Legislative Assembly
Notice of Meeting

Thursday, February 16, 2017
2:00 p.m. - 4:00 p.m.
Grand Salon in Kerckhoff Hall
Members of the Academic Senate

Dear Colleagues,

The next meeting of the Legislative Assembly will take place on Thursday, February 16, 2017, from 2:00-4:00 PM, in the Grand Salon in Kerckhoff Hall. The Legislative Assembly is the one body on campus where all departments and schools are represented, allowing for the broad exchange of ideas and transmission of information. Although each department and school has formal representation to the Assembly, all members of the Academic Senate are welcome to attend.

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

I look forward to seeing you at the Legislative Assembly.

Sincerely,

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

**ORDER OF BUSINESS**

*Thursday, Feb. 16, 2017 2:00 p.m. – 4:00 p.m.*

*Grand Salon in Kerckhoff Hall*

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 – 2:05</td>
<td>Approval of Draft Minutes of Nov. 10, 2016</td>
</tr>
</tbody>
</table>
| 2:05 – 2:10 | Welcome & Brief Announcements – **Susan D. Cochran, Chair, Academic Senate**  
Executive Board Voting Announcement – **Timothy Malloy, Secretary, Academic Senate** |
| 2:10 – 2:15 | Consent Calendar – **Susan D. Cochran, Chair, Academic Senate**  
A. Departmental Bylaws  
• Materials Science and Engineering Department  
• Department of Biological Chemistry  
• Architecture and Urban Design  
• Dentistry  
• Neurosurgery  
• Radiological Sciences  
• Head and Neck  
• Department of Emergency Medicine |
| 2:15–2:20 | Special Orders – Annual Reports (Consent Calendar)  
• Committee on Committees | Pg. 105 |
| 2:20–3:00 | Presentation by Executive Vice Chancellor Scott Waugh and Vice Chancellor and Chief Financial Officer Steven A. Olsen  
• Planning Issues |
| 3:00–3:20 | University and Faculty Welfare  
Updates on UC and Campus Issues – **Susan D. Cochran, Chair, Academic Senate** |
| 3:20–3:25 | Special Election, Executive Board At-Large Members – **Timothy Malloy, Secretary, Academic Senate** | Pg. 117 |
| 3:25–4:00 | New Business |

**Tim Malloy, Secretary – October 27, 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 MAY 26, 2016

A motion was made and seconded without objection to approve the minutes of the May 26, 2016 Legislative Assembly Meeting.

## II. WELCOME & BRIEF ANNOUNCEMENTS

Chair Cochran introduced the Senate Leadership to the members of Legislative Assembly:

- Vice-Chair/Chair-Elect Sandra Graham
- Immediate-Past Chair Leobardo Estrada
- Senate Secretary Timothy Malloy
- Senate Parliamentarian Greg Leazer

Chair Cochran announced the upcoming nomination for the four at-large member vacancies of the Executive Board with nominations due January 19, 2017.

## III. ANNOUNCEMENTS BY THE PRESIDENT AND CHANCELLOR

Chancellor Gene Block reported on the following:

- Veterans Day ceremony on UCLA campus, noting the remarkable veterans spoke at the ceremony
- Enrollment has increased by 800 new students, which is creating space and budgetary problems
- Increased percentage of non-resident student
- Did not decrease state students
- Expanding University Extension, the dean is currently looking at ways that University Extension could be expanded globally
- $2.8 billion out of the $4.2 billion has been reached so far for the campaign to 2019. This money is being split between scholarship support, fellowships & grad student support, and undergraduate scholarships.
- Student body is more diverse than ever before

Chancellor Gene Block also presented on the 21 recommendations from the UCLA Campus Safety Task Force, following the tragic shooting of Professor William Klug on June 1st, 2016.

The specific recommendations fall under four general headings:
- Conduct better — and more frequent — training of faculty, staff and students for life-threatening situations.
- Expand and improve emergency communications protocols and modes.
- Develop and implement protocols for increasing campus security especially, but not only, by adding new or improved locks.
- Create protocols for disseminating information about psychological and other types of support after an emergency.

IV. OTHER ANNOUNCEMENTS

Presentation by VC Ann Karagozian - Research Climate

VC Ann Karagozian reported on the current research climate of UCLA. Some key information:
- The mission of the Office of the Vice Chancellor for Research (OVCR) is to encourage and foster the pursuit of high-impact scholarly research in furtherance of the overall UCLA research enterprise and for the benefit of humanity.
- OVCR Administration includes Contract & Grant Administration, Extramural Fund Management, Human Research Protection Program, and Research Safety and Animal Welfare.
- Resources include UCLA Faculty PI Portal, ORA Online Resource Center, External funding opportunities, and Research Enhancement Office.

V. CONSENT CALENDAR

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

Revised Departmental bylaws:
- Mechanical & Aerospace Engineering
- Chicana/o Studies
- Germanic Languages
- Sociology
- Ophthalmology
- Chemical & Biomolecular Engineering
- Social Welfare
- Management
- Philosophy
- Political Science

School Bylaws
- Fielding School of Public Health

Amendments to the College of Letters & Science Bylaws

Recommended Changes to Bylaw Appendix XVIII: Council on Planning and Budget
VI. SPECIAL ORDERS – CONSENT CALENDAR

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

- Academic Senate Committee Annual Reports
  - 2015-16 Committee on Emeriti Affairs
  - 2015-16 Faculty Research Lectureship
  - 2015-16 Committee on International Education
  - 2015-16 Undergraduate Council
  - 2015-16 Committee on Teaching
  - 2015-16 Council on Planning and Budget
  - 2015-16 Committee on Development
  - 2015-16 Graduate Council
  - 2015-16 Committee on Diversity and Equal Opportunity

VII. REPORTS OF SPECIAL COMMITTEES

None

VIII. REPORTS OF STANDING COMMITTEES

A motion was made and seconded without objection to approve the following items presented on the reports of standing committees:

Graduate Council – Jessica Cattelino, Chair
- Proposed Changes to Graduate Regulation 532.B, governing doctoral committees. The revision requires all members of a doctoral committee to read and certify the dissertation.

Undergraduate Council – Ertugrul Taciroglu, Chair
- Proposed Regulations for Undergraduate Degrees for the School of Theater, Film and Television, Section 2A. Academic Requirements of the School of Theater, Film and Television Requirements for the Bachelor’s Degree
- Revised Regulations for School of Arts and Architecture, Section 2. Academic Requirements of the School of the Arts and Architecture Requirements for the Bachelor’s Degree

IX. PETITIONS OF STUDENTS

None

X. UNFINISHED BUSINESS

None

XI. UNIVERSITY AND FACULTY WELFARE

CHAIR COCHRAN
Updates on UC and Campus Issues presented by Chair Susan Cochran:

- Student growth in undergraduate enrollment and the issues created such as TAs.
- Chair Cochran reported on measures to ensure success & timely progress that were discussed at a recent systemwide meeting as follows:
  - There have been discussions within UC to pool all non-resident fees and split the revenue between all UCs
  - Self-supporting degree programs are at a growth
  - Changes in the judicial process to establish a Peer Review Committee
  - Issues on Faculty and Student Welfare
    - Regents Health Services Committee
    - CA-Wide UC Care
  - International Travel requirements to register travel when bringing students abroad

<table>
<thead>
<tr>
<th>XII. NEW BUSINESS</th>
<th>CHAIR COCHRAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

The meeting was adjourned at 3:29pm.
December 8, 2016

To: Dwight Streit, Chair  
    Materials Science and Engineering

From: Linda Bourque, Chair  
       Rules & Jurisdiction

Re: Bylaws submitted on November 7, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Materials Science and Engineering submitted on November 7, 2015, 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 February meeting of the Legislative Assembly.

cc: Michael Levine, Vice Chancellor  
    Kumar Rajaram, 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  
    Bruce Dunn, Materials Science and Engineering  
    Patti Barrera, MSO, Materials Science and Engineering
MATERIALS SCIENCE AND ENGINEERING DEPARTMENT BYLAWS

This document is written to be in conformity with both the Standing Rules of the Regents of the University of California and Bylaw 55 of the State-wide Academic Senate of the University (UC SB 55). It was adopted by a secret ballot two-thirds majority vote of Departmental members of the UCLA Academic Senate following a regularly scheduled faculty meeting held on 10/13/2016 (10 of 13 eligible faculty voted; 10 yes, 0 no, 0 abstain)

I. Department Faculty
   A. Senate Faculty of the Materials Science and Engineering (MSE) Department are the ladder faculty members (Tenured: Full and Associate; Non-tenured: Assistant). All Senate department members, including Joint and Split appointments and recalled Emeriti, have the right to vote on non-personnel substantial department questions. Emeritae/i faculty does not have the right to vote on personnel actions. This includes those emeritae/i who are recalled.

   B. Non-Senate Faculty series in MSE include the Adjunct Professor and Professional Research series.

II. The Chairperson
   A. The Chairperson is the executive officer of the department and is appointed by the administration. The duties of the Chairperson shall be assigned by the Dean according to university practice and agreed upon by the senate members (Ladder-rank – “tenured or tenure-track” faculty) of the department.

   B. The Chairperson is responsible for the recommendation of the Vice Chair for Graduate Affairs and the Vice Chair for Undergraduate Studies, in consultation with the faculty and Dean. The duties of the Vice Chairs shall be assigned by the Chairperson. In consultation with the Vice Chairs and faculty members, the Chairperson appoints all standing and ad hoc committees.

III. Executive Committee
   A. The Executive Committee (EC) is comprised of the Chairperson and Vice Chairs. The Executive Committee is chaired by the Chairperson. Meetings are attended by the Vice Chairs, and as needed, by staff members. The meetings are held as needed.

   B. The quorum for these meetings is one half of the executive committee.

   C. The purpose of the Executive Committee is to ensure that the academic and research programs for undergraduate and graduate students are effectively coordinated with the administration of the Department. The Executive Committee approves appointments to Standing Committees, helps recommend agenda items for faculty meetings and may serve as the Budget Committee.

IV. Standing Committees
   A. For all committees except the elected Merits Committee, appointments are made by the Chairperson with the approval of the Executive Committee (EC) at the end of each spring quarter for the following academic year, or the beginning of the fall quarter of that year. The Chairperson or his/her designate are ex officio members of all committees without vote. For the Merits Committee, see III.B.4 below.
B. The committees and their individual charges are as follows:

1. **Programs and Curriculum:** The duties of the Vice Chairs include overseeing departmental academic and research activities and determine issues of concern to the department. Decisions regarding curricular issues in general are the concern of the faculty as whole. However, working groups for particular curricula and projects, such as preparing for the periodic review of the Accreditation Board for Engineering and Technology (ABET), will be constituted as needed.

2. **Undergraduate and Graduate Advising** is the overall responsibility of the two Vice Chairs with the assistance of the student affairs officer. The Vice Chairs customarily delegate this activity to the faculty who serve as advisors for specific graduate and undergraduate students.

3. **Budget Committee:** The Executive Committee may, at its discretion, serve as the Budget Committee for the Department. The charge is to consult with senate faculty members, conduct formal faculty review of the budget, and vote on whether to approve the annual curricular and teaching plan, and the associated budget. Any proposal requiring departmental funding will be submitted to the faculty for vote of approval.

4. **Merits Committee:** The Executive Committee identifies a slate of 3 candidates and 2 alternates to serve on the Merits Committee. The Committee is elected by a 2/3 majority of the senate faculty members in a secret ballot. In the event that less than 3 members receive a 2/3 majority, a second election occurs. See VI.D.1(b) for delegation of regular merits to this committee.

5. **Other Committees:** The Chairperson appoints committees of the faculty for which no other provision has been made. These working groups within the department may be constituted on an *ad hoc* basis to address particular concerns.

C. All standing committees meet as needed.

D. **Quorum:** the chair and one half of the respective committee members.

E. The members of each standing committee vote on issues related to that committee and, for substantial department questions, forwards their recommendation to the full faculty for a vote. Examples of such situations include the addition/elimination of courses, changes in curricula and budgetary issues.

F. If the Senate faculty decides to include student members on departmental committees, then students have the right to select their own representatives. Students are advisory, non-voting members and may not serve on personnel committees.

V. **Faculty Meetings**

A. The Faculty meet at least twice each quarter, and periodically during the quarter, at the discretion of the Chairperson. The Chairperson presides at all meetings. In the absence of
the Chairperson, either Vice Chair will preside. Should both Vice Chairs be absent, the
Chairperson will designate a substitute.
B. Notice of the meeting is given at least five instructional days prior to the meeting.
C. Agenda items may be submitted by individual faculty, the Executive Committee, or the
department Chairperson. Only items on the agenda are considered unless there is a
unanimous consent by the faculty present at the meeting.
D. Quorum: 50% of all senate appointments who are in residence (not on sabbatical) during
a quarter in which the meeting is held.

VI. Personnel Voting Rights

Senate Personnel Actions
A. Appointments
   All Senate ladder faculty ranks (Full, Associate, Assistant) have the right to vote on
   appointments that confer membership in the Academic Senate. Full and Associate
   Professors extended the right to vote on Appointments to Assistant Professors by a 2/3
   majority in a secret ballot, 10/13/2016: 9 yes; 1 no; 0 abstain; 3 not voting.
B. Promotions
   1. Full Professors have the right to vote on all promotions to the Full Professor rank.
   2. Full and Associate Professors have the right to vote on all promotions to the
      Associate Professor rank.
C. Non-Reappointments
   Full and Associate Professors have the right to vote on all non-reappointments of
   Assistant Professors. (SB 55.B.5)
D. Merits
   1. Regular (on time) merits.
      Votes on regular (on time) merits and one-year accelerations have been delegated
to the elected Merits Committee. See IV.B.4 for a description of the elected
      Merits Committee. Full, Associate, and Assistant Professors have delegated the
      vote by a 2/3 majority in a secret ballot, 10/13/2016: 10 yes; 0 no; 0 abstain; 3
      not voting.
   2. Accelerated (two years or more) and hurdle merits; Fourth-year Appraisals
      All non-Regular merits will follow the same voting privileges as those for Promotion
      (SB 55.B.6).
      a. Full Professors have the right to vote on all non-Regular and hurdle merits for
         the Full Professor rank.
      b. Full and Associate Professors have the right to vote on all non-Regular and
         hurdle merits for the Associate Professor rank.
      c. Full and Associate Professors have the right to vote on 4th-year appraisals for
         the Assistant Professor rank.

Non-Senate Personnel Actions
1. Adjunct Professor cases are handled the same as for senate members
2. Professional Researcher cases are handled the same as for senate members

VII. Personnel Voting Procedures (UC Bylaw 55)

Ad Hoc Committees: The charge for these committees, comprised of senate faculty and
appointed by the Chairperson, is to provide an in-depth review of the academic matter under
consideration and report their findings to the Department for further review and vote. Examples include appointments, promotions, accelerations of two or more years and hurdle merits.

A. Academic Personnel
Personnel matters are assigned to Ad Hoc Committees appointed by the Chairperson as described above. The Ad Hoc Committee submits its report to the Chairperson. Depending upon the specific academic personnel action under consideration, there may or may not be further discussion and voting by the faculty as described in the following paragraphs.

1. Appointments in the Regular Series
The Ad Hoc Committee is primarily responsible for reviewing and recommending to the Chairperson and the Department the appointment of new faculty. The Chairperson presides at a faculty meeting that discusses the report. This is followed by a vote of senate faculty as defined above under Voting Procedures.

2. Appointments in the Adjunct Professor and Professional Researcher Series
The Ad Hoc Committee is responsible for reviewing and recommending to the Chairperson and the Department appointments in the Adjunct Professor and Professional Researcher Series. The Chairperson presides at a faculty meeting that discusses the report. This is followed by a vote of all senate faculty regardless of rank.

3. Merit Actions
The elected Merits Committee is responsible for reviewing and recommending to the Chairperson merit actions of faculty who teach in their respective areas. The Chairperson uses that report as the basis for a recommendation to the Dean. Votes on regular (on time) and one-year acceleration merit actions have been delegated to the elected Merits Committee.

4. Promotions/Accelerations (two years or more)
The Ad Hoc Committee appointed by the Chairperson reviews the faculty’s dossier and submits its report for the full faculty to review. External letters are requested in accordance with Academic Senate protocols and are part of the dossier. The Chairperson presides at a faculty meeting that discusses the dossier. This is followed by a vote of senate faculty as defined above under Voting Procedures. For Accelerations of two years or more, external letters are not requested unless there is a promotion associated with the acceleration. A faculty vote is required as discussed above.

5. Voting on personnel matters will be by secret ballot and must pass by a simple majority of those eligible to vote.

6. Voting should be held open for at least five instructional days.

VIII. Amendments to By-Laws
The Department By-Laws can be amended by a two-thirds majority vote in a secret ballot of Departmental members of the UCLA Academic Senate following a regularly scheduled faculty meeting.
DEPARTMENT OF MATERIALS SCIENCE AND ENGINEERING

BYLAWS

1. We have an annually Elected Merit Committee, which handles all appointments, merits, promotions. That is, they review and vote on the cases and submit a report for review to the Department and to the Chair for inclusion in the dossier.

2. The Elected Merit Committee has voting rights for all normal merit cases. Faculty cannot be on committees or vote on cases above their current level.

3. On Appointments, Accelerated Merits*, Promotions, Step VI, Above-Scale, the Elected Merit Committee submits its recommendation to the tenured faculty for discussion and secret ballot.

4. All personnel cases covered in #3, including quarterly lecturer appointments, are voted on by secret ballot.

5. In the case of Assistant Professors, voting rights may be extended to them on an annual basis as deemed appropriate by the tenured faculty.

6. Voting rights for Adjunct Professors are extended on an annual basis as deemed appropriate by the tenured faculty.

7. No voting rights have been extended to Emeriti.

* “Accelerated Merits” are merits of 2 years or more. One-year merits will be handled by the Elected Merit Committee.

NOTE: Additions an updates were discussed and unanimously approved at a faculty meeting on November 1, 2007.
December 7, 2016

To: John Colicelli, Vice Chair
   Biological Chemistry

From: Linda Bourque, Chair
       Rules & Jurisdiction

Re: Department Bylaws Submitted On December 7, 2016

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the Department of Biological Chemistry submitted on December 7, 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: Michael Levine, Vice Chancellor
    Kumar Rajaram, 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
DEPARTMENT OF BIOLOGICAL CHEMISTRY BYLAWS

These bylaws were adopted (24 yes votes, 0 no votes) on May 24, 2016, by members of the Biological Chemistry Department, David Geffen School of Medicine (DGSOM). Revised on November 9, 2016.

I. ACADEMIC APPOINTMENT AND REVIEW

A. Academic Titles
The Department of Biological Chemistry uses the Academic Senate professorial series titles Regular Professor (a.k.a. ladder faculty), In-Residence Professor, and Emeritus Professor (with and without recall status). The Department also uses the non-Senate professorial series titles Adjunct Professor and Visiting Professor. Within these series, Department faculty may hold split appointments (FTE divided among two or more departments) and joint appointments. Split and joint appointment faculty members have all the rights and privileges associated with their rank, unless otherwise indicated. The Department also uses the title Research Professor, which is available to DGSoM Emeritus Professors with active research programs.

In addition to the professorial series listed above, the Department makes use of the non-professorial series titles Professional Researcher, Project Scientist, and Lecturer without security of employment (SoE).

B. Joint Appointments
Joint appointments are made following open faculty discussion and vote by those faculty members eligible to vote on new appointments (see section I.C.1).

The Department recognizes the invaluable contributions of faculty members with joint appointments. Joint-appointment faculty members are welcome to participate fully in all Department activities and governance, unless restricted by a voting waiver (I.C.2.d, below). Members with joint appointments are expected to contribute equitably to the Department’s teaching obligations and committee functions.

C. Appointment, Advancement and Promotion of Senate Faculty

1. Voting eligibility
Voting rights vary according to in-title rank and the type of action as indicated below. At all levels, In-Residence Professors follow the same rules as Regular Professors. All Emeritus Professors and any joint appointment faculty with voting waivers are not eligible to vote on appointments, advancements, and promotions. Non-voting faculty members may participate in all pre-vote discussions.

a) New appointments to a professorial series: All faculty members at all ranks in the Regular Professor and In-Residence Professor series are eligible to discuss and vote on new appointments.
b) Advancement to and within the rank of Full Professor (Regular and In-Residence): All Full Professors (Regular and In-Residence) are eligible to vote on these actions, including advancements to Step 6 and Distinguished Professor (Initial Above Scale). Not eligible to vote: Assistant and Associate Professors.

c) Advancement to and within Associate Professor rank (including tenure vote): All Regular Professors and In-Residence Professors at Associate rank or higher are eligible to vote on these actions. Not eligible to vote: Assistant Professors.

d) Advancement within Assistant Professor rank and 4th year appraisal: All Regular Professors and In-Residence Professors at Associate rank or higher are eligible to vote on these actions. Not eligible to vote: Assistant Professors.

e) Non-reappointment or termination of Assistant Professor or Assistant In-Residence Professor: All Regular Professors and In-Residence Professors at Associate rank or higher are eligible to vote on these actions. Not eligible to vote: Assistant Professors.

f) Merit equity review with advancement to or within the Full Professor (Regular and In-Residence) series: All Full Professors (Regular and In-Residence) are eligible to vote on these actions. Not eligible to vote: Assistant and Associate Professors.

2. Voting practices

a) An ad hoc advisory committee (see section IV), reviews the candidate’s dossier and summarizes their recommendation in a letter to the Chair.

b) Academic personnel dossiers, including the ad hoc committee letter, are made available for review by eligible faculty members two days prior to the faculty meeting at which proposed actions are discussed and voted upon.

c) Academic Senate professorial series faculty of all ranks, including Emeritus Professors, may participate in personnel discussions prior to an anonymous vote by eligible voting members. Absentee voting by eligible faculty is permitted up to two days following the initial vote.

d) Regular Professor and In-Residence Professor faculty members with joint appointments may be exempted from voting on personnel matters, while retaining all other rights and privileges, through a waiver procedure. Voting waivers are provided by majority vote of the faculty. Waivers are temporary but renewable as described in the CALL.

3. Five-year review of Associate or Full Professor (Regular and In-Residence).

All faculty members at all ranks in the Regular Professor and In-Residence Professor series who have not been reviewed for advancement within five years will undergo a five-year review as described in the UCLA CALL (Appendix 12). Submitted dossiers are reviewed by an ad hoc committee that reports to the Chair. A letter from the Chair communicates the review decision to the candidate. If a review outcome is “unsatisfactory”, a five-year action plan for improvement will be implemented.
4. Sabbatical leave
   The Department adheres to sabbatical leave rules in the University’s academic personnel manual (APM 470). Briefly, application for sabbatical leave should include a project description and be submitted to the Chair. Applications approved by the Chair must then be authorized by the Dean and Chancellor. Within 90 days of return from leave, the faculty member must submit a report of their sabbatical activities.

D. Appointment, Advancement and Promotion of Non-Senate Faculty

1. Adjunct Professor series:
   Appointment to and advancement within this series is handled the same as for members of the Senate Professorial series.

2. Visiting Professor series:
   The Chair has the authority to approve appointments to and advancements within the Visiting Professor series. The Chair is required to notify faculty members of new appointments in this series.

3. Professional Researcher:
   Professional Researcher appointments, advancements, and promotions require Chair approval. The Chair may seek advice from an ad hoc committee on these matters. All personnel actions in this series follow the appropriate academic personnel guidelines.

4. Project Scientist and Lecturer w/o SoE:
   Project Scientist appointments are initiated by faculty members in the Regular and In-Residence professorial series, who serve a supervisory role. Lecturer w/o SoE appointments are initiated by the Department as needed for its teaching mission. Appointments and advancements in both series require Chair approval and follow academic personnel guidelines.

II. TEACHING POLICY

The instruction of medical students, dental students and graduate students is a primary responsibility of the Department. Teaching assignments are balanced with service and other responsibilities. The Chair reviews the Department’s teaching obligations and the teaching duties of individual faculty members annually. Reasonable adjustments in teaching assignments are considered upon request.

III. FACULTY MEETINGS

Meetings of the Department of Biological Chemistry faculty will normally be convened monthly, but may be cancelled at the Chair’s discretion. The Department Chair functions as the faculty-meeting chair but may designate another faculty member to perform this duty. The following policies apply to the conduction of business at faculty meetings.
A. Membership
   All Department members with professorial series appointments (Regular, In-Residence, recalled Emeritus, Adjunct and Visiting) receive pertinent materials and are invited to attend and participate in faculty meeting discussions. The Department CAO attends faculty meetings as an *ex officio* member. Department members with non-professorial titles and staff members attend by invitation and as nonvoting members. Two representatives of the Department’s graduate students and one representative of the postdoctoral fellows, each selected by members of those groups, attend and participate as nonvoting members. Students and postdoctoral fellows are not present for academic personnel discussions and votes.

B. Quorum and Vote Requirement
   For non-personnel (i.e., policy) items, members at all ranks in the Regular, In-Residence, and recalled Emeritus Professors series are eligible to vote. For actions requiring approval by the Department, a faculty meeting quorum is defined as one half of the voting members. A simple majority of cast votes is sufficient to pass any action. Proxy voting is not allowed. Members attending by invitation will normally leave during academic personnel discussion.

C. Faculty meetings minutes
   Minutes of each faculty meeting will be distributed to faculty members within a reasonable time after each meeting, but at least 2 days before the next faculty meeting.

IV. CHAIR AND VICE CHAIRS
   A. Chair
      Selection of a new Department Chair begins with the formation of a selection committee, the size and composition of which is determined by a meeting of those past and current Chairs and Vice Chairs who remain active in the Department (including recalled Emeritus Professors). The selection committee recommends a candidate, from inside or outside of the Department, who is then considered and voted upon by the full Department. Once approved by the Department, the candidate is put forward to the DGSOM Dean, who makes a final decision on the appointment.

   B. Vice Chairs
      The Department Chair will recommend to the DGSOM Dean that one or more Vice Chairs be appointed. The distribution of Vice Chair responsibilities is at the discretion of the Chair, but will typically include leading faculty meetings when the Chair is absent and overseeing personnel actions involving the Chair.

V. COMMITTEES
   A. Standing Committees
      1. Compensation Plan Committee
         The Compensation Plan Committee oversees the Department’s Health Sciences Compensation Plan (see section IV). Committee members are the Department Chair and two compensation plan members, one selected by the Chair and another selected by a vote of plan member. Selected and elected members serve two-year terms that can be extended. The Department’s CAO serves as an *ex officio* member.
2. Graduate Committee
The Graduate Committee oversees issues related to education and welfare of the Department’s graduate students. The committee’s four members are selected by the Chair.

B. Ad hoc Committees

1. Academic Review Committees
Faculty members in the Regular, In Residence, and recalled Emeritus Professor series are appointed by the Chair to review dossiers of candidates for academic advancement or five-year review. University faculty members with appointments outside the Department may be asked to serve. When the Chair is under review, a designated Vice Chair appoints the ad hoc committee members. Typical ad hoc committees have three members but this number is not a requirement or limitation.

Following dossier review, committee members provide their assessment in a letter to the Chair. If committee members are not in agreement, this should be conveyed in their letter. The committee letter is included in the candidate’s dossier for review by eligible faculty members. An ad hoc committee member will normally lead the discussion of candidate dossiers at faculty meetings.

2. Search Committees
The Chair may form a committee of Regular Professor and In-Residence Professor series faculty members to identify and evaluate applicants for an open position in one of these academic series. University faculty members with appointments outside the Department may be asked to serve. The search committee chair, in consultation with committee members and Department faculty, and in compliance with University regulations, will determine the most appropriate mechanisms for identifying and evaluating candidates. The committee will provide the Department with progress updates and a final assessment prior to any faculty votes on new appointments.

3. Special Topic Committees
The Chair may at any time form a committee of faculty members, from within or outside the Department, to provide information and advice on a matter under consideration.

VI. COMPENSATION PLAN
As written in a separate document and adopted June 4, 2014.

VII. MECHANISM FOR REVISION OF BYLAWS
Proposed amendments and revisions to the Department of Biological Chemistry bylaws must be provided to all members with Academic Senate professorial series titles at least two weeks prior to discussion at a faculty meeting. Adoption of amendments and revisions requires a two-thirds majority vote in a secret ballot by faculty members in the Regular Professor, In-Residence Professor, and recalled Emeritus Professor series.
Faculty votes to extend voting privileges and amend the revision mechanism (Nov. 9, 2016)

The Department of Biological Chemistry bylaws, adopted May 24, 2016, extend voting privileges beyond the required minimum. The UCLA Academic Senate needs an explicit vote (2/3 majority) to approve each variation from the minimum. We also need to correct our description of the process for adopting amendments and revisions.

Vote 1: Extending vote to In-Residence Senate Members
Description 1: A YES vote allows In-Residence Professors to vote on academic advancements leading to and within their current rank.
Results: Yes = 20, No = 1, Abstain = 1

Vote 2: Extending vote to Assistant Professors
Description 2: A YES vote allows Assistant Professors to vote on new academic appointments at any rank.
Results: Yes = 14, No = 4, Abstain = 1

Vote 3: Including Recalled Emeritus Professors in discussions
Description 3: A YES vote allows Emeritus Professors who have been recalled to active service to review academic personnel dossiers and participate in pre-vote discussions (no vote).
Results: Yes = 22, No = 0, Abstain = 0

Vote 4: Bylaws amendment and revision procedure
Description 4: A YES vote rewords the current BC bylaws to state that amendments and revisions requires a two-thirds majority in a secret ballot of faculty members in the Regular Professor, In-Residence Professor, and recalled Emeritus Professor series.
Results: Yes = 24, No = 0, Abstain = 1,
January 19, 2017

To: Neil Denari, Chair
    Architecture and Urban Design

From: Jim Crall
    Rules and Jurisdiction

Re: Rules & Jurisdiction approval of Department Bylaws Submitted on November 21, 2016

Thank you for adding a Section XII that specifies that the bylaws are amended by a two-thirds majority vote. The Committee on Rules and Jurisdiction finds the revised Bylaws that the Department of Architecture and Urban Design submitted on November 21, 2016 consistent with the Code of the Academic Senate. These will now go to the Academic Senate Executive Board to be placed on the agenda for the next Legislative Assembly.

cc: Michael Levine, Vice Chancellor Academic Personnel
    Linda Bourque, Chair, Committee on Rules & Jurisdiction
    Kumar Rajaram, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Linda Holmes, AUD Chief Administrative Officer
Bylaws
Department of Architecture and Urban Design
Approved by faculty by a majority vote, 03/30/2016, 7 yes; 0 no; 0 abstain, 5 not returned

I FUNCTIONS

The faculty of the Department of Architecture and Urban Design shall conduct the government of the Department Architecture and Urban Design.

II MEMBERSHIP

A. Membership in the Faculty of the Department of Architecture and Urban Design consists of those faculty whose appointment confers membership in the Academic Senate, including regular line (“Ladder”) faculty and In-Residence “Studio Professors.” With the exception of non-Recalled Emeriti, all Senate faculty have the right to discuss and vote on substantial department questions.

B. Studio Professors
Per the UCLA CALL:
Appointment authority and review procedures for the Studio Professor title follow the procedures set forth for the Professor-in-Residence series. (Appendix 16, “V. APPOINTMENT AND REVIEW PROCEDURES”)
* The department has extended Academic Senate personnel voting privileges to Studio Professors. (Faculty meeting by majority vote, 03/30/2016, 7 yes; 0 no; 0 abstain, 5 not in attendance)

C. Emeriti Professors:
Emeriti Professors shall not vote on academic personnel matters.
Non-recalled Emeriti Professors shall not vote on substantial departmental questions.

D. Non-Senate faculty (Lecturers without Security of Employment, Visiting, Adjunct or Acting Titles) may be invited to general faculty meetings and asked to consult on selected departmental issues. They may not vote on substantial department questions.

III OFFICERS

The Chair of the Department shall be appointed by the Chancellor following regular University procedures. The Chair in consultation with faculty recommends to the Dean the name of a Vice Chair. The Executive Vice Chancellor appoints the Vice Chair.

IV MEETINGS

The general faculty meets a minimum of once per quarter.
General Faculty Meetings are called by the Chair but individual faculty may also request that a meeting be called. Student representatives are invited to the Faculty Meetings.

Minutes shall be taken at all regularly scheduled meetings. They shall be kept on file in the Department Office.

V. VOTING ON ACADEMIC PERSONNEL ACTIONS

A. Appointments
   The minimum voting body of Full and Associate Professors shall vote on all appointments that confer membership in the Academic Senate.

B. Promotions & Merits
   Full and Associate Professors vote on all merit and promotion personnel actions.
   *Associate Professors have been extended the vote on promotion to Full Professor and merits of Full Professors.
   (Faculty meeting by majority vote, 03/30/2016, 7 yes; 0 no; 0 abstain, 5 not in attendance)

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

D. Five Year Reviews
   Five year reviews are reviewed by ladder faculty (Full and Associate Professors) or the Staffing Advisory Committee, depending on the rank and step of the Professor.

E. Non-Senate Faculty Personnel Matters
   The tenured faculty members shall establish the method by which non-senate faculty personnel matters are determined. Adjunct faculty personnel cases are handled in the same manner as senate cases.

VI. QUORUM

A quorum shall consist of 50 percent-plus-one of senate faculty members. If a senate member is on sabbatical, he/she shall not be counted in determining the quorum.
VII. STANDING COMMITTEES

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

A. Executive Committee

1. Membership
   a. Term of membership is 2 years.
   b. 7 members total: 3 members of LADDER faculty, elected from faculty at large, along with Chair and Vice Chair (if there is one).
      i. 1 Student Representative, no voting privileges;
      ii. 1 NON-LADDER faculty member (faculty in the Lecture Series and Adjunct Faculty) no voting privileges are extended. Approved by a 2/3 majority secret ballot of all Senate Faculty 03/30/2016, 7 yes; 0 no; 0 abstain, 5 not returned.
      iii. The Chair will abstain from voting and only participates in voting in the case of a tie.
   c. Student Representative is an *ex officio* and no voting privileges are extended. They serve as advisory members of the committee. The Student Representative of the Executive Committee is responsible for bringing student concerns to the Executive Committee as a whole. The student on the Executive Committee must be recused during discussions where faculty or student privacy is at issue, or in cases of conflict of interest.
   d. The NON-LADDER faculty member of the Executive Committee is responsible for bring NON-LADDER faculty concerns to the committee as a whole. The Non-Ladder faculty member must be recused during discussions involving Academic Personnel cases or in cases of conflict of interest.

2. Election procedures:
   a. LADDER FACULTY: Every member of the faculty nominates 3 from eligible faculty; the six with the most nominations will be put forward on ballot; three nominees with the most votes are elected.
   b. NON-LADDER FACULTY: Non-ladder faculty members with 3 quarters of teaching for the given year will be nominated; non-ladder faculty will vote; nominee with the most votes is elected.
   c. STUDENTS: Student representatives put forward names of three of their members (already elected by some portion of the student body); Executive Committee selects one.

3. Responsibilities
   a. The Executive Committee acts in an advisory capacity and offers consultative assistance to the Chair
   b. The Executive Committee maintains and updates all departmental by-laws, handbooks, student procedures.
   c. The Executive Committee makes curricular recommendations to the faculty for its approval.
d. The Executive Committee acts as an approval (Vote among The Executive Committee required) body for:
   (1) non-ladder faculty appointments of 3 quarters or longer.
   (2) appointment and constitution of task forces as needed.

4. Procedures
   a. Voting with the Executive Committee
      Elected faculty members and Vice Chair vote on Executive Committee matters; in the event of a tie, the Chair will vote.
   b. Regular Meetings
      The Executive Committee meets a minimum of once a month throughout the academic year and as needed through the summer.

5. Reporting and Accountability
   a. Agenda
      (1) The Executive Committee agenda for that quarter will be discussed at the general faculty held at the beginning of each term. At that time, faculty will be invited to contribute to that agenda. Additional items of concern can be added to the agenda by contacting The Executive Committee members.
      (2) The student representative on the Executive Committee is expected to bring issues of student concern to the agenda.
   b. Minutes
      (1) Summary minutes of the Executive Committee will be circulated to faculty and student representatives

B. MA/PhD Committee
   Membership: Critical Studies Ladder Faculty  the MA/PhD Committee oversees admissions to the MA/PhD program, manages MA/PhD curricula, and supervises the academic affairs of students in those degree programs.

C. Staffing Advisory Committee
   Membership: Ladder Faculty. Appointed by the Chair, or Vice Chair
   The Staffing Advisory Committee is the body responsible for pre-reviewing and preparing cases for appointment, promotions and appraisals. Specific policies relating to these actions will be in accordance with The CALL, the Academic Personnel Office Manual and “Guidelines for Department Chairs” from the School of the Arts and Architecture.

VII. OTHER COMMITTEES
   Other committees (such as Awards Day Committee, Admissions Committee, Probation/Termination Committee) and/or task forces may established yearly as needed.

VIII. LEGISLATIVE ASSEMBLY
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.

IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Sturgis’ *Standard Code of Parliamentary Procedure* 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. [UCLA Bylaw 135(D)]

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 object to such suspension.

XI. STUDENT PARTICIPATION

The Department supports the active input from students in departmental governance where appropriate (i.e., NOT personnel cases; search committees). Students from each degree program appoint representatives in accordance with the Graduate Student Association policy. At least one student is invited to participate in all committees, task forces and consultative groups when appropriate.

XII. BYLAW CHANGES

Any changes or amendments to the department’s bylaws must be approved by a two-thirds majority vote.

April 28, 2004; Revised March 30, 2016
Faculty Workloads  
Department of Architecture and Urban Design

**Roster Faculty**

**Full Time:** 5 courses per academic year or 3 studios and 1 course per academic year

**50% Time:** 3 courses alternating with 2 courses per academic year or 2 studios alternating with 1 studio and 1 course

**Visiting and Adjunct**

**Full Time:** 6 courses per academic year or 3 studios and 1 course per academic year

**Part Time:**
- .50 per course per quarter or
- .83 per studio per quarter

**Lecturer**

**Full Time:** 9 courses per academic year or 3 studios and 1 course per academic year

**Part Time:**
- .33 per course per year or
- .83 for each studio per quarter

Exceptions: Credit, usually equal to one course, can be given to lecturers, visiting and adjunct faculty for service to the department at the discretion of the chair.

As of 6/30/02
October 30, 1997

TO: Architecture and Urban Design Academic Senate Members

FROM: Elaine Marco

RE: By law 55 -- Extension of Voting Rights

Below are the Voting Rights 1997/98 voted on by the enfranchised members of the faculty. A 2/3 majority was required for all of the extensions, except for item II, where a majority was required.

- Associate Professors have been enfranchised to vote on academic personnel matters of Full Professors.

- Assistant Professors were not enfranchised to vote on Academic Personnel matters.

- Studio Series Professors were not enfranchised to vote on Academic Personnel Matters - with the exception below

- Studio Series Professors have been enfranchised to vote on all actions regarding Adjunct and Visiting Professor series.

- Lecturers (SOE) and Senior Lecturers (SOE) were not enfranchised to vote on Academic Personnel matters.

Regarding Emeriti Professors:

I. Emeriti Professors were not enfranchised to vote on academic personnel matters.

II. Emeriti Professors who are not recalled were not enfranchised to vote on substantial departmental questions.
ACADEMIC REVIEW BY-LAWS
DEPARTMENT OF ARCHITECTURE AND URBAN DESIGN

PRELIMINARY DISCUSSION

a. With the assistance of the Dean’s Office, the department’s Academic Personnel Coordinator will prepare a roster of all current faculty eligible for regular advancements (reappointments, merit increases, appraisals and promotions) during the subsequent year. This roster should identify the number of years at the current faculty position.

b. The Chair reviews this list, consults with members of the departmental faculty, and initiates the departmental review. After consultation with the faculty, the Chair may also initiate reviews for new appointments to the Adjunct or Studio Professor series, change-in-series, reviews for temporary faculty recommending non-reappointment and accelerated actions.

c. For actions affecting the Chair, an enfranchised tenured member of the faculty should be appointed by the Chair to take the initiative.

d. The Chair shall notify all candidates who are eligible for a review. Assistant Professors with required reviews (renewals, appraisals, merit increases, 7th Year Review) must receive written notification.

e. The Chair will meet with each candidate to be certain that the faculty member understands the review process and is given an opportunity to ask questions.

f. The faculty member should be counseled about their responsibilities for the coming action. The candidate must also be given a copy of Academic Personnel Manual Policies 210-1 and 220. A schedule for submission of all materials required for the review must be agreed upon. The candidate will be informed of their right and the procedure to identify individuals who may be potentially biased concerning this review.
SOLICITATION LETTERS

a. The Chair will compile a list of qualified individuals from whom letters of evaluation can be solicited regarding the candidate. The Chair will consult the chair of the staffing committee and authorities within the discipline in identifying these names (see “b” below). These are the departmental nominees. It is suggested that the Chair contact these individuals in advance to determine their availability to write an evaluation letter.

The candidate also prepares a list of potential evaluators. These are the candidate’s nominees. It is suggested that the candidate contact these individuals in advance to determine their availability to write an evaluation letter.

b. After receiving the candidate’s nominees, the Chair will select a number of individuals from both lists from whom letters will be solicited, including a reasonable number of persons nominated by the candidate. The Chair is responsible to “make certain that an appropriate over-all selection of authorities is made in order to assure that an objective and representative sounding of opinion within the particular discipline is obtained.”

c. In addition to the CV, the candidate must be given an opportunity to submit a reasonable selection of materials to be included with the solicitation letter. It is recommended that the candidate also include a statement covering current research emphasis and future direction. The Department will pay for any costs associated with collecting these materials (i.e. copies of publications, books, copies of recordings).

d. The Chair shall receive all letters. All letters received must be opened, date stamped and included in the file.

e. The Chair will give the candidate redacted copies of all letters received and appropriate notification of all confidential materials in the file.
STAFFING/AD HOC COMMITTEES

a. The department’s “Staffing Advisory Committee” will consist of all enfranchised Senate Faculty eligible to vote on the action. The chair of the staffing committee should be a faculty member other than the department Chair. An ad hoc committee is an arm of the staffing committee, convened to prepare a report on the candidate for the staffing committee.

b. The Staffing Committee in deliberation with the department Chair will appoint ad hoc committees to prepare a report prior to departmental discussion and deliberations. Ad hoc committees will be appointed for all appointments, promotions, accelerations and 4th Year Appraisals. For other actions - renewals of assistant professors, regular merit increases - ad hoc committees will be appointed at the discretion of the Chair.

c. Whenever possible, 2-3 individuals will be appointed to serve on an ad hoc committee. The committee will usually consist of individuals eligible to vote on the action. It is preferred that individuals on the ad hoc committee be of a level equivalent to or above the recommended rank and step of the candidate; however, in some cases the Staffing Committee will require flexibility to designate the most appropriate individuals and those most familiar with the field. In rare situations, members may be drawn from other (related) departments.

d. The ad hoc committee will be charged by the Staffing Committee to create a report evaluating the performance of the candidate without making a specific recommendation.

e. The report of the ad hoc committee will be reviewed and approved at a meeting of the Staffing Committee. Prior to approval, the Staffing Committee may ask the ad hoc committee to revise the report to reflect discussion at the meeting.

f. A redacted copy of the report (in which the names of the committee members are removed) will be provided to the candidate who will have ten working days to offer a written rebuttal.

g. The faculty member must sign the “pre-certification page” in the dossier releasing the file for departmental discussion and vote.

h. In the rare situation where a faculty member refuses to sign the pre-certification page: if the review is not mandatory the review will be terminated; if the review is mandatory (examples include renewals, appraisals and 7-year reviews of Assistant Professors and 5-year reviews of Associate and Full Professors) the Chair will inform the individual that a signed pre-certification page must be received within 10 working days. If the
pre-certification page is not received the file will proceed to the faculty for further deliberations with a note from the Chair indicating the candidate's refusal to sign.
DEPARTMENTAL CONSIDERATION

a. Once the candidate has signed the “pre-certification page” a meeting of the staffing advisory committee will be scheduled to review all the material of the dossier including the report of an ad hoc committee if applicable, and all materials submitted by the candidate prior to the date of the meeting which includes any written rebuttal provided by the candidate. Each member of the staffing advisory committee will be informed in writing of the date and time for discussion of this review. They will also be reminded that they have an opportunity to review the dossier before the meeting and will be instructed where and when they can review this material. (Although members of the staffing advisory committee are strongly encouraged to review all of the candidate’s materials and participate in the formal discussion of the case, the academic senate has stated that an enfranchised faculty member cannot be required to attend a meeting or read the dossier prior to casting their ballot.) Faculty should be given no fewer than 5 working days prior to the meeting to review this material.

b. The Chair of the staffing committee will conduct the meeting of the staffing committee and lead a discussion of the dossier and its contents. The faculty should be encouraged to discuss the case freely and express professional opinions about the candidate.

c. The Department Chair may take notes to assist in the composition of the “Chair’s Letter.” To protect the confidentiality of those attending the meeting, formal minutes, which include a record of the discussion, are not to be taken. Although discouraged, the Chair may find it necessary to tape record the meeting to assist in composing the letter. In such cases, it should be announced at the beginning of the meeting that the recording is to assist the Chair only and will be erased after the Chair’s Letter has been written.

d. Immediately after the conclusion of the discussion the Chair of Staffing should request that the committee formulate and vote on a recommendation to be included with the ad hoc report. A committee vote should then be taken on the adoption of the ad hoc committee report including the recommendation. Once the report is accepted by the staffing committee, the department will distribute formal mail ballots to all eligible faculty to vote on the case.

e. The department will distribute ballots on personnel actions to the regular campus addresses of enfranchised faculty, including those who are on official leave of absence. The ballot will indicate a “due date” which should be a minimum of 5 regular working days: “working days” includes days when classes are not in session during the pay period but excludes weekends,
official university holidays, and non-paid periods such as the summer months. Unless specific arrangements have been made in advance, it is not the department's responsibility to send ballots to off-campus addresses, to out-of-state addresses, or overseas addresses of Faculty. All ballots are to be counted and recorded immediately after the due date.
THE CHAIR’S LETTER

a. The Chair will write the summary of the faculty deliberations known as the “Chair’s Letter.” (This document is distinct from the ad hoc committee report which has been approved by the staffing committee.)

b. The Chair’s Letter will accurately summarize the opinions expressed at the meeting while maintaining the confidentiality of those attending.

c. If, during the discussion, evaluation letters were discussed, they will be identified in the Chair’s Letter by the date of the letter.

d. The Chair’s Letter will report the numerical vote of the official ballot.

e. After completion, the “unsigned” Chair’s Letter will be available in the Chair’s office for several days to give the faculty who voted on this action an opportunity to review it. Faculty who wish to review this letter should inform the Chair’s assistant within three days of the meeting of the Staffing Committee. The Chair’s assistant will then ensure that each faculty member who expressed interest in reviewing the letter is informed when it is available for review. If faculty are concerned about any information contained in the letter, or lack of information, they are responsible to discuss this with the Chair.

f. After the time allotted for faculty review is completed, the letter will be signed included in the file and given to the candidate.

CONCLUDING THE REVIEW

a. After receiving the Chair’s Letter, the candidate will meet with the Chair.

b. The candidate will be given a deadline to prepare a response to the faculty recommendation and the Chair’s letter.

c.

d. Candidates are not usually given the opportunity to appeal a negative decision of the faculty. However, if the candidate has significant new information to present, the Chair may allow for an appeal. If the Chair grants an appeal, the enfranchised faculty will reconvene and consider the new information submitted by the candidate. There are two possible recommendations:

d1. The faculty may vote to reconsider the case based on the new information, wherein the prior vote of the faculty is immediately invalid. An addendum to the Chair’s Letter is prepared stating that an appeal was conducted and summarizes the discussion and final recommendation of
the faculty. Upon a recommendation and second, balloting continues as outlined above.

d2. If a majority of the faculty elect to not reconsider the case, the prior vote of the faculty will stand and the chair will simply add a note to the file that new information was submitted and considered by the faculty.

e. After the candidate’s deadline for submission of a response to the departmental deliberations, the candidate is asked to sign the “post-certification Page” in the dossier which is then forwarded to the Dean's Office.

f. In the rare situation where a faculty member refuses to sign the post-certification page: if the review is not mandatory the review will be terminated; if the review is mandatory (examples include renewals, appraisals and 7-year reviews of Assistant Professors and 5-year reviews of Associate and Full Professors) the Chair will inform the individual that a signed post-certification page must be received within 10 working days. If the post-certification page is not received the file will proceed to the Dean’s Office with a note from the Chair indicating the candidate’s refusal to sign.

AD HOC NOMINATIONS

For all promotions and appointments to tenure, The Department Chair submits, with the dossier, nominations of individuals who might serve on a CAP-appointed ad hoc committee. The Chair nominates three tenured faculty from the department. The Chair may also nominate three tenured UCLA faculty from outside of the department; these will assist the Dean who makes the final recommendation. The Chair will consult with representative members of the faculty in preparing these nominations.
January 19, 2017

To: Fariba Younai, Chair
    Faculty Executive Committee
    School of Dentistry

From: Jim Crall
    Rules & Jurisdiction

Re: Approval of Departmental Bylaws Submitted on December 12, 2016

Thank you for adding a section that specifies that the bylaws are amended by a two-thirds majority vote as well as conducting a vote to extend an advisory vote to your HS Clinical and Adjunct series. The Committee on Rules and Jurisdiction finds these revised departmental Bylaws for the School of Dentistry consistent with the Code of the Academic Senate. This memo, the approved bylaws, and the former bylaws will go to the Executive Committee of the Academic Senate and onto the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Paul H. Krebsbach, Dean
    Michael Levine, Vice Chancellor of Academic Personnel
    Linda Bourque, Chair, Committee on Rules & Jurisdiction
    Kumar Rajaram, Committee on Rules & Jurisdiction
    James Crall, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
BYLAWS OF THE UCLA SCHOOL OF DENTISTRY
Approved by Faculty February 8, 1984
Amended by Faculty July 9, 1986, December 11, 1988, April 1, 1997, June 3, 1998
Amended by Faculty and Approved on December 9, 2016 by majority in a secret ballot (34 yes, 1 no, 2
abstain and 10 did not vote)

PART I. FUNCTION

The function of the Faculty of the UCLA School of Dentistry is to participate in shared
governance of the School of Dentistry as defined by the Standing Orders of the Regents of the
University of California and in concert with applicable rules and bylaws of the Academic Senate
of the University and its Los Angeles Division. Specific powers and responsibilities reserved
for the Faculty include but are not necessarily limited to:

(a) The authorization and supervision of all courses and curricula offered in pursuit
of the degree of Doctor of Dental Surgery and the various specialty and certificate
programs offered by the School of Dentistry.
(b) The establishment of policies for the admission of candidates for the degree of
Doctor of Dental Surgery and the various specialty and certificate programs
offered by the School of Dentistry.
(c) The determination of whether students are making satisfactory progress in their
studies and remedies for students who are not progressing satisfactorily.
(d) The authority to investigate and make recommendations concerning the
allocation of educational and budgetary resources, academic priorities, and the
planning and budgetary process within the School of Dentistry. These
recommendations may be made to the Dean, to the Los Angeles Division, and/or
to the Chancellor.

PART II. ACADEMIC SENATE MEMBERSHIP

A. Members

Academic Senate Faculty in the UCLA School of Dentistry includes the following titles: (1)
Regular Series; (2) Professor in Clinical X Series; (3) In Residence Series; and (4) Emeriti.

1. In Residence Series. On May 14, 2015, by more than two-thirds majority of all faculty
voting in a secret ballot (24 yes, 0 no, 0 abstain, 11 did not vote), the tenured Associate
and Full Professors in the Regular Series extended voting rights on all academic
personnel actions to the Associate and Full Professors in In-Residence Series.

2. Clinical X Series. On May 14, 2015, by a two-thirds majority of all faculty voting in a
secret ballot (24 yes, 0 no, 0 abstain, 11 did not vote), the tenured Associate and Full
Professors in the Regular Series extended voting rights on all academic personnel actions
to the Associate and Full Professors in the Clinical X Series.
B. Voting Rights

1. Non-Personnel Actions

   In accordance with System-wide Bylaw 55.A, members of the following academic series: Regular Series; Professor in Clinical X Series; In Residence Series; and (4) Recalled Emeriti, have the voting right on all non-personnel “substantial department questions” including matters pertaining to the curriculum and student admission.

2. Academic Personnel Actions

   a) **New Departmental Appointments Conferring Academic Senate Membership**

      Full, and Associate Professors have the right to vote on appointments that confer membership in the Academic Senate.

   b) **Promotions to Full Professor**

      Full Professors have the right to vote on promotions to Full Professor.

   c) **Promotions to Associate Professor**

      Full, and Associate Professors have the right to vote on promotions to Associate Professor.

   d) **Non-Reappointments/Terminations of Assistant Titles**

      Full and Associate Professors have the right to vote on non-reappointments/termination of Assistant titles.

   e) **Merit Actions**

      Full and Associate Professors have the same rights to vote on all merit actions including Assistant Merits and 4th year appraisals as with promotions.

   f) **Five-Year Reviews of Academic Senate Faculty.**

      Recommended outcomes for five-year reviews of Academic Senate faculty are the responsibility of the Appointments, Promotions, and Appraisal (APA) Committee, which shall transmit its recommendations to the Dean. Five-year reviews are not subject to a general faculty vote.

   g) **Joint and Split Appointments**

      Joint Appointments without a waiver for personnel actions and all Split Appointments follow the same review and voting procedures for other faculty members of the same rank. Joint and Split Appointments vote on all other non-personnel substantial department questions (CALL, Appendix 15).
PART III. NON-SENATE FACULTY

A. Members

In addition to the Academic Senate titles, the UCLA School of Dentistry faculty also include members in the following Non-Senate Faculty titles: (1) Adjunct Series, (2) Health Science (“HS”) Clinical Series, and (3) Clinical Professor Series; and 4) Volunteer Series.

B. Voting Rights

1. Academic Personnel Actions of Non-Senate Faculty

The Clinical Professor Series and the Volunteer Series faculty do not have any voting rights. The faculty with 100% appointment in the Adjunct and HS Clinical Series have been extended voting rights as set forth below.

On November 15, 2016, by a two-thirds majority vote of all faculty voting in a secret ballot (28 yes, 8 no, 1 abstain, 10 did not vote), the Senate Full, Associate, and Assistant Professors extended the right to an advisory vote on all Non-Senate faculty actions to Non-Senate faculty with 100% appointments in the Adjunct and HS Clinical Series in an equivalent or higher rank.

The advisory votes from the Adjunct and HS Clinical Series faculty will be recorded and reported separately from the votes of the Academic Senate faculty. The advisory votes from the Adjunct and HS Clinical faculty also will not be counted with the votes by the Academic Senate faculty towards a majority.

PART IV. OFFICERS

The Officers of the Faculty shall consist of a Chair, Chair-Elect, and Secretary. The Chair-Elect shall be nominated and elected through a secret ballot vote by the Senate faculty. The Chair – Elect shall serve a three-year term, the first year as Chair-Elect, the second year as Chair, and the third year as Immediate Past Chair. The Secretary of the Faculty shall be elected annually by the Faculty Executive Committee from its membership.

In the event the Chair declines or becomes unable to continue service, the Chair-Elect will assume the office of Chair, and an election will be held within four weeks to elect a new Chair-Elect. Both the Chair and Chair-Elect will serve the remainder of the term and continue in their positions for an additional year. In the event the Chair-elect declines or becomes unable to continue service, an election will be held within four weeks to elect a new Chair-Elect, who will automatically assume the position of Chair at the completion of the term.
PART V. MEETINGS OF THE FACULTY

A. The Faculty shall meet at least once quarterly after a call by the Chair with a minimum of one week's notice prior to each meeting. The Faculty may meet at other times with at least two instructional days' notice:

1. After a call to meeting by the Chair.
2. After delivery of a written request for a meeting to the Secretary. The request must be:
   i. Signed by at least one fourth of the voting members of the Faculty.
   ii. Acted on within 48 hours by the scheduling of a meeting to take place within five calendar days from receipt of the request.

B. The Chair of the Faculty will preside at all Faculty meetings. In the absence of the Chair, the Chair-Elect will preside at Faculty meetings. Should the Chair-Elect also be absent, the Secretary will preside.

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

1. Consideration of the Minutes of the preceding Faculty meeting.
2. Announcements by the President of the University of California.
3. Announcements by the Chancellor of the UCLA campus.
4. Announcements by the Dean of the School of Dentistry and/or his/her designees.
5. Announcements by the Chair of the Faculty.
7. Reports of the Standing Committees.
8. Reports of Special Committees.
10. Unfinished Business.

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

Alice’s Sturgis’ “The Standard Code of Parliamentary Procedure,” shall govern Faculty meetings in all instances not covered by the Bylaws.

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

1. Requested by 25% of the voting members present at a meeting of the Faculty.
2. Requested in writing by 25 faculty members within ten calendar days after distribution of the minutes of the meeting at which the action was taken or the measure considered.
PART VI. QUORUM

A quorum shall consist of one-third of the full-time voting faculty in the School of Dentistry.

PART VII. COMMITTEES

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

A. Dean’s Committees

The Dean shall appoint members to the Dean’s committees who serve in an advisory capacity to the Dean. These include: Continuing Education and Faculty Development Advisory Committee, Diversity Committee, Health and Safety Committee and Scholarship Committee.

B. Faculty Executive Committee (FEC)

1. Membership

i. The Chair of the Faculty, Chair-Elect, and Immediate Past Chair.

ii. Six faculty members shall be elected by the faculty. The term of elected members shall be three years and they shall be eligible for reelection to one immediately succeeding term on the Committee. Each year one member shall be elected from two of the following paired divisions: Advanced Prosthodontics/Public health and Community Dentistry; Constitutive and Regenerative Sciences/Growth and Development; and Oral Biology and Medicine/Diagnostic and Surgical Sciences. Elections shall be ordered to ensure that two faculty from each divisional pair serve concurrently as FEC members.

iii. A representative from the School of Medicine invited by the FEC.

iv. The Dean of the School of Dentistry, or Dean’s representative elected by the faculty, shall serve as a non-voting "ex officio” member.

2. Duties

i. Advise the Dean and Faculty on matters concerning the school's policies, programs, and budget.

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

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

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

v. Have general jurisdiction over the curricula and conduct of instruction and requirements for degrees as provided in Division Bylaw 50(D)(5).

vi. Implement rules and regulations prescribed by the Faculty.
vii. Report to the Faculty at least quarterly.

3. Meetings

The FEC shall meet at the call of the Chair, or at the written request of a majority of its membership and at least once during each quarter.

4. Quorum

A quorum of the FEC shall consist of a majority of the members.

C. Standing Committees of the Faculty

1. Appointment and Tenure of Standing Committees

i. The Chairs and the members of the Standing Committees established herein shall be appointed by the FEC.

ii. When possible, the Standing Committee Chairs will be selected from faculty with a minimum of one year of service in that committee.

ii. All Standing Committees of the faculty with the exception of the FEC will be appointed each year prior to July 1, to serve three-year terms with the exception of the Student Performance committee which shall be a 4 year term. Approximately one-third of the membership will be replaced each year to foster continuity of the membership. As necessary, the FEC may replace committee members during the course of the term to ensure a functioning committee.

iii. Each Standing Committee may appoint such subcommittees as it deems necessary to conduct its business.

2. Admissions Committee

This committee shall consist of five (5) faculty members from the School of Dentistry, two faculty members from departments other than Dentistry, one predoctoral student each from the 3rd year and 4th year classes, and one Alumni Representative. The Associate Dean for Student and Alumni Affairs shall be an ex officio member without the right to vote. Student members have the right to an advisory vote.

The responsibility of this committee is to select students for admission to the predoctoral program.

There is a separate subcommittee for the Professional Program for International Dentists (PPID), consisting of four members of the faculty. This subcommittee will report to the Chair of the Admissions Committee.
3. **Curriculum Committee**

This committee shall consist of nine (9) faculty members. In addition, there shall be the following ex officio members without the right to vote: Associate Dean for Education and Faculty Development, Alumni Representative, and one predoctoral student from each class.

The responsibility of this committee consist of evaluating teaching programs and their educational objectives and of recommending to the FEC changes in the curriculum.

4. **Student Performance Committee**

The committee shall be composed of nine (9) faculty members. In addition, there shall be the following ex officio members without the right to vote: Associate Dean for Student and Alumni Affairs, Associate Dean for Clinical Dental Sciences, Alumni Representative. As needed, the committee will seek testimony from the students in the predoctoral program.

This committee shall consider academic performance of all students pursuing a D.D.S. degree. The responsibilities of this committee shall include the review of student performance and recommendations of those students to be graduated, graduated with honors, placed on probation, promoted, dismissed, and readmitted.

5. **Appointments, Promotions, and Appraisals (APA)**

The committee shall be composed of nine (9) full-time faculty members of the Academic Senate at the minimum rank of Associate Professor. The FEC shall appoint three (3) faculty to the committee each year to serve a three-year term.

The responsibilities of this committee shall include the pre-review and recommendations to the faculty of all professorial appointments, promotions, fourth year appraisals (including appraisals with a concurrent merit) of Assistant Professors, Professor Step VI merit increase reviews, and advancements to Professor Initial Above Scale. The responsibilities of the committee also include Five Year Reviews where its recommendation shall be advisory only to the Dean and not to the general faculty. For reviews other than Five Year Reviews, the voting results of the APA committee shall also be advisory only but will be transmitted to the faculty at the School of Dentistry Faculty Open Meeting to be followed by general faculty voting.

6. **Merit Increase and Lecturer Appointments (MILA)**

The committee shall be composed of nine (9) full-time faculty members of the Academic Senate at the minimum rank of associate professor. The FEC shall appoint three (3) faculty to the committee each year to serve a three-year term.

The responsibilities of this committee shall include the pre-review and recommendation to the faculty of all professorial merit increases including those to Professor Further
Above Scale but excluding merits to Professor Step VI. The committee shall also review all Lecturer and Clinical Professor Series, Volunteer Series appointments, reviews, and advancements where its recommendations shall be advisory only to the Dean and not the general faculty. The voting results of the MILA committee on professorial merits shall also be advisory only but will be transmitted to the faculty at School of Dentistry Faculty Open Meeting to be followed by general faculty voting.

PART VIII. Amendment to the Bylaws

The Bylaws may be amended at any regular or special meeting of the faculty by two thirds of all faculty eligible to vote (as long as quorum is met), provided that written notice of the amendment shall have been sent to each member of the faculty at least five (5) days of instruction before the meeting at which the amendment is to be moved.

No amendment inconsistent with legislation of the Academic Senate shall be made.
Part I. Function

1. The function of the Faculty of the School of Dentistry is to participate in shared governance of the School of Dentistry as defined by the Standing Orders of the Regents of the University of California and in concert with applicable rules and bylaws of the Academic Senate of the University and its Los Angeles Division. Specific powers and responsibilities reserved for the Faculty include but are not necessarily limited to:

   (a) The authorization and supervision of all courses and curricula offered in pursuit of the degree of Doctor of Dental Surgery and the various specialty and certificate programs offered by the School of Dentistry.

   (b) The establishment of policies for the admission of candidates for the degree of Doctor of Dental Surgery and the various specialty and certificate programs offered by the School of Dentistry.

   (c) The determination of whether students are making satisfactory progress in their studies and remedies for students who are not progressing satisfactorily.

   (d) the authority to investigate and make recommendations concerning the allocation of educational and budgetary resources, academic priorities, and the planning and budgetary process within the School of Dentistry. These recommendations may be made to the Dean, to the Los Angeles Division, and/or to the Chancellor.

In matters respecting graduate study and higher degrees, the Faculty is subject to the authority of the Graduate Council and the Coordinating Committee on Graduate Affairs.

Part II. Membership

2. Membership in the Faculty of the School of Dentistry is defined by System-wide Bylaw 45 Divisional Bylaw 50(A).

3. Full-time Clinical Faculty, who are not members of the Academic Senate, may serve on committees and participate in consideration of personnel actions. Their input on personnel actions shall be identified and reported separately as a non-voting unit.

Part III. Officers

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

5. In the event the Chair declines or becomes unable to continue service, the Chair-Elect will assume the office of Chair, and an election will be held within four weeks
to elect a new Chair-Elect. Both the Chair and Chair-Elect will serve the remainder of the term and continue in their positions for an additional year. In the event the Chair-elect declines or becomes unable to continue service, an election will be held within four weeks to elect a new Chair-Elect, who will automatically assume the position of Chair at the completion of the term.

Part IV. Meetings of the Faculty

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

7. The Faculty may meet at other times with at least two instructional days' notice:
   (a) After a call to meeting by the Chair.
   (b) After delivery of a written request for a meeting to the Secretary. The request must be:
      i. Signed by at least three one fourth of the voting members of the Faculty.
      ii. Acted on within 48 hours by the scheduling of a meeting to take place within five calendar days from receipt of the request.

8. The Chair of the Faculty will preside at all Faculty meetings. In the absence of the Chair, the Chair-Elect will preside at Faculty meetings. Should the Chair-Elect also be absent, the Secretary will preside.

9. The agenda of the regular quarterly meetings shall include the following order:
   (a) Consideration of the Minutes of the preceding Faculty meeting.
   (b) Announcements by the President of the University of California.
   (c) Announcements by the Chancellor of the UCLA campus.
   (d) Announcements by the Dean of the School of Dentistry and/or his/her designees.
   (e) Announcements by the Chair of the Faculty.
   (f) Report of the Faculty Executive Committee.
   (g) Reports of the Standing Committees.
   (h) Reports of Special Committees.
   (i) Petitions of Students.
   (j) Unfinished Business.
   (k) New Business.

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

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

12. Actions or measures considered at a meeting of the Faculty must be submitted to a mail ballot when:
   (a) Requested by 25% of the voting members present at a meeting of the Faculty.
   (b) Requested in writing by 25 Faculty members within ten calendar days after distribution of the minutes of the meeting at which the action was taken or the measure considered.

Part V. Quorum

13. A quorum shall consist of one-third of the full-time voting faculty in the School of Dentistry.
Part VI. Committees

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

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

16. Faculty Executive Committee (FEC)
   (a) Membership
      i. The Chair of the Faculty, Chair-Elect, and Immediate Past Chair.
      ii. Six Faculty members shall be elected by the Faculty. The term of elected members shall be three years and they shall be eligible for reelection to one immediately succeeding term on the Committee. Each year one member shall be elected from two of the following paired divisions: Advanced Prosthodontics, Biomaterials and Hospital Dentistry/Restorative Dentistry; Associated Clinical Specialties/Diagnostic and Surgical Sciences; and Oral Biology and Medicine/Public Health and Community Dentistry. Elections shall be ordered to ensure that two faculty from each divisional pair serve concurrently as FEC members.
      iii. The Dean of the School of Dentistry, or an Associate Dean (that he/she designates as his/her representative), shall serve as "ex officio" member with vote.
      iv. A representative from the School of Medicine appointed by the Dean of the School of Dentistry.
   (b) Duties:
      i. Advise the Dean and Faculty on matters concerning the school's policies, programs, and budget.
      ii. Consider matters of general concern to the Faculty with respect to matters delegated to it by the Faculty in the Bylaws or by subsequent action.
      iii. Receive reports from the Standing Committees of the Faculty.
      iv. Appoint the Standing Committees of the Faculty established by these Bylaws.
      v. Have general jurisdiction over the curricula and conduct of instruction and requirements for degrees as provided in Division Bylaw 50(D)(5).
      vi. Implement rules and regulations prescribed by the Faculty.
      vii. Report to the Faculty at least quarterly.
   (c) Meetings: The FEC shall meet at the call of the Chair, or at the written request of a majority of its membership.
   (d) Quorum: A quorum of the FEC shall consist of six a majority of the members.

17. Standing Committees of the Faculty
   (a) Appointment and tenure of Standing Committees
      i. The Chairs and the members of the Standing Committees established herein shall be appointed by the FEC.
      ii. All Standing Committees of the faculty with the exception of the FEC will be appointed each year prior to July 1, to serve three-year terms with the exception of the Student Performance committee which shall be 4 year
term. Approximately one-third of the membership will be replaced each year to foster continuity of the membership. As necessary, the FEC may replace committee members during the course of the term to ensure a functioning committee.

iii. Each Standing Committee may appoint such subcommittees as it deems necessary to conduct its business.

18. Admissions: This committee shall consist of five faculty members from the School of Dentistry, three faculty members from departments other than Dentistry, one predoctoral student each from the 3rd year and 4th year classes, and one Alumni Representative. The Assistant Dean, Student and Alumni Affairs shall be an ex officio member without the right to vote. The responsibility of this committee is to select students for admission to the predoctoral program. There is a separate subcommittee for the Professional Program for International Dentists (PPID) consisting of four members, and this committee will report to the Chair of the Admissions Committee.

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

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

21. Appointments, Promotions, and Appraisals: The committee shall be composed of nine full-time faculty members at the minimum rank of associate professor. Their votes on academic personnel actions shall be identified as Academic Senate member or non-Academic Senate member. Each year the FEC shall replace three members of the committee to serve three-year terms. The responsibilities of this committee shall include the review and recommendations to the Faculty of all professorial appointments, promotions, fourth year appraisals of Assistant Professors and Professor Step VI reviews. The responsibility of the committee also includes Five Year Reviews, which shall be advisory only to the Dean.

22. Merit Increases and Lectureship Appointments: The committee shall be composed of nine full-time faculty members at the minimum rank of associate professor. Their votes on academic personnel actions shall be identified as Academic Senate or non-Academic Senate member. The FEC shall appoint three faculty to the committee each year to serve a three-year term. The responsibilities of this committee shall include the review and recommendation to the Faculty of all lectureship appointments and merit increases except the advancement of Professors to Step VI.
PART VII. Amendment to the Bylaws

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

24. No amendment inconsistent with legislation of the Academic Senate shall be made.
January 19, 2017

To: Linda M. Liau, Interim Chair
    Neurosurgery

From: Jim Crall
    Committee on Rules & Jurisdiction

Re: Review of Draft Bylaws Submitted on November 18, 2016

The Committee on Rules and Jurisdiction has reviewed the draft bylaws submitted by the Department of Neurosurgery on November 18, 2016.

The Committee notes that you have made a positive step by removing the administrative-heavy Executive Council from any role in pre-reviewing personnel cases and that you have conducted a vote to properly approve extending an advisory vote on personnel actions to your Health Science Clinical series.

It remains a concern of the Committee that appointments and promotions in the Department of Neurosurgery are reviewed by a committee comprised of faculty from the Departments of Orthopaedic Surgery, Surgery and Urology (Article VIII (C)) and that personnel records of the Neurology Department are “maintained in the Surgery Academic Personnel Office.” The purpose of the voting and review process is to capture the judgment of one’s colleagues. The colleagues most familiar with the “professional qualifications and professional conduct” are those in one’s own department. Therefore, to avoid grievances of process it is best practice for these departments to take steps to handle all of their personnel actions in their own departments.

With the understanding that the combined Surgery A&P Committee is a longstanding practice and will take some time to revise, the Rules & Jurisdiction Committee is approving your bylaws with the provision that they be revisited for review no later than Fall 2018. They will now go to the Executive Board for approval for the next Legislative Assembly agenda.

cc: Michael Levine, Vice Chancellor Academic Personnel
    David A. Hovda, Vice Chair of Academic Affairs for Neurosurgery
    Linda Bourque, Chair, Committee on Rules & Jurisdiction
    Kumar Rajaram, Committee on Rules & Jurisdiction
    Steve Cohen, Chief Administrative Officer
    Jonathan Hiatt, Vice Dean for Faculty, David Geffen School of Medicine
    Marian Olivas, Senior Analyst, UCLA Academic Senate Judicial Committees
    Linda Mohr, CAO, Academic Senate

1 Faculty Code of Conduct (APM 015), “Professional Rights of Faculty” states, in part, that faculty have the right “to be judged by one’s colleagues, in accordance with fair procedures and due process, in matters of promotion, tenure, and discipline, solely on the basis of the faculty member’s professional qualifications and professional conduct.”
Department of Radiological Sciences
Bylaws
Procedures for Substantive Matters in Accord with Bylaw 55

Approved by Senate Faculty by a 2/3 majority secret ballot, 11/2/2016, 20 yes; 1 no; 1 abstain).

I. Department Members
   A. Senate faculty members in the Department of Radiological Sciences include Regular Line, In Residence, and Clinical X series. All Senate Faculty, including at all affiliate sites, Recalled Emeriti during their time of recall, and Joint and Split appointees, have the right to vote on non-personnel substantial department questions.
   B. The Department of Radiological Sciences non-Senate members include Health Sciences Clinical, Adjunct Series, Professional Researcher, Postdoctoral Scholar and Visiting series at any rank.

II. Non-personnel Substantial Department Questions
On substantive matters other than personnel, a secret ballot may be waived by mutual consent of those present. Any voting member of the Department shall maintain the right to ask for secrecy in any vote. In any instance, secret ballots will be available as needed. Any decision based upon vote will be reported to all eligible to vote with the notation that definitive vote information is available in the Academic Personnel Office if desired.

III. Academic Personnel Voting Rights
   A. Extension of Voting Rights
      1. The Department of Radiological Sciences tenured professors have extended the right to vote on academic personnel actions to In-Residence professors (by a 2/3 majority secret ballot, 05/06/2016, 10 yes; 0 no; 0 abstain) and Clinical X professors (by a 2/3 majority secret ballot, 05/06/2016, 9 yes; 1 no; 0 abstain). In Residence and Clinical X professors’ right to vote follows any rights accorded to their rank (Full, Associate, Assistant).

      2. The Department of Radiological Sciences tenured professors have extended the right to a separate, advisory vote on academic personnel actions to non-Senate faculty members in the following series: Health Sciences 100% appointments (by a 2/3 majority secret ballot, 09/30/2016, 16 yes; 1 no; 0 abstain). Health Sciences series will have advisory representation by electing a member to serve on the Committee on Appointments, Promotions, and Merits. (See Part V.)

   B. Joint and Split Appointments
Department members with Senate joint or split appointments have the same voting rights as other of their series/rank. Joint (WOS) appointments may elect to waive their right to participate in personnel actions in the department. The department otherwise follows the CALL, Appendix 15 for handling joint or split appointments.

   C. Academic Personnel Voting Rights by Type of Action
      1. Senate Appointments and Non-reappointments (Regular (FTE), In-Residence and
Clinical X series)

a. Full and Associate Professors have the right to vote on all appointments that confer Senate membership, including joint and split appointments to the department and including a change in series from a non-Senate to a Senate title.

b. Full and Associate Professors have the right to vote on all non-reappointments that would end Senate membership, including a change in series from a Senate to a non-Senate series.

2. Senate Promotions
   a. Full Professors vote on all promotions to the “Full” professor ranks.

   b. Full and Associate Professors vote on all promotions to the “Associate” professor rank.

3. Senate Merits
   Merit actions have been delegated to the elected “Merits Subcommittee” of the Committee on Appointments, Merits, and Promotions (CAMP).

4. Non-Senate Personnel Actions
   a. Non-Senate personnel actions for Health Sciences and Adjunct series will be reviewed and voted on in the same manner as Senate series.

   b. All other non-Senate personnel actions for Professional Researcher, Project Scientist, Postdoctoral Scholar and Visiting series, including Health Sciences and Adjunct series appointments, will be reviewed and voted on by CAMP.

IV. Academic Personnel Voting Process

   All Academic Personnel voting shall be by secret ballot and after an opportunity to discuss the case. A quorum of 50% will be observed.

V. Committee on Appointments, Merits and Promotions (CAMP)

A. The Department Committee on Appointments, Merits and Promotions (CAMP) has two functions: (1) to review and vote on merit cases (by the elected “Merits” subcommittee); and (2) to pre-review Appointment and Promotion cases.

B. Composition:
   1. Merits Subcommittee (elected). The Department of Radiological Sciences tenured professors elected to DELEGATE Regular Merit votes to the Merits Subcommittee, an elected committee (by a 2/3 majority secret ballot, 10/13/2016, 17 yes; 0 no; 0 abstain). The “Merits Subcommittee” is elected by secret ballot composed of the names of all Full and Associate members of the Academic Senate holding appointment in the Department of Radiological Sciences, including from all affiliate locations. The Merits Subcommittee is re-elected on an annual basis and the term is October through September. Of these nine members, six shall be elected from the eligible MD faculty in senate series, two shall be elected from the eligible PhD faculty
in senate series, and one seat shall be filled by the Academic Senate member from one of the Department’s affiliated hospitals who receives the most votes of those falling within this designation.

2. CAMP (Committee on Appointments, Merits and Promotions)

   a. CAMP is composed of the 9 elected members of the Merits Subcommittee as well as (unless elected to one of the voting seats on the Merits Subcommittee) the Vice Chair for Academic Affairs, the Vice Chair of Clinical Operations, and the Chairs from each affiliated hospital Radiology Department, and the Chair of the Department (as an ex officio member without a vote).

   b. Non-Senate Advisory Member The Departmental faculty in the Health Sciences Series shall elect one member from within their series to serve as a Health Sciences representative to the Committee on Appointments, Merits and Promotions. This member has an advisory vote only.

   c. The Committee on Appointments, Merits and Promotions elects its Chair from among the elected members.

C. Committee Process

1. Regular Senate Merits.

   The Merits Subcommittee reviews and has final vote on all regular merits (those that do not require CAP review or Chancellor’s approval). The subcommittee may assign an Ad Hoc Committee of two to three faculty members to pre-review the case. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by the Committee on Appointments, Merits and Promotions, and a recommendation is made to the Department Chair.

   Quorum is 50% for the Merits Subcommittee.

2. Pre-review of Senate Appointments, Promotions, and Merits subject to CAP or Chancellor approval.

   a. Appointments The appointment will first be considered and recommended by the appropriate Departmental Section. The recommendation will be reviewed by CAMP, which in turn will make a recommendation to the Chair of the Department. If the recommendation is favorable, a vote will be taken of the eligible members in the Department.

   b. Promotions The Chair of CAMP appoints an Ad Hoc Committee, usually comprised of two to three faculty members. For promotion to “Full” rank, the ad hoc members will be at the Full Professor level. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by CAMP and the ad hoc committee report and vote is then submitted for a discussion and vote of the eligible Senate faculty. (See III.C.2.)
c. **Merits subject to CAP review and/or Chancellor’s approval.** This includes 4th-Year Appraisals. The Chair of CAMP appoints an Ad Hoc Committee, usually comprised of two to three faculty members, preferably at the Associate or Professor level. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by CAMP, and submitted to the vote of eligible Department Faculty.

d. **Five Year Review** An Ad Hoc Committee is appointed by the Chair of the CAMP. The committee is usually comprised of two to three faculty members. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by CAMP and a recommendation is made to the Department Chair.

3. **Non-Senate Personnel Actions**
   I. **Appointments** The appointment will first be considered and recommended by the appropriate Departmental Section. The recommendation will be reviewed and voted on by CAMP, which in turn will make a recommendation to the Chair of the Department.

   II. **Promotions** The Chair of CAMP appoints an Ad Hoc Committee, usually comprised of two to three faculty members. For promotion to “Full” rank, the ad hoc members will be at the Full Professor level. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by CAMP and the ad hoc committee report and vote is then submitted for a discussion and vote of the eligible Department faculty. (See III.C.2.)

   III. **Merits** The Merits Subcommittee reviews and has final vote on all regular merits.

   IV. **Five Year Review** An Ad Hoc Committee is appointed by the Chair of the CAMP. The committee is usually comprised of two to three faculty members. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by CAMP and a recommendation is made to the Department Chair.

V. **Revision of these bylaws**
   These department bylaws may be amended at any time after a faculty discussion and an approval of two-thirds of Senate faculty in all series, including recalled Emeriti (assuming quorum is met). All Senate faculty must be given an opportunity to review and discuss proposed amendments. Minor editorial changes may be made by the Chair without faculty approval, as long as they do not alter any faculty rights.
DAVID GEFFEN SCHOOL OF MEDICINE AT UCLA
DEPARTMENT OF NEUROSURGERY
PROPOSED BY-LAWS

CR&J approved bylaws 11-8-2007
ARTICLE I - NAME

The Department of Neurosurgery, David Geffen School of Medicine at UCLA.

ARTICLE II - MISSION

To provide exemplary patient care while creating permanent solutions to neurological illness through pioneering scientific research and to foster an outstanding and diverse training environment for neuroscientists and neurological surgeons of the future.

ARTICLE III - MEMBERS

Section 1. - Full-Time Faculty. All members who are salaried at UCLA Center for the Health Sciences (CHS) or at one of the primary teaching affiliated institutions are appointed to the faculty in one of the following academic series: Regular rank, In-Residence, Professor of Clinical X, Adjunct or Clinical Compensated. Each Academic Senate faculty member shall have one vote in divisional or general departmental faculty meetings.

Section 2. - Voluntary Faculty. Individuals who are non-salaried by the University may be appointed to the Voluntary Faculty in the Clinical Non-Compensated academic series. Voluntary faculty must fulfill defined teaching activities on an annual basis in order to remain members. Clinical faculty participation is reviewed at least every three (3) years to ensure compliance with Clinical Faculty Guidelines as stated in department policy.

Section 3. - Staff. All non-faculty employed by the Department of Neurosurgery are defined as staff under the following classifications: Management and Professional (MAP), Administrative and Professional (A & PS), Staff Research Associates, Clinical, and Clerical and Technical. Members of the Clinical and Clerical and Technical classifications are represented by recognized bargaining units. Staff may be employed as career employees with comprehensive University benefits or Limited Appointment employees with partial benefits.

Section 4. - The Department of Neurosurgery does not discriminate in hiring, promotion, teaching or patient care delivery on the basis of race, religion, gender, national origin, age, sexual preference, income or disability.

ARTICLE IV - DIVISIONS AND SECTIONS

The Department of Neurosurgery shall be comprised of separate divisions representing distinct surgical and neuroscience subspecialties. The Departmental Chairman, in consultation with the Neurosurgery Division Chiefs and the Dean of the David Geffen School of Medicine, may recommend the creation, merger, or elimination of divisions contingent upon programmatic or financial justification. Academic Senate Faculty will have an opportunity to provide verbal and
written input about any such recommendation(s). The following programs shall be recognized as designated academic divisions or programs:

- Brain Injury Research Center
- Benign, Skull Base and Metastatic Tumors
- Cerebrovascular
- Epilepsy - Adult
- Epilepsy-Pediatric
- Malignant Brain Tumors
- Medical Informatics
- Neurocritical Care
- Neuroendoscopy
- Neuroendocrine and Pituitary Brain Tumors
- Spinal Neurosurgery
- Stereotactic Radiosurgery and Functional Neurosurgery
- Pediatric Neurosurgery

All faculty will be members of a designated division. All staff shall be employed within a division or unit.

**ARTICLE V - OFFICERS**

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

Based on the recommendation of the Vice Chancellor and Dean for Medical Sciences, the Department Chair shall be appointed by the Chancellor of the University through the customary review and approval process. The Chair is normally appointed for a term of five (5) years and renewal of a Chair's appointment is contingent upon a favorable five year review conducted by the Chancellor in consultation with the Vice Chancellor and Dean for Medical Sciences.

The Chair may propose the appointment of (an) Executive Vice-Chair(s) who would assist the Chair in determining department policy, represent the Department in lieu of the Chair at various School-wide and University committees, and shall serve as Chair in the event the Chair is out-of-town, on vacation, or unable to temporarily carry out his duties as Chair. Appointment of the Executive Vice-Chair shall be approved by the Chancellor and renewed annually.

In addition, Senate Faculty Group Officers shall be elected by the Faculty who are members of the Academic Senate. These members include those faculty appointed in the Regular Rank, In-Residence and Professor of Clinical X series. The Department of Neurosurgery shall hold at least one Senate Faculty Group meeting annually, at which the President shall officiate and the Secretary shall maintain official minutes approved by the Chairman.

Every three years, the Academic Faculty within the Department of Neurosurgery will be charged with filling the offices of: 1) President, 2) Secretary, and 3) Representative of the Legislative
Assembly of the Academic Senate. The nominations and elections for the President and Secretary offices will be overseen by the outgoing Secretary or, in his or her absence, the Chair of the Department. All nominations and elections will be held via “blinded” ballots. Nominations and elections for two Representatives to the Legislative Assembly of the Academic Senate will be solicited and collated via secret ballot by the Academic Personnel Coordinator for the Department of Neurosurgery and forwarded to the Campus Academic Senate Office.

Duties of the Department of Neurosurgery Senate Faculty Group Officers:

President: The President will oversee all meetings of the faculty of the Department of Neurosurgery who are also Members of the Academic Senate. He/she will be responsible for assuring that a meeting is held at least once per year or if Senate Members have requested a special meeting. The President will be responsible for soliciting agenda items from all full time faculty, then approving the agenda. Each meeting will be run according to parliamentary procedures. All motions that are raised to question will be voted on by the Academic Senate Members present at the meeting. In the case of a tie vote, the President will have the responsibility to vote in order to bring the motion to closure. The President will then advise the Department Chair of the actions/recommendations of the Senate Faculty Group providing a written report that will be made available to the University Academic Senate.

Secretary: The Secretary will be responsible to collect the minutes of each Departmental Senate Faculty Group meeting and will submit to the President for final approval. In addition, the Secretary will prepare the written annual report for the President's review and approval. In circumstances when the President is not available, the Secretary will assume the responsibilities as President.

Representative of the Legislative Assembly of the Academic Senate: The two Representatives of the Legislative Assembly of the Academic Senate will be required to attend (or appoint someone in his/hers absence) all appropriate University Academic Senate meetings. He/she will communicate to the President and Secretary all relevant information obtained from these meetings as well as pass along proposed actions or recommendations that require input from the Senate Faculty Group Members of the Department of Neurosurgery.

The Chiefs of Neurosurgery at West Los Angeles Veterans Administration Medical Center, Harbor/UCLA Medical Center: shall be designated as Vice Chairs of the Department of Neurosurgery upon proposal by the Chair and approval by the Chancellor for a term of five years, subject to review and re-appointment by the Executive Chairman.

ARTICLE VI – DIVISION and/or PROGRAM CHIEFS

Division Chiefs are appointed and serve at the discretion of the Department Chair for a term of five years and subject to review and re-appointment by the Executive Chairman. The appointment is administrative, rather than academic in nature and therefore may be extended or terminated provided there is programmatic justification to do so.
ARTICLE VII - POSTGRADUATE EDUCATION

The faculty shall have the overall responsibility for the selection and training of all house staff appointed by the Department of Neurosurgery. The training experience shall assure an optimal provision of education to residents and medical care to patients, consistent with the general and specific requirements of the Accreditation Council on Graduate Medical Education. Requests for assignment of house staff positions by the various institutions affiliated with the Department shall be considered by the appropriate reviewing bodies within the Department. The Director of Neurosurgical Education shall be responsible for overseeing the curricula and policies of the postgraduate educational programs. This position shall be the Chair or appointed by the Chair, in which case the appointee would report directly to the Chair for all educational matters.

ARTICLE VIII - MEETINGS

The Department Chair shall convene meetings of the general neurosurgical faculty which consists of Academic Senate faculty, adjunct and clinical faculty on a monthly basis. Agenda for the meetings shall be set in advance by the Chair and notices of the scheduled meetings shall be distributed in advance to the general faculty. All general faculty will be encouraged to submit recommendations for agenda items to the Department Chair. Voluntary faculty may be permitted to attend general meetings, but the Chair shall reserve the right to deny their attendance. Voluntary faculty shall not have voting privileges. An attendance of 51% of the Academic Senate faculty shall constitute a quorum and a two-thirds majority vote of those in attendance shall be required in any matter before the body. All meetings and committees conducted by the Department will utilize appropriate and customary Parliamentary procedures for order and voting processes.

ARTICLE IX - STANDING COMMITTEES

The Chair shall appoint standing and ad hoc committees as appropriate, in consultation with the elected officers of the Senate Faculty Group. The following standing committees shall be maintained by the Department:

**Senate Faculty Group**: The composition and schedule of meetings has been enumerated in Article V. The Senate Faculty Group shall address academic issues affecting the neurosurgical faculty and the medical school. Where issues lie solely within the province of the Department, this body has the authority to define policy in consultation with the Department Chair. Where issues pertain to the School or University as a whole, this body shall issue resolutions and/or recommendations which shall be forwarded to the Department Chair, who in turn will consult with the Dean, Provost for Medical Sciences, Campus Academic Senate and/or the Chancellor.

**Chairman's Executive Council**: Consists of the selected members of the ladder series faculty of the Department of Neurosurgery and will provide a forum to meet and speak frankly with the Chairman about any issues that may have an impact on the overall mission of the Department. The Executive Council will meet on a quarterly basis with the intent to discuss academic and educational issues including concerns about individual faculty. In addition, high level administrative issues such as compensation to ensure ethical, clinical and scientific integrity will also be discussed. Confidential records will be taken and recorded as minutes by the Department CAO.
The Executive Council will be selected by the Department Chairman and not be of any specific academic rank or seniority.

**Appointments and Promotions Committee** - This is a Committee of Academic Senate full professors appointed by the Department of Surgery Chair. The Chair of the Committee shall convene the Committee in accordance with the Campus dossier submission timetable and assign dossiers to each committee member for in-depth review. The Academic Personnel Coordinator for the Department of Neurosurgery shall provide staff support, i.e. schedule meetings, distribute the dossiers, record minutes, etc. This Committee shall meet at least four (4) times annually for the purpose of reviewing all dossiers proposed for appointment, promotion, termination of appointment, change in series, or merit increase. The Committee shall forward their recommendations to the Department of Surgery Executive Committee. Minutes of all meetings shall be discussed at the Department of Surgery Executive Committee and maintained both in the academic dossier forwarded to the Dean’s Office and in departmental academic files. Prior to the convening of the Appointments and Promotions Committee, a secret ballot is sent to the Department of Neurosurgery full time faculty in accordance with Senate ByLaw 55. A second vote is solicited via secret ballot to the Department of Surgery Executive Committee. All votes are tallied and compiled by the Department of Neurosurgery Academic Personnel coordinator. Vote tallies are then placed in the dossier for consideration by the Committee for Academic Promotion (CAP.)

**Education Committee** - The Education Committee shall be responsible for overseeing the curriculum of the training programs (medical student clerkships, residencies, and fellowships), recommending policy, and adjudicating coverage and resource allocation issues. The Committee is comprised of the Department Chair, Director of Surgical Education, the Residency Program Chairs, and the Director of the Education Office. The committee shall meet at least annually, but sub-committees may be convened on a more frequent basis as specific aspects of the educational program require. Minutes of all Committee meetings shall be maintained by the Director of the Education Office.

**Quality Assurance Committee** - The Departmental Quality Assurance Committee will be comprised of the Surgery divisional faculty, a Neurosurgery Department representative, Quality Assurance Coordinators and the departmental Quality Improvement Nurse Coordinator. This Committee shall meet at least three (3) times annually for the purpose for assuring compliance with JCAHO regulations and state licensing regulations, assuring consistency of QA/QI policies and procedures across the department, resolving problems which can not be agreed upon at the divisional level, and defining department-wide quality assurance policy. Minutes of all meetings shall be maintained on file in the Department of Neurosurgery Administrative Office and the Department of Surgery Quality Assurance Office.

**Space Allocation Committee**: This Committee shall develop strategic direction, in concert with the Department Chair, with respect to allocation of research space. This Committee shall meet at least once annually in order to review to the space plan for the Department as well as to review and prioritize any requests for new or additional space, and provide recommendations to the Executive Chairman on retention of existing research space by investigators. The Department Chairman will make final determinations about the allocation of administrative and research space as well as operating room and outpatient clinic block time within the Department.
ARTICLE X - APPOINTMENT AND PROMOTION

Academic Senate faculty shall be responsible for evaluating candidates for appointment and promotion. Candidates shall be evaluated based on the following criteria: 1) professional training and technical competence; 2) local, regional and national recognition in their academic specialty; 3) evidence of teaching abilities and on-going commitment to the training program; 4) evidence of creative investigation in either basic or clinical research; and 5) university service. Each dossier must contain documentation which strongly supports fulfillment of the aforementioned criteria. Each dossier beyond the initial appointment must contain teaching evaluations by residents and students as well peer review evaluations by faculty. Appointments, promotions and changes in academic series must also provide letters of intramural and extramural support which attest to the individual’s capabilities with respect to the above criteria. Actions shall be reviewed according to the following process:

1. Faculty review, discussion, and vote of the Department of Neurosurgery in accordance with Senate ByLaw 55.
2. Department of Surgery Appointments and Promotions Committee
3. Department of Surgery Executive Committee
4. Dean’s Office
5. Ad Hoc Review Committee (as needed at the discretion of the Chancellor’s Office)
6. Committee on Academic Personnel (CAP)
7. Chancellor’s Office

Standard on-schedule merit increases within each rank and fourth year appraisals of assistant professors shall be approved at the Dean’s Office level.

ARTICLE XI - COMPENSATION PLANS

1. Income Limitation Plan

ILP members are compensated commensurate with the academic base salary only. Other compensation is generated by the individual through the professional practice of surgery. ILP faculty are permitted to independently handle their billing and collection activities by University approved external vendors, as well as to maintain sole shareholder, single employee professional corporations. Billing activities shall utilize the billing software system that is maintained by the School of Medicine. ILP members are required to pay for all University staff and services utilized in the course of performance of their academic duties and clinical practice. ILP members shall be required to submit an ILP Annual Report to the Department no later than the 15th of every June which documents their income, practice related expenses and assessment payable to the Department for the prior calendar year period. ILP members are assessed a quarterly estimated amount in September, December and March based on their prior year's assessment. All balances are due on June 15th, with any credits applied to the next quarter's billing. Members are additionally required to provide the Department with a year-end management report and incorporated members must forward a copy of their federal corporate tax return to the Department's outside accountancy firm for audit purposes. Specific guidelines for the Income Limitation Plan are enumerated in Appendix A of both the Health Sciences Compensation Plan and
the UCLA School of Medicine Implementation Procedures Under the UC Health Sciences Compensation Plan.

The Dean shall assess 20% of annual ILP assessment payments made to the Department. The Department shall assess a percentage of gross ILP professional fee income to cover overall departmental expenses such as resident overage and administrative infrastructure costs.

2. **MCP/Group Practice Plan:** All Department of Neurosurgery, non-ILP faculty appointed at 51% of full-time or greater, engaged in clinical practice shall be required to be members of the Health Sciences compensation plan. New Plan faculty (all ranks) will be guaranteed a salary (X and Y components) for at least their first two years of practice. The base salary (X) and the delta (Y) shall be guaranteed thereafter on an annual basis. After the initial three years of appointment or by special agreement by the Department Chair, Plan faculty may also be eligible for incentive pay (Z) and their Y may decrease accordingly. Associate Professors and Professors are eligible to receive incentive payments as soon as they reach profitability. All Plan faculty shall be eligible to receive incentive payments no later than the beginning of their fifth year on the full-time faculty. Plan faculty who do not generate sufficient income, either professional fees, extramural funding or administrative/educational/service support as determined by the Department Chairman will be subject to salary renegotiation. Guidelines of this plan are as follows:

A. The Department Plan permits for the use of scale 8 of the UC expanded base salary schedule established as academic program units (APU’s). The following exceptions pertain to:

1. Fellows and visiting faculty shall be assigned to scale 0.
2. Community-based faculty shall be assigned to scale 3.
3. Faculty on the plan with primary teaching and administrative duties may be assigned to scale 3.
4. Clinical Ph.D. (and other non-MD) practicing faculty shall be assigned to scale 3.
5. Neurology or Medicine Practitioners recruited to the Department shall be assigned to scale 3.

B. Each individual will receive an additional negotiated salary component (Y) based on his/her accomplishments in research, teaching, and administrative work over the past academic year. Performance assessment in these areas shall be made by the Department Chair. The Y component shall reflect the following criteria:

1. **Research**
   
a) Number and quality of research publications, including basic laboratory and clinical research. The assessment of quality shall take into account a subjective estimate of the importance of the findings and the prestige of the journals in which material is published.

b) Acquisition of peer reviewed research grants or other independent funding.
c) Special awards in recognition of outstanding research.

2. Teaching

a) Extent of resident and medical student teaching.

b) Resident/student and peer evaluations of teaching effectiveness.

c) Administrative responsibility for resident or medical student teaching programs e.g. as clerkship director, Assistant Dean for Student Affairs, etc.

d) Awards for teaching excellence e.g. Ulrich Batzdorf, MD Teaching Award.

e) Ratings of effort and effectiveness of teaching the Department Chair or colleague.

3. Administration

a) Amount and quality of administrative work within the Department e.g. as section chief, division chief, on departmental committees, etc.

b) Amount and quality of administrative work on School of Medicine, Medical Center, or University Committees.

c) Amount and quality of administrative work on regional and/or national professional organizations

4. Clinical Practice

a) History of professional fee revenues during the prior three academic years

b) Likelihood of sustained clinical productivity. The model targets the salary guarantee (X + Y components) to be within the 20th -80th percentile of the AAMC guidelines for rank and specialty (Table 27). However, the Chairman shall have discretion in determining the amount of Y to be paid to faculty members. If special circumstances either preclude a division from reaching the 20th percentile target, or necessitate that a division exceed the 80th percentile target, the level of guarantee shall be proposed and approved by the Department Chair.

c) Incentive pay (Z component) may only be paid to faculty on the group practice plan who generate clinical revenues. The methodology for computing Z payments shall be consistent across the Department. Payments shall be made only after all academic and practice costs have been met. If the Department is in deficit in their group practice account, Z payments to a particular faculty member(s) shall not be permitted without the expressed
approval of the Department Chair and the Dean’s Office.

d) The Z component shall be based on net income after practice expenses (billing and collections, facility usage charges, secretary, other), taxes (Dean’s Department, PSS), the reserve requirement, and the faculty salary guarantee (and corresponding fringe benefits) have been covered as follows:

<table>
<thead>
<tr>
<th>Income Levels:</th>
<th>&lt;$250K</th>
<th>$250-$500K</th>
<th>$500K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>80%</td>
<td>60%</td>
<td>50%</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>85%</td>
<td>70%</td>
<td>60%</td>
</tr>
<tr>
<td>Professor</td>
<td>90%</td>
<td>75%</td>
<td>65%</td>
</tr>
</tbody>
</table>

The remainder of the net income reverts to the Division for discretionary needs. If a faculty member is separating from the University and is due a Z payment, he/she will receive payment computed in the normal fashion and distributed from any remaining accounts receivable in the same manner as faculty continuing on the faculty. The Z payment would reflect professional fee collections received through the faculty member’s last day of employment with the University. Collections received after the faculty member’s separation date would belong to the Department.

e) All professional fee income generated by Compensation Plan members shall be reported to the Department and flow through departmental accounts. Professional fee income includes clinical services to patients, expert witness fees or other like consulting income. There shall be a Dean’s Tax, Department Tax, and Divisional Tax applied against gross professional fee income before any expenses are covered and incentive payments are made. The Dean shall assess a percentage of gross professional fee income (currently 4%), net of agreed upon adjustments. Physician Support Services shall assess a percentage of gross professional fee income (currently 11%). The Department tax shall be assessed a percentage of gross professional fee income to cover overall departmental expenses such as resident overage and administrative infrastructure costs. The tax may vary between 5-10% depending upon Departmental programmatic needs. With sufficient programmatic justification, the Department Chair may at his discretion waive customary departmental fees for community-based full-time faculty as long as the community-based faculty pay all direct expenses, as well as an agreed upon annual fee for indirect administrative overhead incurred by the department.

f) Standard plan expenses represent billing and collections, facility fees, and academic secretary salary and benefits. Other expenses are defined as all other expenses funded through the group practice to support the practice and/or academic activities of the individual faculty member. Examples of such
expenses may include, but are not necessarily limited to, the following categories: travel, professional dues and subscriptions, malpractice allocation, slides/media preparation, office supplies and equipment, photocopying, books, printing and publications, lab coats, pagers, blackberry devices, computer equipment, telephones, etc.

The “other expense” category is meant to denote expenses specifically attributable to an individual’s practice or academic activities. The plan does not intend to customarily allocate capital projects or other non-recurring expenses in the “other expense” category. However, there may be circumstances in which programmatic expenses are shared by faculty where mutual benefit is derived or where available discretionary funds are insufficient to support capital projects. Such circumstances would require general agreement by divisional faculty in concert with the recommendation of the Department Chair. Any expenditure practice which falls outside of these parameters is inconsistent with the intent and spirit of the plan.

g) If a new Associate Professor or Professor generates a profit before the end of year two and requests to go on the incentive plan before year three, he/she may be permitted to do so, with the approval of the Department Chair. Assistant Professors will not be permitted to go on the incentive plan until year three and only with the approval of the Department Chair. The Department Chair will have discretion to place group practice faculty on the incentive plan in years three, four, or five of their full-time appointment. However, all group practice faculty shall go on the incentive plan as of the fifth year of their appointment. This policy is intended to ensure that the academic/research programs of new faculty have an adequate opportunity to develop.

h) At the point that a faculty member goes on the incentive plan, his/her subsequent cash collections accrue to the calculation of that faculty member’s Z compensation, regardless of whether these collections relate to services rendered prior to or following movement on the incentive plan.

i) In general, incentive “Z” payments shall be made on a quarterly basis during the month following the close of each fiscal year quarter. Exceptions may be made at the discretion of the Department Chair, based on departmental need and/or individual circumstances.

j) The departmental compensation plan may be reviewed and revised by a majority vote of the faculty with approval by the Department Chair and Dean.

k) The Department has not established Academic Enrichment Accounts. No funds will be set aside for such purpose.

5. Basic Science Faculty: The Basic Science faculty shall be integrated into the Campus Health Sciences Compensation Plan. Compensation shall include base salary (X) and delta (Y) components. Academic programmatic units (APU’s) may
be assigned by each surgical division from Scale 1 –3. Compensation of the basic science faculty shall be negotiated annually between the faculty member and the Departmental Chair. Basic Science faculty who do not have a state FTE associated with their position are expected to generate sufficient extramural funding in order to support the total negotiated salary. All professional fee income generated by Basic Science Faculty members shall be reported to the Department and flow through departmental accounts according to the rules of the Health Sciences compensation plan.

ARTICLE XIII - APPOINTMENTS TO SCHOOL, MEDICAL CENTER AND UNIVERSITY COMMITTEES

The Department Chair shall sit on standing and ad hoc committees in the Medical School, Medical Center, and the University Campus. In his absence he shall be represented by the Executive Vice- Chair or other designee. The Department Chair may also propose that members of the Department of Neurosurgery represent the Department on appropriate committees. Individuals may be asked to serve on more than one committee.

ARTICLE XIV - AMENDMENT OF BY-LAWS

The Department By-laws may be amended at any time by a two-thirds vote of the voting members of the Department of Neurosurgery, provided that the proposed amendment has been submitted in writing and circulated to the entire full-time faculty at least one month prior to the vote being taken.

Rev 11/07
January 19, 2017

To: Dieter Enzmann, Chair
    Radiological Sciences

From: Jim Crall
    Rules and Jurisdiction

Re: Rules & Jurisdiction approval of Department Bylaws Submitted on November 3, 2016; January 19, 2017

The Committee on Rules and Jurisdiction finds the revised Bylaws that the Department of Radiological Sciences submitted on November 3, 2016, with a small revision on January 19, 2017, consistent with the Code of the Academic Senate. These will now go to the Academic Senate Executive Board to be placed on the agenda for the next Legislative Assembly.

cc: Michael Levine, Vice Chancellor Academic Personnel
    Noriko Salamon, Vice Chair of Academic Affairs
    Linda Bourque, Chair, Committee on Rules & Jurisdiction
    Kumar Rajaram, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Sue Landers, Radiological Sciences Chief Administrative Officer
Department of Radiological Sciences
Bylaws
Procedures for Substantive Matters in Accord with Bylaw 55

Approved by Senate Faculty by a 2/3 majority secret ballot, 11/2/2016, 20 yes; 1 no; 1 abstain).

I. Department Members

A. Senate faculty members in the Department of Radiological Sciences include Regular Line, In Residence, and Clinical X series. All Senate Faculty, including at all affiliate sites, Recalled Emeriti during their time of recall, and Joint and Split appointees, have the right to vote on non-personnel substantial department questions.

B. The Department of Radiological Sciences non-Senate members include Health Sciences Clinical, Adjunct Series, Professional Researcher, Postdoctoral Scholar and Visiting series at any rank.

II. Non-personnel Substantial Department Questions

On substantive matters other than personnel, a secret ballot may be waived by mutual consent of those present. Any voting member of the Department shall maintain the right to ask for secrecy in any vote. In any instance, secret ballots will be available as needed. Any decision based upon vote will be reported to all eligible to vote with the notation that definitive vote information is available in the Academic Personnel Office if desired.

III. Academic Personnel Voting Rights

A. Extension of Voting Rights

1. The Department of Radiological Sciences tenured professors have extended the right to vote on academic personnel actions to In-Residence professors (by a 2/3 majority secret ballot, 05/06/2016, 10 yes; 0 no; 0 abstain) and Clinical X professors (by a 2/3 majority secret ballot, 05/06/2016, 9 yes; 1 no; 0 abstain). In Residence and Clinical X professors’ right to vote follows any rights accorded to their rank (Full, Associate, Assistant).

2. The Department of Radiological Sciences tenured professors have extended the right to a separate, advisory vote on academic personnel actions to non-Senate faculty members in the following series: Health Sciences 100% appointments (by a 2/3 majority secret ballot, 09/30/2016, 16 yes; 1 no; 0 abstain). Health Sciences series will have advisory representation by electing a member to serve on the Committee on Appointments, Promotions, and Merits. (See Part V.)

B. Joint and Split Appointments

Department members with Senate joint or split appointments have the same voting rights as other of their series/rank. Joint (WOS) appointments may elect to waive their right to participate in personnel actions in the department. The department otherwise follows the CALL, Appendix 15 for handling joint or split appointments.

C. Academic Personnel Voting Rights by Type of Action

1. Senate Appointments and Non-reappointments (Regular (FTE), In-Residence and
Clinical X series)

a. Full and Associate Professors have the right to vote on all appointments that confer Senate membership, including joint and split appointments to the department and including a change in series from a non-Senate to a Senate title.

b. Full and Associate Professors have the right to vote on all non-reappointments that would end Senate membership, including a change in series from a Senate to a non-Senate series.

2. Senate Promotions
   a. Full Professors vote on all promotions to the “Full” professor ranks.

   b. Full and Associate Professors vote on all promotions to the “Associate” professor rank.

3. Senate Merits
   Merit actions have been delegated to the elected “Merits Subcommittee” of the Committee on Appointments, Merits, and Promotions (CAMP).

4. Non-Senate Personnel Actions
   a. Non-Senate personnel actions for Health Sciences and Adjunct series will be reviewed and voted on in the same manner as Senate series.

   b. All other non-Senate personnel actions for Professional Researcher, Project Scientist, Postdoctoral Scholar and Visiting series, including Health Sciences and Adjunct series appointments, will be reviewed and voted on by CAMP.

IV. Academic Personnel Voting Process
   All Academic Personnel voting shall be by secret ballot and after an opportunity to discuss the case. A quorum of 50% will be observed.

V. Committee on Appointments, Merits and Promotions (CAMP)

A. The Department Committee on Appointments, Merits and Promotions (CAMP) has two functions: (1) to review and vote on merit cases (by the elected “Merits” subcommittee); and (2) to pre-review Appointment and Promotion cases.

B. Composition:
   1. Merits Subcommittee (elected). The Department of Radiological Sciences tenured professors elected to DELEGATE Regular Merit votes to the Merits Subcommittee, an elected committee (by a 2/3 majority secret ballot, 10/13/2016, 17 yes; 0 no; 0 abstain). The “Merits Subcommittee” is elected by secret ballot composed of the names of all Full and Associate members of the Academic Senate holding appointment in the Department of Radiological Sciences, including from all affiliate locations. The Merits Subcommittee is re-elected on an annual basis and the term is October through September. Of these nine members, six shall be elected from the eligible MD faculty in senate series, two shall be elected from the eligible PhD faculty
in senate series, and one seat shall be filled by the Academic Senate member from
one of the Department’s affiliated hospitals who receives the most votes of those
falling within this designation.

2. **CAMP (Committee on Appointments, Merits and Promotions)**

   a. CAMP is composed of the 9 elected members of the Merits Subcommittee as
      well as (unless elected to one of the voting seats on the Merits Subcommittee)
      the Vice Chair for Academic Affairs, the Vice Chair of Clinical Operations, and the
      Chairs from each affiliated hospital Radiology Department, and the Chair of the
      Department (as an *ex officio* member without a vote).

   b. **Non-Senate Advisory Member** The Departmental faculty in the Health Sciences
      Series shall elect one member from within their series to serve as a Health
      Sciences representative to the Committee on Appointments, Merits and
      Promotions. This member has an advisory vote only.

   c. The Committee on Appointments, Merits and Promotions elects its Chair from
      among the elected members.

C. **Committee Process**

   1. **Regular Senate Merits.**
   
      The Merits Subcommittee reviews and has final vote on all regular merits (those
      that do not require CAP review or Chancellor’s approval). The subcommittee may
      assign an Ad Hoc Committee of two to three faculty members to pre-review the
      case. If possible, at least one member from the candidate’s section will be selected.
      The ad hoc committee’s report is voted upon by the Committee on Appointments,
      Merits and Promotions, and a recommendation is made to the Department Chair.

      Quorum is 50% for the Merits Subcommittee.

   2. **Pre-review of Senate Appointments, Promotions, and Merits subject to CAP or
      Chancellor approval.**

      a. **Appointments** The appointment will first be considered and recommended
         by the appropriate Departmental Section. The recommendation will be
         reviewed by CAMP, which in turn will make a recommendation to the Chair
         of the Department. If the recommendation is favorable, a vote will be taken
         of the eligible members in the Department.

      b. **Promotions** The Chair of CAMP appoints an Ad Hoc Committee, usually
         comprised of two to three faculty members. For promotion to “Full” rank,
         the ad hoc members will be at the Full Professor level. If possible, at least
         one member from the candidate’s section will be selected. The ad hoc
         committee’s report is voted upon by CAMP and the ad hoc committee
         report and vote is then submitted for a discussion and vote of the eligible
         Senate faculty. (See III.C.2.)
c. **Merits subject to CAP review and/or Chancellor’s approval.** This includes 4th-Year Appraisals. The Chair of CAMP appoints an Ad Hoc Committee, usually comprised of two to three faculty members, preferably at the Associate or Professor level. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by CAMP, and submitted to the vote of eligible Department Faculty.

d. **Five Year Review** An Ad Hoc Committee is appointed by the Chair of the CAMP. The committee is usually comprised of two to three faculty members. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by CAMP and a recommendation is made to the Department Chair.

3. **Non-Senate Personnel Actions**

   I. **Appointments** The appointment will first be considered and recommended by the appropriate Departmental Section. The recommendation will be reviewed and voted on by CAMP, which in turn will make a recommendation to the Chair of the Department.

   II. **Promotions** The Chair of CAMP appoints an Ad Hoc Committee, usually comprised of two to three faculty members. For promotion to “Full” rank, the ad hoc members will be at the Full Professor level. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by CAMP and the ad hoc committee report and vote is then submitted for a discussion and vote of the eligible Department faculty. (See III.C.2.)

   III. **Merits** The Merits Subcommittee reviews and has final vote on all regular merits.

   IV. **Five Year Review** An Ad Hoc Committee is appointed by the Chair of the CAMP. The committee is usually comprised of two to three faculty members. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by CAMP and a recommendation is made to the Department Chair.

V. **Revision of these bylaws**

These department bylaws may be amended at any time after a faculty discussion and an approval of two-thirds of Senate faculty in all series, including recalled Emeriti (assuming quorum is met). All Senate faculty must be given an opportunity to review and discuss proposed amendments. Minor editorial changes may be made by the Chair without faculty approval, as long as they do not alter any faculty rights.
Department of Radiological Sciences
Bylaws

Procedures for Substantive Matters in Accord with Bylaw 55

APPOINTMENT AND CHANGE IN SERIES:

1. Appointment or Change in Series to the Rank of Professor, Associate Professor and Assistant Professor in the following series: Regular (FTE), In-Residence and Clinical X. The appointment will first be considered and recommended by the appropriate Departmental Section. The recommendation will be reviewed by the elected Departmental Committee on Appointments, Merits and Promotions, which in turn will make a recommendation to the Chairman of the Department. If the recommendation is favorable, a vote will be taken of the eligible members in the Department. For appointments at the Full Professor level, only eligible Professor level faculty will vote.

2. Appointment or Change in Series to the Rank of Professor, Associate Professor and Assistant Professor in the following series: Health Sciences and Adjunct. The appointment will be considered and recommended by the appropriate Departmental Section. The recommendation will be reviewed by the elected Departmental Committee on Appointments, Merits and Promotions, which in turn will make a recommendation to the Chairman of the Department. If the recommendation is favorable, no further faculty vote is needed.

3. Other Non-Tenure academic appointments including to the Professional Researcher, Project Scientist, Postdoctoral Scholar and Visiting series at any rank. All other academic appointments are reviewed and recommended by the appropriate Departmental Section. The recommendation is considered by the Departmental Committee on Appointments, Merits and Promotions, and if the vote is favorable the recommendation is submitted to the Chairman of the Department. No further faculty vote is needed.

PROMOTION:

1. Promotion to the Rank of Professor, Professor-in-Residence, Professor of Clinical Radiology, Health Sciences Clinical Professor and Adjunct Professor. The Chairman of the Committee on Appointments, Merits and Promotions appoints an Ad Hoc Committee, usually comprised of two to three faculty members, preferably at the Professor level. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by the Committee on Appointments, Merits and Promotions, and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of the eligible Professorial-level Faculty of the Department.

2. Promotion to the Rank of Associate Professor, Associate Professor-in-Residence, Associate Professor of Clinical Radiology, Health Sciences Associate Clinical Professor and Associate Adjunct Professor. The Chairman of the Committee on Appointments, Merits and Promotions appoints an Ad Hoc Committee, usually comprised of two to three faculty members, preferably at the Associate Professor or Professor level. If possible, at least one member from the

Approved by LgA, Nov-2014
candidate’s section will be selected. The ad hoc committee’s report is voted upon by the Committee on Appointments, Merits and Promotions, and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty.

3. Other Academic Non-Tenure Promotions, including in the Professional Researcher and Project Scientist series. The Chairman of the Committee on Appointments, Merits and Promotions appoints an Ad Hoc Committee, usually comprised of two to three faculty members, preferably at the Associate or Professor level. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by the Committee on Appointments, Merits and Promotions, and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty.

MERIT INCREASE:

1. For merit increases that are subject to CAP review and/or Chancellor’s approval, the Chairman of the Committee on Appointments, Merits and Promotions appoints an Ad Hoc Committee, usually comprised of two to three faculty members, preferably at the Associate or Professor level. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by the Committee on Appointments, Merits and Promotions, and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty.

2. For merit increases that do not require CAP review or Chancellor’s approval, an Ad Hoc Committee is appointed by the Chairman of the Committee on Appointments, Merits and Promotions, usually composed of two to three faculty members. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by the Committee on Appointments, Merits and Promotions, and a recommendation is made to the Department Chairman.

NON RENEWAL OF APPOINTMENT:

1. A recommendation not to renew non-tenure appointments for Assistant Professor, Assistant Professors in Residence, Assistant Professors of Clinical Radiology, Assistant Adjunct Professors and Health Sciences Assistant Clinical Professors will be submitted to the vote of all eligible tenure-level members of the Faculty.

APPRaisal AND FIVE YEAR REVIEW:

1. An Ad Hoc Committee is appointed by the Chairman of the Committee on Appointments, Merits and Promotions. The committee is usually comprised of two to three faculty members. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by the Committee on Appointments, Merits and Promotions, and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty.

Approved by LgA, Nov-2014
COMMITTEE ORGANIZATION AND VOTING PROCEDURES:

Committee on Appointments, Merits and Promotions (CAMP)

The Department Committee on Appointments, Merits and Promotions is elected by secret ballot composed of the names of all members of the Academic Senate holding appointment in the Department of Radiological Sciences. There are nine voting members of the Committee. Of these nine members, six shall be elected from the eligible MD faculty in senate series, two shall be elected from the eligible PhD faculty in senate series, and one seat shall be filled by the Academic Senate member from one of the Department’s affiliated hospitals who receives the most votes of those falling within this designation. The final seat is filled by the Chairman of the Department, as an ex-officio member with vote. The following shall serve as ex-officio members without voting privileges (unless elected to one of the nine voting seats): the Vice Chair for Academic Affairs, the Vice Chair of Clinical Operations, and the Chairs from each affiliated hospital Radiology Department. Further provision is made that the Departmental faculty in the Health Sciences Series shall elect one member from within their series to serve as a non-voting Health Sciences representative to the Committee on Appointments, Merits and Promotions. The Committee on Appointments, Merits and Promotions elects its Chairman from among the nine voting members. The purpose of the Committee as constituted is to advise the Chairman of the Department on all matters of policy and on all academic personnel matters. The Committee is re-elected on an annual basis and the term is October through September.

Voting Eligibility on Substantive Matters

In addition to tenured members of the Faculty in the Regular Series, by more than a two-thirds vote of this group, voting privileges have been extended to Professor In-Residence, Professor of Clinical Radiology, Associate Professors In-Residence and Associate Professors of Clinical Radiology. For academic personnel actions requiring a vote at the Full Professor rank, all Full Professors in the senate series shall be eligible to vote. For academic personnel actions below the rank of Full Professor, all Associate and Full Professors in senate series shall be eligible to vote.

Voting Procedures

All substantive matters will be subject to discussion and a secret ballot of those present at a Committee on Appointments, Merits and Promotions monthly meeting. Absent members will not be eligible to vote, but may designate a proxy. In the event that an academic action requires a vote by senate faculty, the vote will be done via mail or other secure and confidential means. Results of the vote will be available in the Academic Personnel Office to eligible individuals wishing this information.

OTHER DEPARTMENTAL SUBSTANTIVE MATTERS:

Topics for consideration may be reviewed by the Committee on Appointments, Merits and Promotions, and a recommendation may be made to the Departmental Faculty for consideration at the regularly scheduled staff meeting. Any three members of the Departmental
Faculty who are eligible to vote may request a special meeting of the Departmental Faculty, to be held within ten days. On substantive matters other than personnel, a secret ballot may be waived by mutual consent of those present. Any voting member of the Department shall maintain the right to ask for secrecy in any vote. In any instance, secret ballots will be available as needed. Any decision based upon vote will be reported to all eligible to vote with the notation that definitive vote information is available in the Academic Personnel Office if desired.
January 19, 2017

To: Gerald Berke, Chair
   Head and Neck Surgery

From: Jim Crall
       Rules & Jurisdiction

Re: Bylaws Submitted on January 9, 2017

Thank you for resubmitting your bylaws with a section that specifies that the bylaws are amended by a two-thirds majority vote. The Committee on Rules and Jurisdiction has reviewed the revised Bylaws and finds them consistent with the Code of the Academic Senate. These will now go to the Academic Senate Executive Board to be placed on the agenda for the next Legislative Assembly.

cc: Michael Levine, Vice Chancellor Academic Personnel
    Kumar Rajaram, Committee on Rules & Jurisdiction
    Linda Bourque, Chair, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
    Michael Sachs, Chief Administrative Officer
The Department of Head & Neck Surgery Academic Senate Faculty voted by secret ballot to approve the Voting Bylaws. The Vote was recorded on 10/14/2016. 21 Approve, 0 Not Approve, 1 Abstain.

I. Department Faculty members
   A. Senate Faculty of the Department of Head & Neck Surgery include:
      i. Ladder Faculty
      ii. In Residence Faculty
      iii. Professor of Clinical X
   
   B. All Senate department members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions. They have the right to authorize and supervise courses and curricula, representatives to the local academic senate, and advise concerning the budget.

II. Academic Personnel Actions
   A. Tenured Faculty members have extended the right to vote on Academic Personnel Actions to In Residence and Clinical X Faculty. (Vote was taken by secret ballot, and recorded on 1/14/2016. In Residence: 4 yes; 0 no; 0 abstain; Clinical X: 4 yes; 0 no; 0 abstain)
   
   B. Appointments: Full and Associate Professors vote on all appointments that confer membership in the Academic Senate.
   
   C. Non-Reappointments: Full and Associate Professors vote on all non-reappointments of Assistant Professors.
   
   D. 4th Year Appraisals: Full and Associate Professors vote on all 4th Year Appraisals of Assistant Professors members.
   
   E. Promotions:
      1. To Full Professor: Full Professors vote on all promotions to Full Professor.
      2. To Associate Professor: Full and Associate Professors vote on all Promotions to Associate Professor.
F. **Merit Actions**
   i. Full Professors vote on all Full Professor merits.
   ii. Full and Associate Professors vote on all Associate Professor merits.
   iii. Full and Associate Professors vote on all Assistant Professor merits.

G. **Joint and Split Appointments**
Joint and split Appointments follow the review and voting procedures as any other Department member of the same rank, and as described in Appendix 15 of The CALL. The Department offers faculty with Joint/0% appointments the option to sign a waiver for personnel actions. Faculty with Split appointments cannot waive personnel actions.

H. **Five Year Reviews**
Five year reviews are handled as described in Appendix 12 of the Call. This policy applies to faculty unless they are without salary with a waiver. The five-year review will be conducted 1) in the spring of the academic year that ends a period of five years in which the appointee has not received a completed review, or 2) at the time of the appointee’s second successive negative review. The Chair will initiate the 5 year review.

I. **Non-Senate Faculty/Adjuncts**
Non-senate members have not been extended a right to an advisory vote. All non-senate actions are handled using the same processes as senate actions.

III. **Academic Personnel Committees**
A. The Department has an Academic Personnel committee that pre-reviews personnel actions. Ladder faculty and In-residence faculty are appointed to this committee by the Chair. One member is assigned to review and present the dossier to the committee. The Committee discusses the proposed action, and takes a vote on the recommendation. The Committee’s recommendation is presented to the faculty for a vote, either at a faculty meeting or online. The dossier is made available 5 calendar days in advance of the vote.

IV. **Amendments**
A. These Bylaws may be amended by a two-thirds majority vote.
Appendix D

PROPOSED BY-LAWS
ARTICLE I—NAME

The Department of Head & Neck Surgery, David Geffen School of Medicine at UCLA.

ARTICLE II—MISSION

To unify the subspecialties of Head & Neck Surgery, provide exemplary patient care addressing the physiological and psychological needs of patients, and to foster an outstanding and diverse training environment for Head & Neck surgeons of the future.

ARTICLE III—MEMBERS

Section 1.—Full-Time Faculty. All members who are salaried at the UCLA Center for the Health Sciences (CHS) or at one of the primary teaching affiliated institutions are appointed to the faculty in one of the following academic series: Regular rank, In-Residence, Professor of Clinical X, Adjunct or Clinical Compensated. Each Academic Senate faculty member shall have one vote in divisional or general departmental faculty meetings.

Section 2.—Voluntary Faculty. Individuals who are non-salaried by the University may be appointed to the Voluntary Faculty in the Clinical Non-Compensated academic series. Voluntary faculty must fulfill defined teaching activities on an annual basis in order to remain members. Clinical faculty participation is reviewed at least every three (3) years to ensure compliance with Clinical Faculty Guidelines as stated in department policy.

Section 3.—Staff. All non-faculty employed by the Department of Head & Neck Surgery are defined as staff under the following classifications: Management and Professional (MAP), Administrative and Professional (A & PS), Staff Research Associates, Clinical, and Clerical and Technical. Members of the Clinical and Clerical and Technical classifications are represented by recognized bargaining units. Staff may be employed as career employees with comprehensive University benefits or Limited Appointment employees with partial benefits.

Section 4.—The Department of Head & Neck Surgery does not discriminate in hiring, promotion, teaching or patient care delivery on the basis of race, religion, gender, national origin, age, sexual preference, income or disability.
ARTICLE IV—DIVISIONS AND SECTIONS

The Department of Head & Neck Surgery shall be composed of separate divisions representing distinct surgical and science subspecialties. The Departmental Chairman, in consultation with the Head & Neck Division Chiefs and the Dean of the David Geffen School of Medicine, may recommend the creation, merger, or elimination of divisions contingent upon programmatic or financial justification. Academic Senate Faculty will have an opportunity to provide verbal and written input about any such recommendation(s). The following programs shall be recognized as designated academic divisions or programs:

- Laryngology
- Otology/Neurotology
- Head & Neck Oncology
- Plastic & Reconstructive Surgery
- Rhinology
- Pediatric Otolaryngology
- Audiology
- Health Psychology

All faculty will be members of a designated division. All staff shall be employed within a division, unit, or the general department.

ARTICLE V—OFFICERS

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

Based on the recommendation of the Vice Chancellor and Dean for Medical Sciences, the Department Chair shall be appointed by the Chancellor of the University through the customary review and approval process. The Chair is normally appointed for a term of five (5) years and renewal of a Chair’s appointment is contingent upon a favorable five year review conducted by the Chancellor in consultation with the Vice Chancellor and Dean for Medical Sciences.

The Chair may propose the appointment of (an) Executive Vice-Chair(s) who would assist the Chair in determining department policy, represent the Department in lieu of the Chair at various School-wide and University committees, and shall serve as Chair in the event the Chair is out-of-town, on vacation, or unable to temporarily carry out his duties as Chair. Appointment of the Executive Vice-Chair shall be approved by the Chancellor and renewed annually.
In addition, Senate Faculty Group Officers shall be elected by the Faculty who are members of the Academic Senate. These members include those faculty appointed in the Regular Rank, In-Residence and Professor of Clinical X series. The Department of Head & Neck Surgery shall hold at least one Senate Faculty Group meeting annually, at which the President shall officiate and the Secretary shall maintain official minutes approved by the Chairman.

Every three years, the Academic Faculty within the Department of Head & Neck Surgery will be charged with filling the offices of: 1) President, 2) Secretary, and 3) Representative of the Legislative Assembly of the Academic Senate. The nominations and elections for the President and Secretary offices will be overseen by the outgoing Secretary or, in his or her absence, the Chair of the Department. All nominations and elections will be held via “blinded” ballots. Nominations and elections for two Representatives to the Legislative Assembly of the Academic Senate will be solicited and collated via secret ballot by the Academic Personnel Coordinator for the Department of Head & Neck Surgery and forwarded to the Campus Academic Senate Office.

Duties of the Department of Head & Neck Surgery Senate Faculty Group Officers:

**President:** The President will oversee all meetings of the faculty of the Department of Head & Neck Surgery who are also Members of the Academic Senate. He/she will be responsible for assuring that a meeting is held at least once per year or if Senate Members have requested a special meeting. The President will be responsible for soliciting agenda items from all full time faculty, then approving the agenda. Each meeting will be run according to parliamentary procedures. All motions that are raised to question will be voted on by the Academic Senate Members present at the meeting. In the case of a tie vote, the President will have the responsibility to vote in order to bring the motion to closure. The President will then advise the Department Chair of the actions/recommendations of the Senate Faculty Group providing a written report that will be made available to the University Academic Senate.

**Secretary:** The Secretary will be responsible to collect the minutes of each departmental Senate Faculty Group meeting and will submit to the President for final approval. In addition, the Secretary will prepare the written annual report for the President's review and approval. In circumstances when the President is not available, the Secretary will assume the responsibilities as President.

**Representative of the Legislative Assembly of the Academic Senate:** The two Representatives of the Legislative Assembly of the Academic Senate will be required to attend (or appoint someone in his/her absence) all appropriate University Academic Senate meetings. He/she will communicate to the President and Secretary all relevant information obtained from these meetings as well as pass along proposed actions or recommendations that require input from the Senate Faculty Group Members of the Department of Head & Neck Surgery.
The Chiefs of Head & Neck Surgery at West Los Angeles Veterans Administration Medical Center and Harbor/UCLA Medical Center shall be designated as Vice Chairs of the Department of Head & Neck Surgery upon proposal by the Chair and approval by the Chancellor for a term of five years, subject to review and re-appointment by the Executive Chairman.

ARTICLE VI—DIVISION and/or PROGRAM CHIEFS

Division Chiefs are appointed and serve at the discretion of the Department Chair for a term of five years and are subject to review and re-appointment by the Executive Chairman. The appointment is administrative, rather than academic in nature and therefore may be extended or terminated provided there is programmatic justification to do so.

ARTICLE VII—POSTGRADUATE EDUCATION

The faculty shall have the overall responsibility for the selection and training of all house staff appointed by the Department of Head & Neck Surgery. The training experience shall assure an optimal provision of education to residents and medical care to patients, consistent with the general and specific requirements of the Accreditation Council on Graduate Medical Education. Requests for assignment of house staff positions by the various institutions affiliated with the Department shall be considered by the appropriate reviewing bodies within the Department. The Director of Head & Neck Surgical Education shall be responsible for overseeing the curricula and policies of the postgraduate educational programs. This position shall be the Chair or appointed by the Chair, in which case the appointee would report directly to the Chair for all educational matters.

ARTICLE VIII—MEETINGS

The Department Chair shall convene meetings of the general Head & Neck Surgery faculty, which consists of Academic Senate faculty, and adjunct and clinical faculty on a monthly basis. Agenda for the meetings shall be set in advance by the Chair and notices of the scheduled meetings shall be distributed in advance to the general faculty. All general faculty will be encouraged to submit recommendations for agenda items to the Department Chair. Voluntary faculty may be permitted to attend general meetings, but the Chair shall reserve the right to deny their attendance. Voluntary faculty shall not have voting privileges. An attendance of 51 percent of the Academic Senate faculty shall constitute a quorum and a two-thirds majority vote of those in attendance shall be required in any matter before the body. All meetings and committees conducted by the Department will utilize appropriate and customary parliamentary procedures for order and voting processes.
ARTICLE IX—STANDING COMMITTEES

The Chair shall appoint standing and ad hoc committees as appropriate, in consultation with the elected officers of the Senate Faculty Group. The following standing committees shall be maintained by the Department:

**Senate Faculty Group**—The composition and schedule of meetings has been enumerated in Article V. The Senate Faculty Group shall address academic issues affecting the Head & Neck Surgery faculty and the medical school. Where issues lie solely within the province of the Department, this body has the authority to define policy in consultation with the Department Chair. Where issues pertain to the School or University as a whole, this body shall issue resolutions and/or recommendations which shall be forwarded to the Department Chair, who in turn will consult with the Dean, Provost for Medical Sciences, Campus Academic Senate and/or the Chancellor.

**Chairman’s Executive Council:** Consists of the selected members of the ladder series faculty of the Department of Head & Neck Surgery and will provide a forum to meet and speak frankly with the Chairman about any issues that may have an impact on the overall mission of the Department. The Executive Council will meet on a quarterly basis with the intent to discuss academic and educational issues including concerns about individual faculty. In addition, high level administrative issues such as compensation to ensure ethical, clinical and scientific integrity will also be discussed. Confidential records will be taken and recorded as minutes by the Department CAO. The Executive Council will be selected by the Department Chairman and not be of any specific academic rank or seniority.

**Appointments and Promotions Committee**—This is a Committee of Academic Senate full professors appointed by the Department of Surgery Chair. The Chair of the Committee shall convene the Committee in accordance with the Campus dossier submission timetable and assign dossiers to each committee member for in-depth review. The Academic Personnel Coordinator for the Department of Head & Neck Surgery shall provide staff support, i.e., schedule meetings, distribute the dossiers, record minutes, etc. This Committee shall meet at least four (4) times annually for the purpose of reviewing all dossiers proposed for appointment, promotion, termination of appointment, change in series, or merit increase. The Committee shall forward their recommendations to the Department of Surgery Executive Committee. Minutes of all meetings shall be discussed at the Department of Surgery Executive Committee and maintained both in the academic dossier forwarded to the Dean’s Office and in departmental academic files. Prior to the convening of the Appointments and Promotions Committee, a secret ballot is sent to the Department of Head & Neck Surgery full time faculty in accordance with Senate ByLaw 55. A second vote is solicited via secret ballot to the Department of Surgery Executive Committee. All votes are tallied and compiled by the Department of Head & Neck Surgery Academic Personnel coordinator. Vote tallies are then placed in the dossier for consideration by the Committee for Academic Promotion (CAP).
Education Committee—The Education Committee shall be responsible for overseeing the curriculum of the training programs (medical student clerkships, residencies, and fellowships), recommending policy, and adjudicating coverage and resource allocation issues. The Committee is composed of the Department Chair, Director of Surgical Education, the Residency Program Chairs, and the Director of the Education Office. The committee shall meet at least annually, but sub-committees may be convened on a more frequent basis as specific aspects of the educational program require. Minutes of all Committee meetings shall be maintained by the Director of the Education Office.

Quality Assurance Committee—The Departmental Quality Assurance Committee will be composed of the Surgery divisional faculty, a Head & Neck Surgery Department representative, Quality Assurance Coordinators, and the departmental Quality Improvement Nurse Coordinator. This Committee shall meet at least three (3) times annually for the purpose of assuring compliance with JCAHO regulations and state licensing regulations, assuring consistency of QM/QI policies and procedures across the department, resolving problems which cannot be agreed upon at the divisional level, and defining department-wide quality assurance policy. Minutes of all meetings shall be maintained on file in the Department of Head & Neck Surgery Administrative Office and the Department of Surgery Quality Assurance Office.

Space Allocation Committee: This Committee shall develop strategic direction, in concert with the Department Chair, with respect to allocation of research space. This Committee shall meet at least once annually in order to review the space plan for the Department, review and prioritize any requests for new or additional space, and provide recommendations to the Executive Chairman on retention of existing research space by investigators. The Department Chairman will make final determinations about the allocation of administrative and research space as well as operating room and outpatient clinic block time within the Department.

ARTICLE X—APPOINTMENT AND PROMOTION

Academic Senate faculty shall be responsible for evaluating candidates for appointment and promotion. Candidates shall be evaluated based on the following criteria: 1) professional training and technical competence; 2) local, regional and national recognition in their academic specialty; 3) evidence of teaching abilities and on-going commitment to the training program; 4) evidence of creative investigation in either basic or clinical research; and 5) university service. Each dossier must contain documentation that strongly supports fulfillment of the aforementioned criteria. Each dossier beyond the initial appointment must contain teaching evaluations by residents and students, as well as peer review evaluations by faculty. Appointments, promotions and changes in academic series must also provide letters of intramural and extramural support that attest to the individual's
Appendix D

capabilities with respect to the above criteria. Actions shall be reviewed according to the following process:

1. Faculty review, discussion, and vote of the Department of Head & Neck Surgery in accordance with Senate ByLaw 55.
2. Department of Surgery Appointments and Promotions Committee
3. Department of Surgery Executive Committee
4. Dean's Office
5. Ad Hoc Review Committee (as needed at the discretion of the Chancellor's Office)
6. Committee on Academic Personnel (CAP)
7. Chancellor's Office

Standard on-schedule merit increases within each rank and fourth year appraisals of assistant professors shall be approved at the Dean's Office level.

ARTICLE XI—COMPENSATION PLANS

1. Income Limitation Plan

ILP members are compensated commensurate with the academic base salary only. Other compensation is generated by the individual through the professional practice of surgery. ILP faculty are permitted to independently handle their billing and collection activities by University approved external vendors, as well as to maintain sole shareholder, single employee professional corporations. Billing activities shall utilize the billing software system that is maintained by the School of Medicine. ILP members are required to pay for all University staff and services utilized in the course of performance of their academic duties and clinical practice. ILP members shall be required to submit an ILP Annual Report to the Department no later than the 15th of every June documenting their income, practice-related expenses, and assessment payable to the Department for the prior calendar year period. ILP members are assessed a quarterly estimated amount in September, December and March based on their prior year's assessment. All balances are due on June 15th, with any credits applied to the next quarter's billing. Members are additionally required to provide the Department with a year-end management report and incorporated members must forward a copy of their federal corporate tax return to the Department's outside accountancy firm for audit purposes. Specific guidelines for the Income Limitation Plan are enumerated in Appendix A of both the Health Sciences Compensation Plan and the UCLA School of Medicine Implementation Procedures under the UC Health Sciences Compensation Plan.

The Dean shall assess 20% of annual ILP assessment payments made to the Department. The Department shall assess a percentage of gross ILP professional fee income to cover overall departmental expenses, such as resident overage and administrative infrastructure costs.
MCP/Group Practice Plan: All Department of Head & Neck Surgery non-ILP faculty appointed at 51 percent of full-time or greater and engaged in clinical practice shall be required to be members of the Health Sciences compensation plan. New Plan faculty (all ranks) will be guaranteed a salary (X and Y components) for at least their first two years of practice. The base salary (X) and the delta (Y) shall be guaranteed thereafter on an annual basis. After the initial three years of appointment or by special agreement by the Department Chair, Plan faculty may also be eligible for incentive pay (Z) and their Y may decrease accordingly. Associate Professors and Professors are eligible to receive incentive payments as soon as they reach profitability. All Plan faculty shall be eligible to receive incentive payments no later than the beginning of their fifth year on the full-time faculty. Plan faculty who do not generate sufficient income, either professional fees, extramural funding or administrative/educational/service support, as determined by the Department Chairman, will be subject to salary renegotiation. Guidelines of this plan are as follows:

A. The Department Plan permits the use of scale 8 of the UC expanded base salary schedule established as academic program units (APU’s). The following are exceptions:

1. Fellows and visiting faculty shall be assigned to scale 0.
2. Community-based faculty shall be assigned to scale 3.
3. Faculty on the plan with primary teaching and administrative duties may be assigned to scale 3.
4. Clinical Ph.D. (and other non-MD) practicing faculty shall be assigned to scale 3.
5. Medicine practitioners recruited to the Department shall be assigned to scale 3.

B. Each individual will receive an additional negotiated salary component (Y) based on his/her accomplishments in research, teaching, and administrative work over the past academic year. Performance assessment in these areas shall be made by the Department Chair. The Y component shall reflect the following criteria:

1. Research
   a) Number and quality of research publications, including basic laboratory and clinical research. The assessment of quality shall take into account a subjective estimate of the importance of the findings and the prestige of the journals in which material is published.
   b) Acquisition of peer reviewed research grants or other independent funding.
   c) Special awards in recognition of outstanding research.

2. Teaching
   a) Extent of resident and medical student teaching.
   b) Resident/student and peer evaluations of teaching effectiveness.
c) Administrative responsibility for resident or medical student teaching programs, e.g., clerkship director, Assistant Dean for Student Affairs.
d) Awards for teaching excellence.
e) Ratings of effort and effectiveness of teaching by the Department Chair or colleague.

3. Administration

a) Amount and quality of administrative work within the Department, e.g., as section chief, division chief, on departmental committees.
b) Amount and quality of administrative work on School of Medicine, Medical Center, or University Committees.
c) Amount and quality of administrative work on regional and/or national professional organizations.

4. Clinical Practice

a) History of professional fee revenues during the prior three academic years.
b) Likelihood of sustained clinical productivity. The model targets the salary guarantee (X + Y components) to be within the 20th – 80th percentile of the AAMC guidelines for rank and specialty (Table 27). However, the Chairman shall have discretion in determining the amount of Y to be paid to faculty members. If special circumstances either preclude a division from reaching the 20th percentile target, or necessitate that a division exceed the 80th percentile target, the level of guarantee shall be proposed and approved by the Department Chair.
c) Incentive pay (Z component) may only be paid to faculty on the group practice plan who generate clinical revenues. The methodology for computing Z payments shall be consistent across the Department. Payments shall be made only after all academic and practice costs have been met. If the Department is in deficit in their group practice account, Z payments to a particular faculty member(s) shall not be permitted without the expressed approval of the Department Chair and the Dean's Office.
d) The Z component shall be based on net income after practice expenses (billing and collections, facility usage charges, secretary, other), taxes (Dean's Department, PSS), the reserve requirement, and the faculty salary guarantee (and corresponding fringe benefits) have been covered as follows:

<table>
<thead>
<tr>
<th>Income Levels:</th>
<th>&lt;$250K</th>
<th>$250-$500K</th>
<th>$500K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>80%</td>
<td>60%</td>
<td>50%</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>85%</td>
<td>70%</td>
<td>60%</td>
</tr>
<tr>
<td>Professor</td>
<td>90%</td>
<td>75%</td>
<td>65%</td>
</tr>
</tbody>
</table>
The remainder of the net income reverts to the Division for discretionary needs. If a faculty member is separating from the University and is due a Z payment, he/she will receive payment computed in the normal fashion and distributed from any remaining accounts receivable in the same manner as faculty continuing on the faculty. The Z payment would reflect professional fee collections received through the faculty member's last day of employment with the University. Collections received after the faculty member's separation date would belong to the Department.

e) All professional fee income generated by Compensation Plan members shall be reported to the Department and flow through departmental accounts. Professional fee income includes clinical services to patients, expert witness fees or other like consulting income. There shall be a Dean's Tax, Department Tax, and Divisional Tax applied against gross professional fee income before any expenses are covered and incentive payments are made. The Dean shall assess a percentage of gross professional fee income (currently 4 percent), net of agreed upon adjustments. Physician Support Services shall assess a percentage of gross professional fee income (currently 11 percent). The Department tax shall be assessed a percentage of gross professional fee income to cover overall departmental expenses such as resident overage and administrative infrastructure costs. The tax may vary between 5 and 10 percent depending upon Departmental programmatic needs. An additional Reserve Tax may be implemented on an as-needed basis as determined by the Department Chair. With sufficient programmatic justification, the Department Chair may at his discretion waive customary departmental fees for community-based full-time faculty as long as the community-based faculty pay all direct expenses, as well as an agreed upon annual fee for indirect administrative overhead incurred by the department.

f) Standard plan expenses represent billing and collections, facility fees, and academic secretary salary and benefits. Other expenses are defined as all other expenses funded through the group practice to support the practice and/or academic activities of the individual faculty member. Examples of such expenses may include, but are not necessarily limited to, the following categories: travel, professional dues and subscriptions, malpractice allocation, slides/media preparation, office supplies and equipment, photocopying, books, printing and publications, lab coats, pagers, blackberry devices, computer equipment, and telephones.

The "other expense" category is meant to denote expenses specifically attributable to an individual's practice or academic activities. The plan does not intend to customarily allocate capital projects or other non-recurring expenses in the "other expense" category. However, there may be circumstances in which programmatic expenses are shared by faculty where mutual benefit is derived or where available discretionary funds are insufficient to support capital projects. Such circumstances would require general agreement by divisional faculty in
concert with the recommendation of the Department Chair. Any expenditure practice which falls outside of these parameters is inconsistent with the intent and spirit of the plan.

g) If a new Associate Professor or Professor generates a profit before the end of year two and requests to go on the incentive plan before year three, he/she may be permitted to do so, with the approval of the Department Chair. Assistant Professors will not be permitted to go on the incentive plan until year three and only with the approval of the Department Chair. The Department Chair will have discretion to place group practice faculty on the incentive plan in years three, four, or five of their full-time appointment. However, all group practice faculty shall go on the incentive plan as of the fifth year of their appointment. This policy is intended to ensure that the academic/research programs of new faculty have an adequate opportunity to develop.

h) At the point that a faculty member goes on the incentive plan, his/her subsequent cash collections accrue to the calculation of that faculty member’s Z compensation, regardless of whether these collections relate to services rendered prior to or following movement on the incentive plan.

i) In general, incentive “Z” payments shall be made on a quarterly basis during the month following the close of each fiscal year quarter. Exceptions may be made at the discretion of the Department Chair, based on departmental need and/or individual circumstances.

j) The departmental compensation plan may be reviewed and revised by a majority vote of the faculty with approval by the Department Chair and Dean.

k) The Department has not established Academic Enrichment Accounts. No funds will be set aside for such purpose.

5. Basic Science Faculty: Basic Science faculty shall be integrated into the Campus Health Sciences Compensation Plan. Compensation shall include base salary (X) and delta (Y) components. Academic programmatic units (APU’s) may be assigned by each surgical division from Scale 1 – 3. Compensation of the basic science faculty shall be negotiated annually between the faculty member and the Departmental Chair. Basic Science faculty who do not have a state FTE associated with their position are expected to generate sufficient extramural funding in order to support the total negotiated salary. All professional fee income generated by Basic Science Faculty members shall be reported to the Department and flow through departmental accounts according to the rules of the Health Sciences compensation plan.

ARTICLE XIII—APPOINTMENTS TO SCHOOL, MEDICAL CENTER AND UNIVERSITY COMMITTEES

The Department Chair shall sit on standing and ad hoc committees in the Medical School, Medical Center, and the University Campus. In his absence he shall be represented by the
Executive Vice-Chair or other designee. The Department Chair may also propose that members of the Department of Head and Neck Surgery represent the Department on appropriate committees. Individuals may be asked to serve on more than one committee.

ARTICLE XIV—AMENDMENT OF BY-LAWS

The Department By-laws may be amended at any time by a two-thirds vote of the voting members of the Department of Head & Neck Surgery, provided that the proposed amendment has been submitted in writing and circulated to the entire full-time faculty at least one month prior to the vote being taken.

Rev 03/08
January 19, 2017

To: Gregory W. Hendey, Chair
Department of Emergency Medicine

From: Jim Crall
Rules & Jurisdiction

Re: Bylaws Submitted on January 3, 2017

The Committee on Rules and Jurisdiction has reviewed the proposed Bylaws for the Department of Emergency Medicine and finds them consistent with the Code of the Academic Senate. These will now go to the Academic Senate Executive Board to be placed on the agenda for the next Legislative Assembly.

cc: Michael Levine, Vice Chancellor Academic Personnel
Kumar Rajaram, Committee on Rules & Jurisdiction
Linda Bourque, Chair, Committee on Rules & Jurisdiction
Linda Mohr, CAO, Academic Senate
Marian Olivas, Committee Analyst, Rules & Jurisdiction
Bonnie Cheung, Chief Administrative Officer
ARTICLE I - NAME

The Department of Emergency Medicine, David Geffen School of Medicine at UCLA.

ARTICLE II - MISSION

To provide expert emergency care, compassionate community service, innovative medical education, thoughtful leadership, and impactful research to shape the future of our specialty.

ARTICLE III - MEMBERS

A. Full-Time and Part-Time Faculty

Faculty of the Department of Emergency Medicine (DEM) shall include full-time and part-time members who provide clinical, educational, administrative, and/or research services to the David Geffen School of Medicine at UCLA or at one of its affiliated sites. Faculty may be appointed in Academic Senate and non-Senate titles, as listed below.

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

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

B. Volunteer Faculty

Individuals who are community physicians, part-time, or non-salaried by the University or one of the affiliated institutions may be appointed to the Volunteer Faculty. Volunteer faculty appointments are based on educational or research needs of the department, which are determined by the Chair. Initial appointments shall be made for a maximum of two years. Volunteer Faculty must fulfill defined teaching or research activities on an annual basis in order to remain members. The DEM shall be responsible for setting standards for teaching or research requirements, expectations for participation in educational activities, and other privileges of the appointment which may include use of the UCLA name and faculty title. The DEM shall designate a review process for appointment and review of Volunteer Faculty, and the results of these reviews shall be reported to the Chair and Dean’s Office.
C. Staff
All non-faculty employed by the DEM are defined as staff, and may fall under classifications such as: Management and Senior Professionals (MSP), Administrative and Professional (PSS), Research, Clinical, Clerical, and Technical. Staff may be employed as career employees with comprehensive University benefits or limited appointment employees with partial or no benefits. Non-clinical staff members of the DEM report to the Chief Administrative Officer as well as the Chair.

ARTICLE IV - DIVISIONS AND SECTIONS

The Department of Emergency Medicine may create divisions and/or sections to meet the programmatic needs of the department. The Departmental Chair, in consultation with the Vice Chairs and Executive Committee, may at his/her discretion create, merge, or eliminate divisions or sections.

ARTICLE V - OFFICERS

A. Chair
The Department Chair shall be the executive officer of the Department, responsible to the Dean and Vice Chancellor for the effective operation of the Department’s programs, financial management, and for compliance with University policies and goals. Based on the recommendation of the Dean and Vice Chancellor, the Department Chair shall be appointed by the Chancellor of the University through the customary review and approval process. The Chair is normally appointed for a term of five (5) years and renewal of a Chair’s appointment is contingent upon a favorable five-year review conducted by the Chancellor in consultation with the Dean and Vice Chancellor.

B. Vice Chairs
Vice Chairs with designated responsibilities within the Department may be appointed by the Chair. Vice Chairs are appointed on an annual basis and serve at the discretion of the Department Chair. Their appointment is administrative, and therefore may be extended or terminated provided there is programmatic justification to do so. In general, the Chief of Emergency Medicine at affiliated hospitals shall have an appointment of Vice Chair in the DEM.

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

D. Other Officers
The Department Chair may appoint other officers such as Medical Director, Program Director, and others, as needed to carry out programmatic needs. Site Chiefs/Vice Chairs may also appoint site specific officers as needed.
ARTICLE VI - MEETINGS

The Department Chair may convene periodic meetings of the general faculty as needed. The Chair shall set agenda for the meetings in advance and notify the full-time faculty. Upon individual request, voluntary faculty may be permitted to attend general meetings. Votes taken for significant matters at such meetings shall be subject to the voting criteria as described below. Meeting schedules for other departmental committees, along with criteria for membership and attendance, shall be established by the relevant site Chiefs and committee chairs in conjunction with the DEM Chair.

ARTICLE VII - STANDING COMMITTEES

A. Executive Committee
The Executive Committee shall be composed of the following standing members: Department Chair, Vice Chairs, Chief Administrative Officer, and additional members, appointed at the discretion of the Chair. The Executive Committee shall include representation from all major affiliated sites. The Chair shall set the agenda and notify members in advance. For the Executive Committee, 51% of the membership shall constitute a quorum. The Executive Committee shall provide leadership in strategic planning efforts including space, personnel, clinical operations, community engagement, finance and educational programs. The Committee shall meet at least quarterly.

B. Emergency Medicine Committee on Appointments and Promotions (EMCAP)
The committee on appointments and promotions is an advisory committee with the responsibility of reviewing appointments and promotions of faculty members in the DEM. The specific details of membership, expectations, terms, and committee procedures are outlined in a separate DEM Policy on EMCAP.

ARTICLE VIII - VOTING PRIVILEGES

A. Academic Senate Faculty
   1. The Regular series (19900) Full and Associate faculty members of the DEM voted to extend voting rights on academic personnel actions to the In Residence and Clinical X faculty members of the DEM, in accordance with Rule 55 of the UC Academic Senate Bylaws.
   [In Residence: 11/15/16, by 2/3 majority secret ballot: 2 yes, 0 no, 0 abstain, 1 no vote; Clinical X: 11/15/16 by 2/3 majority secret ballot: 2 yes, 0 no, 0 abstain, 1 no vote.]

B. Appointments
   1. Full and Associate Professors vote on all appointments that confer membership in the Senate (SB 55.B.1).

   2. Full and Associate Professors do not extend the right to vote on appointments to Assistant Professors.
   [12/5/16, by less than 2/3 majority secret ballot: 9 yes, 6 no, 0 abstain, 2 no vote]
C. Promotions and Merit Actions
   1. Promotions to Full Professor, and Full Professor Merits:
      Full and Associate Professors vote on all promotions to Full Professor, and Full
      Professor Merit increases (SB 55.B.2).
      Full Professors have extended the vote on their promotions and merits (including
      Above Scale) to Associate Professors.
      [12/5/16, by 2/3 majority secret ballot: Promotions: 9 yes, 3 no, 0 abstain, 1 no
      vote; Merits: 10 yes, 2 no, 0 abstain, 1 no vote]

   2. Promotion to Associate Professor, and Associate Professor Merits:
      Full and Associate Professors vote on all promotions to Associate Professor and
      Associate Professor Merit increases (SB 55.B.3).

   3. Full and Associate Professors have not extended the vote on their promotions and
      merits to Assistant Professors.
      [12/5/16, by < 2/3 majority secret ballot: Promotions: 7 yes, 8 no, 0 abstain, 2
      no vote; Merits: 7 yes, 8 no, 0 abstain, 2 no vote]

   4. Assistant Professor Merits:
      Full and Associate Professors vote on Assistant merits, including 4th year
      appraisals.

D. Joint and Split Appointments
   1. 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.

   2. Faculty members with joint appointments in the DEM and another department
      may request a waiver of review by one department if 100% compensated by the
      other.

E. Non-Senate Faculty
   1. The Academic Senate Full and Associate faculty members of the DEM have
      extended advisory voting privileges on personnel actions to the Health Sciences
      faculty members who serve on the Emergency Medicine Committee of
      Appointments and Promotions,
      [12/9/16, by 2/3 majority secret ballot: 9 yes, 4 no, 0 abstain, 4 no vote]
      but not to Adjunct faculty members.
      [12/9/16, by less than 2/3 majority secret ballot: 7 yes, 6 no, 0 abstain, 4 no vote]

F. Non-Personnel Substantial Department Matters
   1. All Academic Senate faculty members, including recalled Emeriti, may vote on
      non-personnel substantial department matters.
2. The Academic Senate faculty members of the DEM have extended advisory voting privileges on non-personnel substantial department matters to the Health Sciences faculty members of the DEM,

[12/9/16, by 2/3 majority secret ballot: 10 yes, 3 no, 0 abstain, 4 no vote]
but not to Adjunct faculty members.

[12/9/16, by less than 2/3 majority secret ballot: 7 yes, 6 no, 0 abstain, 4 no vote]

G. Emeritus Faculty
1. Emeritus faculty members do not vote on academic personnel matters.

2. Recalled Emeritus faculty members have the right (during recall) to vote on non-personnel substantial department questions.

H. Voluntary Series Faculty
1. Appointments and promotions in the Clinical (Voluntary) series shall be reviewed and voted upon by EMCAP, then forwarded to the David Geffen School of Medicine Faculty Executive Committee (FEC) for review and action.

ARTICLE IX – VOTING PROCEDURES

A. The DEM has established the Emergency Medicine Committee of Appointments and Promotions (EMCAP) for the purpose of pre-reviewing and providing advisory votes on personnel actions in the DEM.

B. The members of EMCAP shall include: one Senate member from each of 3 sites (Ronald Reagan, Olive View, Harbor) appointed by the DEM Chair, one member elected by each of the 3 sites, one member each from West Los Angeles VA and Kern Medical Center appointed by the DEM Chair. Additional members from future sites may be appointed by the Chair as needed.

C. EMCAP members shall review faculty dossiers, and hold advisory votes. For all Senate actions, the EMCAP review is preliminary. EMCAP voting results and comments are presented to the Senate Faculty for a discussion and a vote. For non-Senate actions, voting results and comments will be forwarded to the Chair for a final decision.

D. Personnel actions for Academic Senate members (including Merits) require a vote by secret ballot of the Senate members of the DEM. (See Article VIII (B) and (C) for voting privileges.)

1. The faculty dossier, along with the EMCAP advisory vote, will be forwarded to the Senate faculty members. The results of the Senate vote will be forwarded to the Department Chair.

2. The Chair will summarize the Senate member votes and comments along with the EMCAP advisory votes and comments in the Chair’s letter, co-signed by the Section or Division Director (if applicable), and the site Chief/Vice Chair (if applicable).
3. The dossier is then forwarded to the Dean’s office for consideration.

E. Non-Senate personnel actions do not require voting beyond the EMCAP advisory vote. The Department Chair will summarize the EMCAP votes and comments in the Chair’s letter, co-signed by the Section or Division Director (if applicable) and the site Chief/Vice Chair (if applicable). The dossier is then forwarded to the Dean’s office for consideration.

ARTICLE X - AMENDMENT OF BYLAWS

A. The Department Bylaws may be amended at any time by a 2/3 majority secret ballot vote of a quorum of the Senate faculty all ranks and series of the DEM. The proposed amendments shall be circulated to the entire faculty for comments prior to the vote being taken. Minor amendments to language in the Bylaws that reflect changes in University nomenclature or procedure and do not impact the prerogatives of the faculty may be enacted by the Chair without a faculty vote.

B. The DEM Health Sciences Compensation Plan may be amended at any time by a 2/3 majority vote of the departmental faculty who are members of the Plan, with approval by the Department Chair and Dean. Plan participants shall be afforded the opportunity to review and comment on any proposed revisions prior to a vote being taken.
Departmental Bylaws: UCLA Department of Emergency Medicine

I. The Chairperson
The chairperson is the executive officer of the department and is appointed by the Dean. Any faculty may request a meeting to recommend candidates for appointment as chairperson to the Dean. The chair is responsible for the overall clinical, educational and academic functions of the department.

II. Executive Committee (Bylaw 50)

II.a The Executive Committee is chaired by Executive Chairman of the Department.

II.b Its members will include the Executive Chairman of the Department, the Chairmen of the affiliate programs at Harbor-UCLA and Olive View-UCLA, the Executive Vice Chair for Academic Affairs, and six additional members elected from the remaining full time Emergency Medicine Faculty, two each from the UCLA-Westwood, UCLA-Olive-View and UCLA Harbor Medical Center faculty. The election of representatives will be by written secret ballot with each faculty voting for two representatives from the full time faculty. Terms will be for two years, except that for the first election, one representative from each campus will serve for three years. The elections will take place each October at each site with one representative elected from each campus at that time (two at the first election). A three member nominating committee will be appointed by the chair at each site one month before the election. All full time faculty can nominate any faculty member including themselves. The nominating committee will compose a ballot of at least twice the number of positions to be elected based on the number of votes for each nominee.

II.c The Executive Committee will meet at least quarterly and more often as they deem necessary.

II.d The quorum for the meeting will be 5.

II.e The purpose of this committee will be to advice the Chairs regarding all operational issues including academic affairs, recruitment, clinical operations, education, and research activities.

III. Committee on Academic Personnel (EM-CAP)

General provisions See attached re: EM-CAP Appendix L
What’s the charge See attached re: EM-CAP
Who’s invited See attached re: EM-CAP
How often does it meet See attached re: EM-CAP
Quorum See attached re: EM-CAP
Who votes See attached re: EM-CAP

IV. Faculty Meetings

How often Meetings of the faculty will be convened each month at each site.

Agenda items Agenda items may be submitted by individual faculty and the department chair. If no agenda items are submitted 3 days prior to a scheduled meeting date the meeting will be cancelled by the chair. Only items on the agenda are considered unless there is a unanimous consent by the faculty present at the meeting.

Quorum 50% of all faculty who hold appointments.

V. Voting Procedures (UC Bylaw 55)

See attached re: EM-CAP Appendix L

221
Appendix L: Emergency Medicine Appointments and Promotions Procedures

PURPOSES OF THE PROCEDURES

1) to free the Department of Emergency Medicine Executive Committee from the academic review process so that it can devote its time to policy making functions,
2) to be in conformity with the rules of the Academic Senate, and
3) to assure the voting on substantial Academic Personnel matters is based on a solid foundation of knowledge about the faculty member concerned.

CHAIN OF ACTION

1. Appointments, merit increases, and promotions, may be initiated by the Executive Chair, Executive Vice Chair for Academic Affairs, Affiliate Chairs, or the candidate (merit increases and promotions only).

2. The Director of Academic Personnel will be responsible for the initial evaluation of the appropriateness of the action, correct dossier format, content, etc., in keeping with standard academic procedures.

3. EM-CAP will evaluate the dossier and the reports of reviews and make a recommendation to the Executive Chair of the Department of Emergency Medicine. The candidate may appeal EM-CAP's recommendation in writing, by personal appearance and/or by the appearance of a representative (i.e. Division Chief or Department Chair).

4. The Director of Academic Personnel will inform the Executive Vice Chair for Academic Affairs and the appropriate Affiliate Chair of the results of EM-CAP's deliberations on proposed actions.

5. The Committee will vote on all actions as proposed. After the vote, the Committee may recommend and vote on an alternative action. The recommendation of the Committee will be forwarded to the appropriate Affiliate Chair, Executive Vice Chair for Academic Affairs and Executive Chair of the Department. These individuals will be responsible for conveying this information to the candidate, and deciding if EM-CAP's recommendation should be accepted. If the decision is to follow EM-CAP's recommendation, no additional review or vote will be required by EM-CAP.

6. A faculty vote of the Associate and Full Professors who are members of the Academic Senate at each site will be taken for all appointments, promotions, fourth-year appraisals advancements to Professor Step VI, and for all above-scale actions for Academic Senate members. All other full-time faculty will also vote, but their votes will be tabulated separately. The faculty vote should not take place until the recommendation EM-CAP is finalized. Ballots will be presented to the voting faculty for their vote which will be recorded in the dossier.

7. The completed dossier, including a "Chair's letter" which will be co-signed by the Affiliate Chair and the Executive Vice Chair for Academic Affairs, containing the Departmental
Appendix L: Emergency Medicine Appointments and Promotions Procedures

recommendation, will be forwarded to the Dean's Office for further processing in keeping with standard academic procedure. In addition, the approval of the Executive Chair of the Department of Emergency Medicine is required for all appointments and change in series actions at Westwood and all affiliated sites. The approval of the Chair is also required prior to beginning the recruitment process for all Academic Senate series appointments.

DEPARTMENT OF EMERGENCY MEDICINE COMMITTEE ON APPOINTMENTS AND PROMOTIONS (EM-CAP)

1. All full time Associate and Full Professors are eligible to be members of EM-CAP, except the Executive Chair or Affiliate Chairs. Recalled Emeriti faculty are also eligible to serve on EM-CAP. Distribution of membership will represent, proportionally, the number of faculty at each program site (excluding Visiting and Clinical Instructor appointments). EM-CAP members will be elected by the entire full-time faculty at each program. The number of representatives from each program will be suggested by dividing the number of total faculty by the current membership of the Committee. The resulting averaged "representative ratio" will be the suggested number of faculty represented by each EM-CAP member. There will be a minimum of one representative from each affiliated program. Dividing the number of faculty at each affiliate by the "representative ratio" will suggest appropriate distribution of the number of representatives. The Executive Chair will assign the final number of representatives allotted to each affiliated program. The representative membership of EM-CAP may be adjusted by the Executive Chair in order to allow fair representation of each program. Each program will also elect an alternate representative for each regular position. The total membership of the Committee will be determined by the Executive Chair. The Executive Chair may change the total membership to reflect changes in the number and distribution of faculty.

2. "Affiliated Programs" of the Department of Emergency Medicine currently consist of the Harbor-UCLA Medical Center, Olive View UCLA Medical Center, West Los Angeles VA Medical Center and the Kern Medical Center.

3. The term of membership on the Committee will three 3 years with 1 additional consecutive term being possible for a maximum of 6 consecutive years. An individual may, however, serve one full or partial term as an alternate and then two consecutive terms as a regular member. After a Committee member has been off the Committee for at least three years he/she may be re-elected. Exceptions to this arrangement will require the approval of the Executive Chair of the Department of Emergency Medicine.

4. Accepting membership on EM-CAP acknowledges a commitment to active involvement on the Committee. Regular members who are absent for more than 1/3 of the meetings within any twelve month period will be asked to step down by the Executive Chair.

5. EM-CAP will generally meet the second Tuesday of each month.

6. The Committee will convene when a majority is present.
Appendix L: Emergency Medicine Appointments and Promotions Procedures

7. Secret ballots will be taken for all EM-CAP votes.

8. Dossier reviewers will be chosen as follows:
   a. Ordinarily, a reviewer will not be a member of the same campus as the candidate.
   b. There will be 1 reviewer for appointments except as below.
   c. There will be 2 reviewers for all professorial appointments, promotions, fourth-year appraisals, accelerations, advancements to professor Step VI, initial above-scale and further above-scale actions, change in series requests (with the exception of changes between In Residence to Regular) and appeals in this category.
   g. Five-Year reviews will be delegated to a subcommittee of EM-CAP. The Executive Vice Chair for Academic Affairs will chair the committee.
   h. Reviewers will be assigned by the Executive Vice Chair for Academic Affairs.

9. EM-CAP members in attendance will be excused during discussion and voting if they have contributed to the dossier in writing or if they or the Chair thinks that a conflict exists.

10. EM-CAP actions will require a vote by the eligible members in attendance. The vote will be recorded and included in the candidate's dossier.

11. In the case of a negative vote by EM-CAP on any action, at the discretion of the Executive Vice Chair, the dossier will be assigned to 3 additional reviewers made up of Committee Members not present at the original meeting. One of the 3 members should be a member from the candidate's home institution or voting constituency. These members will further review the proposed action and will report back to the full Committee at the next available meeting. The reviewers will recommend either that the previous vote stand, or that further discussion and a new vote take place. In these special cases, only after the second presentation will the vote be finalized as the recommendation of EM-CAP.

12. For appeals, after presentation of relevant new material the Committee will first vote on whether or not to reconsider the proposed action. A vote to not reconsider the action means that the previous vote of the Committee stands. A vote to reconsider the action means that the previous vote is withdrawn and a new vote must be taken.

13. The Executive Vice Chair for Academic Affairs of the Department of Emergency Medicine will Chair the Committee without vote. An alternate Chair will be selected annually by the Executive Chair from the membership of the Committee.

14. EM-CAP will have access to ad hoc committees for unique dossiers. EM-CAP members may defer discussion or voting of an action until a review can be conducted by an Ad Hoc Committee. The membership of the Ad Hoc Committee will be determined by the Executive Chair and Affiliate Chair and the Executive Vice Chair for Academic Affairs with input from EM-CAP. The recommendation of the Ad Hoc Committee will be considered at the time of final voting by EM-CAP.
May 29, 2013

To: Linda Sarna, Chair
    Academic Senate

From: Anahid Jewett, Chair
      Committee on Rules and Jurisdiction

Re: Senate Item for Review: Proposed Revisions to Senate Bylaw Appendix XII

The Committee on Rules and Jurisdiction (CR&J) reviewed the proposal to establish the Department of Emergency Medicine. CR&J raises no objections and endorses the proposal.

CR&J only has a few comments on the proposed departmental bylaws, with respect to page 223 of the proposal, under Part 1 in “DEPARTMENT OF EMERGENCY MEDICINE COMMITTEE ON APPOINTMENTS AND PROMOTIONS (EM-CAP)”. It is stated that “all full time Associate and Full Professors and recalled Emeriti are eligible to be members of EM-CAP.”

Does this mean that only academic senate members can be members of EM-CAP? This is confusing as written because the document states that EM-CAP members will be elected by the entire full-time faculty at each program.

“The number of representatives from each program will be suggested by dividing the number of total faculty by the current membership of the Committee. The resulting averaged "representative ratio" will be the suggested number of faculty represented by each EM-CAP member..."

The total membership of the Committee will be determined by the Executive Chair. The Executive Chair may change the total membership to reflect changes in the number and distribution of faculty.”

Please clarify here if non-senate members may be members of the EM-CAP. Also, as there are several campuses included in the department, it would be helpful to know how many Senate faculty there are at each site.

Cc: Jaime Balboa, Chief Administrative Officer, Academic Senate
    Steven Truong, Management Services Officer/Executive Assistant, Academic Senate
    John Leary, Senior Policy Analyst, Committee on Rules & Jurisdiction
To the Legislative Assembly of the Academic Senate, Los Angeles Division:

Overview

The Committee on Committees consists of nineteen elected members of the Academic Senate at UCLA, including sixteen representatives of campus constituencies, as apportioned by the Committee on Rules and Jurisdiction, and three at-large members. During Academic Year 2015-16 Professor Pirouz Kavehpour served as the Committee’s Chair and Professor Guillaume Chanfreau served as its Vice Chair. Professor Joseph Nagy served as the UCLA Division’s representative to the System-wide University Committee on Committees. Seat 5 (Languages and Literatures) remained vacant. Fifteen meetings were held in 2015-16 to manage the Committee on Committee’s various responsibilities and to ensure the full staffing of the Academic Senate’s standing committees. Committee members enjoyed a very collegial and productive year.

The principal charge of the Committee on Committees is to recommend to the Legislative Assembly the appointment of the Chair, Vice Chair, and members of the twenty-two standing committees (and three standing subcommittees) of the UCLA Division of the Academic Senate, as well as the divisional representatives on the fifteen system-wide standing committees. The Committee on Committees also serves in an advisory role to the Executive Vice Chancellor and to the Vice Chancellor for Academic Personnel by providing its recommendations of candidates to serve on the administrative search and review committees of high-level administrators at UCLA, and to the University Committee on Committees (UCOC) by providing slates of divisional representatives to serve on system-wide administrative search and review committees.

The functioning of the Academic Senate depends critically on the success of the Committee on Committees in identifying and recruiting qualified faculty members for committee positions, which clearly requires the election of knowledgeable and fair-minded representatives to the Committee on Committees. All Academic Senate members are strongly encouraged to participate in the nomination and election of respected colleagues to the Committee on Committees during the Academic Senate’s annual elections.

Tasks and Accomplishments

The scope of Committee on Committees’ activities is described below in some detail in an effort to provide an overview of its tasks, and to encourage Senate faculty members to volunteer for service and to contribute to the shared governance of the University.

The Committee on Committees was able to complete the majority of its tasks this year in a timely manner, concluding 2015-16 with making all, but six, appointments to the Academic Senate’s
standing committees and subcommittees for the 2016-17 Academic year, including chairs and vice chairs. It also appointed a new Parliamentarian.

With respect to the Committee on Committees’ recruitment of 2016-17 committee members, the average acceptance rate was 47%, but over 50% for many of the committees, as detailed in the chart below. Recruitment was the most difficult for the Council on Planning and Budget, the Graduate Council, and the Undergraduate Council, for which sixty-one invitations were sent to fill nineteen vacancies. Several candidates reported sabbaticals, while others were concerned about the additional workload that the proposed appointments would carry.

<table>
<thead>
<tr>
<th>Committee Name</th>
<th># Positions</th>
<th># Vacancies</th>
<th>% Rotation</th>
<th># Invitations</th>
<th>% Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Freedom</td>
<td>7</td>
<td>3</td>
<td>43%</td>
<td>4</td>
<td>75%</td>
</tr>
<tr>
<td>Academic Personnel</td>
<td>14</td>
<td>4</td>
<td>29%</td>
<td>7</td>
<td>57%</td>
</tr>
<tr>
<td>Academic Personnel (ClinCAP)</td>
<td>4</td>
<td>2</td>
<td>50%</td>
<td>3</td>
<td>67%</td>
</tr>
<tr>
<td>Charges</td>
<td>8</td>
<td>4</td>
<td>50%</td>
<td>6</td>
<td>67%</td>
</tr>
<tr>
<td>Continuing &amp; Community Education</td>
<td>8</td>
<td>2</td>
<td>25%</td>
<td>9</td>
<td>22%</td>
</tr>
<tr>
<td>Development</td>
<td>7</td>
<td>1</td>
<td>14%</td>
<td>2</td>
<td>50%</td>
</tr>
<tr>
<td>Diversity &amp; Equal Opportunity</td>
<td>9</td>
<td>4</td>
<td>44%</td>
<td>9</td>
<td>44%</td>
</tr>
<tr>
<td>Emeriti Affairs</td>
<td>5</td>
<td>0</td>
<td>0%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Faculty Research Lectureship</td>
<td>7</td>
<td>3</td>
<td>43%</td>
<td>3</td>
<td>60%</td>
</tr>
<tr>
<td>Faculty Welfare</td>
<td>8</td>
<td>1</td>
<td>13%</td>
<td>2</td>
<td>50%</td>
</tr>
<tr>
<td>Graduate Council</td>
<td>20</td>
<td>8</td>
<td>40%</td>
<td>39</td>
<td>21%</td>
</tr>
<tr>
<td>Grievance Advisory</td>
<td>5</td>
<td>2</td>
<td>40%</td>
<td>2</td>
<td>100%</td>
</tr>
<tr>
<td>Instruction &amp; Technology</td>
<td>4</td>
<td>0</td>
<td>0%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>5</td>
<td>1</td>
<td>20%</td>
<td>2</td>
<td>50%</td>
</tr>
<tr>
<td>International Education</td>
<td>5</td>
<td>3</td>
<td>60%</td>
<td>6</td>
<td>50%</td>
</tr>
<tr>
<td>Library &amp; Scholarly Communications</td>
<td>9</td>
<td>2</td>
<td>22%</td>
<td>2</td>
<td>100%</td>
</tr>
<tr>
<td>Planning and Budget</td>
<td>16</td>
<td>6</td>
<td>38%</td>
<td>25</td>
<td>24%</td>
</tr>
<tr>
<td>Privilege &amp; Tenure</td>
<td>7</td>
<td>3</td>
<td>43%</td>
<td>13</td>
<td>23%</td>
</tr>
<tr>
<td>Research</td>
<td>10</td>
<td>2</td>
<td>20%</td>
<td>6</td>
<td>33%</td>
</tr>
<tr>
<td>Faculty Grants Program</td>
<td>14</td>
<td>4</td>
<td>29%</td>
<td>16</td>
<td>25%</td>
</tr>
<tr>
<td>Rules &amp; Jurisdiction</td>
<td>3</td>
<td>1</td>
<td>33%</td>
<td>3</td>
<td>33%</td>
</tr>
<tr>
<td>Teaching</td>
<td>9</td>
<td>3</td>
<td>33%</td>
<td>8</td>
<td>38%</td>
</tr>
<tr>
<td>Undergraduate Admissions (CUARS)</td>
<td>8</td>
<td>4</td>
<td>50%</td>
<td>21</td>
<td>19%</td>
</tr>
<tr>
<td>Undergraduate Council</td>
<td>21</td>
<td>5</td>
<td>24%</td>
<td>21</td>
<td>24%</td>
</tr>
</tbody>
</table>
Operationally the Committee on Committees is very mindful of ensuring that campus diversity (with respect to gender, ethnicity, discipline, etc.) is reflected adequately on all committee appointments and nomination slates. The Committee on Committees makes a concerted effort to appoint and recommend faculty members who would do the best possible job serving on particular committees, while being mindful of each committee’s responsibilities, recent history, and current membership composition. The Committee on Committees seeks input regarding the process from the faculty at large (when it distributes its annual call for committee volunteers), from the various committees (often via the committee’s chair and/or administrative liaison), and on occasion from department chairs and deans. For each committee opening, the Committee on Committees develops a short list of candidates, rank-orders the names, and proceeds to invite faculty after the Committee on Committees reaches a consensus. Member manuals were also developed to assist committee members with more easily identifying prospective candidates from within their designated constituencies and to provide clear and succinct information about various aspects of the Committee on Committees’ charge.

To aid in its recruitment of new committee members, the Committee on Committees continued to experiment with its annual call for volunteers. Unfortunately, only thirty-four Senate members responded to this call, which was very disappointing given that it was sent to all Senate faculty members, the number of which exceeds 3,000.

Given its promotion of disciplinary diversity, among other factors, the Committee on Committees encourages all Senate faculty members to consider volunteering for service on the Academic Senate’s standing committees. The Committee on Committees would like to emphasize that recruiting faculty to serve on the large number of Senate standing committees is very challenging and respectfully reminds Senate faculty of the importance of shared governance, the existence of which is dependent to a very large extent on service on Academic Senate committees.

**Standing Committees of Academic Senate** - The twenty-two standing committees for which the Committee on Committees appointed the Chair, Vice Chair and new members are listed below:

- Academic Freedom (*3 new appointments*)
- Council on Academic Personnel (*4 new appointments*)
- Charges (*4 new appointments*)
- Continuing and Community Education (*2 new appointments*)
- Development (*1 new appointment*)
- Diversity and Equal Opportunity (*4 new appointments*)
- Emeriti Affairs
- Faculty Research Lectureship (*3 new appointments*)
- Faculty Welfare (*1 new appointment*)
- Graduate Council (*7 new appointments*)
- Grievance Advisory (*2 new appointments*)
- Instruction and Technology
- Intercolligate Athletics (*1 new appointment*)
• International Education (3 new appointments)
• Library and Scholarly Communication (2 new appointments)
• Council on Planning and Budget (5 new appointments)
• Privilege and Tenure (2 new appointments)
• Council on Research (2 new appointments)
• Rules and Jurisdiction (1 new appointment)
• Teaching (3 new appointments)
• Undergraduate Council (5 new appointments)
• Undergraduate Admissions and Relations with Schools (3 new appointments)

Standing Subcommittees of the Academic Senate - The three standing subcommittees for which the Committee on Committees appoints members are listed below:

• ClinCAP – a subcommittee of the Council on Academic Personnel (2 new appointments)
• Faculty Grants Program – a subcommittee of the Council on Research (2 new appointments)
• Honors, Awards and Prizes – a subcommittee of the Undergraduate Council (1 new appointment)

System-wide University Committees – the Committee on Committees recruited divisional representatives for the following UC system-wide committees:

• Assembly of the Academic Senate
• Academic Freedom
• Academic Personnel
• Affirmative Action and Diversity
• Board of Admissions and Relations with Schools
• Committee on Committees
• Editorial Committee
• Educational Policy
• Faculty Welfare
• Coordinating Committee on Graduate Affairs
• International Education
• Library and Scholarly Communication
• Planning and Budget
• Preparatory Education
• Privilege and Tenure
• Research Policy

With respect to making appointments to system-wide committees, the default practice for many years has been to appoint the chair of the equivalent divisional committee as the divisional representative on the system-wide committee. However, it was noted that the term of appointment on system-wide committees is typically two years, whereas the term of a divisional chair appointment is typically one year, which creates a conflict with ensuring continuity of the Los Angeles’ Division in system-wide discussions, if not its assumption of more leadership roles within the UC Academic Senate. The Committee on Committees also often defers its recommendation of a system-wide representative to the chair of the equivalent divisional committee. However, in the interest of striving for multi-year appointments on the system-wide committees, the Committee on Committees should be mindful of the irregular terms of service and be more pro-active with recommending candidates to the divisional chair, especially when it encourages completion of the system-wide committee terms. Additionally, given that many system-wide committee meetings are conducted via teleconference and/or are web-based, the Committee on Committees recommends having divisional committee chairs and vice chairs, as well as...
alternate system-wide committee representatives, participate in these meetings to encourage more familiarity with the system-wide discussions. A broader group of faculty familiar with system-wide issues would be very useful when considering system-wide committee membership succession.

**Divisional Administrative Search Committees** – the Committee on Committees provided a slate of candidates to the Executive Vice Chancellor/Provost for the following search/advisory committee:

- Dean of the Division of Physical Sciences
- Dean of the Division of Social Sciences
- Dean of the School of Dentistry
- Dean of the School of Music
- Dean of the School of Nursing
- Dean of the School of Public Affairs
- Dean of the School of the Arts and Architecture
- Vice Chancellor for Research
- Vice Provost for the Institute of American Cultures

**Divisional Administrative Five Year Reviews** – the Committee on Committees provided slates of candidates to the Executive Vice Chancellor/Provost and the Vice Chancellor for Academic Personnel for the following administrative review committees:

- Chair of the Department of Urology
- Chair of the Department of Radiological Sciences
- Dean of the School of Management
- Vice Provost and Dean of the Graduate Division
- Vice Chancellor and Chief Financial Officer

**System-wide Administrative Search and Review Committees** – the Committee on Committees provided slates of candidates to the University Committee on Committees for the following search and review advisory committees:

- University of California, Merced Chancellor Review Committee
- University of California, Santa Barbara Chancellor Review Committee
- University of California, Davis Chancellor Search Committee
- University of California, Berkeley Chancellor Search Committee

**Divisional Miscellaneous Committees** – the Committee on Committees recruited or recommended representatives for the following committees:

- Student Fee Advisory Committee *(Student Affairs)*
- Faculty Representative to the ASUCLA Board of Directors *(Student Affairs)*
- Faculty Career Development Awards Selection Committee *(Vice Provost for Equity, Diversity and Inclusion)*
- Hellman Fellows Selection Committee (Vice Chancellor for Academic Personnel)
- Gold Shield Selection Committee (Gold Shield Chair)

System-wide Miscellaneous Committees – the Committee on Committees recruited or recommended representatives for the following committees:

- Academic Council’s Special Committee on Lab Issues (ASCOLI)
- System-wide Academic Senate Editorial Committee
- Negotiated Salary Trial Program (NSTP) Task Force
- University Committee on Faculty Welfare’s Task Force on Investment and Retirement (TFIR)
- Cyber-Risk Advisory Board

Interactions with Administration and Committee Chairs - the Committee on Committees consulted with the following administrators in executing its primary charges:

- Vice Chancellor for Academic Personnel – the Committee on Committees maintains a consultative relationship with the Vice Chancellor for Academic Personnel, who is asked to vet the Committee on Committees’ candidates for the Academic Senate’s governance committees, including the Council on Academic Personnel. The governance committees deal with sensitive personnel issues and actions, and the intent of the consultative relationship is to determine whether prospective candidates have conflicts or other issues that may be known to the Vice Chancellor, but not to the Committee on Committees.

Closing remarks

The Committee on Committees would like to take this opportunity to acknowledge and express its appreciation to the large number of colleagues that are currently serving, or are preparing to serve, on a committee and/or have agreed to serve in another capacity that promotes shared governance of the University. The Committee on Committees would like to close by once again urging all Senate members to volunteer for service, a hallmark of shared governance in the University of California, and more often than not, a very rewarding and interesting experience.

Respectfully Submitted,

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

September 2016; revised January 2017
January 17, 2017

Revisions to Academic Senate Bylaw 80.2

To the Legislative Assembly, Los Angeles Division:

The Committee on Diversity, Equity, and Opportunity submits for approval changes in Academic Senate Bylaw 80.2 reflected the committee’s unanimous vote to change the committee name to the Committee on Diversity, Equity and Inclusion.

Rules and Jurisdiction
The Committee on Rules and Jurisdiction has review the proposed revisions and found them consistent with the Code of the Academic Senate (October 14, 2016).

Sincerely,

Catia Sternini,
Chair, Committee on Diversity and Equal Opportunity

cc: Members of the Committee on Diversity and Equal Opportunity
    Executive Board, Academic Senate
    Linda Mohr, CAO, Academic Senate
    Christopher Jados, Executive Assistant
    Annie Speights, Committee Analyst, Committee on Diversity and Equal Opportunity
Dear Chair Cochran,

At its meeting on June 6, 2016 meeting, the Committee on Diversity and Equal Opportunity reviewed and unanimously approved changes to Divisional Senate bylaw 80.2. On October 6, 2016, the Committee on Rules and Jurisdiction formally reviewed and unanimously approved the proposed changes to Divisional Senate bylaw 80.2. I am submitting this proposal to the Executive Board for its consideration. I ask that the bylaw change becomes effective immediately.

Sincerely,

Catia Sternini,
Chair, Committee on Diversity and Equality Opportunity

cc: Members of the Committee on Diversity and Equal Opportunity
   Linda Mohr, CAO, Academic Senate
   Chris Jados, Executive Assistant, Academic Senate
   Annie Speights, Committee Analyst, Committee on Diversity and Equal Opportunity
October 14, 2016

To: Russell Thornton, Chair  
   Committee on Diversity and Equal Opportunity

From: Linda Bourque, Chair  
       Rules and Jurisdiction

Re:  Revised Bylaws Submitted On August 31, 2016

   The Committee on Rules and Jurisdiction has reviewed the revised Bylaws that the Committee on Diversity and Equal Opportunity submitted on August 31, 2016, and finds them consistent with the Code of the Academic Senate. The proposal is to change the name of the committee to the Committee on Diversity, Equity and Inclusion.

   This memo, the approved bylaws, and the former bylaws will be sent to the Executive Committee of the Academic Senate and placed on the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Michael Levine, Vice Chancellor  
    Kumar Rajaram, 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
August 31, 2016

To the Academic Senate, Los Angeles Division:

The Committee on Diversity and Equal Opportunity considered these bylaw changes during its June 6, 2016 meeting and voted to make the following amendments to Senate bylaw 80.2. The Committee on Diversity and Equal Opportunity would like to change the committee name to the Committee on Diversity, Equity and Inclusion.

Respectfully Submitted,
Committee on Diversity and Equal Opportunity
Russell Thornton, Department of Anthropology, Chair
Tara Browner, Department of Ethnomusicology and American Indian Studies
Esteban Dell’Angelica, Department of Human Genetics
Kim Gomez, Department of Education
Rose Maly, Department of Family Medicine
Claudia Mitchell-Kerman, Professor Emeritus, Department of Anthropology
Marissa Lopez, Associate Director, Chicano Studies Research Center, Department of English and Chair
Veronica Santos, Department of Mechanical and Aerospace Engineering
Catia Sternini, Department of Medicine and Neurobiology

<table>
<thead>
<tr>
<th>Current Bylaw</th>
<th>Proposed Bylaw</th>
</tr>
</thead>
<tbody>
<tr>
<td>80.2 Diversity and Equal Opportunity [Am 31 Jan 95, 01 Nov 07, 27 Oct 2011]</td>
<td>80.2 Diversity, Equity, and Inclusion [Am 31 Jan 95, 01 Nov 07, 27 Oct 2011]</td>
</tr>
<tr>
<td>(A) Membership. The committee consists of nine voting members, Vice Chancellor of Equity, Diversity and Inclusion, and the Associate Dean of Academic Diversity in the School of Medicine as non-voting ex officio members, two Undergraduate and two Graduate Student Representatives in accordance with bylaw 45. [Am 01 Nov 07, 9 June 08, 27 Oct 2011]</td>
<td>(A) Membership. The committee consists of nine voting members, Vice Chancellor of Equity, Diversity and Inclusion, and the Associate Dean of Academic Diversity in the School of Medicine as non-voting ex officio members, two Undergraduate and two Graduate Student Representatives in accordance with bylaw 45. [Am 01 Nov 07, 9 June 08, 27 Oct 2011]</td>
</tr>
<tr>
<td>(B) Duties. The committee (1) advises the Chancellor and makes recommendations to the Division concerning</td>
<td>No Change</td>
</tr>
</tbody>
</table>
policies and programs to advance, and to
develop excellence in improving, faculty
diversity, including particularly the
recruitment, advancement and retention of
women and underrepresented minorities in
academic positions; [Am 31 Jan 95, 1 Nov 07]

(2) advises the Chancellor on proposals for
waivers of search for academic appointments
of “targets of opportunity”; [En 31 Jan 95]

(3) reports periodically to the Division data
on recruitment, advancement, and retention of
faculty from underrepresented groups and
recommend any changes of policy or practices
that it deems necessary;

(4) in consultation with the committee on
Academic Freedom, reports periodically on the
overall status of the campus as a fair and open
academic environment that conforms to the
letter and spirit of the University of California
anti-discrimination statement; [En 31 Jan 95]

(5) periodically administers the UCLA
Diversity, and Inclusion award [En 1 Nov 07,
27 Oct 2011]

(6) maintains liaison with relevant
administrative committees and councils, and
with University committees concerned with
issue of affirmative action and diversity; and
[En 31 Jan 95]

(7) reports annually to the Division on the
Committee’s actions and recommendations.
[En 31 Jan 95]
February 8, 2017

Legislative Assembly
Los Angeles Division, Academic Senate

2016-17 Completed Nomination Petitions for Seat on the Executive Board

Dear Colleagues:

The nomination process for seats on the Executive Board is now complete. The election will take place at the February 16th meeting of the Legislative Assembly.

The following three Academic Senate members are running for three At-Large seats:

1. William L. Oppenheim - Orthopedic Surgery
2. Roger Savage - Ethnomusicology
3. William H. Worger - History

Sincerely,

Timothy Malloy
Secretary of the Academic Senate
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>11/10/2016</th>
<th>2/16/2017</th>
<th>4/13/2017</th>
<th>6/1/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acabado</td>
<td>Stephen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apple</td>
<td>Sophia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Armstrong</td>
<td>Tess</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aslanian</td>
<td>Sebouh</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank</td>
<td>Steven</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bentler</td>
<td>Peter</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Berkowitz</td>
<td>Carol</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block</td>
<td>Gene</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board</td>
<td>Simon</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bolande</td>
<td>Jennifer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boustan</td>
<td>Leah</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boyle</td>
<td>Noel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bronstein</td>
<td>Jeff</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brooks</td>
<td>John</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpio</td>
<td>Genevieve</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caswell</td>
<td>Michelle</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cattelino</td>
<td>Jessica</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cederbaum,</td>
<td>Stephen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheng</td>
<td>Eric</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chernov</td>
<td>Vladmir</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chi</td>
<td>Robert</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chiappelli</td>
<td>Francesco</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cochran</td>
<td>Susan</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crall</td>
<td>James</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dabrowska</td>
<td>Dorota</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daneshrad</td>
<td>Babak</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deng</td>
<td>Mario</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desjardins</td>
<td>Richard</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DiStefano</td>
<td>Joseph</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donlea</td>
<td>Jeffrey</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastwood</td>
<td>JoAnn</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Erai</td>
<td>Michelle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estrada</td>
<td>Leobardo</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fessler</td>
<td>Dan</td>
<td>ALT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fike</td>
<td>Bruce</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fogel</td>
<td>Brent</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fragouli</td>
<td>Christina</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuligni</td>
<td>Andrew</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garraway</td>
<td>Isla</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gibbons</td>
<td>Melinda</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gordon</td>
<td>Malcolm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graham</td>
<td>Sandra</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gray</td>
<td>Gary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guo</td>
<td>Feng</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hartman-Glaser</td>
<td>Barney</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hershfield</td>
<td>Hal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hodge</td>
<td>Felicia</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hollenbeck</td>
<td>Brett</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hsiai</td>
<td>Tzung</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hudson</td>
<td>Peter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inkelas</td>
<td>Moira</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Initials</td>
<td>Status</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>----------</td>
<td>--------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jang</td>
<td>Timothy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kareem</td>
<td>Sarah</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karlamangla</td>
<td>Arun</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaufman</td>
<td>Eleanor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kernell</td>
<td>Georgia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyes</td>
<td>Cheryl</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Klinger</td>
<td>Allen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Koropeckyj</td>
<td>Roman</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kosuri</td>
<td>Sriram</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Krasne</td>
<td>Sally</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Krull</td>
<td>Jennifer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landaw</td>
<td>Elliot</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lane</td>
<td>Tim</td>
<td>ALT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Larkin</td>
<td>Ian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lavretsky</td>
<td>Helen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leazer</td>
<td>Gregory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lee</td>
<td>Edward</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lee</td>
<td>Steve</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Levy-Storms</td>
<td>Lene</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Little</td>
<td>Arthur</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liu</td>
<td>Wentai</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liu Carriger</td>
<td>Michelle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lohmuller</td>
<td>Kirk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunde</td>
<td>Arne</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maidment</td>
<td>Nigel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manousiouthakis</td>
<td>Vasilios</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marian</td>
<td>Jaime</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin</td>
<td>Martin</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McMillan</td>
<td>Uri</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middlekauf</td>
<td>Holly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miller</td>
<td>James</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mohankumar</td>
<td>Ashly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morgan</td>
<td>Kathryn</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moudarres</td>
<td>Andrea</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nabokov</td>
<td>Peter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nakano</td>
<td>Atsushi</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nelson</td>
<td>Hosea</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nguyen</td>
<td>Thao</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nguyen-Vo</td>
<td>Thu-Huong</td>
<td>ALT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Niemann</td>
<td>Christoph</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Normore</td>
<td>Calvin</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O'Neill</td>
<td>Barry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O'Shea</td>
<td>Janet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payne</td>
<td>Jason</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petersen</td>
<td>Peter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pynoos</td>
<td>Robert</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rett</td>
<td>Jessica</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rimoin</td>
<td>Anne</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rissman</td>
<td>Jesse</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roy</td>
<td>Rahul</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sahai</td>
<td>Amit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sankar</td>
<td>Raman</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schein</td>
<td>Stanley</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Surname</td>
<td>Initial</td>
<td>Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>------------------</td>
<td>---------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schrager</td>
<td>David</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schnauble</td>
<td>Edwin</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schwartz</td>
<td>Jessica</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott</td>
<td>David</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott</td>
<td>Ellen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seibt</td>
<td>Ulrike</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheppard</td>
<td>Eric</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simmons</td>
<td>Charles</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Lynne</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sobel</td>
<td>Eric</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spokoyny</td>
<td>Alex</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. John</td>
<td>Maie</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stefanovska</td>
<td>Malina</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stefans</td>
<td>Brian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stern</td>
<td>Eddo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sternini</td>
<td>Catia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stevens</td>
<td>Christopher</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stremitzer</td>
<td>Alexander</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taciroglu</td>
<td>Ertugrul</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tanen</td>
<td>David</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetradis</td>
<td>Sotirios</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thames</td>
<td>April</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tillou</td>
<td>Areti</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tilly</td>
<td>Christopher</td>
<td></td>
<td>ALT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Torres-Gil</td>
<td>Fernando</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treude</td>
<td>Tina</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urdank</td>
<td>Albion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vese</td>
<td>Luminita</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visan</td>
<td>Monica</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Von Ehrenstein</td>
<td>Ondine</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vondriska</td>
<td>Thomas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vucetic</td>
<td>Mladen</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wassum</td>
<td>Kate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterman</td>
<td>Amy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wellisch</td>
<td>David</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wendrich</td>
<td>Willeke</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>Stephanie</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilkinson</td>
<td>David</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wu</td>
<td>Yingnian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yang</td>
<td>Lili</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yeh</td>
<td>Pamela</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yong</td>
<td>William</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zima</td>
<td>Bonnie</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>