Legislative Assembly

Notice of Meeting

Thursday, April 7, 2016
2:00 p.m. - 4:00 p.m.
Sequoia Room, Faculty Center
Members of the Academic Senate

Dear Colleagues,

The next meeting of the Legislative Assembly will take place on Thursday, April 7, 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
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**Tim Malloy, Secretary – March 31, 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vote at the Assembly meeting; however, at the request of any Assembly member, any Consent Calendar item must be withdrawn and considered in its regular order on the agenda [from Bylaw 140(a)(2)].
I. MINUTES OF NOVEMBER 5, 2015

A motion was made and seconded without objection to approve the minutes of the November 5, 2015 Legislative Assembly Meeting.

II. WELCOME & BRIEF ANNOUNCEMENTS

Chair Estrada introduced the members of the 2015-16 Senate Leadership:

- Vice-Chair Susan Cochran
- Immediate-Past Chair Joel Aberbach
- Senate Secretary Timothy Malloy
- Senate Parliamentarian Ann Karagozian

Executive Board At-large seat: Nominee Professor Maie St. John, UCLA Surgery, was the only nominee.

Senate Secretary Timothy Malloy announced the special election for the Academic Senate Executive Board At-Large seat. The ballots had been distributed to voting members at the beginning of the meeting. After counting the votes, Secretary Malloy announced the election results.

The detailed results of the election were as follows:

- Total vote cast: 73
- Total vote cast “yes”: 72
- Total vote cast “no”: 0
- Abstention: 1

Professor St. John was declared elected by Secretary Malloy. She will serve her term as Executive Board At-Large member through 2016.
A motion was made and seconded without objection to approve the following items presented on the consent calendar:

Revised Departmental bylaws:
- Department of Ecology and Evolutionary Biology
- English
- Health Policy and Management
- Musicology
- Classics
- Design Media Arts
- Gender Studies
- Asian Languages and Cultures
- Atmospheric and Oceanic Sciences
- Anthropology
- Community Health Sciences
- Law
- Medicine (the Department of)
- Institute of Environment and Sustainability (CII)

V. SPECIAL ORDERS – CONSENT CALENDAR

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

1. Academic Senate Committee Annual Reports
   - 2014-15 Council on Research
   - 2014-15 Faculty Welfare Committee
   - 2014-15 Committee on Emeriti Affairs

VI. REPORTS OF SPECIAL COMMITTEES

None

VII. REPORTS OF STANDING COMMITTEES

None

VIII. PETITIONS OF STUDENTS

None

IX. UNFINISHED BUSINESS

None
1. Vice Chancellor and Chief Financial Officer Steven Olsen provided an update and outlook on the 2016-17 UCLA budget. The main aspects are as follows:

- **Changes in state funding**
  State funding makes up about 6% of total revenues collected by UCLA, including sponsored research and clinical revenues, or about 33% of core revenues excluding sponsored research and clinical revenues. State funds are still very important, but are no longer dominate core revenues. The financial crisis in 2008 was responsible for a significant drop in state funding. In the five years following the financial crisis, UCLA lost about 40% in state funding. Since then, state funding has stabilized moderately and we have received modest increases. However, there is no reasonable prospect of them returning to the rate they used to.

- **What has been done to adapt to this situation?**
  - Increased non-resident enrollment and tuition rates. Tripled the number of non-resident student enrollment, which generated about $125 Mio.
  - Expanded the professional degree programs which generated supplemental tuition.
  - Established new self-supporting degree programs.
  - Academic departments slowed down the replacement of ladder faculty.
  - Implemented a variety of administrative efforts to reduce costs (e.g. purchasing, IT, and energy costs).
  - Launched a $4.2 billion Centennial Campaign.
  - Commercialized intellectual property.

- **Enrollment**
  The major factor in shaping the current fiscal environment were significant changes in enrollment, i.e. a substantial increase in enrollment of non-resident undergraduate students. At the same time, enrollment of California residents has remained constant. For 2016-17, our agreement with the State will come into effect, resulting in an enrollment increase of resident California undergraduate students.
  The current situation is largely shaped by two agreements: (1) Framework Agreement (UC and Governor Brown) and (2) State Budget (UC and Legislature).

- **Elements of the Framework Agreement:**
  - State funding is to increase by 4% annually through 2018-19
  - Tuition is to remain frozen through 2016-17 (except for the law school which is frozen for four years), with inflationary increase thereafter
  - New pension tier for employees hired on or after July 1, 2016 ($436 M from the state over three years with the condition of adapting a new pension tier)
  - Emphasis on enhancing academic performance by increasing graduation rates and reducing times to degree.
  - Agreement with the Governor did not address access and enrollment issues; primary focus was on saving money

- **UC negotiations with Legislature on 2015-16 budget**
  - Agreement on Enrollment growth: $25 million in permanent state funds for enrollment of resident undergraduate students.
  - UC will receive these funds if it increases enrollment of resident undergraduate students by 5,000 students in 2016-17.
  - UC will not receive requested funding for 600 graduate students.
Impact on UCLA:
- Due to rebenching, UCLA will receive almost none of the increased base funding from the state over the next years.
- UCLA will receive minimal new revenue from tuition increase for the next two years.
- UCLA will only see revenue from the enrollment of 750 resident undergraduate students (600 freshmen and 150 transfers), which would generate $2.8 million in new state funds and $9.7 million in net tuition revenue. This would require UCLA to hire additional faculty, additional teaching assistants and investments in classroom/campus infrastructure to accommodate the increased enrollment numbers.

Key financial planning issues for UCLA:
- Sustain ongoing operation – salaries, benefits, building maintenance.
- Accommodation of additional students – faculty hiring and teaching assistants, classrooms, support services, housing.
- Support of long term investments – seismic retrofit, fire safety, research facilities, IT infrastructure, deferred maintenance.

After his presentation, VC Olsen addressed the following questions and concerns from assembly representatives:

- What was the response to the July 2014 water main break that resulted in millions of damage? Has a judgment been reached?

  The financial impact on UCLA will be zero. DWP has stipulated it will take full liability for all damages caused to UCLA. In light of the flooding, we have made provisions for additional investments; e.g. we are looking into replacing and enlarging a water catchment facility at Westside Spalding Fields and we are also examining our options relocation underground emergency generators to above ground facilities.

- Other members offered comments regarding financial support for graduate students from the Central Campus, the position of faculty associations and senates across the UC system regarding pension changes, and the impact of retirements and departures of faculty in the sustainability small departments on those departments’ sustainability.

2. Shane White, member of the Retirement Options Task Force (ROTF), was invited to the Legislative Assembly. He discussed the composition and charge of the ROTF and the options considered during its deliberations. He highlighted the following concerns regarding the proposed retirement plan.

- Weakening of UCLA’s ability to recruit and retain the best faculty.
- Decline in overall quality and competitiveness of the university.
- Lowering of total remuneration competitiveness and effectiveness.
- Decrease of retirement readiness levels.

Professor White stressed the fact that it would be extremely unwise to reject the agreement. Instead, UC should focus on the following:

- Keep pressing the needs for competitive total remuneration.
- Advocate for richer supplement to the defined benefits plan (6% from the time of hire).
- Create investment options that improve outcomes from defined contribution investments.
- Respond constructively and decisively to the President’s decision, not only to the ROTF report.
After the presentation, one assembly representative inquired whether UCLA Academic Senate was going to respond to the President and express its dismay with the proposed pension plan.

Chair Estrada responded and referred to UCLA’s divisional response that had been sent to the Chair of the Assembly of the Academic Senate on February 5, 2016. In its response UCLA Academic Senate clearly states that ‘As a result of these analyses and discussions, we have reached the unavoidable conclusion that the proposed pension presents a serious threat to the long-term quality to the University.’

On February 11, 2016 the Assembly of the Academic Senate of the University of California presented its resolution for consideration to the President. In its resolution it is resolved that ‘the Assembly rejects the imposition of the PEPRA cap on the University of California and the discontinuation of the current pension plan in the absence of any plan or program to fund or to provide compensating increases in total remuneration, so as to prevent harming the mission of the University of California by eroding its ability to recruit and retain the best faculty.’ The President will announce her decision in early March, by March 11, 2016 the agenda for the Regent’s march meeting will be sent, giving UC approximately ten days to respond to the President and her decision.

3. Vice Chancellor Enrollment Management, Youlonda Copeland-Morgan presented an update on UCLA enrollment issues for the 2016-17 academic year. The main aspects were as follows:

- **Total number of application for 2016**
  In total UCLA has received 119,326 undergraduate applications, out of which 97,064 were freshmen applications and 22,262 transfer student applications. Compared to 2015, we saw an increase in freshmen application of 4,383 students (+4.7%) and a growth of 2,199 transfer students (11.0%). The total number of applications submitted to UCLA jumped by 6,582 students (5.8%).

- **Enrollment targets for 2016**
  UC will increase enrollment of California residents by 5,000 for fall 2016. UCLA itself will increase resident enrollment by 750 students (600 freshmen and 150 transfer students) over fall 2014 enrollment numbers. Projected admissions rate will be around 17%. Freshmen decision will be announced in late March, transfer decision in late April. Freshmen students must accept by latest May 1, transfers students by June 1, 2016.

- **Who are our competitors? Where do students who are not admitted to UCLA actually go to?**
  In state, we lose applicants to (1) UC Berkley, (2) Stanford University, (3) USC, and (4) Caltech. Our out-of-state competitors are (1) Yale University, (2) Harvard University, (3) Princeton University, (4) MIT, (5) Amherst College and (5) Johns Hopkins University.

- **What are UC’s efforts regarding attracting a more diverse student body?**
  Recently, President Napolitano directed that 4% of our admitted students are to come from a set of schools that are (i) LCFF (Local Control Funding Formula) funded and (ii) have to be in the top 9% of their graduating class. LCFF funds are disbursed to schools that historically have not been funded in an equitable manner. On average, these schools are mainly comprised of Latino (76%) and African American students (5%).

  In response to questions from assembly representatives, VC Copeland-Morgan noted the following:
• Latino students represent almost 50% of the applicant pool. There is no evidence that we lose them to specific institutions; however, we can see that some tend to accept offers from institution that offer them full scholarships. In general, their decisions mirror those in the African American applicants.

• Whereas the recruiters’ primary responsibility is recruiting students from California high schools, we can attribute some of our diverse out-of-state students to the out-of-state recruiting efforts. In 2015-16, 36 of a total of 281 African American students were out-of-state students. This year, however, this number is in jeopardy, as the Regents passed a bill earlier this year stating that non-residents are no longer eligible for state aid. Essentially, UCLA will have to enroll 16,000 non-resident students without financial aid.

• UC admissions policy states that out-of-state students must compare favorably to in-state students. UCLA cannot admit a class of out-of-state applicants that are comparably weaker than California resident applicants. In general, we find that our out-of-state applicant pool is very robust and strong.

XI. NEW BUSINESS

Chair Estrada provided an update on the following current tissues:

• Budget and Planning
The incoming additional 750 freshmen are going to present a logistic challenge to UCLA. For instance, we will need to accommodate 134 more students in the English composition class, 218 in two chemistry classes and 311 in the applied math classes. Undergrad division has been looking into the possibility of deflecting some freshmen students out of the classroom through extending the freshmen cluster program and also through expanding fiat-lux. However, the main problem will be expanding TAs for the writing seminars. For now, the estimate is an additional 20 TAs.

• Graduate division
Graduate division has increased graduate enrollment; compared to last year applications are up about 2%. They have increased the block grants to the departments (from $30 million to $36 million) and also introduced a professional development grant (around $1,000). However, the TAs remain the biggest problem. They are looking into creating a reward program to increase MA enrollment numbers and are also considering making being a TA a requirement for obtaining an MA degree. Another option that is being looked into, is expanding the departmental scholars program which allows exceptional students to pursue their BA and MA simultaneously. These students normally serve as TAs for lower division classes.

• Cyber security
UCLA Health has agreed to install a particular system that provides threat detection applications. In addition to that, UCLA Health will also employ additional tools to detect unusual network behavior. It will be left up to the divisions to decide which of these tools and the extent they want to adopt. UCLA Health is going to adopt the entire package.

The meeting was adjourned at 4:06pm.
January 30, 2016

To: Carol Endo, MSO
Art Department

From: Linda Bourque, Chair
Rules & Jurisdiction

Re: Revised Bylaws Submitted On January 30, 2016

The Committee on Rules and Jurisdiction has reviewed the revised Bylaws that the Department of Art submitted on January 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
Dear Professor Bourque,

Thank you for the feedback from the Committee on Rules & Jurisdiction on the Bylaws of the Department of Art.

Bylaws revisions have been made as recommended. Revised bylaws were approved by secret ballot by the Academic Senate members of the Department of Art on 1/28/2016. Results of the vote were as follows:

15 Total Academic Senate members:
14 aye
0 nay
1 absent (on leave)

A copy of revised bylaws is attached for your review and approval.

Thank you.

Carol Endo, MSO, Department of Art
These bylaws were approved by secret ballot on 1/28/2016 by a vote of 14 aye, 0 nay, and 1 absent (on leave), of a total 15 Senate faculty eligible to vote.

I. Functions

The Faculty of the Department of Art shall conduct the government of the Department of Art.

II. Membership

Membership in the Faculty of the Department of Art consists of those faculty members whose appointment confers membership in the Academic Senate.

III. Officers

The Chair of the Department shall be appointed by the Chancellor and in accordance with the University’s procedures. The Chair shall appoint other officers as may be needed to conduct the business of the Department.

Faculty shall meet during the Spring Quarter to discuss and vote on a candidate to be submitted to the Dean for consideration for appointment as Department Chair for the subsequent year.

IV. Meetings

The Faculty shall meet once each month or at the call of the Chair. Non-Senate faculty (Lecturers, Visiting, Adjunct or Acting Titles) may be invited to meetings and asked to consult on selected departmental issues. Student representatives may attend all meetings that the Faculty vote as appropriate.

Minutes shall be taken at all regularly scheduled meetings. Upon approval, they shall be kept on file in the Department Office.

V. Voting

Academic Personnel Actions.
   a. Appointments: Full and Associate Professors vote on all appointments that confer membership in the Academic Senate
   b. Non-reappointments and 4th year appraisals: Full and Associate Professors vote on all non-reappointments and 4th-year appraisals of Assistant Professors.
   c. Promotions
      1. To Full Professor: Full Professors vote on all promotions to Full Professor. Full Professors have extended the vote to Associate Professors (by secret ballot on 12/1/2015. 13 eligible to vote: 13 yes, 0 no, 0 abstain)
      2. To Associate Professor: Full and Associate Professors vote on all promotions to Associate Professor.
Merit Actions:

a. Full Professors vote on all Full Professor merits. Full Professors have extended the vote to Associate Professors. (faculty meeting 12/1/2015. 13 yes, 0 no, 0 abstain)
b. Full and Associate Professors vote on all Associate Professor merits.
c. Full and Associate Professors vote on all Assistant Professor merits.

Five-year reviews:

Five-year reviews are initiated by the Chair. Departmental recommendations are discussed by the Senate faculty and submitted by the Chair in a letter addressed to the Vice Chancellor of Academic Personnel and sent to the Dean for the dean’s recommendation.

Non-Senate Faculty/Adjuncts Actions:

All Senate Faculty may vote on all personnel actions of non-Senate faculty.

Emeriti faculty:
Emeriti faculty may not vote on personnel actions.
Recalled Emeriti faculty may vote on substantial departmental questions.

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.

VI. Quorum

A quorum shall consist of 50% plus 1 of Senate members. If a Senate Member is on sabbatical, ½ time, or leave, he/she will not be counted in determining the quorum. If an odd number of faculty members constitute a quorum, then ½ over 50% shall constitute a quorum.
E.g. 13 members: 6.5 + 5 = 7 for quorum.

VII. Committees

Faculty of the various specializations of the department will fulfill their administrative responsibilities in participating in the planning and effective implementation of the educational program of the department.

The Chair shall appoint committees of the Faculty, in consultation with the faculty, to conduct various aspects of Departmental business. Committees are responsible for preparing appropriate reports to be presented to the faculty for discussion and action. Final reports of committees will be made at the last faculty meeting of the year. Committees shall hold office for a term of one year from the beginning of the Fall Quarter or until successor committees are appointed thereafter.

Revised on January 28, 2016
Committees shall consist of a Chairperson and at least one other member. Faculty may be appointed to more than one committee during the academic year. The Chairperson should be experienced in the work of the committee and the committee membership should rotate as much as possible. Student representatives may be included on appropriate committees.

The regular standing committees of the Department follow. Other Committees may be established on an ad hoc basis as needed.

Curriculum/Bylaws
Fundraising
Graduate Admissions
Graduate Student Advisors
Health & Safety
Lecture Series
New Wight Gallery
Scholarships
Space Resources
Summer Programs
TA & GA Assignments
Technology
Undergraduate Admissions
Undergraduate Advisors
Undergraduate Affairs
Warner Building

In addition, members of the Faculty will be selected to serve on the Legislative Assembly of the Academic Senate and on the Faculty Executive Committee of the School of the Arts and Architecture.

VIII. Parliamentary Authority

The rules contained in Alice Sturgis' *The Standard Code of Parliamentary Procedures* (4th edition, 2001), shall govern, provided that they are not inconsistent with these Bylaws or the Bylaws of the Academic Senate, or the Bylaws of the School of the Arts and Architecture.

IX. Amendment of Bylaws

The Bylaws may be amended by a two thirds majority of the Academic Senate members in a secret ballot.

X. Suspension of Rules

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

The Faculty of the Department of Art shall conduct the government of the Department of Art.

II. Membership

Membership in the Faculty of the Department of Art consists of those faculty members whose appointment confers membership in the Academic Senate.

Non-Senate faculty (Lecturers, Visiting, Adjunct or Acting Titles) may be invited to meetings and asked to consult on selected departmental issues.

III. Officers

The Chair of the Department shall be appointed by the Chancellor and in accordance with the University’s procedures. The Chair shall appoint other officers as may be needed to conduct the business of the Department.

Faculty shall meet during the Spring Quarter to discuss and vote on a candidate to be submitted to the Dean for consideration for appointment as Department Chair for the subsequent year.

IV. Meetings

The Faculty shall meet once each month or at the call of the Chair. Non-Senate faculty shall meet with the Faculty at least once a quarter or at the call of the Chair. Student representatives may attend all meetings that the Faculty vote as appropriate.

Minutes shall be taken at all regularly scheduled meetings. Upon approval, they shall be kept on file in the Department Office.

V. Voting

Voting on Personnel matters shall be as outlined in Academic Senate By Law 55.

Associate Professors shall vote on all personnel actions of full Professors, Associate Professors, Assistant Professors, Studio Series appointments, Lecturers and Senior Lecturers with Security of Employment (SOE).

Assistant Professors shall vote on the following: all actions regarding Lecturers or Senior Lecturers without Security of Employment, all actions regarding Adjunct or Visiting series professors, all actions regarding Researchers, all actions regarding Studio Series Professors.

Emeriti do not have voting rights.
VI. Quorum

A quorum shall consist of 50% plus 1 of Senate members. If a Senate Member is on sabbatical, ½ time, or leave, he/she will not be counted in determining the quorum. If an odd number of faculty members constitute a quorum, then ½ over 50% shall constitute a quorum.
E.g. 9 members: 4.5 + .5 = 5 for quorum.

VII. Committees

Faculty of the various specializations of the department will fulfill their administrative responsibilities in participating in the planning and effective implementation of the educational program of the department.

The Chair shall appoint committees of the Faculty, in consultation with the faculty, to conduct various aspects of Departmental business. Committees are responsible for preparing appropriate reports to be presented to the faculty for discussion and action. Final reports of committees will be made at the last faculty meeting of the year. Committees shall hold office for a term of one year from the beginning of the Fall Quarter or until successor committees are appointed thereafter.

Committees shall consist of a Chairperson and at least one other member. Faculty may be appointed to more than one committee during the academic year. The Chairperson should be experienced in the work of the committee and the committee membership should rotate as much as possible. Student representatives may be included on appropriate committees.

The regular standing committees of the Department follow. Other Committees may be established on an ad hoc basis as needed.

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Undergraduate Advisors
Undergraduate Affairs
Warner Building
In addition, members of the Faculty will be selected to serve on the Legislative Assembly of the Academic Senate and on the Faculty Executive Committee of the School of the Arts and Architecture.

VIII. Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern provided that they are not inconsistent with these Bylaws or the Bylaws of the Academic Senate, or the Bylaws of the School of the Arts and Architecture.

IX. Amendment of Bylaws

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

X. Suspension of Rules

The rules of the Faculty may be suspended by a vote of the Faculty, provided not more than two voting members present objections to such suspension.
February 10, 2016

To: Ronald Vroom, Chair  
Slavic, East European and Eurasian Languages and Cultures

From: Linda Bourque, Chair  
Rules & Jurisdiction

Re: Department Bylaws Submitted On February 8, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Slavic, East European and Eurasian Languages and Cultures submitted on February 8, 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  
Lauren Na, Assistant Dean, College  
David Schaberg, Dean of Humanities, College
Professor Linda Bourque, Chair  
Committee on Rules and Jurisdiction  
Academic Senate  
December 3, 2015

Dear Professor Bourque:

Attached are two copies of the revised bylaws of the Department of Slavic, East European and Eurasian Languages and Cultures, one showing the text side by side with the previous version, and the second a clean copy of the new version. The substantive revisions respond to clarifications and emendations recommended in the memorandum of 10/9/15 (received 11/5/15) from the Committee on Rules and Jurisdiction, and deal with a few other matters as well. Specifically, the emendations:

1) reflect the new name of the Department, approved and adopted a year ago (title page);  
2) define which Academic Senate and non-Academic Senate faculty are constitute the instructional staff of the Department;  
3) specify which faculty at which rank are enfranchised to vote on which personnel issues at every rank;  
5) correct an earlier error pointed out by the R&J Committee’s memorandum on what constitutes a quorum and the status of absentee votes with respect to a quorum;  
6) specify that a Departmental ad hoc review committee may consist of one to three rather than two to three members: this is a direct consequence of reduction of Department ladder FTE over the past four years;  
7) specify that Department committees may, with the consent of the majority of the core faculty (i.e. all Academic Senate members), be replaced by single faculty members who conduct their business in coordination with a “committee of the whole,” i.e. the full core faculty: this, too, is a direct consequence of reduction of Department ladder FTE over the past four years

I trust that these changes will meet the new and rigorous requirements necessitated by the introduction of the new OPUS system.

Ronald Vroon  
Chair  
cc. David Schaberg, Lauren Na, Olivia Diaz
University of California, Los Angeles

Department of Slavic, East European and Eurasian Languages and Cultures

Bylaws

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I. Membership

A. Academic Senate Faculty
   The Department employs, or may employ, Academic Senate Faculty in the following series: the Regular Series (Assistant, Associate and Full Professors), the Acting Series (Associate and Full Professor) and Lecture/Senior Lecturer Series SOE (with Security of Employment) and PSOE (with Potential Security of Employment).

B. Non-Academic Senate Faculty
   The Department employs, or may employ, non-Senate Faculty in the Acting Series (Acting Assistant Professor), the Adjunct Series, the Visiting Series and the Lecture Series (without Security of Employment).

For purposes of these bylaws Core faculty comprises all Academic Senate faculty as stipulated under I.A. above.

Full-time faculty comprises the core faculty and all full-time (100%) FTE lecturers.

Active faculty comprises all Senate and non-Senate faculty, whether full or part time.

Emeritus faculty comprises all former core faculty.

II. Obligations. All core faculty members not on leave of absence are obligated to attend faculty meetings. Core faculty are expected to serve the Department as officers and members of committees. Other faculty members may offer such service to the Department if they choose.

III. Voting Privileges

A. Personnel Actions

1. All Full Professors in the Regular Series are automatically enfranchised to vote on all personnel matters. All lecturers/Senior lecturers with Security of Employment are automatically enfranchised to vote on promotions to Lecturer/Senior Lecturer with Security of Employment (SOE) or Potential Security of Employment (PSOE).

2. Full and Associate Professors in the Regular Series have extended voting privileges on appointments that confer Academic Senate Membership to Assistant Professors in the Regular Series and to Lecturers/Senior Lecturers with Security of Employment (SOE).*

3. Full and Associate Professors in the Regular Series have extended voting privileges on non-reappointments or terminations of Assistant Professors only to lecturers with Security of Employment (SOE).*

4. Full Professors in the Regular series have extended voting privileges on promotions to Full Professor to Associate Professors in the regular series.*

5. Full and Associate Professors in the Regular Series have extended voting privileges on promotions to Full Professor to Assistant Professors in the Regular Series and to Lecturers/Senior Lecturers with Security of Employment (SOE).*
6. Full and Associate Professors in the Regular Series have extended voting privileges on promotions to Associate Professor to Assistant Professors in the Regular Series and to Lecturers/Senior Lecturers with Security of Employment (SOE).*

7. Full and Associate Professors in the Regular Series have extended voting privileges on appointments to Lecturer/Senior Lecturer with Security of Employment (SOE) or Potential Security of Employment (PSOE) to Assistant Professors in the Regular Series.*

8. Full and Associate Professors in the Regular Series have extended voting privileges on non-reappointments or terminations of Potential Lecturer/Senior Lecturer with Security of Employment (PSOE) to Assistant Professors in the Regular Series.*

9. Full and Associate Professors in the Regular Series have extended voting privileges on Outcome Votes for Five-Year Reviews to Assistant Professors in the Regular Series and to Lecturers/Senior Lecturers with Security of Employment (SOE).*

10. Full and Associate Professors in the Regular Series have extended voting privileges on the appointment, reappointment, termination, and merit actions of all non-Senate Faculty to Assistant Professors in the Regular Series and to Lecturers/Senior Lecturers with Security of Employment (SOE).* Non-Senate Faculty personnel actions are handled in the same way as Senate Faculty Personnel Actions (see Par. II below).

11. Full and Associate Professors in the Regular Series have extended voting privileges on joint and split appointment with the Regular Series to Assistant Professors in the Regular Series and to Lecturers/Senior Lecturers with Security of Employment (SOE).*

12. All merit actions of Academic Senate Faculty are handled in the way that promotions, terminations, and non-appointments are handled.

* Votes by the minimally enfranchised faculty on motions III. A. 2-11 were carried out on December 2, 2015 and February 3, 2016 and approved by a vote of 4 yea, 0, nay, no abstentions for all proposals.

B. Substantial Departmental Issues Apart from Personnel Actions.

1. Substantial departmental issues are those that parallel the duties and powers of the Academic Senate as outlined by Board of Regents Standing Order 105.2, to wit:
   a. Authorizing and supervising all courses and curricula;
   b. Determining the membership of the various faculties and councils and electing representatives to the local Academic Senate; and
   c. Advising on budgetary matters and extracurricular departmental initiatives.

2. Enfranchised voters

   All recalled emeriti are entitled to vote on all matters other than personnel actions.

IV. Voting in absentia

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

V. Personnel Action Procedures

General procedures are dictated by the Academic Personnel Manual and the “Call.”

Ad-hoc review committees are normally composed of one to three members of the core faculty and are appointed by the Chair for each personnel action.

At the request of the candidate one of the members may be chosen from among ladder faculty outside the Department. Each ad-hoc committee prepares an anonymous report to the core faculty summarizing and evaluating evidence for the candidate's attainments in teaching, research, and service. The committee may, if it wishes, make a recommendation relative to the proposed advancement. The committee’s letter is distributed to the voting faculty within five days of the meeting at which a vote will be taken on the personnel action, and also, in redacted form, to the candidate, who shall have opportunity to read and respond to the ad hoc committee letter and submit a written response for the faculty to review at or prior to the meeting at which the vote on the action will take place. Following the vote a Departmental letter concerning the personnel action is prepared by the Chair and made available for five working days to the core faculty for comments and corrections. These must be made in writing during this time period. Corresponding emendations are made by the Chair, pursuant to APO guidelines. The redacted letter is made available for review to the core faculty after the emendation have been made, but at the end of the five-day period the letter, along with the candidate’s dossier, may be transmitted to the Dean’s office without further input from core faculty.

VI. Meetings

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

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

C. Attendance at meeting or parts of meetings devoted to personnel actions is limited to core faculty, the Chief Administrative Officer (CAO), and the Student Affairs Officer (SAO) of the Department. Meetings or parts of meetings devoted to graduate admissions and support are restricted to full time faculty, the CAO, and the SAO. Meetings or parts of meetings devoted to all other issues are open to full time faculty, the graduate student representative(s), the CAO, the SAO, and to invited guests.
D. A quorum is one half of the faculty eligible to vote on any given issue, including personnel actions.

VII. Officers

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

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

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

D. The Graduate Adviser counsels graduate students regarding their overall curriculum (required and recommended courses, choice and sequencing of courses, deficiencies, foreign language requirements, etc.), periodically reviews the academic programs of graduate students to insure that they are fulfilling curricular requirements expeditiously, and assists them in formulating long-range academic plans.

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

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

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

H. One graduate student officer elected by the Slavic Graduate Student Association conveys the views of the Slavic graduate students at faculty meetings and casts a single vote on all issues not relating to personnel and graduate admissions and support.

VIII. Appointment of Officers and Members of Committees

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

B. All faculty members of standing and ad hoc committees and their chairs (where applicable) as well as individual faculty members assuming a particular function (e.g., Admissions and Support Coordinators, Undergraduate Adviser, Graduate Adviser, or Faculty member in charge of the annual Colloquium) are appointed by the Chair, to whom they report. The only
exception to this rule is the Departmental representative to the Legislative Assembly, who is elected by the core faculty. Standing committees are appointed for the duration of one academic year.

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

If the number of core faculty shrinks to a number that makes the assignment of committees as described impracticable, the Chair, with the consent of the majority of core faculty, will assign single faculty members to oversee matters previously handled by committees. Each faculty member so assigned will informally solicit the advice of the graduate students and, where appropriate, seek the consent of the core faculty, constituting a committee of the whole, in matters relating to the assigned area.

IX. Functions and Charges of Standing Committees

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

B. Computer and Web Committee

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

C. Library Committee

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

D. Russian Language Program Committee

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

E. Curriculum Committee

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

F. Foreign Language Committee

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

G. Committee on Teaching

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

H. Student-Faculty Committee

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

I. Awards Committee

The Awards Committee selects graduate student recipients of travel funds and other special awards at the Department’s disposal and ranks students for those stipends and fellowships from intramural agencies such as the Graduate Division that request Departmental ranking. The committee consists of the Chair and two faculty members.

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

*Adopted unanimously, January 29, 2003*

*Voting faculty: Ronald Vroom (Chair), Michael Heim, Vyacheslav Ivanov, Olga Kagan, Emily Klenin, Roman Koropecky, Gail Lenhoff, David MacFadyen, Alexander Ospovat, Olga Yokoyama*


*Voting faculty: Ronald Vroom (Chair), Michael Heim, Vyacheslav Ivanov, Olga Kagan, Emily Klenin, Roman Koropecky, Gail Lenhoff, David MacFadyen, Alexander Ospovat.*

*Revised December 2, 2015 and February 3, 2016 and adopted by a vote of 5 in favor, 0 opposed, 0 abstentions by the core faculty: Ronald Vroom (Chair), Olga Kagan, Roman Koropecky, Gail Lenhoff, Vadim Shneyder.*
APPENDIX

Graduate Advising and Admissions and Support Procedures

1. A Graduate Adviser appointed by the chair counsels graduate students regarding their overall curriculum (required and recommended courses, choice and sequencing of courses, deficiencies, foreign language requirements, etc.), periodically reviews the academic programs of graduate students to insure that they are fulfilling curricular requirements expeditiously, and assists them in formulating long-range academic plans.

2. Two Admissions and Support (A&S) Coordinators are jointly responsible for 1) gathering data on available resources for support; 2) soliciting rankings of new applicants and continuing students from the full-time faculty; 3) summarizing and presenting these rankings to the faculty, 4) outlining to the faculty all contingencies (contractual obligations to continuing students, support history, etc.) that, beyond ranking, affect the distribution of resources; and 5) implementing the faculty decisions.

3. It is the responsibility of A&S Coordinators to convene the faculty as a whole at least biannually, once in the Winter Quarter and once in the Spring Quarter, to review candidates for admission and support. Prior to the first the faculty is asked to review and rank all new applicants. The results are to be coordinated and presented to the faculty for discussion, and on the basis of the faculty's general recommendations the Recruitment Officers proceed with the recruitment of new students.

4. Following the conclusion of admissions (after April 1), when the results of recruitment are known, the A&S Coordinators ask the faculty to review the dossiers of continuing students and rank them. The rankings are to be conflated by the A&S Coordinators and presented to the faculty, along with an outline of the aforementioned contingencies, at a second general meeting. The faculty will provide the coordinators with a prioritized list of students eligible for aid (including TA-ships) that takes into account these contingencies (e.g. aid history, linguistic skills and experience for TA-ships, etc.) Based on the general recommendations of the faculty as a whole, the Coordinators proceed with the distribution of available resources to continuing students.

5. Prior to extending offers of aid to candidates for admission (in February-March) and to ongoing students (in April-May) the Coordinators submit their specific proposals to the Chair for final review. Any serious outstanding questions, would, if necessary, be brought to the attention of the faculty as a whole for review and resolution at the discretion of the Chair.

6. Final funding decisions are to be reported to the faculty by the chair no later than the beginning of the Fall quarter.

Adopted unanimously, January 29, 2003

Reaffirmed by unanimous vote of the full core faculty on December 2, 2015 and February 3, 2016: Ronald Vroon (Chair), Olga Kagan, Roman Koropecky, Gail Lenhoff, Vadim Shneyder.
I. Membership

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

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

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

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

Emeritus faculty comprises all former core faculty.

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

C. Voting privileges. All core faculty and they alone are entitled to vote on personnel actions, including all active-faculty appointments. All full-time faculty members are entitled to vote on all matters other than personnel actions. Students are given a single collective vote on matters not related to personnel actions and graduate admissions and support. This vote is exercised by a duly elected representative of the graduate student body. Acting, adjunct, part-time, and visiting faculty, professorial as well as lecturers, and emeritus faculty do not have voting privileges. But individuals in this category may be accorded the right to vote on matters other than personnel actions for at most one academic year at a time by a two-thirds vote of the core faculty.
Core faculty have the right to vote in absentia on any matter they choose and are responsible for registering their absentee vote with the Chair prior to the meeting at which the matter in question is to be decided. If they wish their views to be reflected either at the meeting or in any subsequent documents emerging from the meeting, these must be submitted in writing to the Chair, who is responsible for conveying them to the faculty at the meeting.

II. Meetings

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

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

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

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

III. Officers

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

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

C. Two Admissions and Support Coordinators are jointly responsible for 1) gathering data on available resources for support; 2) soliciting rankings of new applicants and continuing students from the full-time faculty; 3) summarizing and presenting these rankings to the faculty, 4) outlining to the faculty all contingencies (contractual obligations to continuing students, support history, etc.) that, beyond ranking, affect the distribution of resources; and 5) implementing the faculty decisions. In performing these duties they follow the procedures described in the Appendix to these Bylaws (Admission and Support Procedures).
D. The Graduate Adviser counsels graduate students regarding their overall curriculum (required and recommended courses, choice and sequencing of courses, deficiencies, foreign language requirements, etc.), periodically reviews the academic programs of graduate students to insure that they are fulfilling curricular requirements expeditiously, and assists them in formulating long-range academic plans.

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

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

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

H. One graduate student officer elected by the Slavic Graduate Student Association conveys the views of the Slavic graduate students at faculty meetings and cast a single vote on all issues not relating to personnel and graduate admissions and support.

IV. Appointment of Officers and Members of Committees

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

B. All faculty members of standing and ad hoc committees and their chairs (where applicable), as well as individual faculty members assuming a particular function (e.g., Admissions and Support Coordinators, Undergraduate Adviser, Graduate Adviser, or Faculty member in charge of the annual Colloquium) are appointed by the Chair, to whom they report. The only exceptions to this rule is the Departmental representative to the Legislative Assembly. Standing committees are appointed for the duration of one academic year.

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

C. Ad-hoc review committees are normally composed of two or three members of the core faculty and are appointed by the Chair for each personnel action. At the request of the candidate one of the members may be chosen from among ladder faculty outside the Department. Each ad-hoc committee prepares an anonymous report to the core faculty summarizing and evaluating evidence for the candidate's attainments in teaching, research, and service. The committee may, if it wishes, make a recommendation relative to the proposed advancement.
V. FUNCTIONS AND CHARGES OF STANDING COMMITTEES

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

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

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

I. Awards Committee
The Awards Committee selects graduate student recipients of travel funds and other special awards at the Department's disposal and ranks students for those stipends and fellowships from intramural agencies such as the Graduate Division that request Departmental ranking. The committee consists of the Chair and two faculty members.

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

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

Adopted unanimously, January 29, 2003
Voting faculty: Ronald Vroon (Chair), Michael Heim, Vyacheslav Ivanov, Olga Kagan, Emily Klenin, Roman Koropeckyj, Gail Lenhoff, David MacFadyen, Alexander Ospovat, Olga Yokoyama

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1. A Graduate Adviser appointed by the chair counsels graduate students regarding their overall curriculum (required and recommended courses, choice and sequencing of courses, deficiencies, foreign language requirements, etc.), periodically reviews the academic programs of graduate students to insure that they are fulfilling curricular requirements expeditiously, and assists them in formulating long-range academic plans.

2. Two Admissions and Support (A&S) Coordinators are jointly responsible for 1) gathering data on available resources for support; 2) soliciting rankings of new applicants and continuing students from the full-time faculty; 3) summarizing and presenting these rankings to the faculty, 4) outlining to the faculty all contingencies (contractual obligations to continuing students, support history, etc.) that, beyond ranking, affect the distribution of resources; and 5) implementing the faculty decisions.

3. It is the responsibility of A&S Coordinators to convene the faculty as a whole at least biannually, once in the Winter Quarter and once in the Spring Quarter, to review candidates for admission and support. Prior to the first the faculty is asked to review and rank all new applicants. The results are to be coordinated and presented to the faculty for discussion, and on the basis of the faculty’s general recommendations the Recruitment Officers proceed with the recruitment of new students.

4. Following the conclusion of admissions (after April 1), when the results of recruitment are known, the A&S Coordinators ask the faculty to review the dossiers of continuing students and rank them. The rankings are to be conflated by the A&S Coordinators and presented to the faculty, along with an outline of the aforementioned contingencies, at a second general meeting. The faculty will provide the coordinators with a prioritized list of students eligible for aid (including TA-ships) that takes into account these contingencies (e.g. aid history, linguistic skills and experience for TA-ships, etc.) Based on the general recommendations of the faculty as a whole, the Coordinators proceed with the distribution of available resources to continuing students.

5. Prior to extending offers of aid to candidates for admission (in February-March) and to ongoing students (in April-May) the Coordinators submit their specific proposals to the Chair for final review. Any serious outstanding questions, would, if necessary, be brought to the attention of the faculty as a whole for review and resolution at the discretion of the Chair.

6. Final funding decisions are to be reported to the faculty by the chair no later than the beginning of the Fall quarter.

*Adopted unanimously, January 29, 2003*

Voting faculty: Ronald Vroon (Chair), Michael Heim, Vyacheslav Ivanov, Olga Kagan, Emily Klenin, Roman Koropuckij, Gail Lenhoff, David MacFadyen, Alexander Ospovat, Olga Yokoyama
February 10, 2016

To: Timothy R. Tangherlini, Chair
    Scandinavian Section

From: Linda Bourque, Chair
    Rules & Jurisdiction

Re: Department Bylaws Submitted On February 10, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Scandinavian Section submitted on February 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
February 10, 2016

TOPIC: Scandinavian Section Bylaw Vote
STATUS: APPROVED

The Scandinavian Section Faculty met today to consider the final version of the revisions to our proposed bylaw. The vote, taken by secret ballot, was unanimously in favor (4-0). As the consideration of the bylaw is a substantial department question, the discussion and ensuing vote included emeritus faculty on recall.

On behalf of the Scandinavian Section,

Timothy R. Tangherlini
Bylaw of UCLA Scandinavian Section
Approved (4-0) by secret ballot February 10, 2016

The Scandinavian Section is a fully autonomous administrative unit within the Department of Germanic Languages. The following paragraphs outline the voting rights of Section faculty on all issues put forward during regularly scheduled faculty meetings of the Section, including personnel and academic actions.

1. The Scandinavian Section only makes use of the following Academic Senate Faculty Titles:
   a. Regular Series (19900, Ladder) as defined in APM-220
   b. Acting Series, as defined in the CALL
   c. In-Residence Series, as defined in APM-270
      i. In cases when the In-Residence Series is used, the Section DOES NOT extend voting rights to these faculty members.

2. Only Tenured Professors (Associate, Full) in the Regular (19900, Ladder Series) in the Scandinavian Section are enfranchised to vote on appointments that confer Academic Senate membership as stipulated in SB 55 (B)(1).
   a. The vote has been extended by a 2/3 majority vote of the tenured faculty in the Section by secret ballot on February 6, 2013 to all Assistant Professors in the Section. (Yes 4 No 0)

3. Only Full Professors and Associate Professors in the regular series are enfranchised to vote on the non-reappointments or terminations of Assistant Professors as per SB 55 (B)(5) as well as on fourth year appraisals.

4. Voting on Promotions
   a. Only Full Professors in the Regular Series are enfranchised to vote on promotions to the rank of Professor as per SB 55 (B)(2), and on the removal of the Acting modifier from Professor as per SB 55 (B)(4).
      i. These privileges have been extended to all Associate Professors in the Section by a 2/3 majority vote of the Professor-rank faculty in the Section by secret ballot on February 6, 2013 (Yes 3 No 0)
   b. Only Full and Associate Professors in the Regular Series are enfranchised to vote on promotions to the ranks of Associate Professor, and Associate Professor-in-Residence [SB 55 (B)(3)], and on the removal of the Acting modifier from Associate Professor [SB 55 (B)(4)].

5. Lecturer SOE and PSOE are not currently used in the Scandinavian Section.

6. Merit actions are handled in the same way that promotions and non-reappointments are handled as per sections 3 and 4 above, and as per SB 55 (B)(6).
7. Given the size of the Section, there are no personnel committees and no votes are delegated.

8. In cases where a faculty member has a joint or split appointment, that faculty member retains a full vote in all matters put to vote in the Section.

9. Five year reviews are handled in accordance with Appendix 12 of the CALL.

10. “Substantial” questions parallel those that are the duties and powers of the Academic Senate as outlined by Board of Regents Standing Order 105.2. All Senate members and recalled Emeriti in the Section are allowed to vote on substantial department questions.

11. The Scandinavian Section uses the following non-Senate Faculty titles:
   a. Adjunct
   b. Acting Assistant Professor
   c. Visiting Professor
   d. Lecturer (without SOE)

12. Non Senate faculty personnel actions are reviewed and voted on by all Senate faculty at all ranks.

13. The Scandinavian Section does not allow for advisory votes of non Senate faculty on any personnel actions.
Bylaw of UCLA Scandinavian Section

The Scandinavian Section is an autonomous administrative unit within the Department of Germanic Languages. All ladder faculty members have equal voting rights on all issues put forward during regularly scheduled faculty meetings in the Section, including personnel and academic actions. In cases where a faculty member has a joint or split appointment, that faculty member retains a full vote in all matters put to vote in the section. Given the size of the Section faculty, there are no personnel committees, and no voting rights are delegated. As noted in the CALL, emeriti professors do not vote on personnel matters.
02.17.2016

To: Dr. Jerome Zack, Chair  
Department of Microbiology, Immunology and Molecular Genetics

From: Jason Throop  
Rules & Jurisdiction Committee

Re: Department Bylaws Submitted on Wednesday, February 17, 2016

The Committee on Rules and Jurisdiction has reviewed the resubmitted Bylaws that the Department of Microbiology, Immunology and Molecular Genetics sent on February 17, 2016, and finds them in conformity with the Code of the Academic Senate.

This memo reflecting Rules & Jurisdiction approval of the bylaws, the approved bylaws, and the former bylaws will go to the Executive Committee of the Academic Senate for approval for the Consent Calendar for the April meeting of the Legislative Assembly.

cc: Paula MacRae, CAO  
Glen Fukui, Personnel Analyst  
Carole Goldberg, Vice Chancellor  
Jim Crall, Committee on Rules & Jurisdiction  
Linda Bourque, Chair, 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
This document constitutes the academic personnel bylaws of the Department of Microbiology, Immunology and Molecular Genetics (MIMG). This document was made available for review by the departmental Senate Faculty and ratified by a 2/3 secret ballot vote on January 20, 2016 (22 yes; 0 no; 0 abstain).

I. Departmental Academic Senate Membership

The Department of MIMG has as its Academic Senate Members:

a. Regular Faculty Series both Tenured and Tenure Track
b. In-Residence

II. Academic Personnel Actions

A. In-Residence Voting Rights

Professors (holding the rank of Associate and Full) have by a 2/3 majority secret ballot extended the right to vote on Academic Personnel Actions to In-Residence Faculty. [01/20/2016; 20 yes, 0 no, 0 abstain]

B. Appointments

Professors (holding the rank of Associate and Full) are enfranchised to vote on appointments that confer Academic Senate membership (SB 55(B)(1)). MIMG’s professors at the rank of Associate and Full voted by a 2/3 majority secret ballot to extend the vote for appointments that confer senate membership to Assistant Professors [01/20/2016, 20 yes, 0 no, 0 abstain] and Recalled Emeriti [01/20/2016, 19 yes, 0 no, 1 abstain].

C. Non-Reappointments/Termination of Assistant Titles

Professors (holding the rank of Associate and Full) are enfranchised to vote on the non-reappointments or terminations of Assistant Professors. MIMG’s professors at the rank of Associate and Full voted by a 2/3 majority secret ballot to extend the vote for non-reappointments or termination of Assistant Titles to Assistant Professors [01/20/2016, 20 yes, 0 no, 0 abstain] and Recalled Emeriti [01/20/2016, 19 yes, 0 no, 1 abstain].

D. 4th Year Appraisals

Professors (holding the rank of Associate and Full) in the Regular Faculty Series are enfranchised to vote on the 4th year appraisals. MIMG’s professors at the rank of
Associate and Full voted by a 2/3 majority secret ballot to extend the vote for 4th year appraisals of Assistant Titles to Assistant Professors [01/20/2016, 20 yes, 0 no, 0 abstain] and Recalled Emeriti [01/20/2016, 19 yes, 0 no, 1 abstain].

E. Promotions to Full Professor
Full Professors are enfranchised to vote on promotions to the rank of Professor. MIMG’s full Professors voted by a 2/3 majority secret ballot to extend the vote on Promotion to Full Professor to Associate Professors [01/20/2016, 15 yes, 0 no, 0 abstain], Assistant Professors [01/20/2016, 15 yes, 0 no, 0 abstain] and Recalled Emeriti [01/20/2016, 14 yes, 0 no, 1 abstain].

F. Promotions to Associate Professor
Full and Associate Professors are enfranchised to vote on promotions to the rank of Associate Professor. MIMG’s Full and Associate Professors voted by a 2/3 majority secret ballot to extend the vote on Promotion to Associate Professor to Assistant Professors [01/20/2016, 20 yes, 0 no, 0 abstain] and Recalled Emeriti [01/20/2016, 19 yes, 0 no, 1 abstain].

G. Merit Actions / Merit Review Committee
Merit actions, both on time, and 1 year accelerations, shall be delegated to the elected Departmental Merit Review Committee (MRC). The MRC will be elected annually by Senate Members and shall be composed only of Senate Members at the Full and Associate ranks.

The MRC may recommend that any merit action be referred to the full voting faculty for consideration.

The Full Professor series voted by a 2/3 majority secret ballot to delegate on time, and accelerated merit actions of 1 year to the MRC. [01/20/2016, 15 yes, 0 no, 0 abstain].

The Associate Professor series voted by a 2/3 majority secret ballot to delegate on time, and accelerated merit actions of 1 year to the MRC. [01/20/2016, 5 yes, 0 no, 0 abstain].

The Assistant Professor series voted by a 2/3 majority secret ballot to delegate on time, and accelerated merit actions of 1 year to the MRC. [01/20/2016, 2 yes, 0 no, 0 abstain].

H. Split and Joint Appointments
All Academic Personnel actions for Faculty with secondary appointment in MIMG, who have not requested a waiver for consideration of their personnel actions, shall be handled in the same manner as faculty with primary appointment in MIMG.
All Academic Personnel actions for Faculty with split appointment in MIMG shall also be handled in the same manner as faculty with primary appointment in MIMG.

I. 5 Year Reviews
Review of dossiers for 5 year reviews shall be performed by the MIMG Merit Review Committee (MRC). Their report shall be provided to Chair, who will make recommendation in a Chair’s letter.

J. Non-Personnel Substantial Questions
The Non-Personnel Substantial Questions in MIMG shall include the authorization and supervision of all courses and curricula, all matters concerning departmental degree programs, and determining membership of the various UCLA faculties and councils. All Senate department members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions

K. Non-Senate Faculty
MIMG uses the following Non-Senate faculty Titles: Visiting Academic Titles, Adjunct Series, Research Series, Project Scientist, Specialist, Academic Coordinator, Lecturer Series (without security of employment).

Non-Senate Faculty Personnel actions shall be handled by the standing Merit Review Committee (MRC).

III. The Chair shall designate a Vice-Chair for Academic Personnel from the annually elected Merit Review Committee (MRC) and the Vice Chair for Academic Personnel will Chair the standing MRC and will assist the Chair in appointment of ad hoc committees for consideration of promotions.
UCLA DEPARTMENT OF MICROBIOLOGY, IMMUNOLOGY, AND MOLECULAR GENETICS BY-LAWS and CONSTITUTION

Preamble
This document constitutes the academic and administrative merger of the Departments of Microbiology and Molecular Genetics from the Life Sciences Division, College of Letters and Science, and Microbiology and Immunology, School of Medicine, Basic Sciences, to produce a single, joint Department of Microbiology, Immunology, and Molecular Genetics. The resulting department will retain affiliation with both the College of Letters and Science and the School of Medicine.

Article I - Name
The merged department shall be called the Department of Microbiology, Immunology, and Molecular Genetics (MIMG).

Article II - Mission
The mission of the department is to advance the knowledge of microbiology, immunology, and molecular genetics which provides optimal undergraduate and postgraduate and medical education and fosters creative excellence in research.

Article III - Members
Section 1. Full Time Faculty. Membership in the Department shall be open to all members of both Departments at the time of the merger. Joint appointment of faculty from other departments may be considered by the full time faculty.

Section 2. Adjunct Faculty. Individuals who do not hold regular professorial appointments may be appointed to fulfill defined teaching activities on an annual basis.

Section 3. Staff. All non-faculty employed by the Department of Microbiology, Immunology, and Molecular Genetics are defined as staff under the following classifications: Management and Professional (MAP), Administrative and Professional (A&PS), 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 - Faculty Administration of the Department
The Department Chair shall be the executive officer of the department, responsible to the Sr. Associate Dean and the Provost for Medical Sciences for the effective operation of the Department’s programs, financial management, and for compliance with University policies and goals.
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 (5) years and renewal of a Chair's appointment is contingent upon a favorable five year review conducted by the Dean.

The Chair shall designate an executive Vice-Chair who shall
The Chair shall designate a Vice-Chair for Academic Personnel, who will Chair the standing Merit Review Committee (MRC) and will assist the Chair in appointment of ad hoc committees for consideration of promotions. Appointment of the Vice-Chair for Academic Personnel shall be reviewed every two (2) years.

The Chair shall designate a Vice-Chair for Graduate Studies / Graduate Admissions, who will serve as chair of the Departmental Graduate Committee.

The Chair shall designate a Vice-Chair for Curriculum and Instruction, who shall serve as chair of and appoint ad hoc members to the Education committee. This committee shall be responsible for the curriculum of the undergraduate program, graduate programs, and medical student instruction by recommending policy, adjudicating coverage and resource allocation issues. The Vice-Chair shall also assist the Chair in determining department policy, represent the Department in lieu of the chair at various School-wide, College-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/her duties as Chair. Appointment of the Vice-chair for Curriculum and Instruction shall be reviewed every two (2) years.

The Chair shall designate a Course Coordinator for Departmental instruction of second year medical students. The Course Coordinator shall be responsible for the curriculum, recommending policy, and addressing instructional coverage and resource allocation issues. The Course Coordinator will also serve as Departmental liaison to and member of the School of Medicine Medical Education Committee.

**Article V - Standing Committees – Non-Personnel**

The Chair shall appoint standing and ad hoc committees as appropriate. The following standing committees shall be maintained by the Department:

**Executive Committee** - The Department of Microbiology, Immunology, and Molecular Genetics Executive Committee shall be chaired by the Department Chair and be composed of the following standing members: Executive Vice-Chair, Vice-Chair for Academic Personnel, Vice-Chair for Curriculum/Instruction, Vice-Chair for Graduate Studies, and two full time faculty members appointed by the Chair. One more than 50% of the total members shall constitute a quorum. The Department Chief Administrative Officer shall provide staff support and attend the Committee in a non-voting, ex-officio capacity. The Committee shall meet at least four (4) times annually.

The Executive Committee shall have general responsibility for the development, implementation, and enforcement of the administrative and academic policies of the Department of Microbiology,
Immunology, and Molecular Genetics, as well as developing strategic direction with respect to allocation of research space. The Executive Committee may review recommendations by other standing committees and make its own recommendation prior to Departmental vote on such issues. Minutes of the Executive Committee shall be signed by the Department Chair and maintained on file in the Departmental Office.

**Graduate Studies Committee** - The Graduate Studies Committee shall have responsibility for implementation and enforcement of departmental policies and procedures for all aspects of Departmental Ph.D. and M.S. programs, and shall recommend changes to the program for consideration by the full faculty. Among its duties:

- Development of departmental program requirements (courses, examinations, TAships), and policies governing graduate student support
- Oversee graduate student progress towards degree - completion of Ph.D./M.A. requirements
- Distribution and management of Graduate Division unrestricted and advanced to candidacy allocations
- Nominating body for academic and merit awards / fellowships from the University and outside agencies
- Direct departmental public relations effort as it effects the graduate program (in the form of distribution materials, flyers, and brochures)
- Supervise recruitment and admissions effort
- Mediate concerns and/or issues that arise between faculty mentors and graduate students

**Education Committee** - This committee shall be responsible for the curriculum of the undergraduate program, graduate programs, and medical student instruction by recommending policy, adjudicating coverage and resource allocation issues.

**Computing Resources Committee** - The Computing Resources Committee shall have responsibility for forming departmental policy on computing directions when these have resource implications for the department. The Chair shall appoint a committee chair; members will include three (3) full time faculty; the Chief Administrative Officer and Staff Computing Supervisor will provide administrative and technical support to the committee and serve as non-voting ex-officio members. This committee will make recommendation to the Chair on computing resource issues.

**Article VI - 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. The search committee chair (also appointed by the Chair) will assume primary responsibility for conducting and coordinating the search, reviewing the candidate’s applications, selection of a short list, and the candidate’s visits and colloquia. After internal committee discussion and vote, the committee will formally submit to the Department Chair the committee’s recommendation for appointment in the form of a detailed advocacy document. The advocacy document will become part of the Departmental dossier to be forwarded for central Administrative review upon a favorable departmental vote. The full
time faculty shall be responsible for evaluating candidates for appointment. Departmental
meetings shall be held on all personnel actions concerning appointments.

**Merit Review Committee** - This committee is composed of the Vice-Chair for Academic
Personnel, and three other tenured full time members of the Department who shall be appointed
by the Chair. This Committee shall meet for the purpose of reviewing all dossiers proposed for
regular merit increase. Members shall serve for terms of approximately 3 years. The Vice-
Chair for Academic Personnel shall convene the Committee in accordance with the College and
School of Medicine dossier submission timetables and shall assign dossiers to each committee
member for in-depth review. 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. The Committee shall forward their recommendations to the
Department for consideration prior to departmental vote on the action.

**Ad Hoc Review Committee(s)** - When the Department Chair deems that an acceleration is
justifiable, the Chair shall, in consultation with the Vice Chair for Academic Personnel, appoint a
3 person ad hoc committee 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 accelerated promotion. Major promotions (to Associate Professor with tenure,
Professor I, and Professor VI, and Professor Above Scale) shall be handled in the same fashion.

Actions shall be reviewed according to the following process:

1. Review and recommendation of ad hoc or standing faculty committee
2. Department of Microbiology, Immunology, and Molecular Genetics Faculty
3. Dean’s Office
4. Committee on Academic Personnel (CAP)
5. Chancellor’s Office.

Standard on-schedule merit increases within each rank are approved at the Dean’s Office level.
Article VII - Voting Privileges and Procedures for Personnel Actions

Departmental Academic Senate members in all ranks may vote on all personnel cases. In accordance with Senate Bylaw 55, the Department has extended voting privileges on personnel matters to Emeriti faculty recalled for research or teaching.

In the situation where faculty from other departments wish to be considered for a joint appointment in MIMG, each case will be considered independently, and an ad hoc committee will review the application and submit its recommendation to the faculty. The full voting faculty shall make a recommendation shall be made by vote at a departmental meeting. 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.

Article VIII - Teaching

Inasmuch as all faculty in the merged department are typically able to teach a broad range of subjects within the Department’s sub-fields, all faculty should be regarded as eligible to teach all courses for which they may be qualified. It is hoped that faculty will draw the intellectual benefits that are to be gained by undertaking to teach courses that have heretofore been outside the domain of their department. This shall apply equally to teaching assistants.

Teaching assignments for both faculty and teaching assistants will be made in a manner which maintains the existing curriculum for undergraduate, graduate, and medical students in a healthy state. The Vice-Chair for Instruction will, in consultation with Vice-Chairs for Undergraduate and Graduate Studies, make recommendations to the Chair for the teaching assignments for all non-medical student instruction. The teaching load averaged over the academic year will be kept uniform between the major groups within the Department.

Departmental FTE allocations for teaching assistants shall be made in such a way that all courses be sufficiently staffed. The Vice Chair for Instruction shall be responsible for determining the suitability and qualifications of potential TA’s from outside the Department.

The Departmental Course Coordinator for Medical Student Instruction will coordinate teaching assignments and all related aspects of departmental second year medical student instruction.

Article IX - Degree Programs and Curricula in MIMG

The following degree programs will be offered in the Department.

Undergraduate – The current undergraduate curriculum leading to a degree in Microbiology and Molecular Genetics will largely remain in place, with only minor modifications in addition to the change in name of the degree to Microbiology, Immunology, and Molecular Genetics. Details of these modifications are detailed in documentation appended to these bylaws.

Graduate – The department will offer Ph.D./M.A. (?) in Microbiology, Immunology, and Molecular Genetics. The graduate curricula currently in place in both Microbiology and
Molecular Genetics and Microbiology and Immunology are already quite similar, and it is anticipated that only minor modifications in addition to the change in name of the degree will result from the approval of the merger. Details of these modifications are detailed in documentation appended to these bylaws.

Article XI - Staff

The administrative and technical staff of the Department shall be unified administratively, and all will report to the Departmental Chief Administrative Officer for matters of personnel, payroll, promotions, duties, and job assignments. Within budgetary constraints and the principle of equitable distribution of resources throughout the Department, the CAO shall ensure that there be sufficient staff support to carry out the functions of the Department. In this regard, staff support includes all business office functions (accounting, payroll/personnel, purchasing, contract and grant activities), academic personnel, student affairs, computing assistance, and general/clerical functions.

Article XI - The Transition Period

It is foreseen that the current de facto merger will be formally complete, with approval from all relevant university bodies, by the summer of 2000. Until that time, the departments of Microbiology and Molecular Genetics and Microbiology and Immunology, while remaining nominally separate and independent entities, will take all steps necessary to enact a smooth transition to a formally single department at the appropriate time.

Article XII - Amending the Bylaws

Amendments to these bylaws may be made by a simple majority vote of the eligible voting members.
January 30, 2016

To: Thomas Harrison, Chair
   Department of Italian

From: Linda Bourque, Chair
   Rules & Jurisdiction

Re: Bylaws Submitted On January 30, 2016

   The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Italian submitted on January 30, 2016, and finds them largely consistent with the Code of the Academic Senate. The Committee is approving the bylaws with the proviso that you indicate on Page 1 the number of Academic Senate members who voted on January 21, 2016, to approve the bylaws.

   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 DEPARTMENT OF ITALIAN, UCLA

Passed by the Department (by a secret ballot with 2/3 majority of Academic Senate members voting: 5 yes; 0 no; 0 abstain) on January 21, 2016.

The following paragraphs outline the voting rights of the Department of Italian on all issues put forward during regularly scheduled faculty meetings of the Department, including personnel and academic actions.

1. The Department of Italian makes use of the following Academic Senate Faculty Titles:
   a. Regular Series (19900, Ladder) as defined in APM-220
   b. Senior Lecturer with Security of Employment (SL-SOE)
   c. Acting Series, as defined in the CALL
   d. In-Residence Series, as defined in APM-270
      i. In cases when the In-Residence Series is used, the Section DOES NOT extend voting rights to these faculty members.

2. Voting on Appointments
   a. Only Tenured Professors (Associate, Full) in the regular series are enfranchised to vote on appointments that confer Academic Senate membership as stipulated in SB 55 (B)(1).
      1. The right to vote has been extended to all Academic Senate Faculty in the Department (including Assistant Professors and SL-SOE), by a 2/3 majority vote of the tenured faculty in the Department of Italian cast by secret ballot on January 21, 2016. (Yes 3 No 0)
      2. The right to vote has been extended to Academic Senate Faculty on sabbatical by a 2/3 majority vote of the tenured faculty in the Department of Italian cast by secret ballot on January 21, 2016. Faculty on sabbatical will receive notice of meetings, and are allowed to submit their vote by email to the Chair. (Yes 3 No 0)
   b. Only Full Professors and Associate Professors in the regular series are enfranchised to vote on the non-reappointments or terminations of Assistant Professors as per SB 55 (B)(5) as well as on fourth-year appraisals.
   c. Only Tenured Professors (Associate, Full) in the regular series and Senior Lecturers-SOE are enfranchised to vote on appointments, non-reappointments, or terminations of SL-SOE or SL-PSOE.
      1. The right to vote has been extended to Assistant Professors and faculty on sabbatical by a 2/3 majority vote of the tenured faculty in the Department of Italian cast by secret ballot on January 21, 2016. (Yes 3 No 0)
   d. Full, Associate, and Assistant Professors as well as SL-SOE are allowed to vote on appointments, non-reappointments, and terminations of L-SOE and Lecturers with potential SOE.
   e. All Academic Senate Faculty in the Department are allowed to vote on departmental appointments that do not confer Senate Membership and on non-reappointments and terminations of the said.
3. Voting on Promotions
   a. Only Full Professors in the regular series are enfranchised to vote on promotions to the rank of Professor as per SB 55 (B)(2) and on the removal of the Acting modifier from Professor as per SB 55 (B)(4).
   b. Only Full and Associate Professors in the regular series are enfranchised to vote on promotions to the ranks of Associate Professor, and Associate Professor-in-Residence [SB 55 (B)(3)], and on the removal of the Acting modifier from Associate Professor [SB 55 (B)(4)].
   c. Only Full and Associate Professors in the Regular Series are enfranchised to vote on promotions to the ranks of Associate Professor and Associate Professor-in-Residence [SB 55 (B)(3)], and on the removal of the Acting modifier from Associate Professor [SB 55 (B)(4)].
   d. Only Tenured Professors (Associate, Full) in the regular series and Senior Lecturers-SOE are enfranchised to vote on promotions of L-SOE or Lecturers with potential SOE to Senior Lecturers-SOE.
      1. The right to vote that is stipulated here in 3d has been extended to Assistant Professors in the Department by a 2/3 majority vote of the tenured faculty in the Department of Italian cast by secret ballot on January 21, 2016. (Yes 3 No 0)

4. Merit actions are handled in the same way that promotions and non-reappointments are handled as per section 3 above and as per SB 55 (B)(6).

5. The Department does not make use of personnel committees and no votes are delegated.

6. In cases where a faculty member has a joint or split appointment, that faculty member retains a full vote in all matters put to vote in the Department. Faculty members with 0% joint appointments who have signed a waiver do not vote on personnel actions.

7. Five-year reviews are handled in accordance with Appendix 12 of the CALL.

8. Non-Senate faculty personnel actions are reviewed and voted on by all Senate faculty at all ranks (except Emeriti).

9. The Department does not allow for advisory votes of non-Senate faculty on any personnel actions.

10. “Substantial” departmental questions parallel those that are the duties and powers of the Academic Senate as outlined by Board of Regents Standing Order 105.2. All Senate members and recalled Emeriti in the Section are allowed to vote on substantial department questions.

11. The Department uses the following non-Senate faculty titles:
   a. Adjunct
   b. Acting Assistant Professor
   c. Visiting Professor
   d. Lecturer (without SOE)
Members of the Department of Italian are Academic Senate members as defined by the bylaws of the University of California.

a) All Academic Senate members, including Senior Lecturers with Security of Employment, have the right to vote on all new departmental appointments that confer membership in the Academic Senate.

b) Tenured faculty (Professors and Associate Professors) have the right to vote on all cases of promotion and advancement.

c) Tenured faculty, Assistant Professors, and Senior Lecturers SOE have the right to vote on all cases of promotion to the rank of Senior Lecturer SOE and on the advancement within the ranks of Lecturer SOE and Senior Lecturer SOE.

d) Tenured faculty, Senior Lecturers SOE, and Continuing Lecturers (Unit 18) have the right to vote on all cases of advancement within the ranks of Unit 18 Lecturers.

e) Faculty on sabbatical or leave retain their voting privileges. They are solicited for their vote and receive notice of meetings, and are allowed to submit their vote by email.

f) Voting rights are not extended to Emeriti/ae, except as provided for in Senate Bylaw 55.D.
February 24, 2016

To: Dominic Thomas, Chair
French and Francophone Studies

From: Linda Bourque, Chair
Rules & Jurisdiction

Re: Department Bylaws Submitted On February 11, 2016

The Committee on Rules and Jurisdiction has reviewed the revised Bylaws that the Department of French and Francophone Studies submitted on February 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
Gina White, Manager, UCLA Royce Humanities Group
Fleur Salisbury, Personnel Coordinator
DEPARTMENT BYLAWS

FRENCH AND FRANCOPHONE STUDIES

Passed by Senate Members (2/3 majority of those voting) by secret ballot on 2/11/2016

(10 yes, 0 no, 0 abstain; one member did not vote)

The following paragraphs outline the voting rights of the Department of French and Francophone Studies, including the rights to vote on non-personnel substantial departmental decisions, and a description of department practice for all academic personnel actions.

I. Department Faculty Members:

The Department of French & Francophone Studies makes use of the following faculty titles:

A. Academic Senate members include:
   • Regular Series (19900, Ladder), Tenured & Tenure-Track
   • Senior Lecturer with Security of Employment (SLSOE)
   • In Residence Series

B. Non-Senate members include:
   • Lecturer (no SOE or PSOE)
   • Visiting Titles

The Department currently has eleven (11) Senate faculty members available to vote on departmental non-personnel actions. The review of graduate student applications, the discussion and implementation of all curricular modifications, and related major departmental activities are delegated to committees and subsequently voted upon by Academic Senate ladder faculty, including emeriti on recall.

II. Academic Personnel Actions:

A. The department has extended equal rights for In-Residence faculty members to vote on personnel cases as those of the same rank of regular line faculty. (Faculty vote of 2/1/2016, 2/3 secret ballot of tenured faculty, 9 yes, 1 no, 0 abstain, one tenured faculty did not vote.)

B. Appointments/Non-Reappointments/4th Year Appraisals:
   The department has extended equal rights for academic senate members to vote on these actions (Faculty vote of 2/1/2016, 2/3 secret ballot of all tenured faculty, 10 yes, 0 no, 0 abstain, one tenured faculty did not vote.)
   • Full, Associate and Assistant Professors vote on all appointments that confer membership in the Academic Senate.
   • Full, Associate and Assistant Professors vote on all appointments, non-reappointments (terminations), or 4th year appraisals of Academic Senate members.
   • Full, Associate, Assistant Professors and Senior Lecturers with Security of Employment vote on SLSOE appointments, SLSOE non-reappointments, and SLSOE appraisals.
C. Promotions:
   • **To Full Professor:** Full Professors vote on all promotions to Full Professor. The department has also extended voting rights to Associate and Assistant Professors. (Faculty vote of 2/1/2016, 2/3 secret ballot of tenured faculty, 10 yes, 0 no, 0 abstain, one tenured faculty did not vote.)
   • **To Associate Professor:** Full and Associate Professors vote on all Promotions to Associate Professor. The department has also extended voting rights to Assistant Professors. (Faculty vote of 2/1/2016, 2/3 secret ballot of tenured faculty, 10 yes, 0 no, 0 abstain, one tenured faculty did not vote.)

D. Merit Actions:
   The department has extended merit action votes to all academic senate members. (Faculty vote of 2/1/2016, 2/3 secret ballot of tenured faculty, 10 yes, 0 no, 0 abstain, one tenured faculty did not vote.)
   • Full, Associate and Assistant Professors vote on all Full Professor merits.
   • Full, Associate and Assistant Professors vote on all Associate Professor merits.
   • Full, Associate and Assistant Professors vote on all Assistant Professor merits.
   • Full, Associate, Assistant Professors and Senior Lecturers SOE vote on SLSOE merits.

E. Personnel Committees:
   The Department of French & Francophone Studies does not make use of personnel committees and no votes are delegated.

F. Split/Joint Appointments:
   • In cases where a faculty member has a split appointment, that faculty member retains a full vote in all matters put to vote in the department.
   • In cases where a faculty member has a joint 0% appointment, that faculty member waives the right to vote in the secondary department.

G. Five-Year Reviews:
   Five-Year Reviews are handled in accordance with Appendix 12 of the CALL.

H. Non-Senate Faculty Personnel Actions:
   Non-Senate faculty personnel actions are reviewed and voted on by all Academic Senate faculty at all ranks (except emeriti).

I. Non-Senate Advisory Votes:
   The Department of French and Francophone Studies does not allow for advisory votes of non-Senate faculty on any personnel actions.
Bylaws Concerning Voting Procedures in the UCLA Department of French & Francophone Studies

- Members of the UCLA Department of French & Francophone Studies are Academic Senate members as defined by the bylaws of the University of California.

- Extension of voting rights are in accordance with Bylaw 55, available at [http://www.apo.ucla.edu/call/append4.htm](http://www.apo.ucla.edu/call/append4.htm). All voting is by secret ballot, takes place after the meeting (as noted in the Call), and the results are announced immediately at the meeting.

- We currently have twelve (12) ladder faculty members available to vote on any given action. The preparation of written personnel reports, the review of graduate student applications, the discussion and implementation of all curricular modifications, and related departmental activities are delegated to sub-committees and subsequently voted upon by Academic Senate ladder faculty.

- Sabbatical voting rights: in accordance with Bylaw 55, faculty on sabbatical or leave retain their voting privileges. Those on sabbatical leave are solicited for their vote and do receive notice of meetings, and will be allowed to submit their vote by email.
March 1, 2016

To: Miwon Kwon, Chair  
Art History

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 Art History 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
UCLA ART HISTORY DEPARTMENT BYLAWS
(Feburary 2016, approved by 2/3 majority via secret ballot, 15-yes, 0-no, 0-abstain)

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. This recommendation will be circulated prior to being presented for discussion and vote by 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 faculty in a secret ballot.

3. **Access:** These Bylaws will be posted on the departmental website and accessible without restriction.

II. Officers

1. **Chair:** The Chair is appointed by the Chancellor upon the recommendation of the Dean of Humanities in consultation with the department. The Chair serves at the Dean's discretion normally for a term of 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. Supervision and evaluation of staff.

   c. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes.

   d. Scheduling and recommending sabbatical and other leaves to Chancellor.

   e. Maintaining and assigning departmental work facilities.

2. **Vice Chair:** The Chair may nominate, in consultation with the faculty, one ladder faculty member to serve as Vice Chair to assist the Chair and to assume his/her place on a temporary basis during absence due to illness or travel.

3. **Director of Undergraduate Studies:** The Director of Undergraduate Studies will be appointed by Chair at the end of the spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's undergraduates and assists the Chair in overseeing the departmental teaching schedule. This oversight includes:

   a. Being available to undergraduate students seeking advice.
Working with the Chair to assure 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. Overseeing all undergraduate course actions.

c. Serving as Faculty Coordinator for senior theses.

d. Coordinating faculty readers as needed to determine undergraduate awards and level of honors to completed theses.

e. Supervising diversity recruitment efforts.

4. Director of Graduate Studies: The Director of Graduate Studies will be appointed by the Chair at the end of the spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's graduate students and will receive one course reduction at the discretion of the Chair. This oversight includes:

   a. Being available to graduate students seeking advice.

   b. Coordinating graduate admissions.

   c. Serving as chair of the Department's Graduate Review Committee.

   d. Evaluating the progress of all graduate 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.

5. Chair of the Financial Aid Committee: The Chair of the Financial Aid Committee will be appointed by the Chair at the end of the spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's fellowships and teaching assistantships and will receive one course reduction at the discretion of the Chair. This oversight includes:

   a. Coordinating applications for financial awards and teaching assistantships.

   b. Serving as chair of the Department's Financial Aid Committee.
c. Serving as convenor and chair of the Dickson Committee.

6. Teaching Assistant Mentor: The Teaching Assistant Mentor will be appointed by the Chair at the end of the spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's Teaching Assistants. This oversight includes:

a. Supervising the assignment of TAs to lower and upper division courses.

b. Supervising the TA training process.

7. Director of Foreign Language Exams: The Director of Foreign Language Exams will be appointed by the Chair at the end of the spring quarter prior to the academic year of service. He/she will determine policy regarding departmental language requirements, supervise the :

III. Standing Committees
The active participation of faculty and students on committees is indispensable to the functioning of the Department. All faculty committee members are nominated by the Chair and elected by the faculty in the spring quarter for the upcoming academic year. Student representatives elected or designated by their peers may serve as members on department committees when deemed appropriate by the faculty. They may vote, but their votes will be recorded separately per UCLA Academic Senate Bylaws 45E, 6 & 7. 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.

1. Graduate Review Committee (GRC) oversees, in consultation with the faculty and Graduate Students Association, the Department's graduate program. The Director of Graduate Studies serves as Chair of this Committee. The GRC's mandate includes review of graduate curriculum, approval of graduate student petitions, and advising on professional matters. In years when a departmental self-review is required, the sections related to graduate affairs is prepared by the Committee. The Committee considers any questions or problems regarding the graduate program referred to it by the Chair of the Department and make recommendations on significant policy matters to the Department for discussion and approval. The GRC reviews all applications for admissions, including transfers from other departments, taking into account recommendations by the relevant faculty, and forwards its nominees to the faculty for approval. The GRC coordinates with the Financial Aid Committee in determining allocation of funds for entering students.

a. Committee Composition: Two faculty members of different fields. In addition, a doctoral level graduate student representative will serve on the committee.

2. Financial Aid Committee evaluates all fellowship and teaching assistantship dossiers of continuing students and coordinates with the Director of Graduate Studies and the
Graduate Review Committee in allocation of funds for entering students. The Committee administers Dickson Fellowships, other Department fellowships, non-resident tuition awards, University "restricted" fellowships, and campus-wide fellowships. It also administers the selection of Teaching Assistants.

a. Committee composition: Two faculty members of different fields. The chair of the Financial Aid Committee convenes all meetings including the Dickson Committee. In adherence to the Dickson Will, the Chairs of the departments of English, History, and Philosophy will each nominate a member of their faculty to serve on the Dickson Committee. These outside members will only be responsible for participating in the administration of the Dickson funds.

3. Visual Resources and Information Technology Steering Committee (VRITSC) will consist of the Chair, who will chair the committee; the Dodd Humanities Group Manager; a qualified staff member; and two Art History faculty members appointed by the Chair in consultation with the faculty. The Committee will identify short- and long-term needs in implementing and maintaining a high quality of necessary computing and image support services, both analog and digital, in the Department. Proposed changes to improve operations will be presented at a faculty meeting when appropriate.

IV. Faculty Meetings

1. **Membership**: Members of the Academic Senate holding the titles Professor, Associate Professor, Assistant Professor, and Lecturer have the right to attend department meetings and participate in department decisions, in accordance with university regulations.

2. **Meeting Schedule**: Department meetings take place at the call of the Chair with a minimum of 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. The Chair will call for at least one meeting each quarter.

3. **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. Pursuant to UCLA Academic Senate Bylaw 55, Emeritae/i faculty do not have the right to participate in or vote on personnel actions. Emeritae/i faculty who are recalled have the right to participate and vote during the year of recall on substantial departmental business other than personnel matters. See Section V for more on Voting Procedures on personnel actions.

4. **Minutes**: Written minutes of the department meetings, excluding details of discussions of personnel actions, will be taken by a staff member and distributed in a 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.
5. **Student Representatives:** Two graduate students and one undergraduate will be elected annually to serve as student representatives to the Art History Department. They will participate in all departmental meetings, but may not be present during faculty discussions of personnel actions, and they may 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 and committee meetings. However, their votes are advisory and will be recorded separately per UCLA Academic Senate Bylaws 45E, 6 & 7. Student representatives can also request of the Chair to place items on the agenda for departmental consideration, and, if necessary, a departmental vote.

   b. Student representatives will be elected by the Art History Undergraduate Student Association and the Art 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.

6. **Quorum:** 50% of all Academic Senate appointments and all faculty with joint appointments (without a waiver) in residence (i.e., not on leave) at the time of the meeting constitute a quorum to conduct department business during that quarter, including personnel actions and appointments. Majority vote carries on all matters with the exception of changes to the Bylaws, which must be by two-thirds vote.

7. **Referendum:** Any action (except in matters relating to personnel and appointments) taken at a department meeting is subject to a referendum, which can be requested by a single faculty member of the department in residence. A secret ballot may also be requested on the referendum in advance of the discussion.

**V. Academic Personnel Actions**

1. **Voting Rights**

   a. The membership and voting rights of the Senate Faculty of the Department of Art History is defined by Standing Order 105.1(a), which specifies members who belong to the Academic Senate, and University of California Bylaw 55, which designates the voting rights of these faculty.

   b. In case of personnel actions, the Department has extended the franchise to all Senate faculty as detailed in the following subsections and in Appendix I: Voting Constituencies. This extension of voting privileges beyond the
minimum constituency as specified in Senate Bylaws 55 (B)(1-6) must remain in effect for one year or 12 calendar months before it can be reconsidered by the Department. All members of the senate faculty are eligible to vote on all issues of personnel matters after review of recommendations by ad hoc committees and faculty discussion. Voting on all academic personnel decisions shall be by secret ballot and completed within five instructional days. Pursuant to UCLA Academic Senate Bylaw 55, Emeritae/i faculty do not have the right to participate in or vote on personnel actions.

2. **Personnel Action Procedures**

   a. **Appointments:** When a regular ladder appointment has been authorized by the Dean, the Chair, in consultation with the faculty, shall nominate a Search Committee, one or more of whose members should normally be from a field other than that of the prospective appointee. A specialist in the area of appointment from another Department may be included on the Search Committee. Normally, the Search Committee will invite its three leading candidates to campus in order to meet with faculty and students and present a lecture in the Department that is also open to a broader UCLA community. The committee will work in concert with the Chair to prepare a file and report for departmental discussion. It will then make an oral presentation to Department members at the meeting prior to departmental discussion. A graduate student representative, in cooperation with the Executive Committee of the Art History Graduate Students Association, will provide the Department with the graduate students’ assessment of the publications, teaching record, and recruitment lectures of the appointment candidates in written and/or oral form. Student representatives will not be present during the faculty’s discussion of the case. Under present University regulations the graduate student member does not have access to confidential material (placement files, letters of recommendation, etc.).

   i. **Joint appointments:** In case of joint appointments which originate in another UCLA department, the name of the candidate chosen by that department must be submitted, with appropriate documentation, at a meeting of the Art History Department. The secret ballot will begin after this meeting, and the result ordinarily counted within one week.

   ii. **Visiting appointments:** Visiting appointments should be suggested by the Chair in consultation with the faculty in the field in which the appointment will be made. A report will be presented by the Chair at the faculty meeting when the appointment is discussed, prior to the secret ballot. Normally visiting appointments will not exceed a two-year maximum.

b. **Assistant Professor Appraisal/Review**

   i. **Fourth-Year Appraisal:** 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, except that no extramural letters of reference will be collected.

ii. Vote of Fourth-Year Appraisal: The vote on the appraisal given by the 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 and recommendation made with respect to the question of the individual’s continuation of appointment.

iii. Renewals of Contract of Assistant Professors: Renewals will be considered and voted upon by eligible ladder faculty.

iv. Right of Appeal: If an Assistant Professor's promotion to tenure file receives a preliminary negative assessment, or if the final assessment is contrary to that of the department, the faculty member and the Department Chair will receive notice in writing. The faculty member then may 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. See UCLA CALL, Appendix 6, Section V, "Non-Renewal and Terminal Appointment."

c. Merit Reviews (Advancement in Step within a Rank) and Contract Renewals

i. The Chair shall give notice by May 15 to colleagues who will become eligible for a merit increase 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.
d. **Promotions (Advancement in Rank):** The Chair will give notice by April 15 to colleagues who will become eligible for promotion to Associate Professor, Full Professor, Professor Step VI, or Professor Above Scale in the following academic year, and will ask them to submit materials required for review. The Chair will also appoint two faculty members of same or higher rank to serve as the ad hoc committee. The ad hoc committee will work in concert with the Chair to prepare a file and report for departmental discussion. It will then make an oral presentation to Department members at the meeting prior to departmental discussion.

3. **External Letters:** Outside letters are an essential component of the review process. The Chair is responsible for collecting extramural letters of reference for each promotion case. The candidate will provide a list of six (6) referees by May 15 of the preceding year, and the Department will supply its own list. The Department Chair shall solicit from the candidate the names of potential referees who may be antagonistic to his/her case. The Chair 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 Chair will work to ensure that a total of at least eight (8) letters are received for submission to the Dean with each dossier.

4. **Teaching Evaluation:** Evaluation of instruction is an essential component of the review process. The candidate may be asked to 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 course evaluations and student letters, the assessment of the candidate's teaching may also include available peer evaluation conducted by the Department or statements from faculty outside the department who are familiar with the candidate’s teaching.

5. **Review Procedures:** The candidate’s dossier shall be available for inspection in the Department office and/or digitally at least two weeks before the action is to be discussed at the department meeting. The ad hoc committee report and recommendation will be circulated to the faculty prior to departmental discussion. The members of the Executive Committee of the Art History Graduate Students Association will present in written and/or oral form at the department meeting where the candidate is discussed the assessment of their constituency in regards to the candidate’s teaching, mentorship, and contribution to the culture of the department. Student representatives will not be present during the faculty’s discussion of the case. Under present University rules, graduate student members do not have access to confidential material (placement files, letters of recommendation, etc.).

6. **Informing the Candidate of the Departmental Recommendation:** The Chair will inform the candidate of the departmental recommendation as soon as possible, but not later than three business days after the departmental vote has been counted. At that time the Chair will speak with the candidate about the results of the discussion and make available the redacted materials in the file if the candidate requests.
7. **The Departmental Letter**: written by the Chair, presents the faculty discussion and expresses the departmental recommendation. It will be available for inspection by all voting faculty members, who may recommend changes to the letter, for five days after they have been notified of its availability.

8. **Right of Appeal**: The candidate may exercise her/his right of appeal to a merit assessment or promotion decision by way of written communication to the Chair, who will bring it to the faculty for reconsideration. Should the candidate wish to pursue the appeal beyond the Department, her/his appeal should be directed to the Dean of the Humanities and, where appropriate, to CAP.
Date and results of each vote to extend the minimum voting constituencies

I. WHO VOTES ON APPOINTMENTS THAT CONFER SENATE MEMBERSHIP?
   a. By a two-thirds majority vote in a secret ballot (13-0) of Full and Associate Professors on 12/9/2015, voting on appointment actions was extended to Assistant Professors

II. WHO VOTES ON NON-REAPPOINTMENTS/TERMINATIONS OF ASSISTANT TITLES AND 4TH YEAR APPRAISALS?
   a. By a two-thirds majority vote in a secret ballot (13-0) of Full and Associate Professors on 12/9/2015, voting on non-reappointments/terminations of assistant titles and 4th year appraisals was extended to Assistant Professors

III. WHO VOTES ON PROMOTIONS TO FULL PROFESSOR?
   a. By a two-thirds majority vote in a secret ballot (10-1) of Full Professors on 12/9/2015, voting on promotions to Full Professor was extended to Associate Professors
   b. By a two-thirds majority vote in a secret ballot (10-1) of Full Professors on 12/9/2015, voting on promotions to Full Professor was extended to Assistant Professors

IV. WHO VOTES ON PROMOTIONS TO ASSOCIATE PROFESSOR?
   a. By a two-thirds majority vote in a secret ballot (12-1) of Full and Associate Professors on 12/9/2015, voting on promotions to Associate Professor was extended to Assistant Professors

V. WHO VOTES ON MERIT ACTIONS WITHIN THE RANK OF FULL PROFESSOR?
   a. By a two-thirds majority vote in a secret ballot (10-1) of Full Professors on 12/9/2015, voting on merit actions within the rank of Full Professor was extended to Associate Professors
   b. By a two-thirds majority vote in a secret ballot (10-1) of Full Professors on 12/9/2015, voting on merit actions within the rank of Full Professor was extended to Assistant Professors

VI. WHO VOTES ON MERIT ACTIONS WITHIN THE RANK OF ASSOCIATE PROFESSOR?
   a. By a two-thirds majority vote in a secret ballot (12-1) of Full and Associate Professors on 12/9/2015, voting on merit actions within the rank of Associate Professor was extended to Assistant Professors

VII. WHO VOTES ON PERSONNEL ACTIONS FOR NON-SENATE FACULTY IN THE ADJUNCT SERIES?
   a. By a two-thirds majority vote in a secret ballot (13-0) of Full and Associate Professors on 12/9/2015, voting on personnel actions within the adjunct series was extended to Assistant Professors.
ART HISTORY
DEPARTMENTAL BYLAWS

UCLA ART HISTORY DEPARTMENT BYLAWS
(Approved June 6, 2003)

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. This recommendation will be circulated prior to being presented for discussion and vote by 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 faculty.

3. **Access:** These Bylaws will be posted on the departmental website and 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 will be kept in the Chair's office.

II. Membership

1. **Membership:** Members of the Academic Senate holding the titles Professor, Associate Professor, Assistant Professor, and Lecturer have the right to attend department meetings and participate in departmental decisions, in accordance with university regulations.

2. **Department meetings:** Department meetings take place at the call of the Chair with a minimum of 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 (UCLA Call, Appendix 4, Bylaw 55, ll-6, http://www.apo.ucla.edu/call/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 meeting each quarter.

   c. The Chair will request that one faculty member, or a substitute designated by the Chair, serve as parliamentarian for departmental meetings.
3. **Minutes:** Written minutes of the department meetings, excluding details of discussions of 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. 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:** Three graduate students and one undergraduate will be elected annually to serve as student representatives to the Art History Department. They will participate in all departmental meetings, but may not be present during faculty discussions of personnel actions, and they will 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 and committee meetings. However, their votes are advisory and will be recorded separately per UCLA Academic Senate Bylaws 45E6 & 7 (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 will be elected by the Art History Undergraduate Association and the Art 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.

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 Call, Appendix 4, Senate Bylaw 55.1 (http://www.apo.ucla.edu/call/append4.htm).

   a. Emeriti/ae: Pursuant to UCLA 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."

   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-half of the Academic Senate members in residence at the time of the meeting constitute a quorum to conduct department business during that quarter. Two
thirds 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 Humanities in consultation with the department. The Chair serves at the Dean's discretion normally for a term of three years with the possibility of renewal. The following constitute the main responsibilities of the Chair: (For a more extended enumeration of the Chair's duties, see APM 245, Appendix A: [http://www.ucop.edu.acadadv/apm-245.pdf](http://www.ucop.edu.acadadv/apm-245.pdf))

   a. Academic personnel review: maintenance of records and reports concerning recruitment, tenure and promotion.

   b. Supervision and evaluation of staff.

   c. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes.

   d. Scheduling and recommending sabbatical and other leaves to Chancellor.

   e. Maintaining and assigning departmental work facilities.

2. **Vice Chair**: The Chair will nominate, in consultation with the faculty, one ladder faculty member to serve as Vice-Chair to assist the Chair and to assume his/her place on a temporary basis during absence due to illness or travel.

3. **Director of Undergraduate Studies**: The Director of Undergraduate Studies will be nominated and elected at the end of the Spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's undergraduates and assists the Chair in overseeing the departmental teaching schedule. This oversight includes:

   a. Being available to undergraduate students seeking advice.
b. 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.

c. Overseeing all undergraduate course actions.

d. Serving as Faculty Coordinator for senior theses and chairing the committee that determines the level of honors awarded to completed theses.

e. Making recommendations to the department about the allocation of "soft money" appointments.

f. Supervising diversity recruitment efforts.

g. Serving as Chair of the Undergraduate Review Committee.

4. Director of Graduate Studies: The Director of Graduate Studies will be nominated and elected at the end of the Spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's graduate students. This oversight includes:

a. Being available to graduate students seeking advice.

b. Coordinating graduate admissions.

c. Serving as chair of the Department's Graduate Affairs Committee.

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.

5. Chair of the Financial Aid Committee: The Chair of the Financial Aid Committee Affairs will be nominated and elected at the end of the Spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's fellowships and teaching assistantships. This oversight includes:

a. Coordinating applications for financial awards and teaching assistantships.
b. Serving as chair of the Department's Financial Aid Committee.

6. **Teaching Assistant Mentor:** The Teaching Assistant Mentor will be nominated and elected at the end of the Spring quarter prior to the academic year of service. He/she supervises all matters related to the Department's Teaching Assistants. This oversight includes:

   a. Supervising the assignment of TAs to lower and upper division courses.

   b. Supervising the TA training process.

7. **Director of Publicity:** The Director of Publicity will be appointed by the Chair, in consultation with the faculty, to be responsible for designing and updating departmental publicity material, including flyers, brochures, and web page. The Director will also collaborate with staff on the design of the Friends of Art History Newsletter.

8. **Faculty Colloquium Coordinator:** The Chair will appoint a coordinator to schedule faculty colloquia and other departmental events during the academic year.

**IV. Departmental Committees**

**Committee Work:** Much essential work in the Department is conducted through committees composed of faculty and student members. The active participation of faculty and students on committees is indispensable to the functioning of the Department.

   a. **Mode of Selection of Faculty Representatives:** All faculty committee members are nominated by the Chair and elected by the faculty.

   b. **Student Participation:** Student members elected or designated by their peers may serve as members of standing committees. They may vote, but their votes will be recorded separately per UCLA Academic Senate Bylaws 45E6 & 7 (http://www.senate.ucla.edu/FormsDocs/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/UAUW.

1. **The Undergraduate Review Committee** (URC) will oversee, in consultation with the faculty, the Department's undergraduate programs. The Director of Undergraduate Studies serves as Chair of this Committee. The URC's mandate includes determining new teaching needs, removing courses that no longer meet departmental needs, overseeing the undergraduate Art History major, and supervising the undergraduate Honors program. The URC 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: Two Department members of different ranks. In addition, an undergraduate and a graduate student representative will serve on the Committee.

b. Term of Office: Service on this committee will normally be for one year.

2. The Graduate Review Committee (GRC) oversees, in consultation with the faculty and Graduate Students Association, the Department's graduate program. The Director of Graduate Studies serves as Chair of this Committee. The GRC's mandate includes review of graduate curriculum, approval of graduate student petitions, and advising on professional matters. In years when a departmental self-review is required, the sections related to graduate affairs is prepared by the Committee. The Committee considers any questions or problems regarding the graduate program referred to it by the Chair of the Department and make recommendations on significant policy matters to the Department for discussion and approval. The Graduate Affairs Committee reviews all applications for admissions, including transfers from other departments, taking into account recommendations by the relevant faculty, and forwards its nominees to the faculty for approval.

a. Committee Composition: Two faculty members of different ranks. In addition, a doctoral level graduate student representative will serve on the committee.

3. The Committee on Financial Aid evaluates all fellowship and teaching assistantship dossiers of entering and continuing students. The Committee administers Dickson Fellowships, other Department fellowships, non-resident tuition awards, University "restricted" fellowships, and campus-wide fellowships. It also administers the selection of Teaching Assistants.

a. Committee composition: The Department elects two faculty members, who normally serve for one-year terms. The Director of Financial Aid chairs the meetings. In addition, a graduate student representative who has been advanced to candidacy will serve on this committee. The student representative may not be a candidate for a fellowship or teaching assistantship administered by the Department during the year of service with the exception of small grants. In adherence to the Dickson Will, the Chairs of the departments of English, History, and Philosophy will each nominate a member of their faculty to serve on the Dickson Committee. These outside members will only be responsible for participating in the administration of the Dickson funds.
4. The Visual Resources and Information Technology Steering Committee (VRITSC) will consist of the Chair, who will chair the committee; the Principal Museum Scientist/Curator of the Visual Resources Collection; the Dodd Humanities Group Manager; and two Art History faculty members appointed by the Chair in consultation with the faculty. The Committee will identify short- and long-term needs in implementing and maintaining a high quality of necessary computing and image support services, both analog and digital, in the Department. Proposed changes to improve operations will be presented at a faculty meeting when appropriate.

5. The Foreign Language Committee will determine policy, supervise, and grade the various language examinations or other methods of fulfilling language requirements.

   a. Committee composition: The Chair will appoint, in consultation with the faculty, four appropriate faculty members normally for one year terms. In addition, appropriate graduate student representatives will serve on this committee. Ideally, the members will represent as many of the relevant languages as possible.

V. 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, shall nominate a search committee, one or more of whose members should normally be from a field other than that of the prospective appointee. A specialist in the area of appointment from another Department may be included on the Search Committee. The Art History Graduate Students Association will nominate one of its members to serve on the committee. Normally, the Search Committee will invite its three leading candidates to campus in order to meet with faculty and students and present a talk to the Department. The committee will work in concert with the Chair to prepare a file and report for departmental discussion. It will then make an oral presentation to Department members at the meeting prior to departmental discussion. Search Committees must adhere to all affirmative action laws, policies, and guidelines (http://www.apo.ucla.edu/call/appendS.htm). Undergraduate participation is encouraged.

   a. Joint appointments: In case of joint appointments which originate in another UCLA department, the name of the candidate chosen by that department must be submitted, with appropriate documentation, at a meeting of the Art History Department. The secret ballot will begin after this meeting, and the result ordinarily counted within one week.

   b. Voting: An affirmative vote of two-thirds of those present and constituting a quorum for matters of personnel and appointments (half of the faculty in residence) is required to authorize a ladder appointment at any level. All eligible ladder faculty are permitted to vote on all appointments.
2. **Student Participation:** The graduate student member, in cooperation with the Executive Committee of the Art History Graduate Students Association, will present at the Department meeting where the candidate is discussed an evaluation in written and oral form, including the vote of their constituency, of the publications, teaching record, and recruitment talk. Under present University rules the graduate student member does not have access to confidential material (placement files, letters of recommendation, etc.) Undergraduate participation is encouraged.

3. **Visiting Appointments:** Visiting appointments should be suggested by the Chair in consultation with the faculty in the field in which the appointment will be made. A report will be presented by the Chair at the faculty meeting when the appointment is discussed, prior to the secret ballot. Normally visiting appointments will not exceed a two-year maximum.

4. **"Soft-Money" Appointments:** Soft-money appointments are non-ladder appointments made for a defined and limited duration. The Chair will solicit recommendations and then present them for discussion at the Department Meeting before the end of the Spring Quarter. Documentation concerning the appointment should be available at least one week prior to the meeting. Requests should be based on previous enrollment figures and/or significant programmatic need. When quick action is needed, the Chair may make an appointment 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, except that no extramural letters of reference will be collected.

2. **Vote of Fourth Year Review:** The vote on the appraisal given by the 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 and recommendation made with respect to the question of the individual's continuation of appointment.
3. **Renewals of contract of Assistant Professors:** Renewals will be considered and voted upon by the ladder faculty.

4. **Notice of Eligibility for Promotion to Associate and Full Professor:** The Chair will 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 will ask them to submit materials required for review. Candidates for promotion shall also be provided with a copy of the "Synopsis of Academic Personnel Manual" at this time.
   
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.

5. **External Letters:** Outside letters are an essential component of the review process. The Chair is responsible for collecting extramural letters of reference for each promotion case. The candidate will provide a list of six (6) referees by May 15 of the preceding year, and the Department will supply its own list. The Department Chair shall solicit from the candidate the names of potential referees who may be antagonistic to his/her case. The Chair 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 Chair will work to insure that a total of at least eight (8) letters are received for submission to the Dean with each dossier.

6. **Teaching Evaluation:** Evaluation of instruction is an essential component of the review process. The candidate may be asked to 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 Chair will base an assessment of the candidate's teaching on any available peer evaluation conducted by the Department.

7. **Review Procedures:** The candidate's dossier shall be available for inspection in the Department office at least two weeks before the action is to be discussed at the department meeting. The members of the Executive Committee of the Art History Graduate Students Association will present in written and oral form at the Department meeting where the candidate is discussed the vote of their constituency, as well as an evaluation of the publications and teaching record. Student representatives will not be present during the faculty's discussion of the case. Under present University rules, graduate student members do not have access to confidential material (placement files, letters of recommendation, etc.) Undergraduate participation is encouraged.
8. **Voting eligibility:** All faculty members are eligible to vote on promotions to the Associate Professor and Professor ranks.

9. **Voting procedure:** Voting on all academic personnel decisions shall be by secret ballot by eligible faculty members. The ballot and documentation will be in the Department office; voting should be completed within one week.

10. **Informing the Candidate of the Departmental Recommendation:** The Chair will inform the candidate of the departmental recommendation as soon as possible, but not later than two business days after the departmental vote has been counted. At that time the Chair will speak with the candidate about the results of the discussion and make available the redacted materials in the file if the candidate requests.

11. **The Departmental Letter,** written by the Chair, expresses the departmental recommendation. It will be available for inspection by all voting faculty members, who may recommend changes to the letter, for five days after they have been notified of its availability. The candidate may request to read a redacted version of the Departmental Letter.

12. **Right of Appeal:** If an Assistant Professor's promotion to tenure file receives a preliminary negative assessment, or if the final assessment is contrary to that of the department, the faculty member and the Department Chair will receive notice in writing. The faculty member then may 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, Appendix 6, Section V, "Non-Renewal and Terminal Appointment" (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. **Review Procedures:** The candidate’s dossier will be available for inspection in the Department office at least two weeks before the action is to be discussed at the department meeting. The members of the Executive Committee of the Art History
Graduate Students Association will present in written and oral form at the Department meeting where the candidate is discussed the vote of their constituency, as well as an evaluation of the publications and teaching record. Student representatives will not be present during the discussion of the case by the faculty. Under present University rules the graduate student members do not have access to confidential material (placement files, letters of recommendation, etc.) Undergraduate participation comparable to that of graduates is encouraged.

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 faculty for reconsideration. Should the candidate wish to pursue the appeal beyond the Department, her/his appeal should be directed to the Dean of the Humanities and, where appropriate, to CAP.
February 24, 2016

To: Sudipto Banerjee, Chair
    Biostatistics

From: Linda Bourque, Chair
      Rules & Jurisdiction

Re: Department Bylaws Submitted On February 24, 2016

The Committee on Rules and Jurisdiction has reviewed the revised Bylaws that the Department of Biostatistics submitted on February 23, 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
    Ivonne Nelson, MSO, Biostatistics
Department of Biostatistics Bylaws

Bylaws passed by Senate faculty, through secret ballot, (2/3 majority of those voting, results: 12 yes, 0 no, 1 abstain, 3 not voted), 2/11/2016

All votes were conducted through secret ballots.

I. Department Faculty members
   A. Senate Faculty of Department of Biostatistics include:
      a. Full Professors and Professors in-Residence
      b. Associate Professors, Associate Professors in-Residence, Assistant Professors, and Assistant Professors in-Residence.
   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 have extended the right to vote to in-Residence Faculty on Academic Personnel Actions, as detailed in Article B (Paragraphs 1-6) of Senate Bylaw 55, for which ladder (regular series) faculty at their rank are eligible to vote. [01/14/2016 Faculty Meeting. In Residence: 10 yes; 1 no; 0 abstain; 2 not voted]. This vote was conducted through secret ballot.
   B. Appointments: Full and Associate Professors vote on all appointments that confer membership in the Academic Senate.
      a. Tenured Full and tenured Associate Professors have extended the right to vote on appointments to Full Professors in-Residence and Associate Professors in-Residence. [01/14/2016 Faculty Meeting. 10 yes; 1 no; 0 abstain; 2 not voted]. This vote was conducted through secret ballot.
      b. Tenured Full and tenured Associate Professors have extended the right to vote on appointments of new Assistant Professors to current Assistant Professors and Assistant Professors in-Residence. [01/14/2016, Faculty Meeting. 10 yes; 1 no; 0 abstain; 2 not voted]. This vote was conducted through secret ballot.
      c. Tenured Full and tenured Associate Professors have extended the right to vote on appointments to recalled Emeritus Faculty. [01/14/2016, Faculty Meeting. 9 yes; 1 no; 1 abstain; 2 not voted]. This vote was conducted through secret ballot.
   C. Non-Reappointments: Full and Associate Professors vote on all non-reappointments of Senate members.
      a. Tenured Full and tenured Associate Professors have extended the right to vote on non-reappointments to Full Professors in-Residence and Associate Professors in-Residence. [01/14/2016, Faculty Meeting. 10 yes; 1 no; 0 abstain; 2 not voted]. This vote was conducted through secret ballot.
b. Tenured Full and tenured Associate Professors have extended the right to vote on non-reappointments to recalled Emeritus Faculty. [01/14/2016, Faculty Meeting. 9 yes; 1 no; 1 abstain; 2 not voted]. This vote was conducted through secret ballot.

D. 4th Year Appraisals: Full and Associate Professors vote on all 4th Year Appraisals of Assistant Professors members.
   a. Tenured Full and tenured Associate Professors have extended the right to vote on 4th Year Appraisals to Full Professors in-Residence and Associate Professors in-Residence. [01/14/2016, Faculty Meeting. 10 yes; 1 no; 0 abstain; 2 not voted]. This vote was conducted through secret ballot.
   b. Tenured Full and tenured Associate Professors have extended the right to vote on 4th Year Appraisals to recalled Emeritus Faculty. [01/14/2016, Faculty Meeting. 9 yes; 1 no; 1 abstain; 2 not voted]. This vote was conducted through secret ballot.

E. Promotions:
   1. To Full Professor: Full Professors vote on all promotions to Full Professor
      a. Tenured Full Professors have extended the right to vote to Full Professors in-Residence. [01/28/2016, Faculty Meeting. 10 yes; 0 no; 0 abstain]. This vote was conducted through secret ballot.
      b. Tenured Full Professors have extended the right to vote to recalled Emeritus Full Professors. [02/04/2016, Faculty Meeting. 9 yes; 1 no; 0 abstain]. This vote was conducted through secret ballot.
   2. To Associate Professor: Full and Associate Professors vote on all Promotions to Associate Professor.
      a. Tenured Full and tenured Associate Professors have extended the right to vote to Full Professors in-Residence and Associate Professors in-Residence. [01/14/2016, Faculty Meeting. 10 yes; 1 no; 0 abstain; 2 not voted]. This vote was conducted through secret ballot.
      b. Tenured Full and tenured Associate Professors have extended the right to vote to recalled Emeritus Faculty. [01/14/2016, Faculty Meeting. 9 yes; 1 no; 1 abstain; 2 not voted]. This vote was conducted through secret ballot.

F. Merit Actions: Full and Associate Professors vote on all merit actions.
   a. Tenured Full Professors have extended the right to tenured Associate Professors, Full Professors in-Residence and Associate Professors in-Residence to vote on merit actions for Full Professors. [01/28/2016, Faculty Meeting. 7 yes; 2 no; 1 abstain]. This vote was conducted through secret ballot.
   b. Tenured Full and tenured Associate Professors have extended the right to Full Professors in-Residence and Associate Professors in-Residence to vote on merit
actions for Associate Professors. [01/14/2016, Faculty Meeting. 10 yes; 1 no; 0 abstain; 2 not voted]. This vote was conducted through secret ballot.

c. Tenured Full and tenured Associate Professors have extended the right to vote to recalled Emeritus faculty. [01/14/2016, Faculty Meeting. 9 yes; 1 no; 1 abstain, 2 not voted]. This vote was conducted through secret ballot.

G. 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.

H. Five Year Reviews
Five year reviews are handled according to Appendix 12 of the UCLA Call.

I. Non-Senate Faculty/Adjuncts
a. Tenured Full Professors and tenured Associate Professors have extended the right to all academic senate members to vote on all non-senate personnel actions. [01/14/2016, Faculty Meeting. 10 yes; 1 no; 0 abstain; 2 not voted]. This vote was conducted through secret ballot.

III. Academic Personnel Committees
A. The department has no elected committees for personnel actions.
B. Ad hoc committees are formed as needed.

IV. Department Standing Committees
A. Committee on Admissions to MPH, MS, Ph.D and DrPh programs.
B. Committee on student financial aid.

Quorum: A group of at least 25% of academic senate members who have at least 50% appointment in the department of Biostatistics and who have not waived their right to vote will be considered a quorum.
Appendix 2

ACADEMIC SENATE BY LAW 55

BY LAW 55: Departmental Voting Rights

Amendment: under Article C. Extension of Voting Privileges to non-Emeritae/i Faculty.

In-Residence faculty in the department shall have regular faculty voting rights on personnel actions as specified under Article B. Designation of Voting Rights.
Committee on Committees: Slate for 2015-16

To the Academic Senate, Los Angeles Division

The Committee on Committees reports revisions to the 2015-16 committee slates and recommends confirmation of the following:

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<th>Department</th>
<th>Term of Service</th>
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<tr>
<td>Walker, David</td>
<td>Integrative Biology and Physiology</td>
<td>3</td>
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</table>

Respectfully submitted,

*2015-16 Committee on Committees:*

- Guillaume Chanfreau, Chemistry and Biochemistry - VICE CHAIR
- Mansoureh Eghbali, Anesthesiology
- Kym Faull, Psychiatry and Biobehavioral Sciences
- Lillian Gelberg, Family Medicine
- Antoinette Gomes, Radiological Sciences
- Pirouz Kavehpour, Mechanical and Aerospace Engineering - CHAIR
- Gregory Leazer, Information Studies
- Helga Leitner, Geography
- Thomas Minor, Psychology
- Joseph Nagy, English
- Ichiro Nishimura, Dentistry
- Chon Noriega, Film, Television and Digital Media
- Christina Palmer, Psychiatry and Biobehavioral Science
- Diane Papazian, Physiology
- Charalabos Pothoulakis, Medicine
- Francisco Ramos-Gomez, Dentistry
- Avanidhar Subrahmanym, Management
- Olga Yokoyama, Applied Linguistics

Submitted February 11, 2016
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 it is 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 Ethnomusicology 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
March 25, 2016

To: Leo F. Estrada, Chair
Los Angeles Division

From: Linda Bourque, Chair
Rules & Jurisdiction

Re: Proposed Amendment of Divisional Bylaw 60.A, Executive Board Membership

The Committee on Rules and Jurisdiction has reviewed the amendments proposed for Divisional Bylaw 60.A, Executive Board Membership that were submitted on March 22, 2016. UC Bylaws 95 and 340 (B) and UCLA Bylaw 120 (C) govern the vote needed and the calendar used in amending bylaws in the University of California, including UCLA.

In UCLA SB 120 (C), please note that “Modification of Divisional Bylaws requires two-thirds affirmative vote . . . of those voting. . . .” In this case, SB 120 (C) applies to the vote by the Legislative Assembly.

As regards the substance of the changes submitted to us, the Committee on Rules and Jurisdiction finds them consistent with the Code of the Academic Senate. The Committee notes, however, that the proposed amendments will revise the balance within the Executive Committee as follows.

First, in the present configuration, the three members elected by the full faculty (Chair, Chair Elect, Past Chair) represent 33% (3/9) of the elected members of the Executive Committee and 25% of all members (excluding the Academic Affairs Commissioner and the Graduate Commissioner of Academic Affairs) (3/12). The proposed change reduces the percentage of the campus-wide elected members to 27.3% (3/11).

Second, the Standing Orders of the Regents specify that the Academic Senate has final authority for the Curriculum and an Advisory Authority on the Budget. The Committees represented on the Executive Board (Graduate Council, Undergraduate Council, Council of Planning and Budget) represent those three major responsibilities of the Academic Senate at UCLA and 100% of Committees represented on the Executive Board. And they represent 33% (3/9) of the members of the Executive Committee and 25% members of all members. The proposed change reduces the percentage of centrally salient committees represented on the Executive Committee to 60% and the overall percentage overall to 27.3% (3/11).

Finally, the current bylaws require that 33% (3/9) elected members must be members of the College of Letters and Sciences. But in the proposed bylaws it is reduced to 27.3% (3/11).

The Committee on Rules and Jurisdiction asks whether the intention of the proposed amendments was to reduce the influence of the three persons elected by the full faculty, the three Committees most important in determining the Academic Senate’s conformance with the intent of
the Regents Standing Orders, and the College of Letters and Sciences’ involvement in the undergraduate curriculum.

cc: Jason Throop, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Susan Cochran, Chair Elect, Academic Senate
    Joel Aberbach, Past Chair, Academic Senate
    Christopher Jados, Academic Senate
March 22, 2016

Linda Bourque
Chair, Committee on Rules and Jurisdiction

Re: Proposed Revisions to Divisional Bylaw 60.A: Executive Board Membership

Dear Professor Bourque,

Last academic year, the Executive Board received a proposal from the Committee on Diversity and Equal Opportunity to be represented as a standing member on the Executive Board.

Currently, the membership has 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). As part of the discussion to include the Chair of CODEO, the Faculty Welfare Committee also expressed its interest in being represented on the Board.

The Executive Board invited the chairs of both CODEO and FWC as guests of the Executive Board this academic year, with the intent to review the proposal this year to make this change permanent.

At its meeting on March 10, 2016, the Executive Board unanimously approved adding the chairs of CODEO and the FWC as ex-officio voting members to the Executive Board membership. Further, the members agreed that increasing the number of at-large members commensurate with committee members, from six to eight, was appropriate.

The Executive Board seeks the Committee on Rules and Jurisdiction’s endorsement so that the revision may be submitted to the LgA for approval. If so approved, the Senate will conduct a special election for the Executive Board at-large member in fall 2016.

Thank you in advance for your review of these proposed amendments. Please do not hesitate to contact me should you have any questions.

Sincerely,

Leobardo F. Estrada
Chair, Academic Senate

cc: Joel Aberbach, Immediate Past Chair, Academic Senate
    Susan Cochran, Vice-Chair/Chair Elect, Academic Senate
    Linda Mohr, Chief Administrative Officer, Academic Senate
    Marian Olivas, Committee Analyst, Academic Senate
    Academic Senate Executive Board Members
### CURRENT

60. **(A) Membership.** The Executive Board consists of the Chair and Vice Chair of the Division who are Chair and Vice Chair of the Board; the immediate past Chair; six at-large Senate members, three elected each Spring by the Legislative Assembly, for staggered two-year terms; the Chairs of the Graduate Council, Undergraduate Council, and Council of Planning and Budget as ex officio voting members (serving only for the duration of their respective term as chair, or two years, whichever expires first) and, as representatives, the Academic Affairs Commissioner and the Graduate Commissioner of Academic Affairs. At all times, at least three of the nine elected members shall hold appointments in the College of Letters and Science. [Am 14 Mar 89, 11 Jun 91, 10 Nov 92, 25 Apr 95, 28 May 96, 6 Apr 04, 07 Feb 07]

50. **(B) Duties.** The Executive Board

50. **(C) Vacancies.**

### PROPOSED

60. **(A) Membership.** The Executive Board consists of the Chair and Vice Chair of the Division who are Chair and Vice Chair of the Board; the immediate past Chair; eight at-large Senate members, four elected each Spring by the Legislative Assembly, for staggered two-year terms; the Chairs of the Graduate Council, Undergraduate Council, Council on Planning and Budget, **Faculty Welfare Committee, and the Committee on Diversity and Equal Opportunity** as ex officio voting members (serving only for the duration of their respective term as chair, or two years, whichever expires first) and, as representatives, the Academic Affairs Commissioner and the Graduate Commissioner of Academic Affairs. At all times, at least four of the eleven elected members shall hold appointments in the College of Letters and Science. [Am 14 Mar 89, 11 Jun 91, 10 Nov 92, 25 Apr 95, 28 May 96, 6 Apr 04, 07 Feb 07, 07 Apr 16]

50. **(B) No change.**

50. **(C) No change.**