot.

Table showing voting eligibility for appointment and promotion in the Lecturer Series.*

<table>
<thead>
<tr>
<th>Rank</th>
<th>Appointment</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Lecturer</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
</tr>
<tr>
<td>Lecturer</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
</tr>
</tbody>
</table>

*The Lecturer With Security of Employment Series is not used in the Department.
Researcher Series
Appointment and merit actions are evaluated by the Committee for Researcher Personnel Actions. This committee is appointed by the Chair and consists of three tenured faculty members. The committee directly recommends to the Chair approval for regular merit advances and appointment to Assistant Researcher. For appointment at Associate or Full rank, the committee prepares a written review and the case is voted by ESS members of the Academic Senate. The same procedure is followed for accelerations of more than one year. Promotions to Associate Researcher and Researcher require *ad hoc* committee review. Each *ad hoc* committee consists of three ladder faculty members. Meetings of eligible members of the Academic Senate are held for all promotions. The meetings are followed by a secret ballot.

Table showing voting eligibility for appointment, promotion, and merit review in the Researcher Series.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Appointment</th>
<th>Promotion</th>
<th>Merit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Researcher</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>-</td>
<td>Researcher Personnel Action Committee</td>
</tr>
<tr>
<td>Associate Researcher</td>
<td>All Ladder Faculty / All Professor in Residence Series</td>
<td>Full Professors / Full Professors in Residence</td>
<td>Researcher Personnel Action Committee</td>
</tr>
<tr>
<td>Assistant Researcher</td>
<td>Researcher Personnel Action Committee</td>
<td>Full &amp; Associate Profs. / Full &amp; Associate Profs. in Residence</td>
<td>Researcher Personnel Action Committee</td>
</tr>
</tbody>
</table>
May 12, 2016

To: Miguel A. Garcia-Garibay, Chair
    Chemistry & Biochemistry

From: Linda Bourque, Chair
      Rules & Jurisdiction

Re:  Department Bylaws Submitted On May 10, 2016

    The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of
    Chemistry & Biochemistry submitted on May 10, 2016, and finds them consistent with the Code of
    the Academic Senate.  This memo, the approved bylaws, and the former bylaws will now go to the
    Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of
    the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Jim Bowie, Chemistry Vice Chair Academic Personnel
    Sandra Hernandez, Academic Personnel Coordinator
Departmental Procedures for Academic Promotions, Appointments and Advances  
Department of Chemistry and Biochemistry

Approved by Senate Faculty on 4/29/16 in a secret ballot by a 2/3 majority: 29 yes; 3 no; 0 abstain; 22 not voting.

I. Department Organization
   1. The department Senate members are regular line Senate Faculty (Full, Associate, and Assistant Professors). Academic Senate faculty, including recalled Emeriti, will vote on non-personnel substantial departmental questions. Emeriti will be included in discussions of non-personnel substantial departmental questions, but will not participate in voting.
   2. Any Academic Senate faculty member can request a vote on an issue.
   3. The chief Departmental administrative officer is the Chair. The Chair receives assistance and advice from the Standing Committees of the Department, any Ad hoc Committees that may be appointed from time to time, and from the Faculty as a whole. The chairman of the department is granted decision making power in the day to day operations of the department.

II. Personnel Actions
   Personnel voting will include faculty with split appointments and faculty with joint appointments without a waiver option.
   
   1. The chairman will generally initiate action in advancement, promotion and appointment cases, but others may do so as well. The chairman retains the right to express his or her own views to the Administration regardless of the departmental recommendation as determined by the method discussed below. All extramural correspondence with regard to extramural evaluation letters that involve advancements, promotions and appointments must be addressed to the chairman who will distribute to the appropriate committees or other department members.
   
   2. Allocation of Positions

   The allocation of positions among divisions is to be made by the chairman on the basis of departmental consensus. Any faculty member can call for departmental discussion and vote on this issue.

   3. New Departmental Appointments to Positions that Confer Membership in the Academic Senate

   It is the responsibility of the tenured departmental faculty in an area to make recommendations to the Department regarding new faculty appointments to tenured and non-tenured positions in that area. All departmental ladder faculty will be given an opportunity to review the file and comment on the appointment. A meeting will be held to discuss the case for appointment. Ladder faculty will then be asked to vote on the appointment. Full and Associate Professors have extended the right to vote on all new departmental appointments that confer membership in the Academic Senate to Assistant Professors. [April 25, 2016 by a secret mail ballot vote of 28 aye, 5 nay and 0 abstentions]
4. **Non-Reappointments:**

a) An ad-hoc committee consisting of tenured members of the candidate's division, and, in some cases, a few additional members appointed by the chairman will pre-review the personnel case of the candidate. The ad-hoc committee will report in writing to the chairman and the enfranchised faculty. The Chair will then call a meeting of the entire tenured faculty to discuss the issue.

b) The tenured faculty will vote by secret ballot and a majority vote will represent the departmental recommendation, although the chairman may include his own recommendation. The chairman may refer to the matter back to the faculty for reconsideration, but he must report the results of all official votes to the Administration. The chairman will also report the views of a specific faculty member if requested.

### III. Promotions

**To Associate Professor**

a) An ad-hoc committee consisting of tenured members of the candidate's division, and, in some cases, a few additional members appointed by the chairman will pre-review the personnel case of the candidate. The ad-hoc committee will report in writing to the chairman and the enfranchised faculty. The Chair will then call a meeting of the entire tenured faculty to discuss the personnel case.

b) The tenured faculty will vote by secret ballot and a majority vote will represent the departmental recommendation, although the chairman may include his own recommendation. The chairman may refer the matter back to the faculty for reconsideration, but he must report the results of all official votes to the Administration. The chairman will also report the views of a specific faculty member if requested.

**To Full Professor**

The same process is followed as with promotion to Associate Professor but only Full Professors participate in the ad hoc committee and in the full faculty vote.

### IV. **Merit Actions – Senate Faculty**

1. All Faculty regular, accelerated, and hurdle merits except the 4th year appraisal of Assistant Professors have been delegated to the Elected Staffing Committee. [April 25, 2016 by a secret ballot. Fulls: 23 yes, 3 no, 2 abstain; Associate Professors, 2 yes, 0 no, 1 abstain; Assistant Professors, 4 yes, 0 no, 0 abstain.]

2. Candidates for the Elected Staffing Committee will be at least four ladder faculty members willing to serve who are each nominated by at least three ladder faculty members. Election to the committee will be by secret ballot of the ladder faculty. Each faculty member may vote for two candidates, and any candidate receiving at least 20% of the votes will be elected. If less than two candidates receive 20% of the votes, a runoff election among the top three candidates will be held. The committee must consist of at least four members and elections must be held at least every three years. The chairman must report the vote of the divisional or search committee in and the vote of the elected staffing committee in recommending (or rejecting) merit increases.

3. The Elected Committee will consult widely and wisely, particularly within the candidates’ division, but where relevant, outside the division as well. The Elected Committee will make recommendations to the chairman and the chairman will make recommendations to the Chancellor.
4. **Merit increases to Step VI and Initial Above-Scale.** The Chair will appoint an appropriate advisory committee. This committee will consult with faculty members within the candidate's division, and, when appropriate, outside the division before making its report. In some cases, it may be appropriate for the committee to consult informally with people outside the department who are especially knowledgeable in the candidate's area. The Elected Staffing Committee reviews the personnel case and votes on merit increases to Step VI and Initial Above Scale.

5. **4th Year Appraisals**

a) An ad-hoc committee consisting of tenured members of the candidate's division, and, in some cases, a few additional members appointed by the chairman will pre-review the personnel case of the candidate. The ad-hoc committee will report in writing to the chairman who will then call a meeting of the entire tenured faculty to discuss the personnel case.

b) The tenured faculty will vote by secret ballot and a majority vote will represent the departmental recommendation, although the chairman may include his own recommendation. The chairman may refer the matter back to the faculty for reconsideration, but he must report the results of all official votes to the Administration. The chairman will also report the views of a specific faculty member if requested.

V. **Merit Actions – Non-Senate positions**

1. The Elected Committee will consult widely and wisely, particularly within the candidates’ division, but where relevant, outside the division as well. Non-ladder appointments should be recommended to the Elected Committee by the division or appropriate search committee involved. (The search committee appointed by the chairman will normally consist of the divisional members and in some cases a few faculty members from other divisions.)

2. The Elected Committee will make recommendations to the chairman and the chairman will make recommendations to the Chancellor. If differences of opinion exist between the chairman, the elected committee and divisional or staffing committee in cases of non-ladder appointments, and if these differences cannot be resolved, then the issue will be referred to the tenured faculty. The chairman may at his discretion refer an issue back to a committee for further discussion and a new vote, or he may bring the issue up before the tenured faculty as a whole.

3. The chairman must report the vote of the divisional or search committee in recommending non-tenured appointments and the vote of the elected staffing committee in recommending (or rejecting) merit increases. The chairman will also report the views of a specific faculty member if requested.

VI. **Appeal**

1. Any faculty member who is unhappy with a proposed action on his academic status may appeal to the Elected Staffing Committee. Furthermore, any three ladder faculty members may appeal for another faculty member.

2. An attempt to reach a mutually satisfactory agreement will be made. If this cannot be done, merit increases at the assistant professor level will be referred to the entire tenured faculty and those at the associate and full professor level to the full professors, and the case will then be handled in the same manner as promotions.

3. The Appeal System should be made simple and no one should be discouraged from using the system.
Revisions to Original Department Procedures for Academic Promotions, Appointments and Advances

The election procedures of the Departmental Procedures for Academic Promotions, Appointments and Advances were revised on October 19, 1990 by a secret mail ballot vote of 40 in favor, 0 opposed and 0 abstentions, as follows:

Candidates for this committee will be at least three ladder faculty members willing to serve who are each nominated by at least three ladder faculty members. Election to the committee will be by secret ballot of the ladder faculty. Each faculty member may vote for two candidates, and the committee will consist of the four candidates from different divisions who had the highest vote totals among those nominated from their divisions, and also any additional faculty who received more than 20% of the votes cast. The Chair will be an ex-officio member of the committee. Elections must be held at least every three years.

Adopted 10/19/90
(retyped 11/9/99)
(retyped 5/8/2015)

The election procedures of the Department Procedures for Academic Promotions, Appointment and Advances were revised on December 20, 1993 by a secret mail ballot vote of 23 aye, 6 nay and 0 abstentions, as follows:

Assistant Professors who are members of the Faculty Senate will have the right to vote on all new departmental appointments that confer membership in the Academic Senate.

Adopted December 20, 1993
(retyped 11/9/99)
(retyped 5/8/2015)
Revote and Adopted April 25, 2016

The membership of the Departmental Procedures for Academic Promotion, Appointments and Advances was revised on October 7, 1997 by a unanimous vote at a faculty meeting as follows:

Elected members of the Staffing Committee who take a sabbatical leave during their three year tenure will be replaced during their absence by the previous divisional representative on the Staffing Committee.

Adopted October 7, 1997
(retyped 11/9/99)
(retyped 5/8/2015)

The membership of the Departmental Procedures for Academic Promotion, Appointments and Advances was revised on April 25, 2016 by a secret mail ballot vote of Fulls: 23 yes, 3 no, 2 abstain; Associate Professors, 2 yes, 0 no, 1 abstain; Assistant Professors, 4 yes, 0 no, 0 abstain.):
All Faculty regular, accelerated, and hurdle merits except the 4th year appraisal of Assistant Professors have been delegated to the Elected Staffing Committee.

Adopted May 2, 2016
C. DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY BYLAWS

NOTES: The Bylaws following these notes are the ones currently in use, they address academic personnel actions. The original By-laws were adopted March 31, 1982. They have been revised three times.

October 19, 1990: The composition of the Elected Staffing Committee was changed to include the four candidates from different divisions who had the highest vote totals among those nominated from their divisions, and also any additional faculty who received more than 20% of the votes cast. The Chair became an ex officio member of the committee.

December 20, 1993: Assistant Professors were granted the right to vote on all new departmental appointments that confer membership in the Academic Senate.

October 7, 1997: An official procedure was instituted for replacing Elected Staffing Committee members who take a sabbatical leave during their term. They will be replaced during their absence by the previous divisional representative on the Staffing Committee.

Departmental Procedures for Academic Promotions, Appointments and Advances
Department of Chemistry and Biochemistry

The chairman will generally initiate action in advancement, promotion and appointment cases, but others may do so as well. The chairman retains the right to express his or her own views to the Administration regardless of the departmental recommendation as determined by the method discussed below. All extramural correspondence concerning advancements, promotions and appointments must be cleared through the chairman. Although many actions do not require a full faculty vote, the chairman may put any issue to the appropriate part of the faculty for discussion and vote and he or she may also call for reconsideration.

A. Allocation of Positions

The allocation of positions among divisions is to be made by the chairman on the basis of departmental consensus. Any faculty member can call for departmental discussion and vote on this issue.

B. Committee for Merit Increases

1. Faculty regular merit increases will be handled by an Elected Staffing Committee. Candidates for this committee will be at least three ladder faculty members willing to serve who are each nominated by at least three ladder faculty members. Election to the committee will be by secret ballot of the ladder faculty. Each faculty member may vote for two candidates, and any candidate receiving at least 20% of the votes will be elected. If less than two candidates receive 20% of the votes, a runoff election among the top three candidates will be held. The committee must consist of at least two members and elections must be held at least every three years.

2. The Elected Committee will consult widely and wisely, particularly within the candidates’ division, but where relevant, outside the division as well. Non-ladder appointments should be recommended to the Elected Committee by the division or appropriate search committee involved. (The search committee appointed by the chairman will normally consist of the divisional members and in some cases a few faculty members from other divisions.)

3. The Elected Committee will make recommendations to the chairman and the chairman will make recommendations to the Chancellor. If differences of opinion exist between the chairman, the
elected committee and divisional or staffing committee in cases of non-ladder appointments, and if these differences cannot be resolved, then the issue will be referred to the tenured faculty. The chairman may at his discretion refer an issue back to a committee for further discussion and a new vote, or he may bring the issue up before the tenured faculty as a whole.

4. The chairman must report the vote of the divisional or search committee in recommending non-tenured appointments and the vote of the elected staffing committee in recommending (or rejecting) merit increases. The chairman will also report the views of a specific faculty member if requested.

5. Accelerated merit increases and increases to Step VI, VII, and Above-Scale. The Elected Staffing Committee will appoint an appropriate advisory committee. This committee will consult with faculty members within the candidate’s division, and, when appropriate, outside the division before making its report. In some cases, it may be appropriate for the committee to consult informally with people outside the department who are especially knowledgeable in the candidate’s area.

C. New Departmental Appointments to Positions that Confer Membership in the Academic Senate

It is the responsibility of the tenured departmental faculty in an area to make recommendations to the Department regarding new faculty appointments to tenured and non-tenured positions in that area. All departmental ladder faculty will be given an opportunity to review the file and comment on the appointment. The tenured members of the faculty will be asked to vote on the appointment. If during the process any tenured member of the faculty feels there should be further consideration, a meeting will be held to discuss the case for appointment before the vote is finalized.

D. Promotion to Associate Professor

1. An ad-hoc committee consisting of tenured members of the candidate’s division, and, in some cases, a few additional members appointed by the chairman will consider the merits of the candidate. The ad-hoc committee will report in writing to the chairman who will then call a meeting of the entire tenured faculty to discuss the issue.

2. The tenured faculty will vote by secret ballot and a majority vote will represent the departmental recommendation, although the chairman may include his own recommendation. The chairman may refer to the matter back to the faculty for reconsideration, but he must report the results of all official votes to the Administration. The chairman will also report the views of a specific faculty member if requested.

E. Promotion to Full Professor

Same as D, but only Full Professors participate.

F. Appeal

1. Any faculty member who is unhappy with a proposed action on his academic status may appeal to the Elected Staffing Committee. Furthermore, any three ladder faculty members may appeal for another faculty member.

2. An attempt to reach a mutually satisfactory agreement will be made. If this cannot be done, merit increases at the assistant professor level will be referred to the entire tenured faculty and those at the associate and full professor level to the full professors, and the case will then be handled in the same manner as promotions.
3. The Appeal System should be made simple and no one should be discouraged from using the system.

Adopted 3/31/82
(retyped 2/25/99)
(retyped 5/8/2015)

Revisions to Original Department Procedures for Academic Promotions, Appointments and Advances

The election procedures of the Departmental Procedures for Academic Promotions, Appointments and Advances were revised on October 19, 1990 by a secret mail ballot vote of 40 in favor, 0 opposed and 0 abstentions, as follows:

Candidates for this committee will be at least three ladder faculty members willing to serve who are each nominated by at least three ladder faculty members. Election to the committee will be by secret ballot of the ladder faculty. Each faculty member may vote for two candidates, and the committee will consist of the four candidates from different divisions who had the highest vote totals among those nominated from their divisions, and also any additional faculty who received more than 20% of the votes cast. The Chair will be an ex-officio member of the committee. Elections must be held at least every three years.

Adopted 10/19/90
(retyped 11/9/99)
(retyped 5/8/2015)

The election procedures of the Department Procedures for Academic Promotions, Appointment and Advances were revised on December 20, 1993 by a secret mail ballot vote of 23 aye, 6 nay and 0 abstentions, as follows:

Assistant Professors who are members of the Faculty Senate will have the right to vote on all new departmental appointments that confer membership in the Academic Senate.

Adopted December 20, 1993
(retyped 11/9/99)
(retyped 5/8/2015)

The membership of the Departmental Procedures for Academic Promotion, Appointments and Advances was revised on October 7, 1997 by a unanimous vote at a faculty meeting as follows:

Elected members of the Staffing Committee who take a sabbatical leave during their three year tenure will be replaced during their absence by the previous divisional representative on the Staffing Committee.

Adopted October 7, 1997
(retyped 11/9/99)
(retyped 5/8/2015)
May 5, 2016

To: David Rousseve, Interim Dean
    School of the Arts and Architecture

From: Linda Bourque, Chair
    Rules & Jurisdiction

Re: Department Bylaws Submitted On May 5, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the School of the Arts and Architecture submitted on May 5, 2016, and finds them consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Carole Goldberg, Vice Chancellor
    Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Meg Buzzi, Academic Personnel Office
    Heather Small, Information Technology Services
    Bonnie MacDougall, Vice Chancellor’s Office
    Diane Favro, Associate Dean
**BYLAWS FOR THE SCHOOL OF THE ARTS AND ARCHITECTURE**

<table>
<thead>
<tr>
<th>CURRENT BYLAWS (changes indicated by <em>strikeout</em>)</th>
<th>PROPOSED BYLAWS (additions in gray shading)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part I.  Functions</strong></td>
<td><strong>Part I. Faculty Function and Membership</strong></td>
</tr>
<tr>
<td>1. The Faculty of the School of the Arts and Architecture shall conduct the government of the School.</td>
<td>A. The Faculty of the School of the Arts and Architecture shall conduct the government of the School 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.</td>
</tr>
<tr>
<td></td>
<td>B. Membership of the Faculty is defined by Division Bylaws 50(A, B, C, and D.)</td>
</tr>
<tr>
<td><strong>Part II. Membership</strong></td>
<td><strong>Part II. Chair of The Faculty</strong></td>
</tr>
<tr>
<td>Membership in the Faculty of the School of the Arts and Architecture is defined by Divisional Bylaws 50(A) and 181.</td>
<td>The Chair of the Faculty will be elected in the spring every two years according to procedures prescribed in Divisional Bylaw 150. This person will serve on the Faculty Executive Committee (FEC) for three years, first year as Chair-Elect and the following two years as Chair of the FEC. In the interest of shared governance, all effort will be made to rotate the position of Chair among the SOAA departments. No department’s members may hold the Chair of the Faculty for more than one consecutive term unless there are extenuating circumstances.</td>
</tr>
<tr>
<td><strong>Part III. Officers</strong></td>
<td><strong>Part III. Meetings of the Entire Faculty</strong></td>
</tr>
<tr>
<td><em>Chair.</em> 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.</td>
<td>A. Meetings of the entire Academic Senate Faculty of the School (as defined in Senate Bylaw 50) may be called by the Chair of the Faculty or at the written request of 20% of the Faculty of the School. The minutes of the meeting will be available 14 days after the meeting is held.</td>
</tr>
<tr>
<td></td>
<td>B. In all instances except those meetings specifically called by the Dean, the Chair of the Faculty shall preside.</td>
</tr>
<tr>
<td>Part IV. Meetings</td>
<td>Part IV. Faculty Executive Committee (FEC)</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>The Faculty shall meet at the call of the Chair or by petition to the Chair of at least 20% of the Senate Faculty.</td>
<td>A. The Chair of the Faculty shall be the chair of the Faculty Executive Committee (FEC). In the absence of the Chair, the Chair-Elect shall serve as Chair, or in the absence of both, an FEC member shall be designated by the Chair or Chair-Elect to lead the meeting.</td>
</tr>
</tbody>
</table>

**B. Membership**

1. Faculty members. 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 September 1st and ending August 31. Department representatives shall be elected in alternating years to ensure continuity. Equitable distribution of labor among ladder faculty should be considered by departments in the nomination or election process of FEC members in order to facilitate the full and active participation of all faculty in School governance. This includes faculty at all ladder ranks within the respective departments.

2. Ex-Officio Members. The Dean and the Associate Dean(s) of the School shall be ex-officio members of the Faculty Executive Committee; their attendance at meetings is without vote and not part of the quorum.

3. Student Members. One student from each department shall participate as a non-
voting member. Student members shall be elected or appointed by the students of the department. Student members shall be excluded from meetings, or portions of meetings, when personnel actions are considered.

4. Visitors. Visitors may attend the FEC meeting and hold the floor at the invitation of the Chair or by majority vote of those attending the meeting.

C. Meetings of the Faculty Executive Committee (FEC)

1. Meetings will be called at least twice each quarter or as necessary. The notice of meeting will be announced at least 5 working days before the meeting is scheduled and minutes of the meeting shall be available for review to committee members within 30 days of meeting. Minutes will be distributed electronically within 30 days of the meeting.

2. A quorum shall consist of a majority of faculty members of the FEC. If a member cannot attend the meeting, a departmental substitute (with vote) may be permitted to attend, subject to the approval of the FEC Chair or by majority vote of the elected FEC members attending that meeting.

3. Items requiring FEC approval shall be passed by a majority of those attending and eligible to vote.

D. General function of the Faculty Executive Committee (FEC)

The FEC does not administer Departmental affairs nor is it 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-
E. Duties of the Faculty Executive Committee (FEC)

1. Provide general oversight of the academic programs in the School and bring before the School’s faculty any recommendation it deems advisable.

2. Review and approve the academic requirements for the School of the Arts and Architecture set forth in Part II of the Regulations of the Division, UCLA Academic Senate Manual.

3. Approve School-wide requirements for writing, foreign language, quantitative reasoning, diversity, general education and others as applicable.

4. Review and approve requirements for majors (departmental and interdepartmental) and minors (departmental and free-standing), honors programs, capstone requirements, and any other graduation requirement specified by the faculty.

5. Review and approve all new courses or all changes in course descriptions, prerequisites, and grading. If these actions are deemed to be routine and noncontroversial, the Chair or the Chair’s designee may approve them.

6. Review and approve proposals for new departments, Centers for Interdisciplinary Instruction, and interdepartmental programs that directly impact the educational and research programs of the School.

7. Advise the Dean on the School’s priorities, allocation of educational and research resources, utilization of campus building space and facilities, budget and long term planning issues.
8. Review the Program Review Reports completed by the Academic Senate in the course of the eight year reviews for the free-standing minors offered by the School and reviewed by the Academic Senate. Serve as an advisory body on matters concerning the welfare of faculty, staff and students in the School.

10. Appoint and, when appropriate, carry out recommendations made by ad hoc committees created to review specific issues. At least one FEC member should be appointed to each such committee, and when appropriate, at least one student shall be appointed.

11. Consult and advise on policy and relation to UCLA public arts organizations, programming, and initiatives.

F. Curriculum Sub-Committee of the FEC

1. Membership. The Chair will appoint three members, one from each of the SOAA departments without a member currently serving as FEC Chair, to serve on the Curriculum Committee. Two student representatives will be appointed.

2. Duties. Recommends action on all curricular proposals they deem non-controversial and recommend further consideration to the full FEC of all other curricular proposals.

<table>
<thead>
<tr>
<th>Part V. Quorum</th>
<th>PART V. The Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. One third of Senate Faculty shall constitute a quorum.</td>
<td>A. Each Department shall be responsible for the following matters:</td>
</tr>
<tr>
<td></td>
<td>1. The recruitment, supervision, and evaluation of departmental academic personnel.</td>
</tr>
<tr>
<td></td>
<td>2. The development of departmental curricula and the administration of its degree programs.</td>
</tr>
<tr>
<td></td>
<td>3. The admission and matriculation of departmental students in accordance with</td>
</tr>
</tbody>
</table>
University rules and regulations.
4. The proper functioning of a grievance procedure for both Department personnel and students.
5. Elections of a Senate faculty representative and a student representative to the School FEC annually.

B. Each Department Chair will be responsible for the following departmental matters:
1. The proper administration of the budget according to the allocations and categories decided by the Dean in consultation with the Chair.
2. The periodic review and update of departmental Bylaws.
3. The staffing and supervision of the departmental curricula.
4. The recruitment, supervision, and evaluation of non-academic personnel in consultation with the Director of Academic Personnel.
5. The recruitment, supervision, and evaluation of non-ladder academic personnel.

Part VI. Committees

<table>
<thead>
<tr>
<th>Title I. Appointment and Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. The Chair shall appoint committees of the Faculty not otherwise provided. The Deans shall be ex-officio of all committees.</td>
</tr>
<tr>
<td>7. Committees shall hold office for a term of one year from October 1st or until successor committees are appointed thereafter.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Title II. Standing Committees</th>
</tr>
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<tbody>
<tr>
<td>8. Executive Committee</td>
</tr>
<tr>
<td>(A) The Chair of the Faculty shall serve as Chair of the Executive Committee.</td>
</tr>
<tr>
<td>(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</td>
</tr>
</tbody>
</table>

Part VI. The Dean

<table>
<thead>
<tr>
<th>A. The Dean’s Duties. The Dean is responsible for the overall administration of the school, including (but not limited to):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Allocation of resources to the departments.</td>
</tr>
<tr>
<td>2. Administration of applicable system-wide and local rules and regulations.</td>
</tr>
<tr>
<td>3. Oversight of the admission and matriculation of students in the departments in ensure these processes are in accordance with University rules and regulations.</td>
</tr>
<tr>
<td>4. Maintenance of proper grievance procedures for students and staff.</td>
</tr>
<tr>
<td>5. Recommend the appointment of a new departmental chair after comprehensive consultation with the faculty.</td>
</tr>
</tbody>
</table>

| B. Enfranchisement. The Dean of the School |
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 redelegate these powers to the Dean of the School.

4. Advise on academic policies of the
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 VIII. Order of Business

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

Part VII. Implementation and Amendment of the Bylaws

These Bylaws of the School of the Arts and Architecture may be amended by a 2/3 majority of the Faculty voting by electronic ballot, provided notice shall have been given 14 days prior to the electronic voting deadline.

These Bylaws were approved by a two-thirds vote conducted by secret ballot according to procedures set forth in UC Senate Bylaw 95.
The vote was 30 approve, 1 dissent, 1 abstain, 1 disqualified (ballot return instructions not met) and was certified on May 4, 2016.

<table>
<thead>
<tr>
<th>Part IX. Amendment of Bylaws</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part X. Suspension of Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

Adopted: April 1995
Revised: July 1, 1995
Revised: May 17, 1996
Revised: April 1998
April 16, 2016

To:    Lily Chen-Hafteck, Chair  
       Faculty Executive Committee  
       Herb Alpert School of Music  

From:  Linda Bourque, Chair  
       Rules & Jurisdiction  

Re:    Revised Bylaws Submitted On April 15, 2016  

The Committee on Rules and Jurisdiction has reviewed the Revised Bylaws that the Herb Alpert School of Music submitted on April 15, 2016, and finds them consistent with the Code of the Academic Senate. This memo and the approved bylaws will now go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

By this memo, the Committee on Rules and Jurisdiction recommends that the Executive Committee of the Academic Senate designate a new UCLA Bylaw 175 be assigned to the Herb Alpert School of Music. It would read as follows.

175. *Faculty of the Herb Alpert School of Music.* Membership in the Faculty of the Herb Alpert School of Music is defined by Divisional Bylaw 50(A).

cc:    Carole Goldberg, Vice Chancellor  
       Jason Throop, Committee on Rules & Jurisdiction  
       James Crall, Committee on Rules & Jurisdiction  
       Linda Mohr, CAO, Academic Senate  
       Marian Olivas, Committee Analyst, Rules & Jurisdiction  
       Meg Buzzi, Academic Personnel Office  
       Heather Small, Information Technology Services  
       Bonnie MacDougall, Vice Chancellor’s Office  
       Bret Noël, FEC Coordinator  
       Judith L. Smith, Interim Dean  
       Ray Knapp, Academic Associate Dean and Musicology Chair  
       Robert Fink, Vice Chair of the Faculty  
       Neal Stulberg, Music Chair  
       Steve Loza, Ethnomusicology Chair  
       Leo Estrada, Chair, UCLA Academic Senate
April 15, 2016

TO: Linda Bourque, Chair
    Committee on Rules and Jurisdiction

FR: Lily Chen-Hafteck, Chair
    Faculty Executive Committee
    The Herb Alpert School of Music

RE: Herb Alpert School of Music Bylaws

The Bylaws for the UCLA Herb Alpert School of Music were approved by a two-thirds vote conducted over a two-week period in Winter 2016 by secret ballot according to the procedures set forth in UC Senate Bylaw 95. The vote was certified and announced to the Faculty by the Secretary pro tem on March 9, 2016.

I ask that the approved School of Music Bylaws (see attached) be vetted by the Committee on Rules and Jurisdiction and be placed on the agenda of the next meeting of the Legislative Assembly. It is my understanding that Section 2 of the Bylaws requires further action by the Legislative Assembly, adding an amendment to the Divisional Bylaws defining membership of the Faculty of the School of Music. This pending Divisional Bylaw is currently identified as 1XX in the School of Music Bylaws.

Should you have any questions, please contact Robert Fink, Vice Chair of the Faculty, or Bret Noël, FEC Coordinator.

Professor Robert Fink, rリンク@humnet.ucla.edu, Ext. 67549
Bret Noël, bnoel@arts.ucla.edu, Ext. 58628

Thank you for your attention in this matter.

cc: Judith L. Smith, Interim Dean
    Ray Knapp, Academic Associate Dean and Musicology Chair
    Robert Fink, Vice Chair of the Faculty
    Neal Stulberg, Music Chair
    Steve Loza, Ethnomusicology Chair
    Linda Mohr, Chief Administrative Officer of the Academic Senate
    Bret Noël, FEC Coordinator
    Marian Olivas, Committee Analyst, Committee on Rules and Jurisdiction
UCLA HERB ALPERT SCHOOL OF MUSIC
Bylaws

Part I. Faculty Function and Membership

1. The Faculty of the Herb Alpert School of Music shall conduct the government of the School.

2. Membership of the Faculty is defined by UCLA Divisional Bylaws 50(A).

Part II. Chair and Vice Chair of the Faculty

3. Election and Service
   
   A. The Chair of the Faculty shall be elected in the spring every two years according to procedures prescribed in UCLA Divisional Bylaw 150.

   B. No single department’s members may hold the Chair of the Faculty for more than four (4) consecutive years.

   C. The Vice Chair of the Faculty shall also serve as Secretary of the Faculty, shall be elected by the voting members of the Faculty Executive Committee (FEC) at their first meeting of the academic year, and shall not be a member of the same department as the Chair.

   D. If at any time the Chair is not able to continue, the post shall be filled by the Vice Chair (see Section 9a), or if necessary, another member of the Faculty Executive Committee, elected by majority vote of the FEC members. In such cases, an election to replace the office(s) left vacant shall be held by the beginning of the following academic term.

   E. Administrative officers of the School of Music cannot simultaneously serve as officers of the Faculty.

4. Compensation and Summer Consultation

   The Chair of the Faculty shall receive a stipend (up to a summer ninth) from the Dean and is expected to be available for summer consultation and to represent the Faculty of the School during emergencies or other situations arising that require the immediate input of the Faculty. Such actions shall be summarized by the Chair to the FEC in the fall at the first meeting of the year.
Part III. Meetings of the Entire Faculty

5. Meetings of the entire Faculty of the School may be called by the Chair of the Faculty or at the written request of 25% of the Faculty of the School. Such meetings shall be limited to matters of business specified in the call to meeting, which must be sent to the Faculty at least 5 working days before the meeting. The minutes of the meeting will be available 10 working days after the meeting is held.

6. The Chair shall preside at all meetings of the Faculty. In the absence of the Chair, the Vice Chair, or if necessary, a member of the Faculty Executive Committee, elected by majority vote of the FEC, will preside. Sturgis' *Standard Code of Parliamentary Procedure* (current edition) shall govern Faculty meetings in all instances not covered by the Bylaws. Voting shall be without secret ballot, except that a secret ballot shall be taken whenever requested by a majority of the voting members present.

7. A majority of the members of the Faculty who are voting members of the Academic Senate shall constitute a quorum.

Part IV. Faculty Executive Committee

8. The Chair of the Faculty shall be the chair of the Faculty Executive Committee. In the absence of the Chair, the Vice Chair of the Faculty shall serve as Chair, or in the absence of both, an FEC member shall be designated by the Chair to lead the meeting.

9. Membership

   A. **Faculty Representatives.** Inclusive of the Chair and Vice-Chair of the Faculty, two faculty members elected by their respective departments according to UCLA Divisional Bylaw 150 shall represent each department in the School. The necessary departmental elections shall be held in the spring for the following academic year, subsequent to any year’s election of the Chair of the Faculty. Members shall hold office for a period of two years. Department representatives shall be elected in alternating years to ensure continuity. No representative shall serve more than two consecutive terms.

   B. **Ex-Officio Members.** The Dean and the Associate Dean(s) of the School shall be ex-officio members of the Faculty Executive Committee; their attendance at meetings is without vote and not part of the quorum.

   C. **Student Members.** One student enrolled in its degree programs shall participate as a non-voting member representing each department. In a duly constituted election, the students’ associations or students at large shall elect representatives on an annual basis. If necessary, the Chair of any department or program may appoint a student representative, in consultation with the faculty, until an appropriate election is held. Student members shall be excluded from meetings, or portions of meetings deemed confidential by a majority of the present and voting members of the FEC.
D. **Staff.** After consulting the Chair of the Faculty, the Dean shall appoint a staff member to assist the Chair in administering the FEC.

E. **Visitors.** Visitors may attend the FEC meeting and hold the floor at the invitation of the Chair or a majority of voting members attending the meeting.

### Part V. Meetings and Duties of the Faculty Executive Committee

10. **Meetings of the FEC**

A. Meetings will be called at least twice each quarter or as necessary. The call to meeting will be announced at least 5 working days before the meeting is scheduled and minutes of the meeting shall be available at least 10 working days after the meeting is held.

B. A quorum shall consist of a majority of elected faculty members of the FEC. If a member cannot attend the meeting, a departmental alternate (with vote) may be permitted to attend, subject to the approval of the FEC Chair or by majority vote of the elected FEC members attending that meeting.

C. Except as specifically noted below, items requiring FEC approval shall be passed by a majority of those attending and eligible to vote.

D. Meetings shall be governed by procedures specified in Senate Bylaw 120(C).

11. **The Faculty Executive Committee shall:**

A. Provide oversight of the academic programs in the School and bring before the School’s faculty any recommendation it deems advisable using the balloting procedures set forth in UC Senate Bylaw 95.

B. Review and approve the academic requirements for the Herb Alpert School of Music set forth in Part II of the Regulations of the Division, UCLA Academic Senate Manual.

C. Approve School-wide requirements for writing, foreign language, and quantitative reasoning, as well as the diversity requirement and the requirements for General Education. Changes to School-wide requirements must be approved by a majority of the elected members of the FEC.

D. Review and approve requirements for majors (departmental and interdepartmental) and minors (departmental and free-standing), honors programs, capstone requirements, and any other graduation requirement specified by the faculty. Normally a Curriculum Subcommittee of two members, designated by the Chair, will review proposed actions before each meeting and present them to the FEC.

E. Review and approve all new courses or all changes in course descriptions, prerequisites, and grading. Normally a Curriculum Subcommittee of two members, designated by the Chair, will review proposed actions before each meeting and present them to the FEC. If
the actions are deemed to be routine and non-controversial, the Chair or the Chair’s
designee may place such actions directly on the consent calendar for approval.

F. Review and approve proposals for new departments, Centers for Interdisciplinary
Instruction, and interdepartmental programs that directly affect the educational and
research programs of the School. Any proposal that affects the number of departments
in the School must be approved by a majority of the elected members of the FEC.

G. Advise the Dean yearly in writing on the School’s priorities, allocation of educational
and research resources, utilization of building space and facilities, and budget and
planning issues. This yearly Advisory Report must be approved by a majority of the
elected members of the FEC; minority reports may be submitted as well.

H. Review the Program Review Reports completed by the Academic Senate in the course of
the eight-year reviews for the departments in the School, as well as free-standing
minors offered by the School and reviewed by the Academic Senate.

I. Serve as an advisory body to the Dean on matters concerning the welfare of faculty,
staff and students in the School.

J. Appoint and, when appropriate, carry out recommendations made by ad hoc
committees created to review specific issues. At least one elected FEC member should
be appointed to each such committee, and when appropriate, at least one student shall
be appointed.

12. **Dean’s Annual Presentation.** At the first FEC meeting of the year (unless otherwise
scheduled), the Dean will give a “State of the School” presentation to the FEC, including
(but not limited to) the fiscal health of the School, priorities for the coming year, and an
update on the School’s development (fundraising). This meeting shall normally be open to
the Faculty of the School, but may be closed at the request of the Chair.

**PART VI. The Departments**

13. Each Department shall be responsible for the following matters:

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

   B. The development of the departmental curricula and the administration of its degree
      programs.

   C. The admission and matriculation of departmental students.

   D. The proper functioning of grievance procedures for both Department personnel and
      students.
E. The election of representatives to the FEC and support of students to ensure that a student representative is duly elected or appointed annually.

14. Each Department Chair shall 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.

B. Ensuring that departmental Bylaws are updated and reviewed regularly.

C. The staffing and supervision of departmental curricula.

D. The recruitment, supervision, and evaluation of non-academic personnel.

E. The recruitment, supervision, and evaluation of non-ladder academic personnel.

Part VII. The Dean

15. The Dean’s Duties. The Dean shall be responsible for the overall administration of the school, including (but not limited to) the following duties:

A. Ensuring equitably balanced allocation of resources to the departments.

B. Managing and accounting for all School endowments and restricted funds to the departments and Faculty.

C. Administration of applicable system wide and local rules and regulations.

D. Ensuring that the admission and matriculation of students in the departments are in accordance with University rules and regulations.

E. Maintaining proper grievance procedures for students and staff.

F. Recommending the appointment of new departmental chairs after comprehensive consultation with the faculty.

16. The Dean’s Cabinet

A. The Dean of the School shall convene and be advised by a Dean’s Cabinet comprising the Chair of each department. (A Vice Chair or other departmental officer may represent the department if the Chair cannot attend.) Cabinet meetings may include staff members, Faculty Advisory Committee Chairs, heads of Centers, or other guests as deemed necessary by the Dean.

B. The Dean’s Cabinet shall meet at the request of the Dean, or of two departmental Chairs, or in any case no less than twice per quarter. Agendas for Cabinet meetings shall be distributed at least 5 working days before the meeting is scheduled.
C. The Cabinet shall coordinate departmental and interdepartmental activities and be a clearinghouse for the physical scheduling of classes. It shall also advise the Dean on space allocation, departmental budgets, graduate student funding priorities, and new academic initiatives, as well as longer-term priorities for development and outreach.

Part VIII. Implementation and Amendment of Bylaws

17. These Bylaws of the Herb Alpert School of Music and any subsequent amendments to them must be approved by a two-thirds vote, and a majority vote in each department, using the secret balloting procedures set forth in UC Senate Bylaw 95.

These Bylaws were approved by a two-thirds vote conducted by secret ballot over a two-week period according to the procedures set forth in UC Senate Bylaw 95. The vote (29 approve, 2 dissent, 3 abstain) was certified and announced to the Faculty by the Secretary pro tem on March 9, 2016.
### Proposed New Bylaw 175

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
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<tbody>
<tr>
<td><strong>174. Faculty of the School of Medicine.</strong> Membership in the Faculty of</td>
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<td>the School of Medicine is defined by Divisional Bylaw 50(A)(1) through</td>
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<td>(4).</td>
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<tr>
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</tr>
<tr>
<td>Nursing. Membership in the School of Nursing is specified by Bylaw 50(A).</td>
<td>Faculty of the Herb Alpert School of Music is defined by Divisional Bylaw</td>
</tr>
<tr>
<td>[Am 23 May 95]</td>
<td>50(A). [En 26 May 16]</td>
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<td><strong>176. Faculty of the School of Nursing.</strong> Membership in the School of</td>
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<td></td>
<td>Nursing. Membership in the School of Nursing is specified by Bylaw 50(A).</td>
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</table>
April 25, 2016

Leobardo Estrada, Chair
UCLA Academic Senate

Re: Proposed Regulations for Undergraduate Degrees for the Herb Alpert School of Music

Dear Chair Estrada,

On April 13, 2016, the Undergraduate Council (UgC) received from the Faculty Executive Committee (FEC) of the Herb Alpert School of Music a proposal to establish the School’s Regulations for Undergraduate Degrees (see attached). UgC reviewed the proposal during its April 15, 2016 meeting. The Council unanimously voted to approve the proposal (12 approve, 0 oppose, 0 abstain). The student vote was 1 approve, 0 oppose, 0 abstain.

The Committee on Rules and Jurisdiction (R&J) has subsequently reviewed the proposed regulations and finds them to be consistent with established academic requirements and regulations. By way of this email, I am submitting the proposal to the Executive Board, who will determine if the proposal will appear on the agenda for the next meeting of the Legislative Assembly.

If you have any questions, please do not hesitate to contact me (x69449; jwg@chem.ucla.edu) or Interim Undergraduate Council Committee Analyst, Eric Wells (x62070; ewells@senate.ucla.edu).

Sincerely,

Jim Gober, Chair
Undergraduate Council

cc: Judith L. Smith, Interim Dean, Herb Alpert School of Music
    Ray Knapp, Academic Associate Dean and Musicology Chair
    Robert Fink, Vice Chair of Faculty
    Neal Stulberg, Music Chair
    Steve Loza, Ethnomusicology Chair
    Bret Noel, FEC Coordinator
    Leo Estrada, Chair, Academic Senate
    Linda Mohr, CAO, Academic Senate Office
    Marian Olivas, Committee Analyst, Academic Senate Office
    Eric Wells, Committee Analyst, Academic Senate Office
April 21, 2016

To: Jim Gober, Chair
   Undergraduate Council

From: Linda Bourque, Chair
       Rules & Jurisdiction

Re: Proposed Regulations for Undergraduate Degree for the Herb Alpert School of Music

The Committee on Rules and Jurisdiction has reviewed the proposed Regulations of the Undergraduate Degree for the Herb Alpert School of Music, which were submitted on April 15, 2016, and finds them consistent with the Code of the Academic. This memo is copied to the Executive Committee of the Academic Senate which will review the proposal and determine if it will appear on the Agenda for the next meeting of the Legislative Assembly.

cc: Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Linda Bourque, Chair, Committee on Rules and Jurisdiction
    Ray Knapp, Academic Associate Dean and Musicology Chair
    Robert Fink, Vice Chair of HASOM Faculty
    Neal Stulberg, Music Chair
    Steve Loza, Ethnomusicology Chair
    Bret Noel, FEC Coordinator
    Leo Estrada, Chair, UCLA Academic Senate
    Susan Cochran, Chair Elect, UCLA Academic Senate
    Eric Wells, Committee Analyst, Academic Senate Office
April 15, 2016

Linda Bourque, Chair  
Committee on Rules and Jurisdiction

Re:  Proposed Regulations for Undergraduate Degrees for the Herb Alpert School of Music

Dear Professor Bourque,

On April 13, 2016, the Undergraduate Council (UgC) received from the Faculty Executive Committee (FEC) of the Herb Alpert School of Music a proposal to establish the School’s Regulations for Undergraduate Degrees (see attached). UgC reviewed the proposal during its April 15, 2016 meeting. The Council unanimously voted to approve the proposal (12 approve, 0 oppose, 0 abstain). The student vote was 1 approve, 0 oppose, 0 abstain. By way of this memo, I am asking the Committee on Rules and Jurisdiction (R&J) to review the language of the proposed regulations for conformity to existing regulations.

If you have any questions, please do not hesitate to contact me (x69449; jwg@chem.ucla.edu) or Interim Undergraduate Council Committee Analyst, Eric Wells (x62070; ewells@senate.ucla.edu).

Sincerely,

Jim Gober, Chair  
Undergraduate Council

cc:    Judith L. Smith, Interim Dean, Herb Alpert School of Music  
Ray Knapp, Academic Associate Dean and Musicology Chair  
Robert Fink, Vice Chair of Faculty  
Neal Stulberg, Music Chair  
Steve Loza, Ethnomusicology Chair  
Bret Noel, FEC Coordinator  
Leo Estrada, Chair, Academic Senate  
Linda Mohr, CAO, Academic Senate Office  
Marian Olivas, Committee Analyst, Academic Senate Office  
Eric Wells, Committee Analyst, Academic Senate Office
April 13, 2016

TO: Jim Gober, Chair
    Undergraduate Council

FR: Lily Chen-Hafteck, Chair
    Faculty Executive Committee
    The Herb Alpert School of Music

RE: Herb Alpert School of Music FEC approval of Regulations for Undergraduate Degrees

Dear Professor Gober,

I am writing to inform you that the Faculty Executive Committee of the Herb Alpert School of Music unanimously approved (6 approve, 0 dissent, 0 abstain) the Regulations for Undergraduate Degrees (see attached) on April 13, 2016. I ask that the Regulations be reviewed for approval by the Legislative Assembly at the spring meeting; I understand that this item is on Council’s agenda for April 15, 2016. The attached document is the same as the draft sent by Professor Ray Knapp on January 18, 2016, and we are hoping that Council will review the document now, knowing the FEC has approved. It is essential that this be on the agenda of the Legislative Assembly this spring. Failing this, the School will have no authorization to offer undergraduate programs. Thank you for your attention in this matter.

Cordially,

[Signature]

Lily Chen-Hafteck
Chair of the Faculty
The Herb Alpert School of Music

Cc: Judith L. Smith, Interim Dean
    Ray Knapp, Academic Associate Dean and Musicology Chair
    Robert Fink, Vice Chair of the Faculty
    Neal Stulberg, Music Chair
    Steve Loza, Ethnomusicology Chair
    Linda Mohr, Chief Administrative Officer of the Academic Senate
    Bret Noël, FEC Coordinator
    Eric Wells, Committee Analyst, Undergraduate Council
Section 6. Academic Requirements of the Herb Alpert School of Music

493. Unit requirements for the Bachelor of Arts degree in the School

(A) **Minimum Units.** The minimum number of units for the Bachelor’s degree shall be 180 (counting Advanced Placement units). Of the 180 units, 60 units must be upper division (numbered 100-199) and up to eight units of 300 level courses may be applied toward the degree for music majors concentrating in music education.

   (1) Credit for special studies courses (195-199) is limited to 24 units, eight of which may be applied to the major.

   (2) Standardized examination credit (Advanced Placement and International Baccalaureate) may be applied toward certain General School and General Education requirements. If a student takes an equivalent UCLA course, unit credit for such duplication will be deducted before graduation.

   (3) By petition to the Dean, students may apply 200 level courses toward their Bachelor’s degree, including electives for their major. Such courses may not be used to fulfill requirements for a higher degree (see Divisional Requirement 302).

   (4) Courses in the 400 series are not open for credit to undergraduate students with the exception of music majors approved for the music education credential program. Courses in the 500 series are not open for credit to undergraduate students in the Herb Alpert School of Music.

   (5) University Extension courses with the prefix “X” do not automatically apply toward the degree, but may be applied if warranted. University Extension courses designated as “XLC” shall apply and be awarded grade point and unit credit.

(B) **Maximum Units.** Students are expected to complete the work for the Bachelor’s degree with no more than 180 units. In unusual circumstances, a student may exceed this up to a maximum of 216 units (not counting Advanced Placement units). After 216 units of credit, a student may not continue enrollment in the School, except by the Dean’s special approval to continue work required to complete the degree.

(C) **Residence Requirement.** Undergraduates must meet the residence requirement by taking 35 units of the 45 final units completed for the Bachelor’s degree in residence in the Herb Alpert School of Music; except as otherwise provided by Senate Regulations 614, 630 and 642.
(1) Not more than 18 of the 35 residency units may be completed in Summer Sessions at UCLA, and university extension “XLC” courses may not be used to satisfy the residence requirement.

(2) A student enrolled in the Education Abroad Program must satisfy the residence requirement by earning 35 of her or his final 90 units, including the final 12 units, in residence.

(3) To satisfy the 35-unit residence requirement, students who have transferred from another college or university with senior standing must complete 28 upper division units in the Herb Alpert School of Music, and 16 of the 28 must be completed with course work in the student’s major department.

494. General Academic Requirements. Students shall complete all of the general requirements of the University; see System-wide Regulations: SR 610, 612, 614, 630, 636, and 638, as well as the requirements of the Herb Alpert School of Music, which are as follow:

(A) Writing Requirements

(1) Writing I

(a) Freshmen admitted to the School shall be exempt from the School’s Writing I course with one of the following: a score of 4 or above on one of the College Board AP English Language and Composition or Literature and Composition exams, a grade of “C” or better (a “C-” is not acceptable) in a course equivalent to English Composition 3 taken at community college or other institution, or a combination of a score of 720 or higher on the SAT Reasoning Test Writing Section and superior performance on the English Composition 3 Proficiency Examination, or an International Baccalaureate Higher Level Examination score of 5 or above.

(b) Freshmen admitted without one of the above must complete UCLA’s Writing I course, English Composition 3 or 3SL (English Composition, Rhetoric, and Language) within the first three terms of residence in the School with a grade of “C” or better (a “C-” is not acceptable); the course may not be taken on a Pass/No Pass basis.

(c) Students who have not satisfied the University’s Entry Level Writing Requirement must take the Analytical Writing Placement Examination (AWPE). Students whose native language is not English may need to take up to three additional English Composition (EC) courses before enrolling in a Writing I course: EC 1A (formerly ESL 33B), EC 1B (formerly ESL 33C), and EC 2i. All courses in this sequence must be passed with a grade of “C” or better (a “C-” is not acceptable), and may not be taken on a Pass/No Pass basis.

(2) Writing II. One course from the list of approved Writing II courses (available online, through degree audits, or in the Office of Student Services). The course must be
completed with a grade of “C” or better (grade of “C-” is not acceptable) before the seventh term of residence in the School; the course may not be taken on a Pass/No Pass basis. Applicable Writing II courses may be applied to preparation for the major or the minor and, if the Writing II course has been approved for general education credit by the Undergraduate Council, the course may also fulfill a foundation requirement.

(3) Writing Requirements for Transfer Students.

(a) California community college transfer students with 90 units or more who have completed the Intersegmental General Education Transfer Curriculum (IGETC) as set forth in SR-478 will have completed the School’s writing requirements (Writing I and Writing II).

(b) No transfer student from another UC campus or other college shall be admitted to the School without completing a college-level writing course with a grade of “C” or better that the UCLA Office of Undergraduate Admission accepts as equivalent to English Composition 3; a grade of “C-” is not acceptable.

(c) Transfer students whose native language is not English may be required to take the ESLPE, even if they have completed IGETC and an English Composition 3 equivalent at their transfer institution. Based on the results of the ESLPE, students may be held to as many as three English Composition courses in order to satisfy their ESL requirement (independent of any Writing I or Writing II requirement): EC 1A (formerly ESL 33B), EC 1B (formerly ESL 33C), and EC 2i. All courses in this sequence must be passed with a grade of “C” or better (a “C-” is not acceptable), and may not be taken on a Pass/No Pass basis.

(B) Foreign Language Requirement. The foreign language requirement may be satisfied by one of the following methods: (1) completing a college-level foreign language course equivalent to level three or above at UCLA with a grade of C or Passed or better, or the yearlong American Sign Language sequence (ASL 1A-C), or (2) scoring 3, 4, or 5 on the College Board Advanced Placement (AP) foreign language examination in Chinese, French, German, Italian, Japanese, or Spanish, or scoring 4 or 5 in Latin (or another language by petition), thereby earning College credit or (3) presenting a UCLA foreign language departmental examination score indicating competency through level three. Students who wish to demonstrate proficiency in a language that is taught in a UCLA department that has no scheduled examination should contact the appropriate department to arrange for one. Students wishing to take an examination in a language not taught at UCLA should contact a School counselor.

The requirement must be completed within the first six terms of residence. A student whose entire secondary education has been taken in a language other than English may file a petition in the Office of Student Services to be exempt from the School’s foreign language requirement. Transfer students with 90 or more units who have completed
the Intersegmental General Education Transfer Curriculum (IGETC) will have satisfied the foreign language requirement.

(C) **Quantitative Reasoning.** Students must complete one course from the list of approved quantitative reasoning courses (available online, through degree audits, or in the Office of Student Services). Students may meet this requirement with an SAT I Reasoning Test Mathematics Section score of 600 or better; an SAT II Subject Test in Mathematics with a score of 550 or better also meets this requirement. An applicable course used to meet this requirement may also be applied toward a foundation area in General Education.

(D) **Diversity Requirement.** Students must complete one course from the faculty-approved list of diversity courses (available online, through degree audits, or in the Office of Student Services). The course must be taken for a letter grade, and students must receive a grade of C or better (C- grade is not acceptable). The course selected may also satisfy a General Education requirement, a preparation for the major requirement, or major requirement.

495. **General Education Requirements.** Students in the Herb Alpert School of Music shall complete eight general education courses (a minimum of 38 units) with an average grade of “C” (2.0) or better. The courses must be taken from all three areas of UCLA’s General Education program as follows:

(A) **Foundations of the Arts and Humanities:** Three courses (at least 15 units) with at least one course from each subgroup: 1) Literary and Cultural Analysis, 2) Philosophical and Linguistic Analysis, and 3) Visual and Performance Arts Analysis and Practice. Courses in the student’s major field may meet these requirements.

(B) **Foundations of Scientific Inquiry:** Two courses (at least 8 units) in either subgroup: 1) Life Sciences and 2) Physical Sciences. If both courses are selected from the same subgroup, they must be from different science departments.

(C) **Foundations of Society and Culture:** Three courses (at least 15 units); at least one from each of the two subgroups: 1) Historical Analysis and 2) Social Analysis.

(D) **General Education and Transfer Students.** Students who have transferred to the School from another UC campus after having satisfied their General Education Requirements prior to being admitted to UCLA are not required to complete the School’s General Education Foundation Area requirements. Transfer students from a California community college who have completed the Intersegmental General Education Transfer Curriculum (IGETC) are also not required to complete the School’s General Education Foundation Area requirements.

496. **Regulations for the Major.** The candidate must complete the requirements for a major in the Herb Alpert School of Music with a grade-point average of at least 2.0 (upper division courses). Requirements listed under 496 A-G are for all degree programs offered by departments in the school, including interdepartmental programs sponsored jointly by two or more departments.
(A) Preparation for the Major is lower-division course work essential for the student to be successful in the major and should be completed in a student’s first two years of enrollment. The total number of preparation units required by the department when combined with units required by the School for General Education (~38 units) and Writing (~10 units) shall not sum to more than 90 units of lower-division work; exceptions require the approval of the Faculty Executive Committee of the School.

(B) A major shall consist of at least 36 upper-division units in the department but no more than 58 upper-division units in the department. Students in the Music Education program may need additional units in order to complete requirements for the Credential.

(C) All majors offered by the School will be “Capstone Majors” designed to enhance the development of advanced undergraduate students by engaging them in a culminating experience. To be defined by each department, the capstone requirement may be satisfied by an advanced upper division course that requires a recital or a studio project; or a senior seminar with a term paper; or a special studies course (195-199) with a term paper or creative project; or a comparable capstone experience approved by the Faculty Executive Committee of the School.

(D) The faculty of each department is responsible for establishing student learning outcomes that describe what students should know, be able to, and value by the end of their educational experience in each major. The learning outcomes may be focused specifically on the capstone experience or on the course work in the major. The student learning outcomes should be posted online, and used to assess the effectiveness of the capstone experience or major as part of the department’s eight-year review.

(E) The Faculty Executive Committee of the School must approve majors and their requirements for graduation. As changes in major requirements occur, students are expected to satisfy the new requirements insofar as they can. Petitions for adjustment should be submitted to the department Chair for approval.

(F) A student in good standing who wishes to change her/his major may petition the School and department in charge of that proposed major, provided that the student can complete the proposed field of study without exceeding 195 units.

(G) A student in good standing may petition to complete two majors; one in the School and one outside the School, provided the requirements for both majors can be completed in 216 units (not counting Advance Placement units). Double majors within the School are not encouraged but may be completed with the Dean’s approval.

497. Regulations for Undergraduate Minors

(A) With department and school approval, a student in good standing in the School may enroll in a Minor, one offered by the School or one offered outside the School, provided the student can complete the requirements for her or his major and minor within 195 units (not counting Advance Placement units).
(B) Departments in the School may offer Undergraduate Minors in accordance with Divisional Regulation A347. The Faculty Executive Committee of the School must approve the creation of a minor program, including the course requirements and admissions criteria. As changes in requirements for a minor occur, students are expected to satisfy the new requirements insofar as they can unless they have completed 50% of the required coursework for the minor at the time the new requirements go into effect. Petitions for adjustment should be submitted to the department Chair for a departmental minor and to the Dean for a school-wide minor for approval.

(C) School-wide minors are considered “free-standing minors” because they have no specific departmental home; such minors shall be governed by a faculty advisory committee, appointed by the Dean.

498. Honors

(A) Departmental Honors Program and Departmental Honors at Graduation. Each department in the School may establish an Honors Program that may include supplementary courses and advanced directed study, or both. The School’s Faculty Executive Committee must approve all honors programs. Students completing the program shall be awarded Departmental Honors or Departmental Highest Honors at graduation, according to criteria set by the department and approved by the School’s Faculty Executive Committee.

(B) Dean’s Honors. In accordance with campus regulation A-340(B), students with exceptional academic performance will be recognized each quarter by a transcript notation, “Dean’s Honors.” To receive Dean’s Honors the student must have at least 12 graded units per term, with a grade-point average of 3.8 for less than 16 units of work (3.7 GPA for 16 or more units). The transcript notation is posted on the student’s transcript for the appropriate term. Students are not eligible for Dean’s Honors in any given term if they receive an Incomplete or a Not Passed (NP) grade, change a grade, or repeat a course.

(C) Latin Honors. Latin Honors are awarded at graduation to students with superior grade-point averages. To be eligible for Latin Honors, a student must have completed at least 90 units for a letter grade at the University of California. The levels of honors are summa cum laude, magna cum laude, and cum laude. The minimum grade-point requirements for each level are subject to change on an annual basis. Required grade-point averages in effect in the graduating year determine student eligibility.

499. Academic Progress

(A) Expected Progress. Students in the University of California are expected to complete 15 units each quarter. Accordingly, students who complete at least 45 units over a three quarter period (one academic year) are making expected progress and counted as a full-time equivalent student.
Minimum Progress and Academic Probation. An undergraduate student in the School who does not pass at least 40 units during any three consecutive quarters shall be placed on probation for lack of minimum progress. Students on probation will be placed on a contract written to assist them in satisfying minimal progress to degree. If a student on probation fails to meet the contract, he or she will be subject to disqualification from the major and enrollment in the University. An undergraduate student who fails to pass at least 32 units during any three consecutive quarters shall be subject to disqualification. All regulations governing minimum progress, academic probation and disqualification are reviewed and approved by the Faculty Executive Committee, posted online, and available in the Offices of Student Services in the School.

Students will be placed on academic probation if their term/overall GPA falls below 2.0 but is above or equal to 1.5. Students placed on probation will have two terms to bring their overall GPA back to 2.0. Students placed on academic probation who do not bring their overall GPA to 2.0 or above within two terms, or whose term GPA falls below 2.0, will become subject to disqualification. Students who are either on academic probation or who are subject to disqualification may not take classes on a Pass/No Pass option grading basis. Students who need to withdraw from any term while on academic probation or subject to dismissal from a previous term should meet with an academic counselor in the School’s advising unit.

Study Lists.

1. Without special permission, a student in good scholastic standing may sign up for a study list ranging from 15 (minimum) to 20 (maximum) units. A student in good standing with 15 or more completed UCLA units may petition to enroll in more than 20 units, up to 30 units, provided he/she has an overall grade-point average of 3.0 (B or better) and has attained at least a B average in the preceding quarter, with all courses passed.

2. All repeated courses are counted in study list limits. The inclusion of English Composition A (zero units) in a student’s study list, or any other courses carrying a letter designation only, may reduce the study list requirement from a minimum of 12 units to 8 units in the term this course is taken.

3. Concurrent enrollment in courses offered by University Extension or another institution of higher education is not permitted except under extraordinary circumstances, and no credit will be given for such courses unless the approval of the Dean has been obtained by special petition prior to enrollment.

4. The Faculty Executive Committee of the School is responsible for approving rules that govern study lists for students enrolled in the Herb Alpert School of Music.

5. A presentation of a study list by the student and its acceptance of the School evidences an obligation on the part of the student to faithfully perform the designated work to the best of her or his abilities. Withdrawal from, or neglect of, any course entered on the study list, or a change in program without permission
of the Dean of the School renders the student liable to enforced withdrawal from the University or appropriate disciplinary action.
Committee on Diversity and Equal Opportunity 2014 – 2015 Annual Report

To the Legislative Assembly of the Academic Senate, Los Angeles Division:

The primary mission of the Committee on Diversity and Equal Opportunity has been to provide advice to the university administration on policies/programs to advance faculty diversity, including the recruitment and retention of women and underrepresented minorities. The committee consists of nine voting faculty, two graduate student representatives and two undergraduate student representatives.

Summary
In the past year the Committee on Diversity and Equal Opportunity has brainstormed several ideas to increase diversity efforts on campus.

Diversity Efforts at UCLA
Several key faculty members reported on their departmental efforts to increasing diversity. Guests included:

- UCLA Academic Senate Chair, Joel Aberbach
- Executive Vice Chancellor and Provost, Scott L. Waugh
- College FEC Chair, Christina Palmer
- Discrimination Prevention Officer, Dion Raymond
- Discrimination Prevention Officer, Lillie Hsu
- Vice Chancellor of Academic Personnel, Carole Goldberg
- Humanities Department Equity Advisor, Maite Zubiaurre

Senate Items for Review

College Diversity Initiative
Christina Palmer discussed the proposed Diversity Requirement. This proposed diversity requirement will be implemented within the College of Letters and Science, which enrolls 84 percent of undergraduate students at UCLA. These courses, across disciplines must address conditions, experiences and perspectives of at least two groups using difference frames that include race, ethnicity, gender, socioeconomic status, sexual orientation, religion, disability, age, language, nationality, citizenship and or place of origin.

A key component of this proposal is the development of a structure for determining qualifying courses for the requirement, continual review and the assessment of course criteria. Students have the opportunity to fulfill a diversity requirement through general education courses, major preparatory courses, courses in their major and elective courses. The diversity requirements will not raise the total number of unites required for graduation and departments will not incur new or increased costs for developing or offering these courses. The requirement may be satisfied by taking a minimum four unit credit and passing with a grade of C or better. The chancellor has committed to provide resources towards TA-ships, lectureships, and course development.

The Undergraduate Diversity Requirement was approved and will be effective for incoming first year students in Fall 2015 and for incoming transfer students in 2017.
**Report of the After the Moreno Task Force Report**
The After the Moreno Report Task Force focused its attention on two primary issues: the adequacy of the Senate procedures for dealing with acts of bias or discrimination particularly against faculty of color and identifying ways in which the Senate could contribute to improving the climate for diversity at UCLA. The reason for the proposal is to implement an unbiased mechanism to protect faculty who may need protection from discriminatory impacts.

Much of CODEO’s discussion centered on the critical role of the Charges Committee and the Council on Academic Personnel (CAP). The former examines alleged acts of misconduct, including discrimination; the latter recommends faculty hiring, tenure and advancement and promotion. While Charges and CAP have the potential to remedy acts of discrimination, they still serve on a campus that lacks diversity. With this in mind, CODEO supports the notion that the investigative role of the Charges committee and its role in the disciplinary procedures need clarification. The Senate needs to work with the Administration to determine best practices for ensuring commensurate investigative standards and definitions for violation of the Faculty Code of Conduct. In order to improve the best practice of the committee CODEO recommends that investigations are not conducted by untrained faculty members. Concerns were also raised regarding the issue of the lack of documents and records kept during the Charges investigations. The committee recommends that detailed records are maintained and achieved. CODEO believes that the task force should also consider whether the university continues to need a Charges Committee or whether its responsibilities can be incorporated elsewhere. Cases involving bias in the academic promotion process may bypass the Charges committee and go brought directly to P&T. It may be a viable option to form a subcommittee within P&T in which its role is to administer the duties of the Charges committee.

Several members also voiced concerns about the transparency of CAP. CODEO recommended that the Senate review the structures and charges of this committee and consider reforms that would enhance membership diversity, enhance objectivity and better handle complaints of bias and mistreatment. As it stands members of CODEO are in support of giving faculty a route to bypass CAP via the Minority Review Committee. CODEO also supports having the Vice Chancellor of Diversity as an ex-officio member and also having a member of CODEO serve on the Executive Board.

**Search for Vice Chancellor of Equity, Diversity and Inclusion**
CODEO members were invited to meet with the Search Committee for Vice Chancellor for Equity, Diversity and Inclusion and interview the three final candidates for the position. On March 31st, Chancellor Gene Block and Executive Vice Chancellor Waugh announced the appointment of Professor Jerry Kang as UCLA’s inaugural Vice Chancellor for Equity, Diversity and Inclusion, effective July 1, 2015. Vice Chancellor Kang will serve as the senior campus official responsible for promoting equity and fundamental fairness at UCLA.

**UCLA Self-Supporting Degree Programs Report**
The joint Senate-Administration Task Force was established to provide advice and recommendations and to establish campus principle’s to “guide the development, review, and reassessment of self-supporting degree programs (SSDPs) at UCLA. The top concern identified identified is the potential for SSDPs to limit access only to those who can afford them. Regarding Diversity and access/affordability, SSDPs must be equally available to all qualified students and practice diversity in enrollment, funding and any other issues. In order to make SSDP’s accessible and affordable CODEO has proposed increasing the 5 percent return to aid benchmark.
**Final Review of APM 133-17-g-j**

Members reviewed the Final Review of Proposed Revised APM 133-17-g-j, Limitation on Total Period of Service with Certain Academic Titles and agreed with the proposed revisions. While current policy provides for an automatic exclusion from service limitations when leave is related to childbearing or childrearing, the proposed revisions specific that campus Academic Personnel procedures will establish how a faculty member may apply for an extension of the eight-year rule when the request is related to a serious health condition including disability or bereavement, or other significant circumstance or event. Proposed revisions reflect the recommendation that the focus be on the family member’s commitment to 50 percent or more of the care of the child rather than defining a child. Also, the language reflects the need to permit stopping the clock when an assistant professor arrives with a child, an increasing trend on some campuses.

Proposed language also enables a faculty member to request to stop the clock for illness of, or bereavement for, a close family member, other persons residing in the faculty member’s household, or in cases of close personal connection to interdependence, instead of trying to list all possible relationships. Other recommendations included examples such as significant delays in the provision of research space, facilities, or resources promised to the faculty member and necessary for his or her research activities.

**Senate Doctorial Student Support Review**

The All UC Doctoral Student Support Conference was held at UC Irvine in April 24 to develop a number of proposals in the area of non-resident supplemental tuition competitiveness in net stipends, professional development and partnerships, and competitiveness in diversity and student recruitment. CODEO supports the notion that Non-Resident Supplemental Tuition (NRST) remains a barrier to recruiting the most talented doctoral students. The “sticker price” of Non-Resident Supplemental Tuition (NRST) may be daunting to prospective students. Net Stipend Competitiveness and Multiyear Funding are key areas to control to better doctoral support. Faculty may be reluctant to hire nonresident students on research grants due to financial burden of covering NRST. Improving Diversity also contributes to the University’s competitiveness. CODEO would like to evaluate the impact of the program that targets the UC HBCU and summer bridge programs, which are designed to assist underrepresented minorities.

**CODEO Bylaw Change**

Members of CODEO amended their bylaws to state that the Vice Chancellor of Equity, Diversity and Inclusion will serve as an ex-officio member without a vote.

**Representation on Executive Board**

Members decided to amend CODEO’s bylaw to state that a representative of CODEO will sit on the Executive Board and have a vote. The request for representation on the Executive Board along with supporting documents including a CAAD composition chart and UCAAD Recommendation for Local Diversity Committee Empowerment were submitted to Senate Chair Aberbach and the Executive Board. The UCAAD Local Diversity Community Empowerment document proposed a number of best practices recommendations for increasing visibility, authority, and status of local diversity committees. One of the recommendations called for permanent representation on divisional Senate Council, Executive Committee, or its equivalent.

**Discrimination Prevention Officers**

Discrimination Prevention Officer Dion Raymond and Lillie Hsu joined the group to discuss their roles and responsibilities as Discrimination Prevention Officers. Arising out of the recommendations of the Moreno Report Implementation Committee, the newly created position
of Discrimination Prevention Officer is a key component to remedying bias, improving campus climate and strengthening UCLA’s commitment to equity, diversity and inclusion. The overarching charge is to improve the university climate surrounding non-discrimination and equality. Investigation, writing policy and then educating faculty on the new policies and the law, are all part of the larger goal of improving the climate and making the university more equitable. One aspect of her job is to investigate claims of discrimination by faculty that is raised by students, staff and faculty. Another aspect is to write policy that explains what discrimination, harassment and bias are, and educate the faculty about policy through training. Furthermore, the Moreno Report findings indicate the need for a clear pathway that allows individuals to bring their complaints, have them heard thoughtfully and investigated fully.

**Faculty Salary Equity Study Report**
Vice Chancellor Goldberg’s office has been conducting a series of studies to examine faculty equity and diversity at the divisional and school level and the first results were submitted within this equity study. Data containing information relevant to the current study were constructed and populated specifically for this study using available scores.

Six data sets were built to explore issues of faculty equity and diversity in response to change. These data sets include incumbents, new hires, separations, starting salary, current salary and career progression. The data that was collected represented all individuals who held a current appointment in a ladder-rank title and were on payroll as of October 1st of the year of the analysis. Data was reported by FTE and not by headcount.

**Presidential Policy on Sexual Harassment and Sexual Violence**
On February 25, 2014, the University of California issued a revised Presidential Policy on Sexual Harassment and Sexual Violence that updated the University’s policy on preventing and responding to allegations of sexual misconduct on UC campuses. The new policy also brought the University in compliance with the requirements of the Violence Against Women Act (VAWA) that was reauthorized by President Obama in 2013. The current revisited draft requires mandatory education for faculty, other academic appointees, staff and students. It also provides that complaints and respondents may appeal an investigation process that alleges violation of this policy and clarifies appropriate paths for reporting incidents. The proposed revision also incorporates “abuse” as included in domestic violence or sexual violence and clarifies that the policy addresses only “sexual harassment” as required by VAWA. CODEO endorsed this proposal.

**DEI Awards 2015 Recipients**
The Diversity, Equity and Inclusion Awards Dinner will be held at the Chancellor’s Residence on Tuesday, April 21st from 5:00-7:00 pm. Members independently reviewed 11 faculty dossiers and 14 student nomination packets. Overall, the committee was extremely impressed with two faculty nominees that developed educational programs focusing on providing resources to financially disadvantaged and underrepresented students in high school and throughout their undergraduate and graduate experience. The committee decided to award the faculty prize to both Paul Barber and Dwayne Simmons. Paul Barber and Dwayne Simmons will split the $2,000.00 cash award. The student award winner is Ivuoma “Ivy” Onyeador, a graduate student in the Psychology department. The committee also decided to recognize Christina Palmer for all of her work on the College of Letters and Sciences Diversity Requirement that was finally approved by the Senate on April 10th.
Humanities Division Equity Advisor
Maite Zubiaurre discussed her role as the Equity Advisor for the Humanities Division. The function of the diversity specialist/equity advisor role is to serve as a focal point for strategy, policy and practice related to increasing diversity and enabling a climate of inclusion within the school/division. She also serves on the inaugural diversity committee that was created within the division. The Diversity Committee consists of 20 members representing different departments. A deliberate mixture of faculty of various ethnicities, rank and sexual orientation was chosen as members. The short term goal of the committee is to take immediate appropriate action when a situation occurs. This means picking up the phone, responding to emails in 24 hours, setting up meetings as soon as possible, gathering information and seeking professional advice. The main goal of this reactionary measure is to not let the issue fester or to add injury to insult. A long term goal of the committee is to apply the guiding principles of communication, collaboration, integration and action in fostering a climate of change. Diversity has to be an “integral part of our campus and it cannot be just an “add on”, or something that one remembers when it is too late”, according to Professor Zubiaurre. So far this committee has created a strong sense of community within the division and is playing a crucial role as a liaison to equity advisors and deans.

Topics discussed at the diversity committee meetings include Vice Chancellor of Faculty Search and Recruitment, the Salary Equity Survey, Retirement Initiative, Peer Evaluations and Grants. Other topics included Faculty Advancement and Retention and Graduate Student Admission and Advancement. Faculty Recruitment is the priority for the winter 2015 quarter. Currently, in terms of diversity within the Humanities division 76.3% are white professors, 58.8% of the faculty are male, 41.4% are female. Only 3% of the faculty is African – American, 7.8 % is Hispanic and 12.9 % of the faculty is Asian. A committee member asked Professor Zubiaurre how many LGBT faculty there were in the Division and she stated that there were two LGBT faculty members in the Division. Many CODEO members feel that is it crucial to include LGBT people in diversity tallies and that a topic for future CODEO agendas should include how to make it possible for LGBT faculty, staff, and students to comfortably “come out” without jeopardizing promotion and merit raises, as such discomfort may lead to serious undercounting.

In order to recruit diverse faculty members all committee members are attending training workshops on Faculty Search and Recruitment along with deans and equity advisors. These workshops involve training each search committee within the school/division on equitable search practices, implicit bias, and recruitment-related laws and regulations. Training will come in handy as committee members read diversity statements submitted by applicants for faculty positions. All applicants for faculty positions will be expected to share how their past and/or their potential contributions will advance UCLA’s commitment to inclusive excellence. This diversity statement will not only complement the research and teaching interests of applicants, but also describe the various ways candidates intend to enrich the campus culture. Departments will discuss the strength of the diversity statement as part of the rational for hiring faculty members.

Proposed Revisions to Divisional Bylaw 155
The lengthy discussion at the February 5, 2015 Legislative Assembly meeting made it clear that Divisional Bylaw 155, which governs mail or electronic ballots on issues, contains multiple ambiguities and is in need of revision. Legislative members are able to call for a vote of the entire Los Angeles Division on a matter during a meeting or by petition after the meeting, but the threshold for such a petition should be higher than the current amount required, which is equivalent to one-third of the membership of LgA, currently 53 faculty members. The Academic Senate has proposed a new threshold of 4 percent of UCLA’s Senate membership. Currently this
represents 144 faculty members, close to the membership of the Legislative Assembly at 159 members. CODEO members agreed to increase this threshold.

**Proposed Changes to DEI Award Criteria and Procedures**

The members of CODEO submitted an increase in DEI awards from two to seven, for the 2016 academic year and beyond. CODEO requests the Academic Senate allocate up to $14,000 per year for the DEI awards, anticipating that there may be up to four awards for faculty, up to two awards for students, and up to one award for staff in one year at $2000 per award.

These changes will allow CODEO to differentiate between applicants of varying rank and experience, honoring their efforts accordingly. Depending on the pool of applicants CODEO may or may not award all its allocated prizes in any given year, in which case the remaining funds will return to the senate.

**Four Faculty Awards:**

- **Career Commitment to Diversity** – This award will honor a faculty member who, over time, has truly excelled across teaching, service, and scholarship that fosters diversity.

- **Research on Diversity** – This award will honor a faculty member whose scholarship has made a significant and lasting impact on diversity in their field.

- **Student Development** – This award will honor a faculty member who has excelled in teaching and mentoring a diverse student body, has taught or is currently teaching a large number of undergraduate classes, has aided in the development of academic support or mentoring programs, has established pipeline programs from high schools and community colleges, has created curricula enabling students to appreciate the dynamics of inter-group relations by enhancing free exchange of ideas surrounding controversial issues, or has developed teaching methods that are especially inclusive and interactive.

- **Community Service and Praxis** – This award will honor a faculty member who has built solid, lasting, and meaningful partnerships with community groups and organizations who have a significant impact on the diversity of Los Angeles and surrounding communities. The applicant should demonstrate a sustained effort in community outreach and professional service, utilize imaginative or innovative approaches to service, serve as a community service model to students at UCLA, present evidence of the success of the service provided to the wider community through scholarly output, community impact, and/or student learning.

Faculty will apply for the award in general, and CODEO will determine the category.

**Two Student Awards**

- One undergraduate and one graduate student award to honor those who have motivated other members of the University to strive for excellence. These students embrace diversity and servicing humanity through learning. Not only are these students constantly working to better themselves, but they are also dedicated to the growth of their peers.

- CODEO would also like the option of making an award to a group of students rather than an individual, since student efforts are more often than not collaborative and difficult to
individualize. A group award would be split evenly among awardees; in the case of a mixed group of grads and undergrads CODEO will determine in which category to make the award.

One Staff Award

- This award will honor a staff member who has demonstrated a high regard for diversity by demonstrating a commitment to the spirit of diversity, demonstrating leadership abilities through positive interaction between persons of different cultural backgrounds, and displaying behavior that illustrates commitment to inclusion of persons within the institution who are members of traditionally under-represented groups.

8 Year Program Review Proposal

Beginning in fall of 2015 the Committee on Diversity and Equal Opportunity (CODEO) would like to actively participate in the Academic Senate’s 8 Year Program Review for a 2-year pilot period (AY ‘15-’16 and AY ‘16-’17). If this trial is successful, and if CODEO meets the Academic Program Review goals, CODEO will propose to amend the 8 Year Program Review Guidelines (Appendix XVI) to include CODEO in the 8 Year Program Review process. CODEO’s proposed role is outlined below:

For each program under review CODEO will receive data routinely provided to review team members, including the departmental self-review and copies of the department profiles provided to the department by the Graduate Division, the Division for Undergraduate Education, and the Office of Diversity, Equity and Inclusion. Should CODEO desire further diversity-related data, the committee will seek it out on its own from the units named above.

CODEO will assign one member to review this material, after which the designated member will draft an issues statement in conversation with the VC for Diversity, Equity and Inclusion, an ex officio member of CODEO. The statement will address the department’s strengths and weaknesses in fostering diversity within the department and will provide suggestions for addressing any climate issues. All committee members will vet the statement before formal submission to the Undergraduate and Graduate Councils.

CODEO would like to receive a copy of each final review report and requests that the designated member who drafts the issues statement be invited to participate in the exit meeting.

CODEO is pleased to monitor the review process to ensure that diversity is considered and discussed and to hold departments accountable for engaging meaningfully with valid, accurate, and usable diversity data in their self-reviews.

Respectfully submitted,

Marissa Lopez, Associate Director of the Chicano Studies Research Center Department of English and Chicana/o Studies, Chair
Corinne Bendersky, Anderson School of Management
Tara Browner, Department of Ethnomusiciology and American Indian Studies
Esteban Dell’Angelica, Department of Human Genetics
Alicia Gaspar de Alba, Chair, LGBT Studies Program, Departments of Chicana/o
Studies, English, and Gender Studies
Darnell Hunt, Department of Sociology and Director of Ralph J. Bunche Center for African American Studies
Rose Maly, Department of Family Medicine
Claudia Mitchell-Kernan, Professor Emeritus, Department of Anthropology
Russell Thornton, Department of Anthropology

February 9, 2016
Committee on Faculty Research Lectureship
Annual Report 2014-2015

To the Legislative Assembly of the Academic Senate, Los Angeles Division:

The responsibility of the Committee on Faculty Research Lectureship is the naming of two faculty distinguished for research achievement to deliver public lectures during the succeeding academic year on topics of the lecturer’s choice. The nominees are proposed by Department Chairs and other officials.

Summary

The annual UCLA Faculty Research Lectures honor our university’s most distinguished scholars in science, the arts, humanities and social disciplines while presenting to our academic community and to the public two superb lecturers. The Committee has named Professor Robert Bjork from the Department of Psychology and Professor Arch Getty from the Department of History as the UCLA Faculty Research Lecturers for 2015-2016.

Selection of 119th Faculty Research Lecturer

Members agreed that they were seeking a recipient that has a large scholarly impact via his or her publications, have made extraordinary achievements in research and has the ability to present a lecture of interest to a broad community of scholars. The committee reviewed the five candidates that were nominated from the south campus and determine that Robert Bjork from the Psychology department would receive the distinguished 119th Faculty Research Lectureship.

Selection of 120th Faculty Research Lecturer

Before members started reviewing dossiers for the North campus, a few members commented on how disappointed they were with North campus submissions. Only two dossiers were submitted by North campus faculty. Members proposed writing a letter to the deans on North campus recommending that they increase faculty participation in the nomination process. An increase in North campus dossiers can elevate recognition for schools located on North campus. This letter will also ask deans to provide feedback on how to review candidates from creative disciplines. In addition, to drafting a letter to deans, members suggested placing more faculty from creative disciplines on the Committee on Faculty Research Lectureship. After this discussion members mutually agreed that Arch Getty from the History department will be the 120th Faculty Research Lecturer.

Respectfully Submitted,

Andrea Ghez, Department of Physics and Astronomy, Chair
Rodger Detels, Department of Epidemiology
Margaret Jacob, Department of History
Michael Phelps, Department of Molecular, Cell and Developmental Biology
Teofilo Ruiz, Department of History and Spanish and Portuguese
Gregory Schopen, Department of Asian Languages and Cultures
Katherine Stone, School of Law

October 28, 2015
To the Legislative Assembly of the Academic Senate, Los Angeles Division:

The principal charge of the Committee on International Education (CIE) is to represent the Los Angeles Division in matters concerned with education abroad, exchange programs, and other international education initiatives. The Committee primarily interacts with the administrative branch via its ex officio members: the Director of the International Education Office (IEO) and the IEO Faculty Director. The Committee on International Education also interacts with the UC Education Abroad Program (UCEAP) and the University Committee on International Education (UCIE).

Summary

The Committee on International Education discussed several key issues during the academic year. Among the most prominent:

1. Russian Flagship Proposal/Financial Aid for non-UC programs abroad
2. Study Abroad at UCLA/International Education Office
3. University of California Education Abroad Program
4. Proposed amendments to Senate Bylaw 182 (UCIE)

Major Issues Fall 2014 – Summer 2015

1. In January 2015, the committee received from the Undergraduate Council (UgC) a request for feedback on a proposal to allow UCLA students to maintain their financial aid while participating in a non-UC program abroad. The proposal originated from conversations in August 2014 regarding the capstone year of the UCLA Russian Flagship program, and the necessity for participating UCLA students to register for Planned Academic Leave (PAL) in order to do so. The year-long capstone, which is administered by the American Councils for International Education, provides undergraduate students enrolled at domestic Russian Flagship programs, such as UCLA, the opportunity for intensive, professional language training and development while enrolled at St. Petersburg State University. Currently, through a partnership with Bryn Mawr College, UCLA students receive academic credit through Bryn Mawr, and transfer those credits to UCLA. However, because they are not enrolled in a UCLA course with a UCLA faculty member as the instructor of record, and thus cannot receive financial aid (although this was partially alleviated for 2014-15 and 2015-16 through a consortium agreement between UCLA and the American Councils) while participating in the capstone year abroad.

The Undergraduate Council, after meeting with Professor Olga Kagan, who serves as Director of the UCLA Russian Flagship Program, offered three potential solutions to address
the issue, which were detailed in the January memo. The Committee, in its response dated February 5, endorsed the Council’s first alternative, which would create “a 12-unit course in which the students can enroll for each quarter they participate in the capstone year abroad. The syllabus for this course will need to detail how Professor Kagan will assess students, with the majority of assessment presumably coming from regular assignments the students complete for the curriculum at St. Petersburg State University. This 12-unit course is either repeatable for students or is part of an A-B-C sequence to get students through the three quarters of the program. Students enroll in these UCLA courses, with Professor Kagan as the instructor of record.” The Committee noted that this arrangement would not be unlike other courses used elsewhere on campus to facilitate the participation of UCLA students in non-UC programs without registering for Planned Academic Leave, and can be used as a model for other programs looking to accommodate students wishing to participate in these highly valuable experiential learning programs abroad.

2. Participation in study abroad at UCLA remains strong. Travel study enrollment is up ten percent for the Summer 2015 session, while UCLA participation in EAP programs have grown by more than fifty percent over the past three years. UCLA ranked 13th in the nation this year in the Institute of International Education’s annual rankings of the number of students who study abroad (UCLA was the only UC institution in the top 25). The Institute has launched a campaign to double the amount of US students studying abroad within the next five years. In doing so, they have asked US institutions to participate in the campaign by pledging to increase the number of students participating in study abroad at their respective campuses. The UCLA International Education Office (IEO) currently estimates that twenty percent of UCLA undergraduates study abroad at some point (national average is ten percent), but IEO has set a goal of increasing that figure to twenty-five percent. The Committee is of the opinion that expanding study abroad opportunities for students enrolled in the heavily sequential programs on South Campus would have a notable impact in this regard.

3. UCLA had 835 students participate in EAP programs in AY 14-15, which represented twenty-one percent of total participation across the system, although this number is down significantly from last year, where UCLA accounted for roughly thirty-five percent of total participation.

EAP reports that participation in year-length programs has declined in recent years, with issues regarding credit having been identified as a significant obstacle to year-long study abroad.

EAP has begun targeting a variety of underrepresented student groups with greater emphasis. These include latino/a students, first generation college students, STEM majors, honors students, newly admitted freshman, and newly admitted transfer students. UCEAP is also expanding its Mexico initiative within the UC-Mexico Presidential Initiative, where it plans to expand its partners and programs, initiate a scholarship program, participate in a Global Leadership Program with UNAM, UCDC, and UC Sacramento, target heritage students for study abroad in Mexico, and engage UC alumni in Mexico.

In terms of UCEAP’s financial outlook, it is projecting another year with a surplus, with its
cumulative operating surplus at more than $10m. EAP also has a fully funded and invested contingency reserve at $4.6m, and is on track to have its subsidy reduced to $0 by 2015-16, which is currently at $279k for 2014-15.

4. The Committee received from the systemwide University Committee on International Education (UCIE) proposed revisions to Senate Bylaw 182, which would expand the charge of UCIE. Upon reviewing the proposed changes, in its response, the Committee noted that the added language appears to be too broad in scope, and as currently written could be interpreted as tacit acknowledgement of the University’s ability to govern the international activities and research collaborations of the campuses.

In addition, language regarding service and experiential learning programs was added to the bylaw. Since many service learning and experiential learning programs are the subject of courses (or course components), which are under the jurisdiction of UC departments and of the individual UC campuses, it did not seem within the purview of UCIE to evaluate academic courses. Given that the catalog of international service learning and experiential learning programs across the campuses is quite vast, and while such programs existing at UCLA could provide information to UCIE for the purpose of evaluation and advice, the committee noted that a comprehensive evaluation of such programs across the system may prove difficult.

Respectfully Submitted,

Cesar Ayala, Sociology
King-Kok Cheung, English and Asian American Studies
Deborah Glik, Community Health Sciences
Peter Narins, Integrative Biology and Physiology/EEB
Kye-young Park, Anthropology
A. Carlos Quicoli, Spanish and Portuguese, CHAIR

October 26, 2015
COMMITTEE ON CONTINUING AND COMMUNITY EDUCATION
ANNUAL REPORT 2014 – 2015

To the Legislative Assembly of the Academic Senate, Los Angeles Division:

The Committee on Continuing and Community Education represents the Academic Senate and focuses on educational issues and academic programs for distance learning, as well as non-matriculated students who are not registered or enrolled in undergraduate or graduate degree programs. Its mission is to advance programs in continuing and community education that engage the community, maintain UCLA’s reputation for academic excellence, promote innovative methods of instruction, and support the mission of the University. It considers the educational and organizational dimensions of continuing and community education at UCLA, seeking to advance the University’s contribution to society and its position as a leading research institution.

Summary

The Committee on Continuing and Community Education discussed several key issues during the academic year. Among the most prominent:

1. University Extension (UNEX)
2. Facilitation of UCLA Outreach Activities Through Online Technologies
3. Engineering Online MS Program (MSOL)

Major Issues Fall 2014 – Summer 2015

- Since the arrival of the new Dean of Extension in Fall 2013, the Committee has enjoyed a more cooperative relationship with Extension and received regular updates from the dean throughout the year. In January 2015, Kevin Vaughn began serving as Associate Dean for Academic Affairs for Extension, one of his primary charges being to work with departments on campus.

Extension is currently finalizing a proposal with the UCLA Department of Geography to offer a GIS certificate program online, which is expected to launch in the fall. They are also close to renewing an agreement with the School of Public Health a Health Policy and Management certificate. Both programs will be revenue sharing with the campus department. Extension also formed a new alumni partnership where all UCLA graduates are to be offered a free course through Extension. Starting this year, Extension graduates will also become members of the UCLA Alumni Association.

There were a number of departments in the College that were not approving Extension’s summer term XL courses due in part to the perceived competition with their Summer Sessions courses, in which Summer Sessions shares revenue with the departments. A new structure was agreed to in which Extension would match the Summer Session course fees,
and then share revenue with the departments for matriculated UCLA students. The price increase has driven down enrollment in some of the humanities, but revenues have increased. Extension will continue to monitor the effects of the changes.

Extension recently opened a new classroom facility in Westwood, having taken over the entire lower floor of the Gayley Building (located between Lindbrook and Kinross). Extension has been meeting with architects to discuss plans for the renovating the interior space of the main Extension building as well. The retrofit will take about 2-3 years, which will require UNEX to temporarily move its offices to a new space, possibly to the upper floors of the Gayley classroom building.

Extension employed a research firm to conduct a study of the Los Angeles area to determine what locations might be most beneficial in addition to Westwood, El Camino College, and Downtown Los Angeles. The market research has since been completed, and Woodland Hills and Pasadena have been identified as primary targets for satellite facilities, with Playa Vista also under consideration. Extension has also signed an MOU with the Koreatown Daily Newspaper to offer courses in Koreatown starting in Fall 2015. Extension is also having conversations with the UCLA Medical Center about sharing space with medical locations around Los Angeles and possibly co-branding those sites.

UNEX has been upgrading its technology, moving from Blackboard to the Canvas LMS (Learning Management System), and is replacing its technology infrastructure (registration, student/faculty records, course management) with Destiny, which is a company that specializes in continuing education/extension systems.

- The Steering Committee for Online Teaching and Learning convened a committee workgroup focusing on outreach that is being led by Dean of Extension Wayne Smutz. The committee discussed ways in which the university could use online technologies for outreach purposes. Suggestions included using Extension’s off-site facilities as physical contact points for students enrolled in online courses, as well as making self-supporting degree programs available online. Among some of the potential challenges were issues of access being limited to those who have the necessary equipment/software, as well as the time of day that classes are held for live delivery-based programs. Planners should also ensure that such outreach programs are designed to provide meaningful outreach to the community, rather than simply being a mechanism to expand enrollment and increase revenue.

- The Committee met with Jenn-Ming Yang, Associate Dean for International Initiatives and Online Programs at the School of Engineering to discuss the school’s online engineering MS program (MSOL). The program, which targets fully employed students, currently enrolls about 230 students, although it hopes to double the size of the program in the next three years. MSOL has continued to look for ways to add interdisciplinary programs, such as the new online MS in Engineering Management, which is designed to develop the management and workplace skills of the engineering students. MSOL has expanded its domestic footprint beyond the local community, as Los Angeles area students currently encompass less than half of the program’s enrollment. The majority of international students reside in Canada, but the program is continuing to explore ways to reach more students in Asia.
Respectfully Submitted,

Arleen Brown, Medicine
John Caldwell, Film, Television, and Digital Media
Jose Escarce, Medicine
Kimberley Gomez, Education
Christopher S. Lynch, Mechanical and Aerospace Engineering
Michael Prelip, Community Health Sciences
Janet Mentes, Nursing
AJ Racy, Ethnomusicology
Robert Chi, Graduate Council
Edith Mukudi Omwami, Undergraduate Council
Shaily Mahendra, Civil and Environmental Engineering, CHAIR

DATE
Appendix V: Discontinuance of Master of Arts degree program in Theater

The Graduate Council recommends the discontinuance of the Master of Arts degree program in Theater administered by the School of Theater, Film, and Television. Following the 2011-12 Senate Review of the Department of Theater, the Graduate and Undergraduate Councils recommended that the Department initiate the Appendix V process to discontinue the MA Program. There are no students currently in the program and there have not been for quite some time. The program also lost its NAST (National Association of Schools of Theater) accreditation after decreasing the number of units required for the degree. With no students and no committed faculty, it was determined that the best recourse was to discontinue the program.

Votes and consultation on the Proposal

The Faculty Executive Committee for the School of Theater, Film, and Television at its April 24, 2014 meeting voted unanimously (7 in favor, 0 abstentions, 0 opposition) to discontinue the Master of Arts degree program in Theater.

The Theater faculty at its Fall 2013 meeting voted unanimously (12 in favor, 1 abstention, 0 opposition) to discontinue the Master of Arts degree program in Theater.

The Graduate Council at its December 4, 2015 meeting voted unanimously [of 20 eligible voters: 11 in favor; 0 opposed; 1 abstention] to discontinue the Master of Arts degree program in Theater.

Respectfully submitted:

GRADUATE COUNCIL

Jessica Cattelino, Anthropology, Vice Chair
Priyanga Amarasekare, Ecology and Evolutionary Biology
Onyebuchi Arah, Epidemiology
Alison Bailey, Education
Olivia Bloechl, Musicology
Michael Carey, Biological Chemistry
Patricia Cheng, Psychology
Robert Chi, Asian Languages and Cultures
Robert Clubb, Chemistry and Biochemistry
Christopher Colwell, Psychiatry & Biobehavioral Sciences
Katrina Dipple, Human Genetics
Daniel Ennis, Radiological Sciences
Carla Hayn, Management
William Klug, Mechanical and Aerospace Engineering
Arne Lunde, Scandinavian Section/Germanic Languages
Julio Vergara, Physiology
Roger Waldinger, Sociology
Willeke Wendrich, Near Eastern Languages and Cultures
Dorothy Wiley, Nursing
Ioanna Kakoulli, Materials Science and Engineering; Getty Conservation Program, CHAIR
April 14, 2016

Leobardo Estrada, Chair
Academic Senate

Dear Chair Estrada,

I am writing in response to your request for the Graduate Council’s coordination of the Appendix V proposal to discontinue the Master of Arts degree in Drama, Theater, effective fall 2016, which is administered by the School of Theater, Film and Television at UCLA.

The Council reviewed the proposal at its meeting on December 4, 2015, and considered the Executive Board’s recommendation to invoke the Appendix V procedure’s “alternate dispute resolution” and designate the action as “friendly.” The ultimate unanimity of the votes taken by the schools’ faculty executive committee, the departmental faculty, in addition to the memorandum of support from the dean, results in a “friendly action” with respect to conforming to Appendix V procedures. The Office of Academic Planning and Budget also concluded that there were “no financial issues” with the proposed discontinuation of the program.

Additionally, as noted in the transmittal of your request on October 20, 2015, the Graduate Council concurs that an expedited review, forgoing the normal full vetting of the proposal, is appropriate in this case. By copy of this letter, the Graduate Council requests the Committee on Rules and Jurisdiction’s confirmation of the Council’s appropriate handling of the process and, upon receipt of its response, recommends divisional approval by the Legislative Assembly. I am also copying this letter to the Chair of the Coordinating Committee on Graduate Affairs, Valerie Leppert, to inform CCGA of the pending action.

If have any questions or require any additional information, please feel free to contact me via the Graduate Council’s committee analyst, Estrella Arciba, at earciba@senate.ucla.edu.

Sincerely,

Ioanna Kakoulli, Chair
Graduate Council

cc: Estrella Arciba, Committee Analyst, Graduate Council
Linda Bourque, Chair, Committee on Rules & Jurisdiction
April de Stefano, Director of Academic Services, Graduate Division
Robin L. Garrell, Dean, Graduate Division
Fredye Harms, Principal Policy Analyst, Coordinating Committee on Graduate Affairs
Christopher Jados, Executive Assistant, Academic Senate
Brian Kite, Chair, Department of Theater
Valerie Leppert, Chair, Coordinating Committee on Graduate Affairs
Linda Mohr, Chief Administrative Officer, Academic Senate
Marian McKenna Olivas, Committee Analyst, Rules & Jurisdiction
Jeff Roth, Associate Vice Chancellor, Academic Planning and Budget
Teri Schwartz, Dean, School of Theater, Film and Television
April 21, 2016

To: Ioanna Kakoulli, Chair
   Graduate Council

From: Linda Bourque, Chair
   Rules & Jurisdiction

Re: Proposal to Discontinue the Master of Arts in Theater Program

   The Committee on Rules and Jurisdiction has reviewed the proposed Appendix 5 action to discontinue the Master of Arts in Theater Program submitted on April 20, 2016, and finds it consistent with the Code of the Academic Senate and the procedures outlined in UCLA’s Appendix 5. This memo is copied to the Executive Committee of the Academic Senate.

cc: Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Leo Estrada, Chair, UCLA Academic Senate
    Susan Cochran, Chair Elect, UCLA Academic Senate
February 2, 2015

Alex Bui, Chairman
UCLA Academic Senate
BOX 951408, 3125 Murphy
Los Angeles, CA 90095-1408

Re: Disestablishment of Theater Department MA program.

Dear Professor Bui,

Please find attached the Theater Department disestablishment proposal together with a letter from Dean Schwartz agreeing with said proposal.

The Office of Academic Planning and Budget also reviewed and approved the proposal for the Appendix V action.

Please be aware that the Theater Department graduate students were invited to comment/respond to the disestablishment proposal but no student chose to do so.

Please let me know if you and/or the Graduate Council require any further information or documentation to help move this action forward.

Best Regards,

Susan Marcano
Assistant Dean
School of Theater, Film and Television.
Faculty Committee Review of the History and Disestablishment of the Current M.A. Degree in the Department of Theater

In preparation for the disestablishment of the M.A. Degree in the Department of Theater, a faculty committee reviewed the standing of the program in the Fall of 2013 and orally-presented information in a faculty meeting preparatory to a vote. The following is documentation of the information presented.

Back in 2002, the Department of Theater's Self Review statement, in preparation for the then-upcoming 2002-2003 Academic Senate Review, commented on the changes in the M.A. degree program that had been initiated in 2001:

*Faculty are currently making changes to the M.A. Degree program and are expected to present a revised program for faculty review in Fall 2002. The program will provide graduate training to outstanding students who wish to pursue a research oriented graduate degree in specific areas of study, including dramatic writing, design, educational theater outreach, directing, theater history and criticism.*

Thus began the revision to the M.A. with an additional track designed to amplify the study of the department's best B.A. students who indicated a desire to pursue graduate studies and possibly go on to the PhD. Because the department's undergraduate degree often focuses more on the practice of theater, those students who wished to apply to advanced degree programs in the scholarly study of theater required additional seminars and mentoring in the research and writing of papers and longer studies. It was purposed that in this generalized track the department accept students into the program who had elected to study in the theater department's undergraduate classes and to take those seminars available to them as undergraduate units. In addition, students were assigned individual courses with faculty members who designed mentored studies in areas where the students were lacking in the basic preparation for more advanced study. The faculty understood the M.A. Degree as a transitional one, designed for the department's best undergraduates.

This General track was in addition to the Critical Studies track. The 2002 Departmental Self Review statement describes it as the program current at the time:

*The Critical Studies track will be offered strictly in preparation for admittance into a PhD program. It will be a one-year program for students who need to advance their studies before applying to the PhD program of his/her choice. Students will take a combination of the Department's PhD seminars at a more introductory level, along with individual studies and suggested seminars in other departments that offer a foundation in the scholarship of performance. At the conclusion of their studies, students will write a thesis derived from their seminars that will function as a writing sample for application to the PhD program.*

However, students from other institutions applied to the M.A. Degree, specifically to the Critical Studies track and the Critical Studies faculty considered how best to serve the professional needs of the students and to bring the M.A. degree program in line with others in the field. With an understanding that the M.A. degree was a transitional one, the Critical Studies faculty proposed that the M.A. be offered in one year, culminating in a thesis project, similarly to those M.A. Degrees offered at competing sister institutions. For this reason, the units were reduced from 42 units to 36 units with the support of the theater faculty.

In a Commission Action Report from the National Association of Schools of Theater (NAST), the Department Chair Bill Ward was notified that the M.A. degree requirements did not comply with NAST standards. In its final report dated April 14, 2009 it says:

*It is not clear to the Commission that the degree plan has a sufficient total number of credits to meet NAST standards and national practice, which indicate that post-baccalaureate degrees of this type require a minimum of 45 quarter hours (NAST Handbook—2009-2010, item III.A.1.c). Based on materials submitted, it appears that the current proposal reflects only 36 quarter hours required. The Commission notes that this degree, which was revived in 2003, was not reviewed during the institution's original application for Membership in 2001. Therefore, the Commission is considering these materials as an application for Plan Approval.*

Despite the fact that the Department was found not to be in compliance, the Critical Studies theater faculty opted not to change the 36 units to 45 units. The M.A. Degree was awarded in conjunction with the study in the PhD degree program to students who were not our undergraduates but had been admitted to the PhD program and who had successfully completed one year of graduate work and who did not wish to continue in the doctoral program. Those students typically are required to take no more than two seminars per quarter and a graduate forum for a total of 12 units per quarter or 36 units for the
year. The Critical Studies faculty feels that the NAST requirement compromises the success of students in the program by requiring them to take an additional seminar every quarter. As a result, the entire faculty has not been able to move forward on this issue nor does it appear that it has the will to do so. The 2008 report of NAST reviewers said of the Department at the time:

"Considering that the department offers four degrees on the MFA level, one of which contains five sub-specializations, as well as a masters and doctoral degree, the need for close communication and monitoring by permanent faculty is acute. ... Given the realities of diminishing resources, it appears that the institution may wish to consider consolidation and perhaps elimination of some graduate programs."

Michael Hackett, who became Chair in January 2010, responded to the 2008 NAST report by pointing out that the graduate courses taken by M.A. students in the general M.A. track are often 5-unit courses rather than 4-units, placing students over the 45 minimum units required by NAST. In his letter, Chair Hackett asks that NAST consider the following:

"Of the two students that graduated with an M.A. degree in 2010, one was in compliance with NAST standards with 46 units and the other was not with 37 units declared for graduation (although she actually completed substantially more units). This disparity represents the two conflicting tracks of the program as I outline them on pg. 4-5 of my response to NAST in the February 15, 2010 letter.

After sending the February 15, 2010 letter, I advised our faculty that our M.A. program was not in compliance with NAST. The faculty voted, therefore, to suspend admissions to both tracks of our M.A. program for the academic year 2010-2011. At present, there are no students in the program. You will find that the Department link reflects last year’s decision to suspend."

Since the suspension of the M.A. degree in 2010-2011, the Critical Studies faculty continues to feel that increasing the number of credit units to 45 units in the first year jeopardizes a student’s success towards the PhD degree, and is not in line with programs offering similar degrees in theory and criticism.

During the 2011-2012 Academic Senate Review of the Department of Theater, the review team wrote in its report the following:

"Admissions to this Master's Degree program received less attention during the review. There are no students currently enrolled in the M.A. program. An issue arose when the accrediting organization, the National Association of Schools of Theater (NAST), found that the 36-unit M.A. program was below the 45-unit NAST requirement for M.A. programs. A review of past M.A. graduates found that all students had exceeded the 45-unit standard, but the M.A. Program was by faculty vote intended as a 36-unit program. Thus, the M.A. Program was not accredited by NAST. Presently, the M.A. program has no committed faculty and is not regarded as scholarly. The Review Team saw no reason to retool the program or add the requisite units and re-admit students. There has been some discussion of turning the M.A. program into a 5th-year certificate program for BA students. Should these discussions stall, the Theater faculty should meet soon to discuss the disestablishment of the M.A. program."

In its list of final recommendations to the Department - marked “essential” - was the following statement (dated April-May 2012):

"Initiate the Appendix V process to disestablish the M.A. Program."

In Fall of 2013, the theater faculty met once again to discuss the question of whether or not to revive the M.A. degree or to abolish it altogether. With faculty already committed to re-imagining curricula in the various MFA programs, and in light of the fact that the number of faculty required to sustain current graduate and undergraduate programs had decreased by four since the 2010-2011 Academic Senate Review, the faculty voted on the following motion:

"To disband the M.A. Program and proceed to Appendix V procedures as instructed by the Graduate Council."

The vote was 12 in favor, 0 against, and 1 abstention.
January 22, 2015

Dean Teri Schwartz  
School of Theater, Film & TV  
202A East Melnitz Hall  
162206

Dear Teri:

I have reviewed the Faculty Committee Review of the M.A. degree program in the Department of Theater and its proposal to disband the program. I see no financial issues with the proposed disestablishment of the program.

Should you have any additional questions, please do not hesitate to contact me.

Sincerely,

[Signature]

Allyn Davies  
Associate Vice Chancellor  
Academic Planning and Budget

cc: Executive Vice Chancellor and Provost Scott Waugh  
Assistant Dean Susan Marcano
Subject: Disestablishment of MA degree program in Theater
Date: Tuesday, January 20, 2015 at 11:28:11 AM Pacific Standard Time
From: Schwartz, Teri
To: Davies, Glyn
CC: Marcano, Susan

Dear Glyn:

Happy New Year!

I am writing to you about the disestablishment of the MA degree program in our Theater Dept.

I have reviewed the attached faculty committee review of the M.A. degree in the TFT Department of Theater. I fully agree with this review and the recommendation to disband the M.A. Program and go forward with the Appendix V procedures, as instructed by the 2011-2012 Academic Senate review. The current M.A. degree program has no academic merit for the school or students, shows no financial benefit to the campus or school and does not fit the Department of Theater's current pedagogical mission.

As described in the procedures for the disestablishment of a graduate degree program, I am forwarding this Faculty Committee Appendix V Review to you for Academic, Planning and Budget enrollment and resource analysis.

Thank you so much for your help with this matter.

Warmest regards,

Teri

Teri Schwartz
Dean
UCLA School of Theater, Film and Television
tschwartz@tft.ucla.edu
(310) 825-7891
Appendix V: Discontinuance of the Global Executive MBA for the Americas Program

The Graduate Council recommends the discontinuance of the Global Executive MBA for the Americas Program (GEMBA Americas) jointly administered with the Universidad Adolfo Ibañez due to its low enrollment and lack of financial viability. The GEMBA Americas program was approved in 2011. In 2014, the program underwent an internal review as is the requirement for new self-supporting degree programs to determine financial viability. At the same time, a formal request to suspend admissions was submitted by the program and subsequently approved by the Graduate Council in October 2014. The committee charged with reviewing the program unanimously recommended the discontinuation of the Global Executive MBA for the Americas program. The Dean of the Anderson School of Management and the Dean of the Universidad Adolfo Ibañez expressed their support of the proposal to discontinue the program.

Votes and consultation on the Proposal

The Anderson Faculty Executive Committee at its October 2, 2015 meeting voted unanimously (6 in favor, 0 abstentions, 0 opposition) to discontinue the Global Executive MBA for the Americas Program.

The Anderson faculty conducted its vote on October 19-October 26, 2015 which resulted in a vote [of 82 eligible voters: 51 in favor, 0 abstentions, 0 opposition) to discontinue the Global Executive MBA for the Americas Program.

The Graduate Council at its December 4, 2015 meeting voted [of 20 eligible voters: 11 in favor, 1 abstention, 0 opposition] to discontinue the Global Executive MBA for the Americas Program.

Respectfully submitted:

GRADUATE COUNCIL

Jessica Cattelino, Anthropology, Vice Chair
Priyanga Amarasekare, Ecology and Evolutionary Biology
Onyebuchi Arah, Epidemiology
Alison Bailey, Education
Olivia Bloechl, Musicology
Michael Carey, Biological Chemistry
Patricia Cheng, Psychology
Robert Chi, Asian Languages and Cultures
Robert Clubb, Chemistry and Biochemistry
Christopher Colwell, Psychiatry & Biobehavioral Sciences
Katrina Dipple, Human Genetics
Daniel Ennis, Radiological Sciences
Carla Hayn, Management
William Klug, Mechanical and Aerospace Engineering
Arne Lunde, Scandinavian Section/Germanic Languages
Julio Vergara, Physiology
Roger Waldinger, Sociology
Willeke Wendrich, Near Eastern Languages and Cultures
Dorothy Wiley, Nursing
Ioanna Kakoulli, Materials Science and Engineering; Getty Conservation Program, CHAIR
May 5, 2016

Leobardo Estrada, Chair
Academic Senate

Dear Chair Estrada,

I am writing in response to your request for the Graduate Council’s coordination of the Appendix V proposal to discontinue the Global Executive MBA for the Americas program, effective fall 2016, which is administered by the Anderson School of Management at UCLA.

The Council reviewed the proposal at its meeting on December 4, 2015, and considered the Executive Board’s recommendation to invoke the Appendix V procedure’s “alternate dispute resolution” and designate the action as “friendly.” The ultimate unanimity of the votes taken by the School’s faculty executive committee, the School’s faculty, in addition to the memorandum of support from the Dean of the Anderson School of Management and the Dean of the Universidad Adolfo Ibanez, results in a “friendly action” with respect to conforming to Appendix V procedures. Additionally, the Council on Planning and Budget concluded that there were “no obvious financial issues” with the proposed action. The Office of Academic Planning and Budget also responded affirmatively to the proposed discontinuation of the program.

As noted in the transmittal of your request on December 8, 2015, the Graduate Council concurs that an expedited review, forgoing the normal full vetting of the proposal, is appropriate in this case. The Committee on Rules and Jurisdiction reviewed the proposal and supporting documents related to the action and, in its memo issued on May 4, 2016 confirmed that the Graduate Council followed appropriate procedure. The Graduate Council recommends divisional approval by the Legislative Assembly at its meeting on May 26, 2016. I am also copying this letter to the Chair of the Coordinating Committee on Graduate Affairs, Valerie Leppert, to inform CCGA of the pending action.

If have any questions or require any additional information, please feel free to contact me via the Graduate Council’s committee analyst, Estrella Arciba, at earciba@senate.ucla.edu.

Sincerely,

Ioanna Kakoulli, Chair
Graduate Council

cc: Estrella Arciba, Committee Analyst, Graduate Council
Linda Bourque, Chair, Committee on Rules & Jurisdiction
April de Stefano, Director of Academic Services, Graduate Division
Robin L. Garrell, Dean, Graduate Division
Fredye Harms, Principal Policy Analyst, Coordinating Committee on Graduate Affairs
Carla Hayn, Chair, Faculty Executive Committee, Anderson School of Management
Christopher Jados, Executive Assistant, Academic Senate
Valerie Leppert, Chair, Coordinating Committee on Graduate Affairs
John Mamer, Deputy Dean of Academic Affairs, Anderson School of Management
Linda Mohr, Chief Administrative Officer, Academic Senate
Judy Olian, Dean, Anderson School of Management
Marian McKenna Olivas, Committee Analyst, Rules & Jurisdiction
Jeff Roth, Associate Vice Chancellor, Academic Planning and Budget
Laurie Summers, Director of Strategic Initiatives, Anderson School of Management
May 4, 2016

To: Ioanna Kakoulli, Chair
    Graduate Council

From: Linda Bourque, Chair
    Rules & Jurisdiction

Re: Proposal to Discontinue the Global Executive MBA for the Americas Program

The Committee on Rules and Jurisdiction has reviewed the proposed Appendix 5 action to
discontinue the Global Executive MBA for the Americas Program submitted on May 2, 2016, and
finds it consistent with the Code of the Academic Senate and the procedures outlined in UCLA’s
Appendix 5. This memo is copied to the Executive Committee of the Academic Senate.

cc: Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Leo Estrada, Chair, UCLA Academic Senate
    Susan Cochran, Chair Elect, UCLA Academic Senate
May 2, 2016

Linda Bourque, Chair
Committee on Rules and Jurisdiction

Re: Anderson School of Management proposal to discontinue the Global Executive MBA for the Americas Program

Dear Professor Bourque,

The Academic Senate received a proposal from the Anderson School of Management for the discontinuance of its Global Executive MBA for the Americas program. The Graduate Council is serving as the designated committee for this Appendix V action, and would appreciate your review and input to determine if there is any nonconformity.

The Graduate Council has determined the proposal to be a “friendly” action, and unanimously endorsed it at its December 4, 2015 meeting. Given the favorable votes of the School's Faculty Executive Committee on October 2, 2015 and the Anderson faculty in Fall 2015, as well as the expressed support from the Dean of the Anderson School of Management and the Dean of the Universidad Adolfo Ibanez, the Council voted (11 in favor, 0 opposed, 1 abstention) to approve this action. The Council on Planning and Budget also concluded that there were “no obvious financial issues” with the proposed discontinuation of the program.

This proposal will now be forwarded to Academic Senate Chair Leo Estrada for the Executive Board’s review to include in the Legislative Assembly Notice, pending approval by the Committee on Rules and Jurisdiction.

If you have any questions, please do not hesitate to contact me via the Graduate Council’s committee analyst, Estrella Arciba, at earciba@senate.ucla.edu.

Thank you in advance for your input and contributions to this important process.

Sincerely,

Ioanna Kakoulli
Chair, Graduate Council

cc: Linda Mohr, Chief Administrative Officer, Academic Senate
Marian McKenna Olivas, Committee Analyst, Rules & Jurisdiction
May 2, 2016

Ioanna Kakoulli
Chair, Graduate Council

Re: Proposal to discontinue the Anderson School of Management Global Executive MBA for the Americas Program

Dear Professor Kakoulli,

Thank you for providing the Council on Planning and Budget (CPB) with an opportunity to comment on the proposal for the discontinuance of the Anderson School of Management’s Global Executive MBA for the Americas Program effective Fall 2016. The Council discussed the proposal via email, as there were no meetings scheduled since receiving the request. After discussion, the Council voted to support the proposal (9 in favor, 0 opposed, 1 abstain).

The membership majority agrees that the program should be discontinued and does not see any obvious financial issues.

Members questioned why over a third (31) of the 82 eligible Anderson School faculty did not vote on the proposed action. Nevertheless, CPB supports the request.

Thank you for the opportunity to review this proposal. If you have any questions for us, please do not hesitate to contact me at fchiappelli@dentistry.ucla.edu or via the Council’s analyst, Elizabeth Feller, at efeller@senate.ucla.edu or x62470.

Sincerely,

Francesco Chiappelli, Chair
Council on Planning and Budget

cc: Estrella Arciba, Committee Analyst, Graduate Council
    Elizabeth Feller, Committee Analyst, Council on Planning and Budget
    Members of the Council on Planning and Budget
April 20, 2016

Francesco Chiappelli, Chair
Council on Planning and Budget

Dear Chair Chiappelli,

The Academic Senate received the enclosed proposal from the Anderson School of Management for the discontinuance of its Global Executive MBA for the Americas Program, effective Fall 2016. The Academic Senate’s Executive Board has assigned the action to the Graduate Council as the designated committee, which will follow the procedures as outlined in Appendix V of the Divisional Manual of the Academic Senate.

I am writing to request the Council on Planning and Budget’s feedback concerning the proposed action. The Council reviewed the proposal at its meeting on December 4, 2015, and considered the Executive Board’s recommendation to invoke the Appendix V procedure’s “alternate dispute resolution” and designate the action as “friendly.” Given the favorable votes of the School’s Faculty Executive Committee on October 2, 2015 and the Anderson faculty in Fall 2015, as well as the expressed support from the Dean of the Anderson School of Management and the Dean of the Universidad Adolfo Ibanez, the Council voted (11 in favor, 0 opposed, 1 abstention) to approve this action.

Responses from the School’s FEC and the Office of Academic Planning and Budget, which are enclosed, were collected prior to the Executive Board’s assignment of the Graduate Council as the designated committee. I am now writing to formally request the Council on Planning and Budget’s review and respectfully ask for its response no later than Wednesday, May 4, 2016.

If you have any questions please do not hesitate to contact me via the Graduate Council’s policy analyst, Estrella Arciba at earciba@senate.ucla.edu.

Thank you in advance for your input and contributions to this important process.

Sincerely,

Ioanna Kakoulli, Chair
Graduate Council

Cc: Estrella Arciba, Committee Analyst, Graduate Council
    Elizabeth Feller, Committee Analyst, Council on Planning and Budget
    Linda Mohr, Chief Administrative Officer, Academic Senate
Proposal to Discontinue the
Global Executive MBA for the Americas Program

Submitted to the UCLA Academic Senate
November 3, 2015
Proposal to Discontinue the Global Executive MBA for the Americas Program

Background

The Global Executive MBA for the Americas program (GEMBA Americas) was created in partnership with the Universidad Adolfo Ibáñez (UAI). Patterned after the successful Global Executive MBA for Asia Pacific program (GEMBA Asia Pacific), the self-supporting GEMBA Americas program was intended to further extend UCLA Anderson’s global strategy and recognized our natural locational advantage in Latin America. The design of the program allowed students to become immersed in both Latin American and North American perspectives on leadership and management during residential sections in Miami, Los Angeles, Sao Paulo, Rio and Santiago during a 15 month period. While the program is jointly managed, the degree is not a joint degree. Completion of the intensive 15-month course of study leads to two separate regular MBA degrees, one awarded by UCLA and one awarded by UAI.

The GEMBA Americas program was approved in June 2011 by the Coordinating Council on Graduate Affairs (CCGA). Due to the fact that UCLA Anderson already offered a full-time MBA and various part-time self-supporting MBA degree programs (SSPs) including the GEMBA Asia Pacific program, the proposal was not sent for external review and the CCGA conducted its own review based on materials and information provided by the School.

Curriculum

Each of the two degrees awarded at UCLA and UAI respectively requires satisfactory completion of the degree requirements at the other institution. Students complete 38 units in residence with UCLA faculty and 36 units in residence with UAI faculty.

A copy of the 2014-2015 Admission & Program Requirements for GEMBA Americas is attached in Appendix I.

Students

To date, three classes have entered and graduated from the program:

<table>
<thead>
<tr>
<th>Applications</th>
<th>Entering Students</th>
<th>Graduating Students</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>19 October 2011</td>
<td>18 January 2013</td>
<td>Due to the late approval, first cohort was not held according to the regular schedule.</td>
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<tr>
<td>28</td>
<td>17 April 2013</td>
<td>16 July 2014</td>
<td></td>
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<tr>
<td>34</td>
<td>16 April 2014</td>
<td>15 August 2015</td>
<td></td>
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November 2, 2015
At this time, there are three students (one from each of the above classes) who are still in the process of completing their program requirements. It is expected that all three of these students will have completed their respective 4 units of UCLA courses by the end of the Fall 2015 Quarter and will be eligible to graduate.

Suspension of Admissions

In response to concerns raised regarding the low student applications and enrollments, the program’s financial viability and the UCLA requirement that new self-supporting programs undergo a review after three years, a formal request to suspend admissions to the program was submitted to the Graduate Council October 7, 2014. In order to conduct a thorough review and due to the more complicated issues arising with a program reliant on two partner schools, their geographic diversity, complex program logistics, the compact 15-month program length and a self-supporting model, UCLA Anderson felt it would be beneficial if admissions were suspended for the period of one cohort.

The Graduate Council approved the suspension of admissions for one cohort for the GEMBA Americas program as of October 29, 2014. A second suspension of admissions request was submitted to the Graduate Council in September 2015 and is currently under review.

A copy of the proposals to suspend admissions as well as the related correspondence with the Graduate Council is attached in Appendix II.

Review Committee

During the time of the suspension of admissions for the GEMBA Americas program, a faculty review committee was formed in the Fall of 2014 with the following members:

Professor Kevin McCardle, Decisions, Operations & Technology Management, team chair
Professor Sebastian Edwards, Henry Ford II Chair in International Management
Professor Dominique M. Hanssens, Bud Knapp Chair in Management
Associate Professor Suzanne Shu, Marketing

The committee was charged to provide an assessment of all aspects of the GEMBA Americas program that was jointly administered with the Universidad Adolfo Ibáñez (UAI), and to recommend either terminating the program, reopening it essentially unchanged or resuming it in a modified format.

During the course of their review, the committee consulted with the leadership of UAI, the partner school, the program’s Senior Associate Dean, current students and alumni of the program, faculty leadership of the GEMBA Asia Pacific program, and the Anderson Faculty Executive Committee.

November 2, 2015
In January 2015 the review committee made a preliminary proposal suggesting that Anderson’s roles in the GEMBA Americas program, jointly administered with UAI, and the GEMBA Asia Pacific program, jointly administered with the National University of Singapore (NUS), could be merged. The committee recommended that the potential merger be investigated further. After due consideration of this proposal and the committee’s preliminary findings, a final report was submitted May 26th with the recommendation to terminate the GEMBA Americas program. The report was circulated to the Anderson faculty, UAI and to the UCLA Graduate Council in early June.

A copy of the review committee’s final report and related correspondence with the Graduate Council is attached in Appendix III.

A copy of the September 2014 memo from the Academic Planning and Budget Office regarding the financial viability of the program is attached in Appendix IV.

The voting results from the UCLA Anderson Faculty Executive and Faculty for the discontinuation proposal are included in Appendix V.

Two letters in support of the proposal to discontinue the GEMBA Americas Program, one from Dean Judy Olian, UCLA Anderson School of Management, and the other from Dean Manola Sanchez M., Dean, Escuela de Negocios, Universidad Adolfo Ibáñez, are attached in Appendix VI.

Summary

After careful deliberation, UCLA Anderson has determined that the GEMBA Americas program, given the low probability and cost effectiveness of the proposed alternative, despite its many important strategic advantages and assets, is not attracting as many students as we need to justify the investment. Potential reasons include its location and the reach of our partner. We remain committed to the strategic priority of engaging in Latin America, and will pursue other approaches to attract Executive MBA students from this region. Therefore, the decision has been made to formally discontinue the program.
Appendix I
2014 – 2015 Admission & Program Requirements
Global Executive MBA for the Americas
Applicable only to students admitted during the 2014-2015 academic year.

**Global Executive MBA for the Americas**

**Admission**

**Program Name**
Management: Global Executive MBA for the Americas

**Address**
Cornell Hall
110 Westwood Plaza, Suite D304a
Box 951481
Los Angeles, CA 90095-1481

**Phone**
(310) 825-8262

**Email**
gemba.americas@uai.ucla.edu

**Leading to the degree of**
M.B.A.

**Admission Limited to**
Fall
Deadline to apply

February 15th

GRE (General and/or Subject)

GRE: Not required

Letters of Recommendation

3

Other Requirements

In addition to the University's minimum requirements and those listed above, all applicants are expected to submit a statement of purpose and the departmental application, which includes three essays.

Applicants whose native language is not English should submit their TOEFL or IELTS score with the application.

Admission is limited to executives with significant work experience (10+ years) and a current position with high-level managerial responsibility. Applicants must also satisfy the admission requirements of the Universidad Adolfo Ibáñez (UAI).

Advising

Small group information sessions are offered by appointment. At these sessions faculty, staff and alumni are available to answer questions and provide information. The Faculty Director of the Program provides counseling on an individual basis.

Areas of Study

The emphasis is on general management training; increased competence in management specialties; management of international businesses, particularly in the Americas region; organizational and interpersonal skills; and sophisticated understanding of the integration of businesses and their environments.

Foreign Language Requirement

None.

Course Requirements

Completion of the intensive 15-month course of study leads to two separate regular M.B.A. degrees, one awarded by UCLA and one awarded by the Universidad Adolfo Ibáñez (UAI). Each degree requires the satisfactory completion of the degree requirements at the other institution. Students complete 38 units in courses taught by UCLA faculty and 36 units in courses taught by UAI faculty.
The program consists of six modules, with the first module of UCLA-based instruction starting in August. Each module lasts six weeks. A minimum of 8 UCLA units is taught each quarter beginning in Term 2. All instruction is in English.

Modules are taught in the following locations and time periods:

<table>
<thead>
<tr>
<th>Term</th>
<th>Time Period</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Spring</td>
<td>May</td>
<td>Chile</td>
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<tr>
<td>2 - Fall</td>
<td>August</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>3 - Fall</td>
<td>November</td>
<td>Miami</td>
</tr>
<tr>
<td>4 - Winter</td>
<td>February</td>
<td>Brazil</td>
</tr>
<tr>
<td>5 - Spring</td>
<td>May/June</td>
<td>Miami</td>
</tr>
<tr>
<td>6 – Fall</td>
<td>August</td>
<td>Los Angeles</td>
</tr>
</tbody>
</table>

For each module, the first two weeks involve the completion of reading assignments and written work that prepares students for classroom instruction that takes place in weeks three and four. Weeks five and six are spent doing projects or take-home examinations and case analyses. There are 30 contact hours per four-unit course. Students take two or three courses (for UCLA or UAI credit) per term.

For the UCLA MBA degree, required courses include Management 462, 463, 471C, 471D, 472A, 482, 485, 486, 478 (Managing in the Global Digital Economy) and 478 (Business Sustainability & the Environment)

**Teaching Experience**

Not required.

**Field Experience**

Not required.

**Comprehensive Examination Plan**

Management practicum: This is a two-quarter project (MGMT 471C and MGMT 471D) that is designed to allow students to employ and enhance concepts learned in the classroom. It will deal with global strategic issues. The practicum may be an individual project or a group project consisting of three to five students. A faculty member from the John E. Anderson Graduate School of Management will supervise and assess all students' projects to ensure that students' work meets the academic requirements of the program.

**Thesis Plan**

None.

**Time-to-Degree**

The program must be completed within fifteen months of matriculation. All members of the class follow the same schedule.
Termination of Graduate Study and Appeal of Termination

University Policy

A student who fails to meet the above requirements may be recommended for termination of graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.00) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in Standards and Procedures for Graduate Study at UCLA.
Appendix II
Suspension of Admissions
Global Executive MBA for the Americas
MEMORANDUM

October 7, 2014

To: Professor Alex Bui
    Chair, Graduate Council

From: Judy D. Olian
    Dean & John E. Anderson Chair in Management
    Anderson Graduate School of Management

    Randolph E. Bucklin
    Faculty Chairman, Deputy Dean of Academic Affairs
    Professor of Marketing
    Peter W. Mullin Chair in Management

Subject: Request for Suspension of Admissions to the Global Executive MBA
         for the Americas Program

We are writing to request a Suspension of Admissions to the Global Executive MBA for the Americas Program.

Background

Approved in Spring 2011, the Global Executive MBA for the Americas program (GEMBA Americas) with the Universidad Adolfo Ibáñez (UAI), was the second major program as part of UCLA Anderson’s global strategy given our natural locational advantage in Latin America. The GEMBA Americas program is patterned after the successful 10-year old Global Executive MBA for Asia Pacific program (GEMBA Asia Pacific), with students becoming immersed in both Latin American and North American perspectives on leadership and management during residential sections in Miami, Los Angeles, Sao Paulo, Rio and Santiago during a 15 month period. The first class graduated January 23, 2013. The third class began in April 2014.

Request for a Hiatus in Admissions/Period of Time for Request

This is a formal request to place admissions to the GEMBA Americas program on hiatus for the period of one year effective from September 2014 to September 2015. Due to this suspension, there would be no entering class for April 2015. The next entering class would be admitted sometime within 12 months after the suspension period. A more exact date cannot be provided until after a faculty review of the program, as a new intake point for the program will be one of the topics for review and discussion.
Rationale for Request for Suspension

UCLA requires that new programs undergo a review after three years of operations so that they can evaluate results, decide on continuation and opportunities for improvement and in the case of self-supporting programs, determine financial viability. In order to conduct a thorough review and due to the more complicated issues arising with a program reliant on two partner schools, their geographic diversity, complex program logistics, the compact 15 month program length and a self supporting model, UCLA Anderson felt that it would be beneficial if admissions were suspended for the period of one cohort. With UCLA Anderson’s Faculty Executive Committee’s input, a faculty committee will be appointed and charged to review the joint program through a broad consultative process, to include our partner, UAI. This will enable the two partner schools to fully implement any recommendations for change – should they be offered -- for the next entering class in 2016.

The review will include all program features and outcomes including the admissions process, curriculum, structure, interface with other UCLA Anderson programs, schedule, and outreach and marketing strategy. There will also be an in depth review of the viability of the financial model for the program. Finally, it will also be important to leverage the experiences and insights gained to date from the GEMBA Americas program and to align them with emerging trends in the domestic and global Executive MBA marketplace. Accordingly, the review process will provide recommendations regarding the future of the program.

Impact Statement

Partner School
We have been in communication with our partner school, Universidad Adolfo Ibáñez, and they are in agreement with the UCLA proposal to suspend admissions to the program for both partners for this period. Please see Attachment 1.

Current Students
The proposed suspension of admissions to the GEMBA Americas program will not impact students currently enrolled in the program as there is only a single cohort taught annually, and there is no cohort overlap across classes for the UCLA instructional component of the program. Students who entered the program in April 2014 have been advised that we are fully committed to provision of full support for their cohort and that there will be no diminution of teaching or support resources. The quality of the 2015 cohort’s instruction and their degree will be unaffected. Transfer students are not accepted to this program. This is a terminal, standalone professional Master’s degree program.

Prospective Students
Once the UCLA Graduate Council has approved the suspension of admissions, prospective students will be informed. Inquiries from suitable candidates will be referred to other Anderson MBA programs during the suspension period.
**GEMBA for Asia Pacific Program**

During the past year, efforts have been made to coordinate the schedule of the GEMBA Americas program with that of the existing, highly successful GEMBA Asia Pacific program. These efforts were undertaken in order to broaden the learning experiences and network for the students. There might also be efficiencies in costs, operations, as well as in faculty teaching loads. The suspension will not impact the GEMBA Asia Pacific program as it was the GEMBA Americas program that was potentially making the adjustments in its schedule to fold it into the GEMBA Asia schedule and operations.

**Budget**

This is a self-supporting program and all revenues are derived from tuition. All tuition collected is split 50/50 with our partner school that collects the monies and then transfers to UCLA its share. During the time of the suspension, there will be a period wherein UCLA Anderson will have to assume partial administrative and staff costs, though certainly some of these costs will be reduced. Since faculty are not teaching a new cohort, there will be no faculty costs incurred. Jami Jesek, Senior Associate Dean Finance & Operations, prepared a P&L statement and conferred with the Office of Academic Planning & Budget. The financial impact during this period is detailed in the attached P&L statement which was reviewed by Sonia Luna in the Academic Planning & Budget Office. *Please see Attachment 2.*

**Review and Approval of the UAI Suspension Proposal**

Via an e-mail vote conducted between September 11 - 15, 2014, the UCLA Anderson Faculty Executive Committee (FEC) unanimously approved the proposal for a suspension of admissions as presented: 6 In Favor, 0 Opposed, 0 Absent. Subsequently, the UCLA Anderson Faculty approved the name changes via electronic ballot between September 15 – September 22, 2014: 33 In Favor, 5 Opposed, O Abstentions. *Please see Attachment 3 (A copy of the proposal that was voted on by the FEC and the Faculty) and Attachment 4 (Official ballot results from the faculty vote).*

We would greatly appreciate your review and approval of this proposal. If you have any questions or concerns, please do not hesitate to contact us.

eicl.

c:  K. Cunningham  
    R. Garrell  
    J. Mamer
Manola Sanchez  
Dean  
Business School  
Adolfo Ibáñez University  
Av. Diagonal Las Torres 2700, Peñalolén  
+562 22331 1172  

October 7th, 2014  

Judy Olian  
Dean and John E. Anderson Chair in Management  
UCLA Anderson School of Management  

Dear Ms. Olian,  
Further to our recent discussions with respect to the Global Executive MBA for the Americas Program, we are writing to confirm our agreement with and support of the decision to suspend admissions to both the UCLA and UAI components of the program for the period of one cohort. During this period of hiatus, we will work with you to review all aspects of the program and our experiences to date including: admissions, scheduling, curriculum, structure, operations, revenues and marketing and outreach.  

We are looking forward to working with you in the coming year.  

[Signature]  
Manola Sanchez  
Dean  
Business School  
Adolfo Ibáñez University  

CC: Chairman of Faculty Randy Bucklin
Hi Laurie –
Please find attached the financial spreadsheets for the GEMBA Americas program.
Sonia Luna in APB has reviewed the document and has forwarded her comments to AVC Davies. Sonia correctly noted that the School over-subsidized the GEMBA program over the six-year period.
Thanks,
Jami
## GLOBAL MBA FOR THE AMERICAS

### All fund sources

#### REVENUE

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<th>FY 2013-14</th>
<th>FY 2012-13</th>
<th>FY 2011-12</th>
<th>FY 2010-11</th>
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<th>GRAND TOTAL</th>
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<td><strong>Total</strong></td>
<td><strong>533,344</strong></td>
<td><strong>773,960</strong></td>
<td><strong>1,086,725</strong></td>
<td><strong>58,800</strong></td>
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#### EXPENSE

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<th>FY 2012-13</th>
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P&L from all fund sources

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Background

Approved in Spring 2011, the Global Executive MBA for the Americas program (GEMBA Americas) with the Universidad Adolfo Ibáñez (UAI), was the second major program as part of UCLA Anderson’s global strategy given our natural locational advantage in Latin America. The GEMBA Americas program is patterned after the successful 10-year old Global Executive MBA for Asia Pacific program (GEMBA Asia Pacific), with students becoming immersed in both Latin American and North American perspectives on leadership and management during residential sections in Miami, Los Angeles, Sao Paulo, Rio and Santiago during a 15 month period. The first class graduated January 23, 2013. The third class began in April 2014.

Request for a Hiatus in Admissions/Period of Time for Request

This is a formal request to place admissions to the GEMBA Americas program on hiatus for the period of one year effective from September 2014 to September 2015. Due to this suspension, there would be no entering class for April 2015. The next entering class would be admitted sometime within 12 months after the suspension period. A more exact date cannot be provided until after a faculty review of the program, as a new intake point for the program will be one of the topics for review and discussion.

Rationale for Request for Suspension

UCLA requires that new programs undergo a review after three years of operations so that they can evaluate results, decide on continuation and opportunities for improvement and in the case of self-supporting programs, determine financial viability. In order to conduct a thorough review and due to the more complicated issues arising with a program reliant on two partner schools, their geographic diversity, complex program logistics, the compact 15 month program length and a self supporting model, UCLA Anderson felt that it would be beneficial if admissions were suspended for the period of one cohort. With UCLA Anderson’s Faculty Executive Committee’s input, a faculty committee will be appointed and charged to review the joint program through a broad consultative process, to include our partner, UAI. This will enable the two partner schools to fully implement any recommendations for change – should they be offered – for the next entering class in 2016.

The review will include all program features and outcomes including the admissions process, curriculum, structure, interface with other UCLA Anderson programs, schedule, and outreach and marketing strategy. There will also be an in depth review of the viability of the financial
model for the program. Finally, it will also be important to leverage the experiences and insights gained to date from the GEMBA Americas program and to align them with emerging trends in the domestic and global Executive MBA marketplace. Accordingly, the review process will provide recommendations regarding the future of the program.

Impact Statement

Partner School
We have been in communication with our partner school, Universidad Adolfo Ibáñez, and they are in agreement with the UCLA proposal to suspend admissions to the program for both partners for this period.

Current Students
The proposed suspension of admissions to the GEMBA Americas program will not impact students currently enrolled in the program as there is only a single cohort taught annually, and there is no cohort overlap across classes for the UCLA instructional component of the program. Students who entered the program in April 2014 have been advised that we are fully committed to provision of full support for their cohort and that there will be no diminution of teaching or support resources. The quality of the 2015 cohort’s instruction and their degree will be unaffected. Transfer students are not accepted to this program. This is a terminal, standalone professional Master’s degree program.

Prospective Students
Once the UCLA Graduate Council has approved the suspension of admissions, prospective students will be informed. Inquiries from suitable candidates will be referred to other Anderson MBA programs during the suspension period.

GEMBA for Asia Pacific Program
During the past year, efforts have been made to coordinate the schedule of the GEMBA Americas program with that of the existing, highly successful GEMBA Asia Pacific program. These efforts were undertaken in order to broaden the learning experiences and network for the students. There might also be efficiencies in costs, operations, as well as in faculty teaching loads. The suspension will not impact the GEMBA Asia Pacific program as it was the GEMBA Americas program that was potentially making the adjustments in its schedule to fold it into the GEMBA Asia schedule and operations.

Budget
This is a self-supporting program and all revenues are derived from tuition. All tuition collected is split 50/50 with our partner school that collects the monies and then transfers to UCLA its share. During the time of the suspension, there will be a period wherein UCLA Anderson will have to assume partial administrative and staff costs, though certainly some of these costs will be reduced. Since faculty are not teaching a new cohort, there will be no faculty costs incurred. The financial impact during this period is detailed in the attached P&L statement.
Campbell, Linda

From: Chairman's Office
Sent: Tuesday, September 23, 2014 10:43 AM
To: All Faculty Ladder
Cc: Chairman's Office
Subject: Suspension of Admission GEMBA Americas vote - special election results

Colleagues --

Ballot for the Suspension of Admissions GEMBA Americas: to temporarily suspend admissions for the period of one year, beginning this month (September 2014).

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The Department will recommend suspension of admissions GEMBA Americas for the period of one year, beginning this month (September 2014).

Randolph E. Bucklin
Faculty Chairman, Deputy Dean of Academic Affairs
Professor of Marketing
Peter W. Mullin Chair in Management
UCLA Anderson School of Management
110 Westwood Plaza, Box 951481, Los Angeles, CA 90095-1481
tel: +1 (310) 825-4461, fax +1 (310) 206-4119
chairman@anderson.ucla.edu
www.anderson.ucla.edu
October 29, 2014

To: Judy Olian, Dean
    Anderson Graduate School of Management

From: Alex Bui, Chair
      Graduate Council

Re: Request for Suspension of Admissions to the Global Executive MBA for the Americas Program

At its meeting on October 17, 2014, the Graduate Council reviewed the Anderson Graduate School of Management’s proposal to suspend admission to the GEMBA for the Americas Program for the current admissions cycle, effective immediately and for a period of at least one year. By a vote of 14 in favor, 0 opposed, 1 abstention (GSA Rep: 1 in favor), the request was approved. The Anderson Graduate School of Management will be responsible for informing all applicants to the GEMBA for the Americas Program that admissions to it have been suspended.

During discussion, the Graduate Council members expressed reservations about the necessity for such an action given the relative infancy of the GEMBA for the Americas program. It bears noting that when the GEMBA for the Americas proposal was being reviewed by the Academic Senate in Spring 2010, there was significant pressure for an expedited review given that a successful model of a self-supporting GEMBA Program (Asia Pacific) already existed. The UC Coordinating Committee on Graduate Affairs (CCGA) chose not to require an external review of the proposal given the success of the GEMBA for Asia Pacific Program. CCGA approved the proposal on the condition that the UCLA Graduate Council conduct a review during the program’s fourth year of operation. Of particular concern to some of the Graduate Council’s members is that the fiscal projections presented in the proposal appear now to have been overly optimistic. The School has shown responsibility in requesting a suspension of admissions while conducting a review of all aspects of the program – a reassuring action as it is important to ensure both the quality and viability of the self-supporting program – but it also disconcerting in that the program struggles despite the reputation of the Universidad Adolfo Ibañez and UCLA’s prominence in this important field.

Consequently, the Graduate Council requests a timeline for the Anderson School’s internal review of the program, confirmation of the members of the internal review team, clarification about their specific charge and options being considered, and the criteria and timeline that will be used to make decisions about (a) reopening admissions to the program, and (b) sustaining, modifying or discontinuing the program. It should also be appreciated that engaging different or additional university partners would necessitate review as a new dual-degree program.

We request that this information be provided to the Council no later than Friday, November 21, 2014. Additionally, the Council would like to receive a copy of the review team’s final report no later than Friday, April 10, 2015, so it can assess whether an Academic Senate internal review should be conducted in 2015-16. Note, if it is determined that the program is in deficit, the final report must also include a financial plan that details how the shortfall will be covered, understanding that the currently active 2011 UC Policy on Self-Supporting Graduate Degree Programs does not permit state funds to be used to cover any deficits.

If you have any questions please do not hesitate to contact me via the Graduate Council’s committee analyst, Kyle
Cunningham, at ext. 51162 or kcunningham@senate.ucla.edu. Thank you in advance for your input and contributions to this important process.

Cc: Randolph Bucklin, Faculty Chairman, AGSM
    Kyle Cunningham, Principal Committee Analyst, Graduate Council
    Glyn Davies, Associate Vice Chancellor, Academic Planning and Budget
    Anne Dela Cruz, Director, Diversity, Inclusion and Admissions, Graduate Division
    April de Stefano, Director, Academic Services, Graduate Division
    Robin Garrell, Dean/Vice Provost, Graduate Division
    John Mamer, Director of EMBA/GEMBA Programs, AGSM
    Linda Mohr, CAO, Academic Senate
    Laurie Summers, Director of Strategic Initiatives, AGSM
Further to your letter dated October 29th, we are writing to provide you with additional information related to the requested suspension of admissions to the Global Executive MBA for the Americas Program.

Members of the Internal Review Team

Professor Kevin McCardle, Decisions, Operations & Technology Management, team chair
Professor Sebastian Edwards, Henry Ford II Chair in International Management
Professor Dominique M. Hanssens, Bud Knapp Chair in Management
Associate Professor Suzanne Shu, Marketing

Timeline for Internal Review of Program

The review team has been asked to submit their report by November 15, 2014.
Charge to the Internal Review Team

The internal review team -- in consultation with the partner institution, the program Senior Associate Program Dean John Mamer, current students and alumni of the program -- was asked to consider the following issues:

- The admissions process and timing.
- The quality, size, and depth of the applicant pool, and implications for projected enrollments in the future.
- The effectiveness of student recruitment and marketing approaches.
- The strengths or weaknesses of UAI as a partner for this program.
- The schedule, curriculum, and instructional quality of the program, including courses taught by UCLA Anderson or UAI faculty.
- The quality of the student experience and alumni satisfaction, including the effect of class sizes on the experience of student and alumni.
- Student outcomes from the program.
- Opportunities for program synergies and cost savings with other UCLA Anderson programs (e.g., EMBA and GEMBA Asia Pacific).
- The financial viability of the program and potential financial impact of potential changes to program structure (e.g., leveraging synergies with EMBA and GEMBA Asia Pacific).
- A cost/benefit analysis of the direct and opportunity costs of the program to UCLA Anderson faculty and administration.
- Whether and how this program advances the overall strategy and global reputation of UCLA Anderson.
- Recommendations: Should the program be resumed as is, in modified form with particular parameters, or terminated?

Criteria & Timeline to Make Decisions about Reopening, Sustaining, Modifying or Discontinuing the Program

Once the Internal Review Team has submitted its report, we are planning on review and discussion of the report at the December 12th meeting of the UCLA Anderson Faculty Executive Committee, followed by faculty discussion at the January 30th Faculty meeting. Finally, an electronic faculty vote will be conducted February 2 – 9, 2015. Once the report has been reviewed and voted on by the FEC and the Faculty, we can provide you with the criteria and timeline that will be used in making decisions about the future of the program.

We are available to respond to any further questions.
MEMORANDUM

September 23, 2015

To: Professor Ioanna Kakoulli
   Chair, Graduate Council

From: Judy D. Olian
      Dean & John E. Anderson Chair in Management
      Anderson Graduate School of Management

John W. Mamer
Faculty Chairman, Deputy Dean of Academic Affairs
Professor of Decisions, Operations & Technology Management & Strategy
UCLA Anderson School of Management

Subject: Request for Second Suspension of Admissions to the Global Executive MBA for the Americas Program

We are writing to request a second Suspension of Admissions to the Global Executive MBA for the Americas Program (GEMBA Americas).

Background

In October 2014, UCLA Anderson submitted a formal request to the Graduate Council to suspend admissions for the GEMBA Americas program for the period of one year. The intent behind this request was to allow UCLA Anderson sufficient time to conduct a review of the program and to determine whether it should be continued, revised or discontinued. The request for the suspension of admissions to the GEMBA Americas program for the period of September 2014 – September 2015 was granted by the Graduate Council on October 29, 2014.

Subsequently, during the 2014-2015 academic year, a UCLA Anderson faculty committee reviewed the program and provided a report. The final recommendation of the committee was to discontinue the program. During the Summer of 2015, a formal program discontinuation proposal was written and will be presented to the UCLA Anderson Faculty Executive Committee and the Faculty for a vote in October. The
proposal will then continue through the appropriate channels of review and approval at UCLA and UCOP.

**Request for a Suspension of Admissions**

In order to give us time for the program discontinuation proposal to be ratified by UCLA and UCOP, this is a formal request to place admissions to the GEMBA Americas program on a second hiatus for the period of one year effective September 2015 to September 2016. This second suspension of admissions will allow sufficient time for the discontinuation proposal to proceed through the required review and approval.

**Review & Approval of the Second Suspension Proposal by UCLA Anderson Faculty**

Via an electronic vote conducted September 15 – 22, 2015, the UCLA Anderson Faculty approved the second suspension proposal (Attachment 1) with the following results:

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The Department of Management recommends the second suspension of admissions to the GEMBA Americas program for the period of September 2015 – September 2016.

We would appreciate your review and approval of this request. If you have any questions or concerns, please do not hesitate to contact us.

encl.

C: K. Cunningham
   R. Garrell
Attachment 1

Proposal voted on by the UCLA Anderson Faculty

Request for Suspension of Admissions to the
Global Executive MBA for the Americas Program
September 11, 2015

Background

In October 2014, UCLA Anderson submitted a formal request to the Graduate Council to suspend admissions to the Global Executive MBA for the Americas Program (GEMBA Americas) for the period of one year. The intent behind this request was to allow UCLA Anderson sufficient time to conduct a review of the program and to determine whether it should be continued, revised or discontinued. The request for the suspension of admissions to the GEMBA Americas program for the period of September 2014 – September 2015 was granted by the Graduate Council on October 29, 2014.

Subsequently, during the 2014-2015 academic year, a UCLA Anderson faculty committee reviewed the program and provided a report. The final recommendation of the committee was to discontinue the program. During the Summer of 2015, a formal proposal of discontinuation was written and will be presented to the UCLA Anderson Faculty Executive Committee and the Faculty for a vote in October. The proposal will then continue through the appropriate channels of review and approval at UCLA and UCOP.

Request for a Suspension of Admissions

Due to the fact that the program discontinuation proposal has not yet been ratified by UCLA or UCOP, this is a formal request to place admissions to the GEMBA Americas program on a second hiatus for the period of one year effective September 2015 to September 2016. This second suspension of admissions will allow sufficient time for the discontinuation proposal to proceed through the required review and approval.
Dear Dr. Summers,

Thank you for your email. Your request to suspend admissions to the GEMBA for the Americas program has been received and we will consider it during our next Graduate Council meeting. We will let you know if we need any additional information.

Warm regards,

Ioanna Kakoulli
Chair, Graduate Council (2015-16)

---

On Sep 23, 2015, at 1:57 PM, Summers, Laurie <laurie.summers@anderson.ucla.edu> wrote:

Dear Graduate Council Chair Kakoulli,

On behalf of Dean Judy Olian and Faculty Chair John Mamer, please find attached for the consideration of the Graduate Council, our second request to suspend admissions to the Global Executive MBA for the Americas Program.

Please advise if you need any further information.

Thank you,
Laurie

Laurie K. Summers
Director of Strategic Initiatives
<image001.png>
UCLA Anderson School of Management
Appendix III
Review Report
Global Executive MBA for the Americas
Dear Professor Bui,

Please find attached the final report of the Global Executive MBA for the Americas Program (GEMBA Americas) Review Committee. A committee to review the GEMBA Americas Program was struck in Fall 2014. The members of the committee included:

- Professor Kevin McCadle (Chair)
- Professor Sebastian Edwards
- Professor Mike Hanssens
- Professor Suzanne Shu

The charge to the committee was to provide an assessment of the program along with a recommendation to either terminate the program, re-open it as is or to resume it in a modified format. The review committee provided a preliminary proposal in January and then consulted with John Mamer, Senior Associate Dean EMBA & GEMBA Programs, and Carla Hayn, the former Faculty Director of the GEMBA programs. Finally, the report and its recommendations were discussed with members of the FEC, with Kevin McCadle and John Mamer present.

The review committee has unanimously recommended the dis-establishment of the GEMBA Americas program and the FEC supports this decision. We remain committed to the strategic priority of engaging in Latin America, and we intend to seek alternative ways of realizing that priority and those connections. Please let me know if you have any further questions.

Sincerely,

JUDY OLIAN  
Dean and John E. Anderson Chair in Management

UCLA Anderson School of Management  
110 Westwood Plaza, Suite F-407  
Los Angeles, CA 90095  
(310) 825-7982 phone  
Twitter: @DeanOlian
May 26, 2015

To: Dean Judy Olian

From: UCLA-UAI Review Committee
    Sebastian Edwards
    Mike Hanssens
    Kevin McCardle (chair)
    Suzanne Shu

Re: UCLA-UAI Program Review and Final Recommendation

Cc: Randy Bucklin
    Stuart Gabriel
    Carla Hayn
    John Mamer

The Committee’s Charge: The committee was charged with providing an assessment of all aspects of the GEMBA Americas program that is jointly administered with the University of Adolfo Ibanez (UAI), and to recommend either terminating the program, reopening it essentially unchanged (concurrently with the review committee being formed, Anderson sought and received permission to suspend admissions for the 2015 intake), or resumed in a modified format.

In January the committee made a preliminary proposal that Anderson’s roles in the GEMBA Americas program, jointly administered with UAI, and the GEMBA Asia Pacific program, jointly administered with the National University of Singapore (NUS), could be merged. The committee recommended that that potential merger be investigated further. Professor John Mamer, the faculty director of the GEMBA programs, and Professor Carla Hayn, the former director of the GEMBA programs, pursued that investigation. The committee met with Professors Hayn and Mamer in late April.

Recommendation: The committee unanimously recommends the termination of the GEMBA Americas program jointly run with the University of Adolfo Ibanez.

This was a difficult conclusion for us to reach. While the enrollments have been low, the current students and the alumni of the program are very supportive of continuation, and they are fiercely loyal. We received strong letters of support from both groups. Our partners at UAI tell us they remain committed to making the program work. For all of the non-pecuniary reasons that led Anderson to open an executive MBA program targeted at Central and South America in the first place, the committee at first was reluctant to shut it down.
Background: Anderson modeled the UAI program on its first, and quite successful, international initiative, GEMBA Asia Pacific, also known as the UCLA/NUS program. Applicants are admitted to both universities and earn two degrees: one from UCLA Anderson and one from UAI. Courses are taught in condensed two-week sessions, three sessions per year, six sessions in total. Two of the sessions are taught at UCLA, the rest either at UAI or some neutral location. The total of tuition and fees is $105,000, not inclusive of travel or accommodations. Anderson and UAI split the tuition.

As was expected the first cohort of students was small: 19 students enrolled in 2012/13. Unfortunately, and not as expected, the second and third cohorts were smaller still: 17 enrolled in 2013/14 and 16 enrolled in 2014/15. Given the apparent weakness in enrollments, UCLA Anderson sought and received UCLA approval to suspend admissions for the 2015 cohort.

When looking for explanations of the low application numbers and subsequent low enrollments, two plausible reasons arose: the executive MBA market in Central and South America is not sufficiently deep to support a program with our tuition; or there is a failure of marketing on either UCLA or UAI’s part to reach that market. There is anecdotal evidence to support both explanations – for instance, the number of GMAT takers in Central and South America is low; UAI returned to UCLA part of its allocated marketing budget, and UAI has a competing executive MBA program in Miami. In any case, acceptable enrollments have not materialized, and we see no obvious approach to resolving this problem.

Also of some concern to the committee is the fraction of DSA admits to the program: half of all enrolled students are DSA. Our understanding is that the DSA status in the UAI program is primarily an outcome of weak academic preparation, i.e., low undergraduate GPAs, not because of a failure to take the TOEFL (the prevalent reason for DSAs in the NUS program).

Because the committee did not see an easy or immediate fix to the matter of low enrollments of qualified applicants, we immediately rejected the idea of reopening the program in an as-was status, but we clung to the idea that a revamped program was possible.

Because of the similar (though not identical) format of the UAI and NUS programs, we anticipated that there would be synergies that could be achieved by merging the two programs, at least while the students are in residence at UCLA. Faculty represent one of the biggest costs to the programs. The NUS program usually enrolls around 40-45 students, and the UAI program less than 20. Our thought was that they could easily take some courses together, particularly elective courses.

The possible synergies were discussed extensively at the April meeting with Professors Hayn and Mamer. Professor Mamer provided the committee with a rough break-even analysis for the UAI component of a merged program; the upshot was that even with synergies, the breakeven is greater than the number of students we could hope to enroll. We discussed and rejected the possibility of extending the current hiatus. There was a lengthy discussion of alternative models and alternative partners but those will need to be pursued separately.
Appendix IV
Academic Planning & Budget Letter
Global Executive MBA for the Americas
October 7, 2014

Dean Judy Olian
UCLA Anderson School of Management
F407 Mullin Management Commons
Mail Code: 148106

Dear Judy:

I am writing this letter in support of your decision to suspend enrollment in the Global Executive MBA (GEMBA) for the Americas self-supporting degree program.

I believe this action is consistent with the University’s policy governing self-supporting programs:
- “I.B. Such programs should not be undertaken if they strain the resources of the department that sponsors them or have an adverse effect on regular programs on the campus.”
- “VI.D. Self-supporting program tuition and fees should be levied such that they will cover all program costs after a short phase-in period.”

As is clearly shown on the financial statements you have provided, the GEMBA for the Americas program required a considerable investment to establish, and since classes began, student fee revenue has declined while expenses have risen. Thereby, a need would be created for the school to subsidize the program if it were to continue. This is an action that would clearly contravene paragraph VI.D. of the aforementioned University policy.

If you have any questions regarding my above statements, please contact me.

Sincerely,

Glyn Davies
Associate Vice Chancellor,
Office of Academic Planning and Budget

cc: Executive Vice Chancellor and Provost Scott Waugh
Vice Chancellor and Chief Financial Officer Steve Olsen
Appendix V

Faculty Executive Committee & Faculty Voting Results for Discontinuation of Global Executive MBA for the Americas
Faculty Executive Committee & Faculty Voting Results
Discontinuation of Global Executive MBA for the Americas Program

Faculty Executive Committee

At its October 2, 2015 meeting, the UCLA Anderson Faculty Executive Committee approved the following motion:

Motion: “To approve the proposal to discontinue the Global Executive MBA for the Americas Program.”

In Favor: 6
Opposed: 0
Abstentions: 0

UCLA Anderson Faculty

In an electronic vote, conducted October 19 – October 26, 2015, the UCLA Anderson Faculty recommended approval of the proposal to discontinue the Global Executive MBA for the Americas Program as follows:

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<thead>
<tr>
<th>Category</th>
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</tr>
<tr>
<td>Review Officers (Non-Voting)</td>
<td>0</td>
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<tr>
<td>On Leave (Non-Voting)</td>
<td>0</td>
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<tr>
<td>Number of Voters (Excluding Sub-Categories Above)</td>
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<tr>
<td>Number Who Actually Voted</td>
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</tr>
<tr>
<td>Voted Yes</td>
<td>51</td>
</tr>
<tr>
<td>Voted No</td>
<td>0</td>
</tr>
<tr>
<td>Abstained</td>
<td>0</td>
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<tr>
<td>Number Who Did Not Vote</td>
<td>31</td>
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Appendix VI
Letter of Support, Dean Judy Olian
Letter of Support, Dean Manola Sanchez M.
Global Executive MBA for the Americas
October 19, 2015

Senate Chair Leo Estrada
Academic Senate Office
3125 Murphy Hall
Campus Mail Code: 140801

Dear Senate Chair Estrada,

I am writing in support of the proposal to discontinue the Global Executive MBA for the Americas Program (GEMBA Americas).

When the GEMBA Americas program was launched in Fall 2011 to gain entry into the Latin America market, the hope was to be able to duplicate the success of our Global Executive MBA for Asia Pacific Program in partnership with the National University of Singapore.

Unfortunately, enrollments have not met expectations. Our faculty are scarce and we expect that their time in Masters' degree programs will benefit significant numbers of students. After the initial trial period, we have come to the reluctant conclusion that this particular program - perhaps because of its location and the limits of our partner's brand recognition in other parts of Latin America - is not the right entry point for UCLA Anderson in Latin America.

We remain committed to the strategic priority of engaging in Latin America, and will pursue other approaches to attract Executive MBA students from this region, potentially within our existing programs.

Sincerely,

Judy D. Olian
Dean & John E. Anderson Chair in Management

c: K. Cunningham
   I. Kakoulli
   L. Mohr
30 October 2015

Dear Dean Olian,

Further to our discussions and the report submitted by the Review Committee, I am writing to affirm our agreement with the decision to discontinue the Global Executive MBA for the Americas (GEMBA Americas).

We have enjoyed the partnership with UCLA Anderson. However, we also recognize the realities of resource constraints and the current economic conditions of the Latin American markets. During the past year, we appreciated the opportunity to provide input into the review process and to share our experiences and observations as we worked together to try to find a workable model for the program’s continuation. It is regrettable that we were not able to find a viable ongoing solution to this partnership and important educational program. However, it has created the foundation for other forms of partnership that may emerge between our two schools in the future.

We have appreciated our relationship and hope that we can collaborate on future initiatives should the opportunities arise.

Sincerely,

Manola Sánchez, M.
Dean
Escuela de Negocios
Universidad Adolfo Ibáñez
Proposal to Discontinue the
Global Executive MBA for the Americas Program

Submitted to the UCLA Academic Senate
November 3, 2015
Proposal to Discontinue the Global Executive MBA for the Americas Program

Background

The Global Executive MBA for the Americas program (GEMBA Americas) was created in partnership with the Universidad Adolfo Ibáñez (UAI). Patterned after the successful Global Executive MBA for Asia Pacific program (GEMBA Asia Pacific), the self-supporting GEMBA Americas program was intended to further extend UCLA Anderson’s global strategy and recognized our natural locational advantage in Latin America. The design of the program allowed students to become immersed in both Latin American and North American perspectives on leadership and management during residential sections in Miami, Los Angeles, Sao Paulo, Rio and Santiago during a 15 month period. While the program is jointly managed, the degree is not a joint degree. Completion of the intensive 15-month course of study leads to two separate regular MBA degrees, one awarded by UCLA and one awarded by UAI.

The GEMBA Americas program was approved in June 2011 by the Coordinating Council on Graduate Affairs (CCGA). Due to the fact that UCLA Anderson already offered a full-time MBA and various part-time self-supporting MBA degree programs (SSPs) including the GEMBA Asia Pacific program, the proposal was not sent for external review and the CCGA conducted its own review based on materials and information provided by the School.

Curriculum

Each of the two degrees awarded at UCLA and UAI respectively requires satisfactory completion of the degree requirements at the other institution. Students complete 38 units in residence with UCLA faculty and 36 units in residence with UAI faculty.

A copy of the 2014-2015 Admission & Program Requirements for GEMBA Americas is attached in Appendix I.

Students

To date, three classes have entered and graduated from the program:

<table>
<thead>
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<th>Applications</th>
<th>Entering Students</th>
<th>Graduating Students</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>19 October 2011</td>
<td>18 January 2013</td>
<td>Due to the late approval, first cohort was not held according to the regular schedule.</td>
</tr>
<tr>
<td>28</td>
<td>17 April 2013</td>
<td>16 July 2014</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>16 April 2014</td>
<td>15 August 2015</td>
<td></td>
</tr>
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</table>

November 2, 2015
At this time, there are three students (one from each of the above classes) who are still in the process of completing their program requirements. It is expected that all three of these students will have completed their respective 4 units of UCLA courses by the end of the Fall 2015 Quarter and will be eligible to graduate.

Suspension of Admissions

In response to concerns raised regarding the low student applications and enrollments, the program’s financial viability and the UCLA requirement that new self-supporting programs undergo a review after three years, a formal request to suspend admissions to the program was submitted to the Graduate Council October 7, 2014. In order to conduct a thorough review and due to the more complicated issues arising with a program reliant on two partner schools, their geographic diversity, complex program logistics, the compact 15-month program length and a self-supporting model, UCLA Anderson felt it would be beneficial if admissions were suspended for the period of one cohort.

The Graduate Council approved the suspension of admissions for one cohort for the GEMBA Americas program as of October 29, 2014. A second suspension of admissions request was submitted to the Graduate Council in September 2015 and is currently under review.

A copy of the proposals to suspend admissions as well as the related correspondence with the Graduate Council is attached in Appendix II.

Review Committee

During the time of the suspension of admissions for the GEMBA Americas program, a faculty review committee was formed in the Fall of 2014 with the following members:

Professor Kevin McCardle, Decisions, Operations & Technology Management, team chair
Professor Sebastian Edwards, Henry Ford II Chair in International Management
Professor Dominique M. Hanssens, Bud Knapp Chair in Management
Associate Professor Suzanne Shu, Marketing

The committee was charged to provide an assessment of all aspects of the GEMBA Americas program that was jointly administered with the Universidad Adolfo Ibáñez (UAI), and to recommend either terminating the program, reopening it essentially unchanged or resuming it in a modified format.

During the course of their review, the committee consulted with the leadership of UAI, the partner school, the program’s Senior Associate Dean, current students and alumni of the program, faculty leadership of the GEMBA Asia Pacific program, and the Anderson Faculty Executive Committee.

November 2, 2015
In January 2015 the review committee made a preliminary proposal suggesting that Anderson’s roles in the GEMBA Americas program, jointly administered with UAI, and the GEMBA Asia Pacific program, jointly administered with the National University of Singapore (NUS), could be merged. The committee recommended that the potential merger be investigated further. After due consideration of this proposal and the committee’s preliminary findings, a final report was submitted May 26th with the recommendation to terminate the GEMBA Americas program. The report was circulated to the Anderson faculty, UAI and to the UCLA Graduate Council in early June.

A copy of the review committee’s final report and related correspondence with the Graduate Council is attached in Appendix III.

A copy of the September 2014 memo from the Academic Planning and Budget Office regarding the financial viability of the program is attached in Appendix IV.

The voting results from the UCLA Anderson Faculty Executive and Faculty for the discontinuation proposal are included in Appendix V.

Two letters in support of the proposal to discontinue the GEMBA Americas Program, one from Dean Judy Olian, UCLA Anderson School of Management, and the other from Dean Manola Sanchez M., Dean, Escuela de Negocios, Universidad Adolfo Ibáñez, are attached in Appendix VI.

Summary

After careful deliberation, UCLA Anderson has determined that the GEMBA Americas program, given the low probability and cost effectiveness of the proposed alternative, despite its many important strategic advantages and assets, is not attracting as many students as we need to justify the investment. Potential reasons include its location and the reach of our partner. We remain committed to the strategic priority of engaging in Latin America, and will pursue other approaches to attract Executive MBA students from this region. Therefore, the decision has been made to formally discontinue the program.
Appendix I
2014 – 2015 Admission & Program Requirements
Global Executive MBA for the Americas
2014-2015 Program Requirements for UCLA Graduate Degrees

Quick Links

- Standards and Procedures for Graduate Study
- Graduate Student Academic Rights and Responsibilities

Applicable only to students admitted during the 2014-2015 academic year.

**Global Executive MBA for the Americas**

Admission

Program Name

Management: Global Executive MBA for the Americas

Address

Cornell Hall
110 Westwood Plaza, Suite D304a
Box 951481
Los Angeles, CA 90095-1481

Phone

(310) 825-8262

Email

gemba.americas@uai.ucla.edu

Leading to the degree of

M.B.A.

Admission Limited to

Fall
Deadline to apply

February 15th

GRE (General and/or Subject)

GRE: Not required

Letters of Recommendation

3

Other Requirements

In addition to the University's minimum requirements and those listed above, all applicants are expected to submit a statement of purpose and the departmental application, which includes three essays.

Applicants whose native language is not English should submit their TOEFL or IELTS score with the application.

Admission is limited to executives with significant work experience (10+ years) and a current position with high-level managerial responsibility. Applicants must also satisfy the admission requirements of the Universidad Adolfo Ibáñez (UAI).

Advising

Small group information sessions are offered by appointment. At these sessions faculty, staff and alumni are available to answer questions and provide information. The Faculty Director of the Program provides counseling on an individual basis.

Areas of Study

The emphasis is on general management training; increased competence in management specialties; management of international businesses, particularly in the Americas region; organizational and interpersonal skills; and sophisticated understanding of the integration of businesses and their environments.

Foreign Language Requirement

None.

Course Requirements

Completion of the intensive 15-month course of study leads to two separate regular M.B.A. degrees, one awarded by UCLA and one awarded by the Universidad Adolfo Ibáñez (UAI). Each degree requires the satisfactory completion of the degree requirements at the other institution. Students complete 38 units in courses taught by UCLA faculty and 36 units in courses taught by UAI faculty.
The program consists of six modules, with the first module of UCLA-based instruction starting in August. Each module lasts six weeks. A minimum of 8 UCLA units is taught each quarter beginning in Term 2. All instruction is in English.

Modules are taught in the following locations and time periods:

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<tr>
<td>1</td>
<td>Spring</td>
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<td>2</td>
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<tr>
<td>3</td>
<td>Fall</td>
<td>Miami</td>
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<tr>
<td>4</td>
<td>Winter</td>
<td>Brazil</td>
</tr>
<tr>
<td>5</td>
<td>Spring</td>
<td>Miami</td>
</tr>
<tr>
<td>6 – Fall</td>
<td>Fall</td>
<td>Los Angeles</td>
</tr>
</tbody>
</table>

For each module, the first two weeks involve the completion of reading assignments and written work that prepares students for classroom instruction that takes place in weeks three and four. Weeks five and six are spent doing projects or take-home examinations and case analyses. There are 30 contact hours per four-unit course. Students take two or three courses (for UCLA or UAI credit) per term.

For the UCLA MBA degree, required courses include Management 462, 463, 471C, 471D, 472A, 482, 485, 486, 478 (Managing in the Global Digital Economy) and 478 (Business Sustainability & the Environment)

**Teaching Experience**

Not required.

**Field Experience**

Not required.

**Comprehensive Examination Plan**

Management practicum: This is a two-quarter project (MGMT 471C and MGMT 471D) that is designed to allow students to employ and enhance concepts learned in the classroom. It will deal with global strategic issues. The practicum may be an individual project or a group project consisting of three to five students. A faculty member from the John E. Anderson Graduate School of Management will supervise and assess all students' projects to ensure that students' work meets the academic requirements of the program.

**Thesis Plan**

None.

**Time-to-Degree**

The program must be completed within fifteen months of matriculation. All members of the class follow the same schedule.
Termination of Graduate Study and Appeal of Termination

University Policy

A student who fails to meet the above requirements may be recommended for termination of graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.00) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in Standards and Procedures for Graduate Study at UCLA.
Appendix II
Suspension of Admissions
Global Executive MBA for the Americas
MEMORANDUM

October 7, 2014

To: Professor Alex Bui
   Chair, Graduate Council

From: Judy D. Olian
       Dean & John E. Anderson Chair in Management
       Anderson Graduate School of Management
       Randolph E. Bucklin
       Faculty Chairman, Deputy Dean of Academic Affairs
       Professor of Marketing
       Peter W. Mullin Chair in Management

Subject: Request for Suspension of Admissions to the Global Executive MBA for the Americas Program

We are writing to request a Suspension of Admissions to the Global Executive MBA for the Americas Program.

Background

Approved in Spring 2011, the Global Executive MBA for the Americas program (GEMBA Americas) with the Universidad Adolfo Ibáñez (UAI), was the second major program as part of UCLA Anderson’s global strategy given our natural locational advantage in Latin America. The GEMBA Americas program is patterned after the successful 10-year old Global Executive MBA for Asia Pacific program (GEMBA Asia Pacific), with students becoming immersed in both Latin American and North American perspectives on leadership and management during residential sections in Miami, Los Angeles, Sao Paulo, Rio and Santiago during a 15 month period. The first class graduated January 23, 2013. The third class began in April 2014.

Request for a Hiatus in Admissions/Period of Time for Request

This is a formal request to place admissions to the GEMBA Americas program on hiatus for the period of one year effective from September 2014 to September 2015. Due to this suspension, there would be no entering class for April 2015. The next entering class would be admitted sometime within 12 months after the suspension period. A more exact date cannot be provided until after a faculty review of the program, as a new intake point for the program will be one of the topics for review and discussion.
Rationale for Request for Suspension

UCLA requires that new programs undergo a review after three years of operations so that they can evaluate results, decide on continuation and opportunities for improvement and in the case of self-supporting programs, determine financial viability. In order to conduct a thorough review and due to the more complicated issues arising with a program reliant on two partner schools, their geographic diversity, complex program logistics, the compact 15 month program length and a self-supporting model, UCLA Anderson felt that it would be beneficial if admissions were suspended for the period of one cohort. With UCLA Anderson’s Faculty Executive Committee’s input, a faculty committee will be appointed and charged to review the joint program through a broad consultative process, to include our partner, UAI. This will enable the two partner schools to fully implement any recommendations for change – should they be offered -- for the next entering class in 2016.

The review will include all program features and outcomes including the admissions process, curriculum, structure, interface with other UCLA Anderson programs, schedule, and outreach and marketing strategy. There will also be an in depth review of the viability of the financial model for the program. Finally, it will also be important to leverage the experiences and insights gained to date from the GEMBA Americas program and to align them with emerging trends in the domestic and global Executive MBA marketplace. Accordingly, the review process will provide recommendations regarding the future of the program.

Impact Statement

Partner School
We have been in communication with our partner school, Universidad Adolfo Ibáñez, and they are in agreement with the UCLA proposal to suspend admissions to the program for both partners for this period. Please see Attachment 1.

Current Students
The proposed suspension of admissions to the GEMBA Americas program will not impact students currently enrolled in the program as there is only a single cohort taught annually, and there is no cohort overlap across classes for the UCLA instructional component of the program. Students who entered the program in April 2014 have been advised that we are fully committed to provision of full support for their cohort and that there will be no diminution of teaching or support resources. The quality of the 2015 cohort’s instruction and their degree will be unaffected. Transfer students are not accepted to this program. This is a terminal, standalone professional Master’s degree program.

Prospective Students
Once the UCLA Graduate Council has approved the suspension of admissions, prospective students will be informed. Inquiries from suitable candidates will be referred to other Anderson MBA programs during the suspension period.
GEMBA for Asia Pacific Program

During the past year, efforts have been made to coordinate the schedule of the GEMBA Americas program with that of the existing, highly successful GEMBA Asia Pacific program. These efforts were undertaken in order to broaden the learning experiences and network for the students. There might also be efficiencies in costs, operations, as well as in faculty teaching loads. The suspension will not impact the GEMBA Asia Pacific program as it was the GEMBA Americas program that was potentially making the adjustments in its schedule to fold it into the GEMBA Asia schedule and operations.

Budget

This is a self-supporting program and all revenues are derived from tuition. All tuition collected is split 50/50 with our partner school that collects the monies and then transfers to UCLA its share. During the time of the suspension, there will be a period wherein UCLA Anderson will have to assume partial administrative and staff costs, though certainly some of these costs will be reduced. Since faculty are not teaching a new cohort, there will be no faculty costs incurred. Jami Jesek, Senior Associate Dean Finance & Operations, prepared a P&L statement and conferred with the Office of Academic Planning & Budget. The financial impact during this period is detailed in the attached P&L statement which was reviewed by Sonia Luna in the Academic Planning & Budget Office. Please see Attachment 2.

Review and Approval of the UAI Suspension Proposal

Via an e-mail vote conducted between September 11 - 15, 2014, the UCLA Anderson Faculty Executive Committee (FEC) unanimously approved the proposal for a suspension of admissions as presented: 6 In Favor, 0 Opposed, 0 Absent. Subsequently, the UCLA Anderson Faculty approved the name changes via electronic ballot between September 15 – September 22, 2014: 33 In Favor, 5 Opposed, 0 Abstentions. Please see Attachment 3 (A copy of the proposal that was voted on by the FEC and the Faculty) and Attachment 4 (Official ballot results from the faculty vote).

We would greatly appreciate your review and approval of this proposal. If you have any questions or concerns, please do not hesitate to contact us.

encl.

c: K. Cunningham
   R. Garrell
   J. Mamer
Manola Sanchez  
Dean  
Business School  
Adolfo Ibañez University  
Av. Diagonal Las Torres 2700, Peñalolén  
+562 22331 1172

October 7th, 2014

Judy Olian  
Dean and John E. Anderson Chair in Management  
UCLA Anderson School of Management

Dear Ms. Olian,

Further to our recent discussions with respect to the Global Executive MBA for the Americas Program, we are writing to confirm our agreement with and support of the decision to suspend admissions to both the UCLA and UAI components of the program for the period of one cohort. During this period of hiatus, we will work with you to review all aspects of the program and our experiences to date including: admissions, scheduling, curriculum, structure, operations, revenues and marketing and outreach.

We are looking forward to working with you in the coming year.

[Signature]

Manola Sanchez  
Dean  
Business School  
Adolfo Ibañez University

CC: Chairman of Faculty Randy Bucklin
Hi Laurie –
Please find attached the financial spreadsheets for the GEMBA Americas program.
Sonia Luna in APB has reviewed the document and has forwarded her comments to AVC Davies. Sonia correctly noted that the School over-subsidized the GEMBA program over the six-year period.

Thanks,
Jami
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<th></th>
<th>FY 2014-15 Projected</th>
<th>FY 2013-14</th>
<th>FY 12-13</th>
<th>FY 11-12</th>
<th>FY 10-11</th>
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P&L from all fund sources

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<th>FY 12-13</th>
<th>FY 11-12</th>
<th>FY 10-11</th>
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<td>(415,238)</td>
<td>(268,665)</td>
<td>(100,898)</td>
<td>(323,258)</td>
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ATTACHMENT 3
Proposal voted on by UCLA Anderson Faculty Executive Committee & Faculty

Request for Suspension of Admission to the Global Executive MBA for the Americas Program

Background

Approved in Spring 2011, the Global Executive MBA for the Americas program (GEMBA Americas) with the Universidad Adolfo Ibáñez (UAI), was the second major program as part of UCLA Anderson’s global strategy given our natural locational advantage in Latin America. The GEMBA Americas program is patterned after the successful 10-year old Global Executive MBA for Asia Pacific program (GEMBA Asia Pacific), with students becoming immersed in both Latin American and North American perspectives on leadership and management during residential sections in Miami, Los Angeles, Sao Paulo, Rio and Santiago during a 15 month period. The first class graduated January 23, 2013. The third class began in April 2014.

Request for a Hiatus in Admissions/Period of Time for Request

This is a formal request to place admissions to the GEMBA Americas program on hiatus for the period of one year effective from September 2014 to September 2015. Due to this suspension, there would be no entering class for April 2015. The next entering class would be admitted sometime within 12 months after the suspension period. A more exact date cannot be provided until after a faculty review of the program, as a new intake point for the program will be one of the topics for review and discussion.

Rationale for Request for Suspension

UCLA requires that new programs undergo a review after three years of operations so that they can evaluate results, decide on continuation and opportunities for improvement and in the case of self-supporting programs, determine financial viability. In order to conduct a thorough review and due to the more complicated issues arising with a program reliant on two partner schools, their geographic diversity, complex program logistics, the compact 15 month program length and a self supporting model, UCLA Anderson felt that it would be beneficial if admissions were suspended for the period of one cohort. With UCLA Anderson’s Faculty Executive Committee’s input, a faculty committee will be appointed and charged to review the joint program through a broad consultative process, to include our partner, UAI. This will enable the two partner schools to fully implement any recommendations for change – should they be offered -- for the next entering class in 2016.

The review will include all program features and outcomes including the admissions process, curriculum, structure, interface with other UCLA Anderson programs, schedule, and outreach and marketing strategy. There will also be an in depth review of the viability of the financial
model for the program. Finally, it will also be important to leverage the experiences and insights gained to date from the GEMBA Americas program and to align them with emerging trends in the domestic and global Executive MBA marketplace. Accordingly, the review process will provide recommendations regarding the future of the program.

**Impact Statement**

**Partner School**  
We have been in communication with our partner school, Universidad Adolfo Ibáñez, and they are in agreement with the UCLA proposal to suspend admissions to the program for both partners for this period.

**Current Students**  
The proposed suspension of admissions to the GEMBA Americas program will not impact students currently enrolled in the program as there is only a single cohort taught annually, and there is no cohort overlap across classes for the UCLA instructional component of the program. Students who entered the program in April 2014 have been advised that we are fully committed to provision of full support for their cohort and that there will be no diminution of teaching or support resources. The quality of the 2015 cohort’s instruction and their degree will be unaffected. Transfer students are not accepted to this program. This is a terminal, standalone professional Master’s degree program.

**Prospective Students**  
Once the UCLA Graduate Council has approved the suspension of admissions, prospective students will be informed. Inquiries from suitable candidates will be referred to other Anderson MBA programs during the suspension period.

**GEMBA for Asia Pacific Program**  
During the past year, efforts have been made to coordinate the schedule of the GEMBA Americas program with that of the existing, highly successful GEMBA Asia Pacific program. These efforts were undertaken in order to broaden the learning experiences and network for the students. There might also be efficiencies in costs, operations, as well as in faculty teaching loads. The suspension will not impact the GEMBA Asia Pacific program as it was the GEMBA Americas program that was potentially making the adjustments in its schedule to fold it into the GEMBA Asia schedule and operations.

**Budget**  
This is a self-supporting program and all revenues are derived from tuition. All tuition collected is split 50/50 with our partner school that collects the monies and then transfers to UCLA its share. During the time of the suspension, there will be a period wherein UCLA Anderson will have to assume partial administrative and staff costs, though certainly some of these costs will be reduced. Since faculty are not teaching a new cohort, there will be no faculty costs incurred. The financial impact during this period is detailed in the attached P&L statement.
Colleagues --

Ballot for the Suspension of Admissions GEMBA Americas: to temporarily suspend admissions for the period of one year, beginning this month (September 2014).

<table>
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<th>Category</th>
<th>Quantity</th>
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<tr>
<td>On Leave (Not Voting)</td>
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<td>5</td>
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<td>Abstained</td>
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<tr>
<td>Number Who Did Not Vote</td>
<td>44</td>
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</table>

The Department will recommend suspension of admissions GEMBA Americas for the period of one year, beginning this month (September 2014).

Randolph E. Bucklin
Faculty Chairman, Deputy Dean of Academic Affairs
Professor of Marketing
Peter W. Mullin Chair in Management
UCLA Anderson School of Management
110 Westwood Plaza, Box 951481, Los Angeles, CA 90095-1481
tel: +1 (310) 825-4461, fax +1 (310) 206-4119
chairman@anderson.ucla.edu
www.anderson.ucla.edu
October 29, 2014

To: Judy Olian, Dean
    Anderson Graduate School of Management

From: Alex Bui, Chair
    Graduate Council

Re: Request for Suspension of Admissions to the Global Executive MBA for the Americas Program

At its meeting on October 17, 2014, the Graduate Council reviewed the Anderson Graduate School of Management’s proposal to suspend admission to the GEMBA for the Americas Program for the current admissions cycle, effective immediately and for a period of at least one year. By a vote of 14 in favor, 0 opposed, 1 abstention (GSA Rep: 1 in favor), the request was approved. The Anderson Graduate School of Management will be responsible for informing all applicants to the GEMBA for the Americas Program that admissions to it have been suspended.

During discussion, the Graduate Council members expressed reservations about the necessity for such an action given the relative infancy of the GEMBA for the Americas program. It bears noting that when the GEMBA for the Americas proposal was being reviewed by the Academic Senate in Spring 2010, there was significant pressure for an expedited review given that a successful model of a self-supporting GEMBA Program (Asia Pacific) already existed. The UC Coordinating Committee on Graduate Affairs (CCGA) chose not to require an external review of the proposal given the success of the GEMBA for Asia Pacific Program. CCGA approved the proposal on the condition that the UCLA Graduate Council conduct a review during the program’s fourth year of operation. Of particular concern to some of the Graduate Council’s members is that the fiscal projections presented in the proposal appear now to have been overly optimistic. The School has shown responsibility in requesting a suspension of admissions while conducting a review of all aspects of the program – a reassuring action as it is important to ensure both the quality and viability of the self-supporting program – but it also disconcerting in that the program struggles despite the reputation of the Universidad Adolfo Ibañez and UCLA’s prominence in this important field.

Consequently, the Graduate Council requests a timeline for the Anderson School’s internal review of the program, confirmation of the members of the internal review team, clarification about their specific charge and options being considered, and the criteria and timeline that will be used to make decisions about (a) reopening admissions to the program, and (b) sustaining, modifying or discontinuing the program. It should also be appreciated that engaging different or additional university partners would necessitate review as a new dual-degree program.

We request that this information be provided to the Council no later than Friday, November 21, 2014. Additionally, the Council would like to receive a copy of the review team’s final report no later than Friday, April 10, 2015, so it can assess whether an Academic Senate internal review should be conducted in 2015-16. Note, if it is determined that the program is in deficit, the final report must also include a financial plan that details how the shortfall will be covered, understanding that the currently active 2011 UC Policy on Self-Supporting Graduate Degree Programs does not permit state funds to be used to cover any deficits.

If you have any questions please do not hesitate to contact me via the Graduate Council’s committee analyst, Kyle
Cunningham, at ext. 51162 or kcunningham@senate.ucla.edu. Thank you in advance for your input and contributions to this important process.

Cc: Randolph Bucklin, Faculty Chairman, AGSM
Kyle Cunningham, Principal Committee Analyst, Graduate Council
Glyn Davies, Associate Vice Chancellor, Academic Planning and Budget
Anne Dela Cruz, Director, Diversity, Inclusion and Admissions, Graduate Division
April de Stefano, Director, Academic Services, Graduate Division
Robin Garrell, Dean/Vice Provost, Graduate Division
John Mamer, Director of EMBA/GEMBA Programs, AGSM
Linda Mohr, CAO, Academic Senate
Laurie Summers, Director of Strategic Initiatives, AGSM
MEMORANDUM

November 5, 2014

TO: Professor Alex Bui
   Chair, Graduate Council

FROM: Judy D. Olian, Dean & John E. Anderson Chair in Management
      Randolph E. Bucklin, Faculty Chairman, Deputy Dean of Academic Affairs
      Peter W. Mullin Chair in Management

CC: K. Cunningham
    G. Davies
    A. Dela Cruz
    A. DeStefano
    S. Edwards
    R. Garrell
    D. Hanssens
    J. Mamer
    K. McCardle
    L. Mohr
    S. Shu
    L. Summers

RE: Information Supplementing the GEMBA Americas Suspension Request

Further to your letter dated October 29th, we are writing to provide you with additional information related to the requested suspension of admissions to the Global Executive MBA for the Americas Program.

Members of the Internal Review Team

Professor Kevin McCardle, Decisions, Operations & Technology Management, team chair
Professor Sebastian Edwards, Henry Ford II Chair in International Management
Professor Dominique M. Hanssens, Bud Knapp Chair in Management
Associate Professor Suzanne Shu, Marketing

Timeline for Internal Review of Program

The review team has been asked to submit their report by November 15, 2014.
Charge to the Internal Review Team

The internal review team -- in consultation with the partner institution, the program Senior Associate Program Dean John Mamer, current students and alumni of the program -- was asked to consider the following issues:

- The admissions process and timing.
- The quality, size, and depth of the applicant pool, and implications for projected enrollments in the future.
- The effectiveness of student recruitment and marketing approaches.
- The strengths or weaknesses of UAI as a partner for this program.
- The schedule, curriculum, and instructional quality of the program, including courses taught by UCLA Anderson or UAI faculty.
- The quality of the student experience and alumni satisfaction, including the effect of class sizes on the experience of student and alumni.
- Student outcomes from the program.
- Opportunities for program synergies and cost savings with other UCLA Anderson programs (e.g., EMBA and GEMBA Asia Pacific).
- The financial viability of the program and potential financial impact of potential changes to program structure (e.g., leveraging synergies with EMBA and GEMBA Asia Pacific).
- A cost/benefit analysis of the direct and opportunity costs of the program to UCLA Anderson faculty and administration.
- Whether and how this program advances the overall strategy and global reputation of UCLA Anderson.
- Recommendations: Should the program be resumed as is, in modified form with particular parameters, or terminated?

Criteria & Timeline to Make Decisions about Reopening, Sustaining, Modifying or Discontinuing the Program

Once the Internal Review Team has submitted its report, we are planning on review and discussion of the report at the December 12th meeting of the UCLA Anderson Faculty Executive Committee, followed by faculty discussion at the January 30th Faculty meeting. Finally, an electronic faculty vote will be conducted February 2 – 9, 2015. Once the report has been reviewed and voted on by the FEC and the Faculty, we can provide you with the criteria and timeline that will be used in making decisions about the future of the program.

We are available to respond to any further questions.
MEMORANDUM

September 23, 2015

To: Professor Ioanna Kakoulli
   Chair, Graduate Council

From: Judy D. Olian
       Dean & John E. Anderson Chair in Management
       Anderson Graduate School of Management

       John W. Mamer
       Faculty Chairman, Deputy Dean of Academic Affairs
       Professor of Decisions, Operations & Technology Management & Strategy
       UCLA Anderson School of Management

Subject: Request for Second Suspension of Admissions to the Global Executive
         MBA for the Americas Program

We are writing to request a second Suspension of Admissions to the Global Executive
MBA for the Americas Program (GEMBA Americas).

Background

In October 2014, UCLA Anderson submitted a formal request to the Graduate Council to
suspend admissions for the GEMBA Americas program for the period of one year. The
intent behind this request was to allow UCLA Anderson sufficient time to conduct a
review of the program and to determine whether it should be continued, revised or
discontinued. The request for the suspension of admissions to the GEMBA Americas
program for the period of September 2014 – September 2015 was granted by the
Graduate Council on October 29, 2014.

Subsequently, during the 2014-2015 academic year, a UCLA Anderson faculty
committee reviewed the program and provided a report. The final recommendation of
the committee was to discontinue the program. During the Summer of 2015, a formal
program discontinuation proposal was written and will be presented to the UCLA
Anderson Faculty Executive Committee and the Faculty for a vote in October. The
Request for a Suspension of Admissions

In order to give us time for the program discontinuation proposal to be ratified by UCLA and UCOP, this is a formal request to place admissions to the GEMBA Americas program on a second hiatus for the period of one year effective September 2015 to September 2016. This second suspension of admissions will allow sufficient time for the discontinuation proposal to proceed through the required review and approval.

Review & Approval of the Second Suspension Proposal by UCLA Anderson Faculty

Via an electronic vote conducted September 15 – 22, 2015, the UCLA Anderson Faculty approved the second suspension proposal (Attachment 1) with the following results:

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<tr>
<td>Number of Voters (Excluding Sub-Categories Above)</td>
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<td>Number Who Actually Voted</td>
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<td>Number Who Did Not Vote</td>
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The Department of Management recommends the second suspension of admissions to the GEMBA Americas program for the period of September 2015 – September 2016.

We would appreciate your review and approval of this request. If you have any questions or concerns, please do not hesitate to contact us.

encl.

c: K. Cunningham
   R. Garrell
Request for Suspension of Admissions to the Global Executive MBA for the Americas Program

September 11, 2015

Background

In October 2014, UCLA Anderson submitted a formal request to the Graduate Council to suspend admissions to the Global Executive MBA for the Americas Program (GEMBA Americas) for the period of one year. The intent behind this request was to allow UCLA Anderson sufficient time to conduct a review of the program and to determine whether it should be continued, revised or discontinued. The request for the suspension of admissions to the GEMBA Americas program for the period of September 2014 – September 2015 was granted by the Graduate Council on October 29, 2014.

Subsequently, during the 2014-2015 academic year, a UCLA Anderson faculty committee reviewed the program and provided a report. The final recommendation of the committee was to discontinue the program. During the Summer of 2015, a formal proposal of discontinuation was written and will be presented to the UCLA Anderson Faculty Executive Committee and the Faculty for a vote in October. The proposal will then continue through the appropriate channels of review and approval at UCLA and UCOP.

Request for a Suspension of Admissions

Due to the fact that the program discontinuation proposal has not yet been ratified by UCLA or UCOP, this is a formal request to place admissions to the GEMBA Americas program on a second hiatus for the period of one year effective September 2015 to September 2016. This second suspension of admissions will allow sufficient time for the discontinuation proposal to proceed through the required review and approval.
Dear Dr. Summers,

Thank you for your email. Your request to suspend admissions to the GEMBA for the Americas program has been received and we will consider it during our next Graduate Council meeting. We will let you know if we need any additional information.

Warm regards,

Ioanna Kakouli
Chair, Graduate Council (2015-16)

On Sep 23, 2015, at 1:57 PM, Summers, Laurie <laurie.summers@anderson.ucla.edu> wrote:

Dear Graduate Council Chair Kakouli,

On behalf of Dean Judy Olian and Faculty Chair John Mamer, please find attached for the consideration of the Graduate Council, our second request to suspend admissions to the Global Executive MBA for the Americas Program.

Please advise if you need any further information.

Thank you,
Laurie

Laurie K. Summers
Director of Strategic Initiatives
<image001.png>

UCLA Anderson School of Management
Appendix III
Review Report
Global Executive MBA for the Americas
Dear Professor Bui,

Please find attached the final report of the Global Executive MBA for the Americas Program (GEMBA Americas) Review Committee. A committee to review the GEMBA Americas Program was struck in Fall 2014. The members of the committee included:

- Professor Kevin McCardle (Chair)
- Professor Sebastian Edwards
- Professor Mike Hanssens
- Professor Suzanne Shu

The charge to the committee was to provide an assessment of the program along with a recommendation to either terminate the program, re-open it as is or to resume it in a modified format. The review committee provided a preliminary proposal in January and then consulted with John Mamer, Senior Associate Dean EMBA & GEMBA Programs, and Carla Hayn, the former Faculty Director of the GEMBA programs. Finally, the report and its recommendations were discussed with members of the FEC, with Kevin McCardle and John Mamer present.

The review committee has unanimously recommended the dis-establishment of the GEMBA Americas program and the FEC supports this decision. We remain committed to the strategic priority of engaging in Latin America, and we intend to seek alternative ways of realizing that priority and those connections. Please let me know if you have any further questions.

Sincerely,

JUDY OLIAN
Dean and John E. Anderson Chair in Management

UCLA Anderson School of Management
110 Westwood Plaza, Suite F-407
Los Angeles, CA 90095
(310) 825-7822 phone
Twitter: @DeanOlian
May 26, 2015

To: Dean Judy Olian

From: UCLA-UAI Review Committee
       Sebastian Edwards
       Mike Hanssens
       Kevin McCardle (chair)
       Suzanne Shu

Re: UCLA-UAI Program Review and Final Recommendation

Cc: Randy Bucklin
    Stuart Gabriel
    Carla Hayn
    John Mamer

The Committee’s Charge: The committee was charged with providing an assessment of all aspects of the GEMBA Americas program that is jointly administered with the University of Adolfo Ibanez (UAI), and to recommend either terminating the program, reopening it essentially unchanged (concurrently with the review committee being formed, Anderson sought and received permission to suspend admissions for the 2015 intake), or resumed in a modified format.

In January the committee made a preliminary proposal that Anderson’s roles in the GEMBA Americas program, jointly administered with UAI, and the GEMBA Asia Pacific program, jointly administered with the National University of Singapore (NUS), could be merged. The committee recommended that that potential merger be investigated further. Professor John Mamer, the faculty director of the GEMBA programs, and Professor Carla Hayn, the former director of the GEMBA programs, pursued that investigation. The committee met with Professors Hayn and Mamer in late April.

Recommendation: The committee unanimously recommends the termination of the GEMBA Americas program jointly run with the University of Adolfo Ibanez.

This was a difficult conclusion for us to reach. While the enrollments have been low, the current students and the alumni of the program are very supportive of continuation, and they are fiercely loyal. We received strong letters of support from both groups. Our partners at UAI tell us they remain committed to making the program work. For all of the non-pecuniary reasons that led Anderson to open an executive MBA program targeted at Central and South America in the first place, the committee at first was reluctant to shut it down.
Background: Anderson modeled the UAI program on its first, and quite successful, international initiative, GEMBA Asia Pacific, also known as the UCLA/NUS program. Applicants are admitted to both universities and earn two degrees: one from UCLA Anderson and one from UAI. Courses are taught in condensed two-week sessions, three sessions per year, six sessions in total. Two of the sessions are taught at UCLA, the rest either at UAI or some neutral location. The total of tuition and fees is $105,000, not inclusive of travel or accommodations. Anderson and UAI split the tuition.

As was expected the first cohort of students was small: 19 students enrolled in 2012/13. Unfortunately, and not as expected, the second and third cohorts were smaller still: 17 enrolled in 2013/14 and 16 enrolled in 2014/15. Given the apparent weakness in enrollments, UCLA Anderson sought and received UCLA approval to suspend admissions for the 2015 cohort.

When looking for explanations of the low application numbers and subsequent low enrollments, two plausible reasons arose: the executive MBA market in Central and South America is not sufficiently deep to support a program with our tuition; or there is a failure of marketing on either UCLA or UAI’s part to reach that market. There is anecdotal evidence to support both explanations – for instance, the number of GMAT takers in Central and South America is low; UAI returned to UCLA part of its allocated marketing budget, and UAI has a competing executive MBA program in Miami. In any case, acceptable enrollments have not materialized, and we see no obvious approach to resolving this problem.

Also of some concern to the committee is the fraction of DSA admits to the program: half of all enrolled students are DSA. Our understanding is that the DSA status in the UAI program is primarily an outcome of weak academic preparation, i.e., low undergraduate GPAs, not because of a failure to take the TOEFL (the prevalent reason for DSAs in the NUS program).

Because the committee did not see an easy or immediate fix to the matter of low enrollments of qualified applicants, we immediately rejected the idea of reopening the program in an as-was status, but we clung to the idea that a revamped program was possible.

Because of the similar (though not identical) format of the UAI and NUS programs, we anticipated that there would be synergies that could be achieved by merging the two programs, at least while the students are in residence at UCLA. Faculty represent one of the biggest costs to the programs. The NUS program usually enrolls around 40-45 students, and the UAI program less than 20. Our thought was that they could easily take some courses together, particularly elective courses.

The possible synergies were discussed extensively at the April meeting with Professors Hayn and Mamer. Professor Mamer provided the committee with a rough break-even analysis for the UAI component of a merged program; the upshot was that even with synergies, the breakeven is greater than the number of students we could hope to enroll. We discussed and rejected the possibility of extending the current hiatus. There was a lengthy discussion of alternative models and alternative partners but those will need to be pursued separately.
Appendix IV
Academic Planning & Budget Letter
Global Executive MBA for the Americas
October 7, 2014

Dean Judy Olian
UCLA Anderson School of Management
F407 Mullin Management Commons
Mail Code: 148106

Dear Judy:

I am writing this letter in support of your decision to suspend enrollment in the Global Executive MBA (GEMBA) for the Americas self-supporting degree program.

I believe this action is consistent with the University’s policy governing self-supporting programs:

- “I.B. Such programs should not be undertaken if they strain the resources of the department that sponsors them or have an adverse effect on regular programs on the campus.”
- “VI.D. Self-supporting program tuition and fees should be levied such that they will cover all program costs after a short phase-in period.”

As is clearly shown on the financial statements you have provided, the GEMBA for the Americas program required a considerable investment to establish, and since classes began, student fee revenue has declined while expenses have risen. Thereby, a need would be created for the school to subsidize the program if it were to continue. This is an action that would clearly contravene paragraph VI.D. of the aforementioned University policy.

If you have any questions regarding my above statements, please contact me.

Sincerely,

Glyn Davies
Associate Vice Chancellor,
Office of Academic Planning and Budget

cc: Executive Vice Chancellor and Provost Scott Waugh
Vice Chancellor and Chief Financial Officer Steve Olsen
Appendix V
Faculty Executive Committee & Faculty Voting Results for Discontinuation of Global Executive MBA for the Americas
Faculty Executive Committee & Faculty Voting Results
Discontinuation of Global Executive MBA for the Americas Program

Faculty Executive Committee

At its October 2, 2015 meeting, the UCLA Anderson Faculty Executive Committee approved the following motion:

Motion:
“To approve the proposal to discontinue the Global Executive MBA for the Americas Program.”

In Favor: 6
Opposed: 0
Abstentions: 0

UCLA Anderson Faculty

In an electronic vote, conducted October 19 – October 26, 2015, the UCLA Anderson Faculty recommended approval of the proposal to discontinue the Global Executive MBA for the Americas Program as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Faculty Eligible to Vote</td>
<td>82</td>
</tr>
<tr>
<td>Review Officers (Non-Voting)</td>
<td>0</td>
</tr>
<tr>
<td>On Leave (Non-Voting)</td>
<td>0</td>
</tr>
<tr>
<td>Number of Voters (Excluding Sub-Categories Above)</td>
<td>82</td>
</tr>
<tr>
<td>Number Who Actually Voted</td>
<td>51</td>
</tr>
<tr>
<td>Voted Yes</td>
<td>51</td>
</tr>
<tr>
<td>Voted No</td>
<td>0</td>
</tr>
<tr>
<td>Abstained</td>
<td>0</td>
</tr>
<tr>
<td>Number Who Did Not Vote</td>
<td>31</td>
</tr>
</tbody>
</table>
Appendix VI
Letter of Support, Dean Judy Olian
Letter of Support, Dean Manola Sanchez M.
Global Executive MBA for the Americas
October 19, 2015

Senate Chair Leo Estrada  
Academic Senate Office  
3125 Murphy Hall  
Campus Mail Code: 140801

Dear Senate Chair Estrada,

I am writing in support of the proposal to discontinue the Global Executive MBA for the Americas Program (GEMBA Americas).

When the GEMBA Americas program was launched in Fall 2011 to gain entry into the Latin America market, the hope was to be able to duplicate the success of our Global Executive MBA for Asia Pacific Program in partnership with the National University of Singapore.

Unfortunately, enrollments have not met expectations. Our faculty are scarce and we expect that their time in Masters' degree programs will benefit significant numbers of students. After the initial trial period, we have come to the reluctant conclusion that this particular program - perhaps because of its location and the limits of our partner’s brand recognition in other parts of Latin America - is not the right entry point for UCLA Anderson in Latin America.

We remain committed to the strategic priority of engaging in Latin America, and will pursue other approaches to attract Executive MBA students from this region, potentially within our existing programs.

Sincerely,

Judy D. Olian  
Dean & John E. Anderson Chair in Management

c: K. Cunningham  
I. Kakoulli  
L. Mohr
30 October 2015

Dear Dean Olian,

Further to our discussions and the report submitted by the Review Committee, I am writing to affirm our agreement with the decision to discontinue the Global Executive MBA for the Americas (GEMBA Americas).

We have enjoyed the partnership with UCLA Anderson. However, we also recognize the realities of resource constraints and the current economic conditions of the Latin American markets. During the past year, we appreciated the opportunity to provide input into the review process and to share our experiences and observations as we worked together to try to find a workable model for the program’s continuation. It is regrettable that we were not able to find a viable ongoing solution to this partnership and important educational program. However, it has created the foundation for other forms of partnership that may emerge between our two schools in the future.

We have appreciated our relationship and hope that we can collaborate on future initiatives should the opportunities arise.

Sincerely,

Manola Sánchez M.
Dean
Escuela de Negocios
Universidad Adolfo Ibáñez