# Meeting of the Legislative Assembly

**ORDER OF BUSINESS**

Thursday, November 29, 2018, 2:00 - 4:00 p.m.

**California Room, Faculty Center**

<table>
<thead>
<tr>
<th>I.</th>
<th>2:00-2:05</th>
<th>Approval of Draft Minutes of June 7, 2018 Approval of the Consent Calendar (Items denoted with an “**” are included on the Consent Calendar.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>II.</td>
<td>2:05-2:10</td>
<td>Welcome &amp; Brief Announcements – Joseph Bristow, Chair, Academic Senate</td>
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<tr>
<td>III.</td>
<td>2:10-2:40</td>
<td>Announcements by Chancellor Gene Block</td>
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<tr>
<td>IV.</td>
<td></td>
<td>Other Announcements / Presentations - NONE</td>
</tr>
</tbody>
</table>
| V. | 2:40-2:45 | Consent Calendar – Joseph Bristow, Chair, Academic Senate  
A. 2018-19 Committee on Committees Slate Updates *  
B. Proposed Bylaw Revisions *  
   • Chemistry & Biochemistry Department Bylaws Revisions  
   • Department of Surgery Bylaw Revisions  
   • College Faculty Executive Committee Bylaws Revisions  
   • Ecology and Evolutionary Biology (EEB) Revised Bylaws  
C. Department of Biomathematics Proposal to Change its Name to the Department of Computational Medicine *  
D. Special Orders |
| VI. |          | Special Orders – Annual Reports (Consent Calendar)  
A. 2018-19 Committee on Committees Slate *  
B. 2017-18 Annual Reports *  
   • Committee on Undergraduate Admissions & Relations with Schools  
   • Committee on Committees  
   • Committee on Continuing and Community Education  
   • Committee on Development  
   • Committee on Diversity, Equity & Inclusion  
   • Committee on Emeriti Affairs  
   • Committee on Instruction and Technology  
   • Committee on International Education  
   • Committee on Library & Scholarly Communication  
   • Committee on Teaching  
   • Council on Planning & Budget  
   • Council on Research  
   • Faculty Research Lectureship  
   • Faculty Welfare Committee  
   • Graduate Council  
   • Intercollegiate Athletics Committee  
C. Undergraduate Degree Awardees 2017-2018 |
| VII. |          | Reports of Special Committees – NONE |
| VII. 2:45-2:55 | Reports of Standing Committees and Faculties:  
A. Graduate Council – Willeke Wendrich, Chair  
Appendix V Proposal to Discontinue PhD Program in Cellular and Molecular Pathology |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>IX.</td>
<td>Petitions of Students – NONE</td>
</tr>
<tr>
<td>X.</td>
<td>Unfinished Business – NONE</td>
</tr>
</tbody>
</table>
| XI. 2:55-3:30  | University and Faculty Welfare  
Updates on UC and Campus Issues – Joseph Bristow, Chair, Academic Senate  
- WASC Senior College and University Commission (WSCUC) Institutional Review  
- Elsevier: Negotiations on License Renewal  
- Other Updates |
| XII. 3:30-4:00 | New Business                                                                                       |

**Tim Malloy, Secretary – November 29, 2018**

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)].
# Meeting Materials

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---ConC Final Response - Committee on Committees Slate Updates_Officers and Committee Roster 2018-19 ................................................................. 1-1

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---R&J Final Response ........................................................................ 2-1
---R&J r and j to Exec Board Chemistry and Biochemistry 09062018 ................................................................. 2-2
---R&J Chair memo_R and J_amend bylaws_20180716 ................................................................. 2-3
---R&J Amendments_Dept Chemistry and Biochemistry Bylaws_20180716 ................................................................. 2-5
---URL: Chemistry & Biochemistry Department Bylaws (No URL Specified) ................................................................. 2-16

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---R&J Final Response ........................................................................ 3-1
---R&J R&J to Exec Board_Revise-Surgery-Bylaws-05_25_18 ................................................................. 3-2
---R&J Surgery Voting Bylaws 5.9.18 Final ................................................................. 3-3
---R&J SURGERY BYLAWS 5.1.17 ........................................................................ 3-10
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---R&J Final Response ........................................................................ 4-1
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---R&J r and j to Exec Board CL and S bylaw revisions 09062018 ................................................................. 4-3
---URL: The College Faculty votes on these bylaws during their May election. (No URL Specified) ................................................................. 4-4
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**Ecology and Evolutionary Biology (EEB) Bylaws** ........................................................................ 5-1
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---R&J r and j to Exec Board EEB Bylaws NOV 1 2018 ................................................................. 5-2
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---GAC Final Response ........................................................................ 6-1
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---LgA Final Response - Appendix V_Discontinue Cellular and Molecular Pathology Ph.D. Program_Bristow to Waugh_3_19_19 ........................................................................ 8-1
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### Meeting Materials

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---R&J Final Response - R&J_Response to APPENDIX V Proposal to Discontinue PhD program in Cellular and Molecular Pathology_To_Julio Vergara_Chair_GC_FINAL_06_19_2018 .................................................. 8-4
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# LEGISLATIVE ASSEMBLY

## MINUTES

**NOVEMBER 29, 2018**

**2:00 P.M. – 4:00 P.M.**

**CALIFORNIA ROOM**

**UCLA FACULTY CENTER**

### WITH A QUORUM PRESENT

**MEETING CALLED BY**

Joseph Bristow, Academic Senate Chair, at 2:04 pm

**TYPE OF MEETING**

Legislative Assembly

**GUESTS**

Chancellor Gene Block, Kelly Wahl, Mitsue Kotoya

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### I. Approval of Minutes and Consent Calendar

**Chair Joseph Bristow**

**MEETING CALLED TO ORDER AT 2:05 P.M.**

- Approval of June 7, 2018 Minutes
  - Minutes approved as written.
- Approval of Consent Calendar & Special Orders (please see item IV for Consent Calendar items and item V for Special Orders)
  - Approved with no objections.

### II. Welcome and Brief Announcements

**Chair Joseph Bristow**

Chair Joseph Bristow welcomed Legislative Assembly Members. Chair Bristow outlined the meeting agenda and provided a brief description of each agenda item.

Past Academic Chair, Susan Cochran, spoke about Past Academic Chair Leobardo Estrada, 2015-16. The Assembly observed a moment of silence in remembrance of Leobardo Estrada.

### III. Announcements by the Chancellor

**Chancellor Gene Block**

Chancellor Gene Block spoke regarding Leobardo Estrada career and his legacy at UCLA. Chancellor Block discussed the current California wildfires and the impact on UCLA faculty, staff, and students. Chancellor Block stated that UCLA website has links for faculty and staff in need of assistance.

Centennial Celebration and Campaign goal of 4.2 billion dollars has been met, but UCLA will continue to collect monetary gifts. The Centennial Celebration will take place next year with multiple celebrations and events. Dr. Carol Goldberg will provide an update on the Centennial Celebration at the next Legislative Assembly in February 2019.

US News Report has crowned UCLA as the number public school in America. UCLA is focusing on improving scholarships and retaining tenured faculty.

UCLA is going through a number of leadership transitions. Executive Vice Chancellor, Scott Waugh will be stepping down in 2019. The EVC search will begin shortly and will be targeting applicants with UC experience. The Chancellors office will be working closely with the Academic Senate Office on the EVC search. The search for the Vice Chancellor of Strategic Communications is scheduled to begin shortly, more information will be shared once the search has begun. There are also three ongoing Dean searches across campus: Anderson School of Management, the UCLA Herb Alpert School of Music, and the Fielding School of Public Health. Chancellor Block welcomed UCLA’s new Vice Chancellor and Chief Financial Officer, Gregg Goldman. VC Goldman comes to UCLA from the University of Arizona.
Chancellor Block outlined the current challenges across the UCLA campus. Undergraduate enrollment up by 21% since 2010. UCLA has decided to recruit out-of-state and international applicants to make up for deficit of in-state students. In order to accommodate the increase in students, the University has made changes to housing and classrooms. UCLA is implementing more off-campus experiences for students, such as study abroad, online education, and internships to assist with the increase of students on campus and improve the number of graduating students. The state financial assistance has decreased by 24%. UCLA will need to increase or improve where funding will come from to assist with aging campus and future needs. Chancellor Block informed LgA members about the four-year finishing rate for UCLA is in the 80th percentile. VC Wakimoto is continuously improving the research infrastructure on campus and removing barriers for faculty to receive funding.

IV. Consent Calendar

A. 2018-19 Committee on Committees Slate Updates *
B. Proposed Bylaw Revisions *
   • Chemistry & Biochemistry Department Bylaws Revisions
   • Department of Surgery Bylaw Revisions
   • College Faculty Executive Committee Bylaws Revisions
   • Ecology and Evolutionary Biology (EEB) Revised Bylaws
C. Department of Biomathematics Proposal to Change its Name to the Department of Computational Medicine *
D. Special Orders

V. Special Orders - Annual Reports

A. 2018-19 Committee on Committees Slate *
B. 2017-18 Annual Reports *
   • Committee on Undergraduate Admissions & Relations with Schools
   • Committee on Committees
   • Committee on Continuing and Community Education
   • Committee on Development
   • Committee on Diversity, Equity & Inclusion
   • Committee on Emeriti Affairs
   • Committee on Instruction and Technology
   • Committee on International Education
   • Committee on Library & Scholarly Communication
   • Committee on Teaching
   • Council on Planning & Budget
   • Council on Research
   • Faculty Research Lectureship
   • Faculty Welfare Committee
   • Graduate Council
   • Intercollegiate Athletics Committee
C. Undergraduate Degree Awardees 2017-2018

VI. Reports on Special Committees

• 2018-19 Committee on Committees Slate was approved on the Consent Calendar
Graduate Council Chair

Graduate Council Vice-Chair, Andrea Kasko attended the LgA meeting for Chair Willeke Wendrich, and provided a brief overview of the Appendix V Proposal to Discontinue PhD Program in Cellular and Molecular Pathology.
Motion approved: 80 in-favor, 2 abstain, 1 no

VIII. Petitions of Students

IX. Unfinished Business

X. University and Faculty Welfare

Chair Joseph Bristow

Updates on UC and Campus Issues
- Chair Bristow gave an update on the WASC Senior College and University Commission (WSCUC) Institutional Review. Chair Bristow introduced Kelly Wahl and Mitsue Yokota and commended them on their dedication to the 60 page WASC report. Over the past 2 weeks the committee has been collecting and collating all the comments from faculty and campus groups. The committee is finalizing the report that will be sent to WASC.
- Chair Bristow outlined the current UC negotiations with Elsevier. Chair Bristow has been working with Librarian Virginia Steel regarding the Elsevier negotiations and Open Access. Virginia Steel was not able to attend the November LgA meeting, but provided detailed information regarding this issue. The current contract cost for the UC System is 10.18M and will most likely increase to over 11M in 2019. The UC Authors pay an additional $800,000 to have their work published. UCLA’s portion of the contract is $1.69M, which is 24.4% of the UCLA annual budget. Elsevier will not discuss open access until a contract has been approved. Chair Bristow opened the meeting up for member comments.
  o LgA members discussed the creation of an interest group with other colleges and universities to work against Elsevier. Faculty discussed the pros and cons of Open Access on issues of tenure and career advancement. The discussion of boycotting of free labor by UC faculty for large journal, that rely on faculty reviews. In addition to boycotting, faculty suggested the UC Library system move away from publishers and publish within our own system. The Library could communicate to departments and auditing bodies, that junior faculty may have to publish on “non” prestigious journals but the work is still valid and holds the same worth as publishing in a larger journal.
  o Senate will be sharing this information campus wide before the winter break.

I. NEW BUSINESS

No new business was discussed.

The meeting was adjourned at 4:00 pm.
Committee on Committees: Additional Members for AY2018-19

To the Academic Senate, Los Angeles Division
The Committee on Committees recommends confirmation of the following:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Department</th>
<th>Term of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduate Council (GC) - 19 of 20</strong></td>
<td></td>
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<tr>
<td>Lane, Timothy F.</td>
<td>OB GYN</td>
<td>1</td>
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<tr>
<td><strong>Committee on Academic Freedom (CAF) - 6 of 7</strong></td>
<td></td>
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<tr>
<td>Ayala, Cesar</td>
<td>Sociology</td>
<td>1</td>
</tr>
<tr>
<td><strong>Charges Committee - 8 of 8</strong></td>
<td></td>
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<tr>
<td>Eastwood, Jo-Ann</td>
<td>Nursing</td>
<td>1</td>
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<tr>
<td><strong>Committee on Continuing and Community Education (CCCE) - 7 of 8-10</strong></td>
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<tr>
<td>Atchison, Kathryn</td>
<td>Dentistry/Public Health</td>
<td>1</td>
</tr>
<tr>
<td><strong>Committee on Development (CoD) - 7 of 7</strong></td>
<td></td>
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<tr>
<td>Ardehali, Reza</td>
<td>Cardiology</td>
<td>1</td>
</tr>
<tr>
<td>VanCour, Shawn</td>
<td>Information Studies</td>
<td>1</td>
</tr>
<tr>
<td>Koretz, Brandon</td>
<td>Medicine-Geriatrics</td>
<td>1</td>
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<tr>
<td>Emmerich, Michael</td>
<td>Asian Languages and Cultures</td>
<td>1</td>
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<tr>
<td>Schwartz, Steven</td>
<td>Ophthalmology</td>
<td>1</td>
</tr>
<tr>
<td><strong>Committee on Diversity, Equity, and Inclusion (CODEI) - 8 of 8</strong></td>
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<tr>
<td>Hirano, Katsuya</td>
<td>History</td>
<td>1</td>
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<tr>
<td><strong>Committee on Faculty Research Lectureship (FRL) - 7 of 7-10</strong></td>
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<tr>
<td>Dubois, Ellen</td>
<td>History</td>
<td>1</td>
</tr>
<tr>
<td>Houk, Kendall</td>
<td>Chemistry and Biochemistry</td>
<td>1</td>
</tr>
<tr>
<td><strong>Grievance Advisory Committee (GAC) - 5 of 5</strong></td>
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<tr>
<td>Anderson, Christopher</td>
<td>Math</td>
<td>1</td>
</tr>
<tr>
<td>Bonacich, Phillip</td>
<td>Sociology</td>
<td>1</td>
</tr>
<tr>
<td><strong>Committee on Library and Scholarly Communication (COLASC) - 9 of 9</strong></td>
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<tr>
<td>Weiss, Richard</td>
<td>History</td>
<td>1</td>
</tr>
<tr>
<td>Jamshidi, Neema</td>
<td>Radiology</td>
<td>1</td>
</tr>
<tr>
<td><strong>Council on Planning and Budget (CPB) - 13 of 16</strong></td>
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<tr>
<td>Porter, Ted</td>
<td>History/Statistics</td>
<td>1</td>
</tr>
</tbody>
</table>
The Committee on Committees recommends confirmation of the following:

- Groeling, Tim  Communication  1
- Larson, Deborah  Political Science  1
- Blumenberg, Evelyn  Public Affairs/Urban Planning  1

**Council on Research - Faculty Grants Program (COR-FGP) - 14 of 14**

- Upton, Elizabeth  Musicology  1
- Fisher, Timothy  Mechanical & Aerospace Engineering  1
- Hamilton, Nalo  Nursing  1
- Radu, Roxana  Ophthalmology  1
- Joshi, Shantanu  Neurology  1
- Clayman, Steven  Sociology  1
- Campbell, David  Microbiology, Immunology and Mol. Gen.  1

**Undergraduate Council (UgC) - 20 of 21**

- Araiza, J. Ed  Theater  1
- Posner, Miriam  Information Studies  1
- Covington, Kenya  Public Policy  1
- Appel, Hannah  Anthropology  1
- Gillespie, Thomas  Geography  1
- Peters, Margaret  Political Science  1

**System-wide Committees**

**Assembly of the Academic Senate**

- Cattelino, Jessica  Anthropology, Gender Studies  1
- Karagozian, Ann  Mechanical and Aerospace Engineering  1
- Hsu, William  Radiological Sciences  1

Respectfully submitted,

2018-19 Committee on Committees:

- Nicholas Brecha, Chair  Neurobiology
- Vickie Mays, Vice Chair  Psychology
- Dinesh Chhertri  Head and Neck Surgery
- Christopher Colwell  Psychiatry & Biobehav. Sciences / Semel Institute
- Frank Heuser  Arts & Architecture
- Yeumin “Christine” Hong  Dentistry
- Subramanian Iyer  Electrical Engineering
- Ioanna Kakoulli  Materials Science and Engineering
- Leah Lievrouw  Information Studies
The Committee on Committees recommends confirmation of the following:

Jennifer Long  Head and Neck Surgery
Susanne B. Nicholas  Department of Medicine
Ann Raldow  Radiation Oncology
Beate Ritz  Epidemiology
Renea Michelle Sturm  Department of Urology
Robert Zeithammer  Management/Economics

Submitted November 02, 2018
September 4, 2018

To: Catherine Clarke, Chair
   Chemistry and Biochemistry

From: Linda Bourque, 2017-18 Chair
      Committee on Rules & Jurisdiction

Re: Proposal to Amend Bylaws of Chemistry and Biochemistry

The Committee on Rules and Jurisdiction has reviewed the proposed amendments to the Bylaws of the Department of Chemistry and Biochemistry voted on by department faculty in ballots that closed on March 21 and June 5, 2018 and submitted to Rules & Jurisdiction on July 16, 2018. The R&J Committee finds the amendments consistent with the Code of the Academic Senate. The bylaws will be submitted to the Executive Board for inclusion on the next Legislative Assembly agenda.

cc: Kumar Rajaram, Committee on Rules & Jurisdiction
    Chris Niemann, Committee on Rules & Jurisdiction
    Yayoi Robinson, Academic Personnel Coordinator
    Linda Mohr, CAO, Academic Senate
    Marian M. Olivas, R&J Committee Analyst, Academic Senate
September 6, 2018

To: Academic Senate Executive Board

From: Linda Bourque, 2017-18 Chair Rules & Jurisdiction

Re: Chemistry & Biochemistry department bylaw revisions submitted on July 16, 2018

The Rules & Jurisdiction submits these proposed revisions of the Chemistry & Biochemistry department to the Executive Board for inclusion on the Consent Calendar of the next Legislative Assembly.

cc: Chris Niemann, Committee on Rules & Jurisdiction
    Kumar Rajaram, Committee on Rules & Jurisdiction
    Joseph Bristow, Chair, Academic Senate
    Linda Mohr, Chief Administrative Officer, Academic Senate
July 16, 2018

Linda Bourque  
Chair, Committee on Rules & Jurisdiction

Dear Professor Bourque:

The Senate Faculty of the Department of Chemistry and Biochemistry met on Tuesday, March 6th, 2018 to discuss several proposed amendments to the Department Bylaws. The first two Department Bylaws amendments listed below are in response to advice from the College Dean’s Office following a grievance (Proposed amendments to II. Personnel Actions, section 1; and to V. Merit Actions – Non-senate positions, section 3 and 4). The third and fourth amendments were initiated by our Senate Faculty. The first, second and third amendments were approved by our faculty with a majority vote by secret ballot that closed on March 21, 2018. The fourth amendment required further discussion and our faculty approved it with a majority vote by secret ballot that closed on June 5, 2018. Below is a summary of the four amendments to the Department Bylaws.

1. Regarding edits to II. Personnel Actions, section 1, we are no longer allowed to be informed of exact date of peer review for classroom observation, and we are adding the recommended language in the proposed amendment:  **“When Senate and non-senate faculty are scheduled for a classroom observation, they should be notified of the quarter and not the specific day and time of the visit.”**

2. Regarding edits to V. Merit Actions – Non-senate positions, section 3 and 4, New section 3, **“For Unit 18 Lecturer academic personnel actions, the elected staffing committee must convene a meeting with the Department Chair present, discuss the case, and conclude with a vote.”**

Former section 3 moved to section 4 with changes underlined and in bold, **“The Department Chairman must report the vote of the divisional or search committee in recommending non-tenured appointments and the vote of the elected staffing committee in recommending (or rejecting) merit increases in his/her Chair’s letter. The chairman will also report the views of a specific faculty member if requested.”**
3. Senate Faculty members at the meeting also asked that “Chairman” be changed to “Chair” (deleting “man” from “chairman”) throughout the Department Bylaws. There were no objections to this and the faculty decided to add this amendment to the bylaws.

4. A fourth proposed amendment to add “Search Committee Policies for Internal Candidates and Close Collaborators” to the Department Bylaws II. Personnel Actions, Section 3, New Departmental Appointments to Positions that Confer Membership in the Academic Senate. This proposed amendment addresses the Department’s Search Committee Policies for Internal Candidates and Close Collaborators for new departmental appointments to positions that confer membership in the academic senate. Please see attached document.

The attached document lists the amendments to our bylaws in the required template. If you have any questions or concerns, please contact Yayoi Robinson by email at ysroth@chem.ucla.edu or phone at 310-983-3504.

Sincerely,

Catherine F. Clarke
Professor and Chair
Department of Chemistry and Biochemistry

Enclosure
### Departmental Procedures for Academic Promotions, Appointments and Advances

#### Department of Chemistry and Biochemistry

Approved by Senate Faculty on 4/29/16 in a secret ballot by a 2/3 majority: 29 yes; 3 no; 0 abstain; 22 not voting.

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
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<tbody>
<tr>
<td><strong>I. Department Organization</strong></td>
<td><strong>I. Department Organization</strong></td>
</tr>
<tr>
<td>1. The department Senate members are regular line Senate Faculty (Full, Associate, and Assistant Professors). Academic Senate faculty, including recalled Emeriti, will vote on non-personnel substantial departmental questions. Emeriti will be included in discussions of non-personnel substantial departmental questions, but will not participate in voting.</td>
<td>1. The department Senate members are regular line Senate Faculty (Full, Associate, and Assistant Professors). Academic Senate faculty, including recalled Emeriti, will vote on non-personnel substantial departmental questions. Emeriti will be included in discussions of non-personnel substantial departmental questions, but will not participate in voting.</td>
</tr>
<tr>
<td>2. Any Academic Senate faculty member can request a vote on an issue.</td>
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</tr>
<tr>
<td>3. The chief Departmental administrative officer is the Chair. The Chair receives assistance and advice from the Standing Committees of the Department, any Ad hoc Committees that may be appointed from time to time, and from the Faculty as a whole. The chairman of the department is granted decision making power in the day to day operations of the department.</td>
<td>3. The chief Departmental administrative officer is the Chair. The Chair receives assistance and advice from the Standing Committees of the Department, any Ad hoc Committees that may be appointed from time to time, and from the Faculty as a whole. The chairman of the department is granted decision making power in the day to day operations of the department.</td>
</tr>
</tbody>
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**Personnel Actions**

Personnel voting will include faculty with split appointments and faculty with joint appointments without a waiver option.

1. The chairman will generally initiate action in advancement, promotion and appointment cases, but others may do so as well. The chairman retains the right to
express his or her own views to the Administration regardless of the departmental recommendation as determined by the method discussed below. All extramural correspondence with regard to extramural evaluation letters that involve advancements, promotions and appointments must be addressed to the chairman who will distribute to the appropriate committees or other department members.

2. **Allocation of Positions**

The allocation of positions among divisions is to be made by the chairman on the basis of departmental consensus. Any faculty member can call for departmental discussion and vote on this issue.

3. **New Departmental Appointments to Positions that Confer Membership in the Academic Senate**

It is the responsibility of the tenured departmental faculty in an area to make recommendations to the Department regarding new faculty appointments to tenured and non-tenured positions in that area. All departmental ladder faculty will be given an opportunity to review the file and comment on the appointment. A meeting will be held to discuss the case for appointment. Ladder faculty will then be asked to vote on the appointment. Full and Associate Professors have extended the right to vote on all new departmental appointments that confer membership in the Academic Senate to Assistant Professors. [April 25, 2016 by a secret mail ballot vote of 28 aye, 5 nay and 0 abstentions]
4. Non-Reappointments:

a) An ad-hoc committee consisting of tenured members of the candidate’s division, and, in some cases, a few additional members appointed by the chairman will pre-review the personnel case of the candidate. The ad-hoc committee will report in writing to the chairman and the enfranchised faculty. The Chair will then call a meeting of the entire tenured faculty to discuss the issue.

b) The tenured faculty will vote by secret ballot and a majority vote will represent the departmental recommendation, although the chairman may include his own recommendation. The chairman may refer to the matter back to the faculty for reconsideration, but he must report the results of all official votes to the Administration. The chairman will also report the views of a specific faculty member if requested.

III. Promotions

To Associate Professor

a) An ad-hoc committee consisting of tenured members of the candidate’s division, and, in some cases, a few additional members appointed by the chairman will pre-review the personnel case of the candidate. The ad-hoc committee will report in writing to the chairman and the enfranchised faculty. The Chair will then call a meeting of the entire tenured faculty to discuss the personnel case.

b) The tenured faculty will vote by secret ballot and a majority vote will represent the departmental recommendation, although the chairman may include his own recommendation. The chairman may

case for appointment. Ladder faculty will then be asked to vote on the appointment. Full and Associate Professors have extended the right to vote on all new departmental appointments that confer membership in the Academic Senate to Assistant Professors. [April 25, 2016 by a secret mail ballot vote of 28 aye, 5 nay and 0 abstentions]

a) Search Committee Policies for Internal Candidates and Close Collaborators

The purpose of these policies is to ensure that the department hires the strongest candidates and that there is no actual or perceived favoritism in hiring. For candidates who have received a degree or Postdoctoral training at UCLA within the past 10 years or have been close collaborators of department faculty members within the past 10 years:

1) Faculty members who have been former undergraduate, PhD or Postdoctoral research advisors of a candidate, or who have been close collaborators of a candidate within the past 10 years, and are also a member of the search committee, should completely recuse themselves from the committee’s activities regarding the candidate for the period during which the candidate is under consideration. They should also refrain from having unsolicited informal conversations about the candidate with members of the search committee or with others in the department. They may provide comment if specifically asked by the committee to do so.

2) Faculty members who have been former undergraduate, PhD or Postdoctoral research advisors of a candidate, or who have been close collaborators of a candidate within the past 10 years, should completely recuse themselves from departmental discussions.
refer the matter back to the faculty for reconsideration, but he must report the results of all official votes to the Administration. The chairman will also report the views of a specific faculty member if requested.

To Full Professor

The same process is followed as with promotion to Associate Professor but only Full Professors participate in the ad hoc committee and in the full faculty vote.

IV. Merit Actions – Senate Faculty

1. All Faculty regular, accelerated, and hurdle merits except the 4th year appraisal of Assistant Professors have been delegated to the Elected Staffing Committee. [April 25, 2016 by a secret ballot. Fulls: 23 yes, 3 no, 2 abstain; Associate Professors, 2 yes, 0 no, 1 abstain; Assistant Professors, 4 yes, 0 no, 0 abstain.]

2. Candidates for the Elected Staffing Committee will be at least four ladder faculty members willing to serve who are each nominated by at least three ladder faculty members. Election to the committee will be by secret ballot of the ladder faculty. Each faculty member may vote for two candidates, and any candidate receiving at least 20% of the votes will be elected. If less than two candidates receive 20% of the votes, a runoff election among the top three candidates will be held. The committee must consist of at least four members and elections must be held at least every three years. The chairman must report the vote of the divisional or search committee in and the vote of the elected staffing committee in recommending (or rejecting) merit increases.

concerning the search for the period of time during which the candidate is under consideration. They may provide comment if specifically asked by the department to do so. They should also refrain from having unsolicited informal conversations with colleagues about the candidate.

3) Search reports and cases for appointment should include a statement describing the unit’s implementation of these guidelines when they are relevant.

[June 5, 2018 by a secret ballot vote of 25 aye, 7 nay and 0 abstentions]

4. Non-Reappointments:

a) An ad-hoc committee consisting of tenured members of the candidate’s division, and, in some cases, a few additional members appointed by the chairman Chair will pre-review the personnel case of the candidate. The ad-hoc committee will report in writing to the chairman Chair and the enfranchised faculty. The Chair will then call a meeting of the entire tenured faculty to discuss the issue.

b) The tenured faculty will vote by secret ballot and a majority vote will represent the departmental recommendation, although the chairman Chair may include his/her own recommendation. The chairman Chair may refer to the matter back to the faculty for reconsideration, but s/he must report the results of all official votes to the Administration. The chairman Chair will also report the views of a specific faculty member if requested.

III. Promotions

To Associate Professor
3. The Elected Committee will consult widely and wisely, particularly within the candidates’ division, but where relevant, outside the division as well. The Elected Committee will make recommendations to the chairman and the chairman will make recommendations to the Chancellor.

4. Merit increases to Step VI and Initial Above-Scale. The Chair will appoint an appropriate advisory committee. This committee will consult with faculty members within the candidate’s division, and, when appropriate, outside the division before making its report. In some cases, it may be appropriate for the committee to consult informally with people outside the department who are especially knowledgeable in the candidate’s area. The Elected Staffing Committee reviews the personnel case and votes on merit increases to Step VI and Initial Above Scale.

5. 4th Year Appraisals

a) An ad-hoc committee consisting of tenured members of the candidate’s division, and, in some cases, a few additional members appointed by the chairman will pre-review the personnel case of the candidate. The ad-hoc committee will report in writing to the chairman who will then call a meeting of the entire tenured faculty to discuss the personnel case.

b) The tenured faculty will vote by secret ballot and a majority vote will represent the departmental recommendation, although the chairman may include his/her own recommendation. The chairman may refer the matter back to the faculty for reconsideration, but s/he must report the results of all official votes to the Administration. The chairman will also report the views of a specific faculty member if requested.

To Full Professor

The same process is followed as with promotion to Associate Professor but only Full Professors participate in the ad hoc committee and in the full faculty vote.

IV. Merit Actions – Senate Faculty

1. All Faculty regular, accelerated, and hurdle merits except the 4th year appraisal of Assistant Professors have been delegated to the Elected Staffing Committee. [April 25, 2016 by a secret ballot. Fulls: 23 yes, 3 no, 1 abstain; Associate Professors, 2 yes, 0 no, 1 abstain; Assistant Professors, 4 yes, 0 no, 0 abstain.]

2. Candidates for the Elected Staffing Committee will be at least four ladder faculty members willing to serve who are each nominated by at least three ladder
report the views of a specific faculty member if requested.

V. Merit Actions – Non-Senate positions

1. The Elected Committee will consult widely and wisely, particularly within the candidates’ division, but where relevant, outside the division as well. Non-ladder appointments should be recommended to the Elected Committee by the division or appropriate search committee involved. (The search committee appointed by the chairman will normally consist of the divisional members and in some cases a few faculty members from other divisions.)

2. The Elected Committee will make recommendations to the chairman and the chairman will make recommendations to the Chancellor. If differences of opinion exist between the chairman, the elected committee and divisional or staffing committee in cases of non-ladder appointments, and if these differences cannot be resolved, then the issue will be referred to the tenured faculty. The chairman may at his discretion refer an issue back to a committee for further discussion and a new vote, or he may bring the issue up before the tenured faculty as a whole.

3. The chairman must report the vote of the divisional or search committee in recommending non-tenured appointments and the vote of the elected staffing committee in recommending (or rejecting) merit increases. The chairman will also report the views of a specific faculty member if requested.

VI. Appeal

The chairman must report the vote of the divisional or search committee in recommending non-tenured appointments and the vote of the elected staffing committee in recommending (or rejecting) merit increases. The elected committee will be by secret ballot of the ladder faculty. Each faculty member may vote for two candidates, and any candidate receiving at least 20% of the votes will be elected. If less than two candidates receive 20% of the votes, a runoff election among the top three candidates will be held. The committee must consist of at least four members and elections must be held at least every three years. The chairman must report the vote of the divisional or search committee in and the vote of the elected staffing committee in recommending (or rejecting) merit increases.

3. The Elected Committee will consult widely and wisely, particularly within the candidates’ division, but where relevant, outside the division as well. The Elected Committee will make recommendations to the chairman and the chairman will make recommendations to the Chancellor.

4. Merit increases to Step VI and Initial Above-Scale. The Chair will appoint an appropriate advisory committee. This committee will consult with faculty members within the candidate’s division, and, when appropriate, outside the division before making its report. In some cases, it may be appropriate for the committee to consult informally with people outside the department who are especially knowledgeable in the candidate’s area. The Elected Staffing Committee reviews the personnel case and votes on merit increases to Step VI and Initial Above Scale.

5. 4th Year Appraisals

a) An ad-hoc committee consisting of tenured members of the candidate’s
1. Any faculty member who is unhappy with a proposed action on his academic status may appeal to the Elected Staffing Committee. Furthermore, any three ladder faculty members may appeal for another faculty member.

2. An attempt to reach a mutually satisfactory agreement will be made. If this cannot be done, merit increases at the assistant professor level will be referred to the entire tenured faculty and those at the associate and full professor level to the full professors, and the case will then be handled in the same manner as promotions.

3. The Appeal System should be made simple and no one should be discouraged from using the system.

Adopted 3/31/82
(retyped 2/25/99)
(retyped 5/8/2015)

Revisions to Original Department Procedures for Academic Promotions, Appointments and Advances

The election procedures of the Departmental Procedures for Academic Promotions, Appointments and Advances were revised on October 19, 1990 by a secret mail ballot vote of 40 in favor, 0 opposed and 0 abstentions, as follows:

Candidates for this committee will be at least three ladder faculty members willing to serve who are each nominated by at least three ladder faculty members. Election to the committee will be by secret ballot of the ladder faculty. Each faculty member may vote for two candidates, and the committee will consist of the four candidates from different divisions who had the highest vote division, and, in some cases, a few additional members appointed by the chairman Chair will pre-review the personnel case of the candidate. The ad-hoc committee will report in writing to the chairman Chair who will then call a meeting of the entire tenured faculty to discuss the personnel case.

b) The tenured faculty will vote by secret ballot and a majority vote will represent the departmental recommendation, although the chairman Chair may include his/her own recommendation. The chairman Chair may refer the matter back to the faculty for reconsideration, but s/he must report the results of all official votes to the Administration. The chairman Chair will also report the views of a specific faculty member if requested.

V. Merit Actions – Non-Senate positions

1. The Elected Committee will consult widely and wisely, particularly within the candidates’ division, but where relevant, outside the division as well. Non-ladder appointments should be recommended to the Elected Committee by the division or appropriate search committee involved. (The search committee appointed by the chairman Chair will normally consist of the divisional members and in some cases a few faculty members from other divisions.)

2. The Elected Committee will make recommendations to the chairman Chair and the chairman Chair will make recommendations to the Chancellor. If differences of opinion exist between the chairman Chair, the elected committee and divisional or staffing committee in cases of non-ladder appointments, and if these differences cannot be resolved, then the issue will be referred to the tenured faculty. The chairman Chair may at his
totals among those nominated from their divisions, and also any additional faculty who received more than 20% of the votes cast. The Chair will be an ex-officio member of the committee. Elections must be held at least every three years.

Adopted 10/19/90
(retyped 11/9/99)
(retyped 5/8/2015)

The election procedures of the Department Procedures for Academic Promotions, Appointment and Advances were revised on December 20, 1993 by a secret mail ballot vote of 23 aye, 6 nay and 0 abstentions, as follows:

Assistant Professors who are members of the Faculty Senate will have the right to vote on all new departmental appointments that confer membership in the Academic Senate.

Adopted December 20, 1993
(retyped 11/9/99)
(retyped 5/8/2015)
Revote and Adopted April 25, 2016

The membership of the Departmental Procedures for Academic Promotion, Appointments and Advances was revised on October 7, 1997 by a unanimous vote at a faculty meeting as follows:

Elected members of the Staffing Committee who take a sabbatical leave during their three year tenure will be replaced during their absence by the previous divisional representative on the Staffing Committee.

Adopted October 7, 1997
(retyped 11/9/99)
(retyped 5/8/2015)

The membership of the Departmental Procedures for Academic Promotion,

...discretion refer an issue back to a committee for further discussion and a new vote, or he may bring the issue up before the tenured faculty as a whole.

3. The chairman must report the vote of the divisional or search committee in recommending non-tenured appointments and the vote of the elected staffing committee in recommending (or rejecting) merit increases. The chairman will also report the views of a specific faculty member if requested.

For Unit 18 Lecturer academic personnel actions, the elected staffing committee must convene a meeting with the Department Chair present, discuss the case, and conclude with a vote.

[March 21, 2018 by a secret ballot vote of 38 aye, 2 nay and 1 abstention]

4. The Department chairman Chair must report the vote of the divisional or search committee in recommending non-tenured appointments and the vote of the elected staffing committee in recommending (or rejecting) merit increases in his/her Chair’s letter. The chairman Chair will also report the views of a specific faculty member if requested.

[March 21, 2018 by a secret ballot vote of 38 aye, 2 nay and 1 abstention]

VI. Appeal

1. Any faculty member who is unhappy with a proposed action on his academic status may appeal to the Elected Staffing Committee. Furthermore, any three ladder faculty members may appeal for another faculty member.

2. An attempt to reach a mutually satisfactory agreement will be made. If this cannot be done, merit increases at the assistant professor level will be referred
Appointments and Advances was revised on April 25, 2016 by a secret mail ballot vote of Fulls: 23 yes, 3 no, 2 abstain; Associate Professors, 2 yes, 0 no, 1 abstain; Assistant Professors, 4 yes, 0 no, 0 abstain.:

All Faculty regular, accelerated, and hurdle merits except the 4th year appraisal of Assistant Professors have been delegated to the Elected Staffing Committee.

Adopted May 2, 2016

Revisions to Original Department Procedures for Academic Promotions, Appointments and Advances

The election procedures of the Departmental Procedures for Academic Promotions, Appointments and Advances were revised on October 19, 1990 by a secret mail ballot vote of 40 in favor, 0 opposed and 0 abstentions, as follows:

Candidates for this committee will be at least three ladder faculty members willing to serve who are each nominated by at least three ladder faculty members. Election to the committee will be by secret ballot of the ladder faculty. Each faculty member may vote for two candidates, and the committee will consist of the four candidates from different divisions who had the highest vote totals among those nominated from their divisions, and also any additional faculty who received more than 20% of the votes cast. The Chair will be an ex-officio member of the committee. Elections must be held at least every three years.

Adopted 10/19/90
(retyped 11/9/99)
(retyped 5/8/2015)
The election procedures of the Department Procedures for Academic Promotions, Appointment and Advances were revised on December 20, 1993 by a secret mail ballot vote of 23 aye, 6 nay and 0 abstentions, as follows:

Assistant Professors who are members of the Faculty Senate will have the right to vote on all new departmental appointments that confer membership in the Academic Senate.

Adopted December 20, 1993  
(retyped 11/9/99)  
(retyped 5/8/2015)  
Revote and Adopted April 25, 2016

The membership of the Departmental Procedures for Academic Promotion, Appointments and Advances was revised on October 7, 1997 by a unanimous vote at a faculty meeting as follows:

Elected members of the Staffing Committee who take a sabbatical leave during their three year tenure will be replaced during their absence by the previous divisional representative on the Staffing Committee.

Adopted October 7, 1997  
(retyped 11/9/99)  
(retyped 5/8/2015)

The membership of the Departmental Procedures for Academic Promotion, Appointments and Advances was revised on April 25, 2016 by a secret mail ballot vote of Fulls: 23 yes, 3 no, 2 abstain; Associate Professors, 2 yes, 0 no, 1 abstain; Assistant Professors, 4 yes, 0 no, 0 abstain.):

All Faculty regular, accelerated, and hurdle merits except the 4th year appraisal of Assistant Professors have been delegated to the Elected Staffing Committee.
This is a reference document to an external location.

Chemistry & Biochemistry Department Bylaws (No URL Specified)
May 24, 2018

To: Ronald Busuttil, Chair
    Surgery

From: Linda Bourque, Chair
    Rules & Jurisdiction Committee

Re: Surgery Department Bylaws Submitted on May 9, 2018

Rules & Jurisdiction has reviewed the Surgery bylaws submitted on May 9, 2018. Thank you for incorporating the suggestions in the Rules & Jurisdiction letters of November 1, 2017 and May 7, 2018. R&J finds the bylaws consistent with the Code of the Academic Senate. This letter along with the proposed revisions will be sent to the Executive Board for review and placement on the Legislative Assembly Consent Calendar.

cc: Vera Moubayed, Staff and Academic Personnel Director
    Kumar Rajaram, Committee on Rules & Jurisdiction
    Christoph Niemann, Committee on Rules & Jurisdiction
    Linda Mohr, Executive Director/CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
May 25, 2018

To: Academic Senate Executive Board

From: Linda Bourque, Chair
      Rules & Jurisdiction

Re: Surgery Department Bylaws Submitted on May 9, 2018

The Rules & Jurisdiction submits proposed revisions to the Department of Surgery Bylaws to the Executive Board for inclusion on the Consent Calendar of the next Legislative Assembly.

cc: Linda Bourque, Committee on Rules & Jurisdiction Chair
    Kumar Rajaram, Committee on Rules & Jurisdiction
    Sandra Graham, Chair, Academic Senate
    Linda Mohr, Chief Administrative Officer, Academic Senate
David Geffen School of Medicine at UCLA

DEPARTMENT OF SURGERY
BYLAWS

Approved June 21, 2016 by a 2/3 secret majority ballot of Senate Faculty:

31 yes, 0 no, 0 abstain
ARTICLE I - NAME

The Department of Surgery, David Geffen School of Medicine at the University of California, Los Angeles.

ARTICLE II - MISSION

To advance the knowledge of surgical science within an environment that provides optimal postgraduate medical education, fosters creative excellence in research, and maintains the highest quality of patient care.

ARTICLE III - MEMBERS

A. Faculty

Faculty shall include members who are salaried at UCLA Center for the Health Sciences (CHS), Santa Monica-UCLA Medical Center or at one of the UCLA-affiliated institutions in both Academic Senate and non-Senate titles, as listed below.

1. Academic Senate Faculty Titles:
   a. Regular Rank Professor Series
   b. In-Residence Professor Series
   c. Professor of Clinical X Series

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

B. Volunteer Clinical Professor Series

Individuals who are community physicians and non-salaried by the University or one of the affiliated institutions may be appointed to the Volunteer Clinical Professor series. Initial appointments shall be made for a maximum of three years. Volunteer Clinical Professor appointees must fulfill defined teaching activities on an annual basis in order to remain members. Each Division shall be responsible for setting standards for teaching requirements, expectations for participation in educational activities of the division, and other privileges of the appointment which may include, but are not limited to: use of the UCLA name, use of faculty title, or advertisement of UCLA affiliation. Volunteer Clinical Professor participation is reviewed at least every five (5) years to ensure compliance with Volunteer Clinical Professor Guidelines as stated in divisional policy. Each Division shall designate a review process for appointment and reappointment in the Volunteer Clinical Professor series, and the results of these reviews shall be reported to the Chair’s Office and, subsequently, to the Dean’s Office.

C. Professional Research Series

Individuals who are engaged in independent research equivalent to that required for the Professor series may be appointed in the Professional Research series. Professional Researchers may serve full-time, part-time, or without salary status provided they meet the criteria for appointment in the series.

D. Equal Opportunity/Affirmative Action

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

The Department of Surgery shall be comprised of separate divisions representing distinct surgical subspecialties. The Department Chair, in consultation with the Surgery Division Chiefs and Dean of the David Geffen School of Medicine, may at his/her discretion create additional, merge, or eliminate divisions contingent upon programmatic or financial justification. The following Divisions shall be recognized as designated academic divisions:

- Cardiac Surgery
- General Surgery
- Liver and Pancreas Transplantation
- Pediatric Surgery
- Plastic Surgery
- Surgical Oncology
- Thoracic Surgery
- Vascular Surgery

All faculty and those in the Volunteer Clinical Professor series shall be appointed within a division. In addition, there shall be certain administrative programs or units (APUs) established as separate financial centers, including the Chairman’s Office. All staff shall be employed within a division or unit.

ARTICLE V - OFFICERS

A. The Department Chair shall be the executive officer of the Department, responsible to the Executive Vice Chancellor and Provost, Vice Chancellor, UCLA Health Sciences, and Dean, David Geffen School of Medicine for the effective operation of the Department’s programs, financial management, and for compliance with University policies and goals.

B. The Chair may propose the appointment of an Executive Vice Chair who would assist the Chair in determining departmental policy, represent the Department in lieu of the Chair at various School-wide and University committees, and shall serve as Chair in the event the Chair is out of town, on vacation, or temporarily unable to carry out his duties as Chair.

C. Vice Chairs with designated responsibilities within the Department may be appointed by the Chair with the approval of the Executive Vice Chancellor and Provost and Dean, David Geffen School of Medicine. The Chiefs of Surgery at West Los Angeles Veterans Administration Medical Center, Harbor-UCLA Medical Center, Olive View-UCLA Medical Center, and Cedars-Sinai Medical Center shall be designated as Vice Chairs of the Department of Surgery upon proposal by the Chair.

ARTICLE VI - DIVISION CHIEFS

Division Chiefs are appointed and serve at the discretion of the Department Chair. Their appointment is administrative rather than academic in nature, and therefore may be extended or terminated, provided there is programmatic justification to do so. Division Chiefs shall be reviewed at least every five (5) years by a peer review body of surgeons.

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 Surgery. The training experience shall ensure 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 Vice Chair for Surgical Education shall be responsible for overseeing the curricula and policies of the postgraduate educational programs. This position shall be appointed by the Chair and report directly to the Chair for all educational matters.

**ARTICLE VIII - MEETINGS**

The Department Chair shall convene meetings of the full-time faculty annually, or as s/he deems necessary. The Chair shall set agenda for the meetings in advance and notify the full-time faculty. Upon individual request, voluntary faculty may be permitted to attend general meetings, but the Chair shall reserve the right to deny their attendance. All meetings and committees conducted by the Department will utilize appropriate and customary parliamentary procedures for order.

**ARTICLE IX - STANDING COMMITTEES**

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

A. **Surgical Chiefs**
   The Surgical Chiefs Meeting shall be attended by the Surgery Department Chair, Executive Vice Chair of Surgery, Vice Chair for Surgical Education, Chief of each Surgical Division or his/her designee, and the Executive Administrator of the Department. Other guests may be invited as appropriate on a periodic basis. The Surgical Chiefs shall approve all appointments and reappointments to the UCLA Medical Staff, discuss policies on intra- and interdepartmental issues, and provide leadership in strategic planning efforts. The Surgical Chiefs, in conjunction with the Chair, shall have general responsibility for the development, implementation, and enforcement of the administrative, academic, and patient care policies of the Department of Surgery.

B. **Academic Senate**
   The Department of Surgery shall elect representatives to the Legislative Assembly of the Academic Senate for three-year terms. A ballot shall be mailed to the Academic Senate members of the Department. Results of the election ballot will be tallied by the Chair’s Office and forwarded to the Campus Academic Senate Office.

C. **Appointments and Promotions (“A & P”) Committee**
   This is a joint committee of Academic Senate faculty at the Associate and Full Professor ranks in the participating surgical Departments (e.g., Neurosurgery, Orthopaedic Surgery, Surgery and Urology), appointed by the Department Chairs in consultation with the respective Department faculty. This Committee shall meet as required for the purpose of pre-reviewing and providing advisory recommendations regarding all dossiers proposed for appointment, promotion, termination of appointment, change in series, merit increase, fourth-year appraisals, five-year academic reviews, or other required academic review processes. The Committee shall forward their advisory vote and recommendations to the respective home Department Committees on Academic Personnel. A summary of the A & P Committee advisory vote and recommendation shall be maintained in the Surgery Academic Personnel office.

D. **Department of Surgery Committee on Academic Personnel**
   The Department of Surgery Committee on Academic Personnel (“SurgCAP”) is charged with discussion and reviewing the A & P advisory recommendation of Department of Surgery academic personnel actions, and forwarding the final recommendation to the Senate faculty. This elected Committee shall be composed of Department of Surgery Academic Senate faculty at the rank of Associate and above. The
Committee shall meet as required to discuss and provide an advisory vote on all academic actions received from the A & P Committee. The SurgCAP vote shall be performed by confidential ballot and one more than 50% of the total members shall constitute a quorum. The results shall then be tallied and forwarded as an advisory vote to the voting Academic Senate faculty at the Associate and Full Professor ranks for their formal Senate vote on these actions.

E. **Education Committee**

The Education Committee shall be responsible for facilitating the development and implementation of curricula for the training programs (medical student clerkships, residencies, and fellowships), recommending policy, adjudicating coverage and resource allocation issues, and ensuring compliance with Residency Review Committee (RRC) regulations (i.e., “Milestones”). The Committee is comprised of the Department Chair, Vice Chair for Surgical Education, Program Directors, Medical Student Clerkship Director, the Administrative Director of the Education Office (or their designated representatives), and will be chaired by the Vice Chair for Surgical Education. The committee shall meet at least twice per year, but subcommittees may be convened on a more frequent basis, as specific aspects of the educational program require.

F. **Quality Improvement Committees**

Each Division shall have the responsibility for developing a QI plan to be presented to the Chair and the Chief Quality Officer for approval. Divisional faculty shall either participate in the General Surgery Morbidity and Mortality conferences, or maintain an independent M&M process. The departmental Chief Quality Officer shall represent the Department in the appropriate Enterprise QI process, for the purpose for assuring compliance with JCAHO regulations and state licensing regulations, and assuring consistency of QA/QI policies with Enterprise standards.

G. **Space Allocation Committee**

This Committee shall develop strategic direction, in concert with the Department Chair, with respect to allocation of research space. The Vice Chair for Research shall Chair this body. This Committee shall meet at least once annually in order to review the space plan for the Department, as well as to review and prioritize any requests for new or additional space, and provide recommendations on retention of existing research space by investigators.

**ARTICLE X - VOTING PRIVILEGES FOR ACADEMIC SENATE FACULTY ACTIONS**

A. **Non-Personnel, Substantial Departmental Questions**

Academic Senate members, including recalled Emeriti, shall have the right to vote on non-personnel substantial departmental questions.

B. **Personnel Actions of both Senate and non-Senate Faculty**

1. **Extension of Voting Privileges:**

   a. The right to vote on personnel actions has been extended to In-Residence and Clinical X Professors by a 2/3 majority secret ballot on 3/2/2016 of Tenured Full Professors (9 yes, 1 no, 0 abstain) and of Tenured Associate Professors (3 yes, 0 no, 0 abstain). These series will vote according to the privileges of their rank (Full, Associate, and Assistant).

   b. **Emeriti**

   Emeriti retain membership in the Department, but do not have the right to vote on substantial departmental matters or on personnel actions. Emeriti of the Department of Surgery who are recalled to service in the Department regain voting rights on substantial departmental matters and personnel actions during the period of such service.
The right to vote on personnel actions has been extended to recalled Emeriti by a 2/3 majority secret ballot on April 11, 2017 of Tenured Full and Associate Professors (7 yes, 1 no, 1 abstain). Once recalled to the Department, Emeriti may vote according to the privileges of their rank during their period of service.

2. **Appointments to the Academic Senate**
   Full and Associate Professors vote on all appointments that confer membership in the Academic Senate and on all Senate joint and split appointments to the Department.

3. **Promotions and Merits**
   a. **Promotion to Full Professor and Full Professor merits:**
      Full and Associate Professors have the right to vote on all promotions to Full Professor and all Full Professor merits.  
      [Extended to Associate Professors by a 2/3 majority secret ballot on 3/2/2016 of Tenured Full Professors, 8 yes, 2 no, 0 abstain.]
   b. **Promotion to Associate Professor and Associate Professor merits:**
      Full and Associate Professors have the right to vote on all promotions to Associate Professor and all Associate Professor merits.
   c. **Assistant Professor merits, fourth-year appraisals, and non-reappointment:**
      Full and Associate Professors have the right to vote on all Assistant Professor merits, including fourth-year appraisals and non-reappointments.

4. **Five Year Reviews**
   Five-year reviews will be conducted according to the procedures described in the CALL, Appendix 12. Faculty review (and vote, if needed) will be taken according to the same ranks that vote on other actions.

5. **Non-Senate Faculty**
   Non-Senate faculty with 100% employment in the Department may be requested to provide a separate, advisory vote on non-Senate faculty personnel actions or on substantial departmental questions.  
   [Approved by a 2/3 majority secret ballot on 7/1/2016 of Academic Senate faculty, 24 yes, 6 no, 0 abstain.]  
   (At this time the Department has not extended to non-Senate faculty the right to an advisory vote on Senate personnel actions.)

6. **Volunteer Clinical Professors**
   Those in the Volunteer Clinical Professor may not vote on substantial Department questions or on personnel actions.

   Appointments and promotions in the Volunteer Clinical Professor series require, at minimum, a division review of the programmatic need for such actions. Appointment to this series shall not be automatic upon either departure from the full-time faculty or graduation from a University of California residency or fellowship training program.

   a. Voluntary Clinical Professor appointments at the Assistant Professor rank shall require a vote of the division Academic Senate faculty at the Associate and Full Professor rank in all series, as well as a vote of the Surgery Committee on Academic Personnel Committee.

   b. Voluntary Clinical Professor appointments and promotions at the Associate and Full Professor ranks shall require a division vote, a vote of the Surgery Committee on Academic Personnel, and a final vote of the Academic Senate faculty at the Associate and Full Professor rank in all series entitled to vote as outlined in Article X of these Bylaws.
7. **Professional Researchers**

Appointees in the Professional Research series may not vote on substantial Department questions or on personnel actions.

Appointments and promotions for appointees in the Professional Research Series are reviewed and voted upon consistent with the voting procedures as outlined in Article XI.

**ARTICLE XI - VOTING PROCEDURES FOR ACADEMIC PERSONNEL ACTIONS**

A. Review, discussion and advisory vote by the Appointments and Promotions Committee.

B. Review, discussion and advisory vote by the Department of Surgery Committee on Academic Personnel. This vote shall be recorded in the candidate’s dossier and forwarded to the voting Academic Senate faculty.

C. Formal vote by the departmental Academic Senate faculty entitled to vote on that personnel action. (See Article X.) This vote shall be performed by confidential ballot.

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

The Department Chair shall sit on standing and ad hoc committees in the Medical School, UCLA Hospital System, UCLA Health System, and the University Campus. In his absence, the Executive Vice Chair or other designee shall represent him. The Department Chair may also propose that members of the Department of Surgery represent the Department on appropriate committees.

**ARTICLE XIII - AMENDMENT OF BYLAWS**

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

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

A. The Department of Surgery Health Sciences Compensation Plan Bylaws may be amended at any time by a majority vote of a quorum of the faculty participating in the Health Sciences Compensation Plan, with approval by the Department Chair and Dean. Affected Plan participants shall be afforded the opportunity to review and comment on any proposed revisions to these Bylaws prior to a vote being taken. (For additional information regarding these policies, see the Department of Surgery Health Sciences Compensation Plan Bylaws.)
David Geffen School of Medicine
at UCLA

DEPARTMENT OF SURGERY
BYLAWS

Approved June 21, 2016 by a 2/3 secret majority ballot of Senate Faculty:

31 yes, 0 no, 0 abstain
ARTICLE I - NAME
The Department of Surgery, David Geffen School of Medicine at the University of California, Los Angeles.

ARTICLE II - MISSION
To advance the knowledge of surgical science within an environment that provides optimal postgraduate medical education, fosters creative excellence in research, and maintains the highest quality of patient care.

ARTICLE III - MEMBERS

A. Full-Time Faculty
Full-time faculty shall include members who are salaried at UCLA Center for the Health Sciences (CHS), Santa Monica-UCLA Medical Center or at one of the UCLA-affiliated institutions in both 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 (Compensated) Series
   c. Researcher Series
   d. Visiting Professor

B. Voluntary Faculty
Individuals who are community physicians and non-salaried by the University or one of the affiliated institutions may be appointed to the Voluntary Faculty. Initial appointments shall be made for a maximum of three years. Voluntary Faculty must fulfill defined teaching activities on an annual basis in order to remain members. Each Division shall be responsible for setting standards for teaching requirements, expectations for participation in educational activities of the division, and other privileges of the appointment which may include, but are not limited to: use of the UCLA name, use of faculty title, or advertisement of UCLA affiliation. Voluntary Faculty participation is reviewed at least every three (3) years to ensure compliance with Voluntary Faculty Guidelines as stated in divisional policy. Each Division shall designate a review process for appointment and reappointment of Voluntary Faculty, and the results of these reviews shall be reported to the Chair's Office and, subsequently, to the Dean's Office.

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

The Department of Surgery shall be comprised of separate divisions representing distinct surgical subspecialties. The Department Chairman, in consultation with the Surgery Division Chiefs and the Provost/Dean of the School of Medicine, may at his/her discretion create additional, merge, or eliminate divisions contingent upon programmatic or financial justification. The following Divisions shall be recognized as designated academic divisions:

- Cardiac Surgery
- General Surgery
- Liver and Pancreas Transplantation
- Pediatric Surgery
- Plastic Surgery
- Surgical Oncology
- Thoracic Surgery
- Vascular Surgery

All full-time and Voluntary faculty shall be appointed within a division. In addition, there shall be certain administrative programs or units (APUs) established as separate financial centers, including the Chairman’s Office. All staff shall be employed within a division or unit.

ARTICLE V - OFFICERS

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

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

C. Vice Chairs with designated responsibilities within the Department may be appointed by the Chair with the approval of the Provost and Dean for Medical Sciences. The Chiefs of Surgery at West Los Angeles Veterans Administration Medical Center, Harbor-UCLA Medical Center, Olive View-UCLA Medical Center, and Cedars-Sinai Medical Center shall be designated as Vice Chairs of the Department of Surgery upon proposal by the Chair.

ARTICLE VI - DIVISION CHIEFS

Division Chiefs are appointed and serve at the discretion of the Department Chair. Their appointment is administrative rather than academic in nature, and therefore may be extended or terminated, provided there is programmatic justification to do so. Division Chiefs shall be reviewed at least every five (5) years by a peer review body of surgeons.

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 Surgery. The training experience shall ensure 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 Vice
Chair for Surgical Education shall be responsible for overseeing the curricula and policies of the postgraduate educational programs. This position shall be appointed by the Chair and report directly to the Chair for all educational matters.

ARTICLE VIII - MEETINGS

The Department Chair shall convene meetings of the full-time faculty annually, or as s/he deems necessary. The Chair shall set agenda for the meetings in advance and notify the full-time faculty. Upon individual request, voluntary faculty may be permitted to attend general meetings, but the Chair shall reserve the right to deny their attendance. All meetings and committees conducted by the Department will utilize appropriate and customary parliamentary procedures for order.

ARTICLE IX - STANDING COMMITTEES

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

A. Surgical Chiefs
The Surgical Chiefs Meeting shall be attended by the Surgery Department Chair, Executive Vice Chair of Surgery, Vice Chair for Surgical Education, Chief of each Surgical Division or his/her designee, and the Executive Administrator of the Department. Other guests may be invited as appropriate on a periodic basis. The Surgical Chiefs shall approve all appointments and reappointments to the UCLA Medical Staff, discuss policies on intra- and interdepartmental issues, and provide leadership in strategic planning efforts. The Surgical Chiefs, in conjunction with the Chair, shall have general responsibility for the development, implementation, and enforcement of the administrative, academic, and patient care policies of the Department of Surgery.

B. Academic Senate
The Department of Surgery shall elect two representatives to the Legislative Assembly of the Academic Senate for three-year terms. The Chair, in consultation with the Division Chiefs, shall recommend a slate of six candidates representing the surgical divisions. A ballot will then be mailed to the Academic Senate members of the Department. Results of the election ballot will be tallied by the Chairman's Office and forwarded to the Campus Academic Senate Office.

C. Appointments and Promotions ("A & P") Committee
This is a joint committee of Academic Senate faculty at the Associate and Full Professor rank in the participating surgical departments (e.g., Neurosurgery, Orthopaedic Surgery, Surgery, and Urology), appointed by the Department Chairs in consultation with the respective Department faculty. This Committee shall meet as required for the purpose of pre-reviewing and providing advisory recommendations regarding all dossiers proposed for appointment, promotion, termination of appointment, change in series, merit increase, fourth-year appraisals, five-year academic reviews, or other required academic review processes. The Committee shall forward their advisory vote and recommendations to the respective home department Committees on Academic Personnel. A summary of the A & P Committee advisory vote and recommendation shall be maintained in the Surgery Academic Personnel office.

D. Department of Surgery Committee on Academic Personnel
The Department of Surgery Committee on Academic Personnel ("SurgCAP") is charged with discussion and reviewing the A&P advisory recommendation of academic personnel actions, and forwarding the final recommendation to the senate faculty. This Committee shall be composed of Department of Surgery Academic Senate faculty at the rank of Associate and above, appointed by the Chair in consultation with
the faculty. The Committee shall meet as required to discuss and provide an advisory vote on all academic actions received from the Appointments and Promotions Committee. The SurgCAP vote shall be performed by confidential ballot and one more than 50% of the total members shall constitute a quorum. The results shall then be tallied and forwarded as an advisory vote to the voting Academic Senate faculty at the Associate and Full Professor rank for their formal Senate vote on these actions.

E. Education Committee
The Education Committee shall be responsible for facilitating the development and implementation of curricula for the training programs (medical student clerkships, residencies, and fellowships), recommending policy, adjudicating coverage and resource allocation issues, and ensuring compliance with Residency Review Committee (RRC) regulations (i.e., “Milestones”). The Committee is comprised of the Department Chair, Vice Chair for Surgical Education, Program Directors, Medical Student Clerkship Director, the Administrative Director of the Education Office (or their designated representatives), and will be chaired by the Vice Chair for Surgical Education. The committee shall meet at least twice per year, but subcommittees may be convened on a more frequent basis, as specific aspects of the educational program require.

F. Quality Improvement Committees
Each Division shall have the responsibility for developing a QI plan to be presented to the Chair and the Chief Quality Officer for approval. Divisional faculty shall either participate in the General Surgery Morbidity and Mortality conferences, or maintain an independent M&M process. The departmental Chief Quality Officer shall represent the Department in the appropriate Enterprise QI process, for the purpose for assuring compliance with JCAHO regulations and state licensing regulations, and assuring consistency of QA/QI policies with Enterprise standards.

G. Space Allocation Committee
This Committee shall develop strategic direction, in concert with the Department Chair, with respect to allocation of research space. The Vice Chair for Research shall Chair this body. This Committee shall meet at least once annually in order to review the space plan for the Department, as well as to review and prioritize any requests for new or additional space, and provide recommendations on retention of existing research space by investigators.

ARTICLE X - VOTING PRIVILEGES FOR ACADEMIC SENATE FACULTY ACTIONS

A. Non-Personnel, Substantial Departmental Questions
Academic Senate members, including recalled Emeriti, shall have the right to vote on non-personnel substantial departmental questions.

B. Personnel Actions of both Senate and non-Senate Faculty

1. Extension of Voting Privileges:

   a. The right to vote on personnel actions has been extended to In-Residence and Clinical X Professors by a 2/3 majority secret ballot on 3/2/2016 of Tenured Full Professors (9 yes, 1 no, 0 abstain) and of Tenured Associate Professors (3 yes, 0 no, 0 abstain). These series will vote according to the privileges of their rank (Full, Associate, and Assistant).

   b. Emeriti Faculty
Emeriti faculty retain membership in the department, but do not have the right to vote on substantial departmental matters or on personnel actions. Emeriti faculty of the Department of Surgery who are recalled to service in the Department regain voting rights
on substantial departmental matters and personnel actions during the period of such service.

The right to vote on personnel actions has been extended to recalled Emeriti faculty by a 2/3 majority secret ballot on April 11, 2017 of Tenured Full and Associate Professors (7 yes, 1 no, 1 abstain). Once recalled to the department, Emeriti may vote according to the privileges of their rank during their period of service.

2. **Appointments to the Academic Senate**

Full and Associate Professors vote on all appointments that confer membership in the Academic Senate and on all Senate Joint and Split appointments to the department.

3. **Promotions and Merits**

   a. **Promotion to Full Professor and Full Professor merits:**
      Full and Associate Professors have the right to vote on all promotions to Full Professor and all Full Professor merits.  *(Extended to Associate Professors by a 2/3 majority secret ballot on 3/2/2016 of Tenured Full Professors, 8 yes, 2 no, 0 abstain.)*

   b. **Promotion to Associate Professor and Associate Professor merits:**
      Full and Associate Professors have the right to vote on all promotions to Associate Professor and all Associate Professor merits.

   c. **Assistant Professor merits, Fourth-Year appraisals, and non-reappointment:**
      Full and Associate Professors have the right to vote on all Assistant Professor merits, including fourth-year appraisals and non-reappointments.

4. **Five Year Reviews.**

   Five-year reviews will be conducted according to the procedures described in the CALL, Appendix 12. Faculty review (and vote, if needed) will be taken according to the same ranks that vote on other actions.

5. **Non-Senate Faculty**

   Non-Senate faculty with 100% employment in the Department may be requested to provide a separate, advisory vote on non-Senate faculty personnel actions or on substantial departmental questions. *(Approved by a 2/3 majority secret ballot on 7/1/2016 of Academic Senate faculty, 24 yes, 6 no, 0 abstain.) (At this time the department has not extended to non-Senate faculty the right to an advisory vote on Senate personnel actions.)*

6. **Voluntary Faculty**

   Voluntary faculty may not vote on substantial departmental questions or on personnel actions.

7. **Clinical Voluntary Faculty**

   Appointments and promotions in the Clinical (Voluntary) series require, at minimum, a division review of the programmatic need for such actions. Appointment to this series shall not be automatic upon either departure from the full-time faculty or graduation from a University of California residency or fellowship training program.

   a. **Clinical Voluntary appointments at the Assistant Professor rank shall require a vote of the division Academic Senate faculty at the Associate and Full Professor rank in all series, as well as a vote of the Surgery Committee on Academic Personnel Committee.**

   b. **Clinical Voluntary appointments and promotions at the Associate and Full Professor ranks shall require a division vote, a vote of the Surgery Committee on Academic Personnel, and a**
final vote of the Academic Senate faculty at the Associate and Full Professor rank in all series entitled to vote as outlined in Article X of these Bylaws.

ARTICLE XI - VOTING PROCEDURES FOR ACADEMIC PERSONNEL ACTIONS

A. Review, discussion and advisory vote by the Appointments and Promotions Committee.

B. Review, discussion and advisory vote by the Department of Surgery Committee on Academic Personnel. This vote shall be recorded in the candidate’s dossier and forwarded to the voting Academic Senate faculty.

C. Formal vote by the departmental Academic Senate faculty entitled to vote on that personnel action. (See Article X.) This vote shall be performed by confidential ballot.

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

The Department Chair shall sit on standing and ad hoc committees in the Medical School, UCLA Hospital System, UCLA Health System, and the University Campus. In his absence, the Executive Vice Chair or other designee shall represent him. The Department Chair may also propose that members of the Department of Surgery represent the Department on appropriate committees.

ARTICLE XIII - AMENDMENT OF BYLAWS

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

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

A. The Department of Surgery Health Sciences Compensation Plan Bylaws may be amended at any time by a majority vote of a quorum of the faculty participating in the Health Sciences Compensation Plan, with approval by the Department Chair and Dean. Affected Plan participants shall be afforded the opportunity to review and comment on any proposed revisions to these Bylaws prior to a vote being taken. (For additional information regarding these policies, see The Department of Surgery Health Sciences Compensation Plan Bylaws.)
They have to schedule a meeting as well regardless if whether or not anyone comes.

Looks like I need to send a memo.

On Fri, Jun 23, 2017 at 12:15 PM, Olivas, Marian <molivas@senate.ucla.edu> wrote:

SINCE I WROTE BELOW, I HAD A CONVERSATION WITH VERA. THEY DO NOT HAVE FACULTY MEETINGS TO DISCUSS CASES. IN FACT IT LOOKS LIKE THEY HAVE FEW ALL-FACULTY MEETINGS (ONCE A YEAR?)

IS IT ENOUGH TO MAKE THE DOSSIER AVAILABLE TO VIEW AND PUT IN A STATEMENT THAT ANY SENATE MEMBER CAN CALL FOR A MEETING TO DISCUSS? THEY SEEM TO THINK A REQUIREMENT TO MEET IS UNSURMOUNTABLE.

I finally had a chance to look at this one, so here are my notes:

➤ The extensions seem to be in order. They did some of the votes awhile ago and some of them recently, so that part is cleaned up.

➤ They have the 2-committee review: The joint surgery department committee (A&P) “pre” review – and then a departmental committee (SurgCAP) “pre” review. What they did to “clean” these up was to make the members non-administrator faculty.

➤ After the “pre” review, all actions go to the faculty for a faculty vote by whatever ranks have privilege for that action.

The challenge to the above description that I see is this:

In Article VIII on meetings combined with the voting procedures description in Article XI. If the faculty only meet annually, when is there an actual discussion about cases? Perhaps this is an error in their description and they actually do have meetings and an opportunity to discuss before personnel votes, but it is not clear in the bylaws. The way these are written seems like they have more or less delegated academic personnel decisions to a chair-selected set of committees and faculty vote based on these committee recommendations.
Marian McKenna Olivas, Senior Analyst, UCLA Academic Senate Judicial Committees

(Academic Senate website) www.senate.ucla.edu / (email) molivas@senate.ucla.edu / (phone) 310.206.2469 / (fax) 310.206.5273

IMPORTANT WARNING: This email contains confidential and privileged material for the sole use of the intended recipient. Any review or distribution by others is STRICTLY PROHIBITED. If you have received this message in error, please notify me immediately and destroy the related message.

Thank you for your cooperation.
Dear Marian,

On behalf of Dr. Ronald Busuttil, Chairman of the Department of Surgery, I respectfully submit the Departmental Bylaws to the Committee on Rules and Jurisdiction of the UCLA Academic Senate. This document was approved by our academic senate faculty on June 21, 2016, however we have recently approved an amendment (duly reflected and noted therein).

Please let me know if there are any questions or concerns. I want to personally thank you for your kind guidance and assistance throughout this process.

We look forward to the committee’s review.

Sincerely,

Vera

UCLA HEALTH SCIENCES IMPORTANT WARNING: This email (and any attachments) is only intended for the use of the person or entity to which it is addressed, and may contain information that is privileged and confidential. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Unauthorized redisclosure or failure to maintain confidentiality may subject you to federal and state penalties. If you are not the intended recipient, please immediately notify us by return email, and delete this message from your computer.
September 4, 2018

To: Aaron Tornell, Chair
    Faculty Executive Committee
    College of Letters and Science

From: Linda Bourque, 2017-18 Chair
    Committee on Rules & Jurisdiction

Re: Proposal to Amend Bylaws of the College of Letters and Science

The Committee on Rules and Jurisdiction has reviewed the proposal to amend the Bylaws of the College of Letters and Science voted on by the College faculty from May 17 to May 30, 2018 and submitted on July 3, 2018 and finds them consistent with the Code of the Academic Senate.

Please also submit a clean version of the bylaws with the date on which these were approved and the result of the vote to approve them. Put these at the top of the Bylaws. The revised bylaws, along with this letter, will be sent to the Executive Board for inclusion on the next Legislative Assembly.

cc: Kumar Rajaram, Committee on Rules & Jurisdiction
    Chris Niemann, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Marian M. Olivas, R&J Committee Analyst, Academic Senate
    Mitsue Yokota, Academic Administrator
January 31, 2018

To: Aaron Tornell, Chair
    Faculty Executive Committee
    College of Letters and Science

From: Linda Bourque, Chair
    Rules & Jurisdiction

Re: Bylaws Submitted On January 31, 2018

The Committee on Rules and Jurisdiction has reviewed the Bylaws that the College of Letters and Science submitted on January 31, 2018, and finds them consistent with the Code of the Academic Senate.

cc: Michael Levine, Vice Chancellor
    Kumar Rajaram, Committee on Rules & Jurisdiction
    Christoph Niemann, 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
September 6, 2018

To: Academic Senate Executive Board

From: Linda Bourque, 2017-18 Chair
Rules & Jurisdiction

Re: College of Letters & Sciences School Bylaws: Revisions submitted on July 3, 2018

The Rules & Jurisdiction submits these proposed revisions of the College of Letters & Sciences School bylaws to the Executive Board for inclusion on the Consent Calendar of the next Legislative Assembly.

cc: Chris Niemann, Committee on Rules & Jurisdiction
Kumar Rajaram, Committee on Rules & Jurisdiction
Joseph Bristow, Chair, Academic Senate
Linda Mohr, Chief Administrative Officer, Academic Senate
This is a reference document to an external location.

The College Faculty votes on these bylaws during their May election. *(No URL Specified)*
**Explanation of Changes to Appendix II Bylaws: College of Letters and Science**

- Revisions were made to Part III to clarify the duties of the Chair and Vice Chair.
- Revisions were made to Part V to move the roles of the Chair and Vice Chair to Part III.
- Revisions were made to the academic groups in Part VI to correct departmental name changes, include departments that were omitted, and correct the name of the undergraduate student association.
- Revisions were made to Part VII to clarify the terms of elected members and filling vacancies.
- Revisions were made to Part IX to clarify that the *Standard Code of Parliamentary Procedures* will be used in instances not covered by the Bylaws.

### Appendix II Bylaws

**College of Letters and Science**

<table>
<thead>
<tr>
<th>Current (strike through to be deleted)</th>
<th>Proposed (underlined to be added)</th>
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</thead>
<tbody>
<tr>
<td><strong>Part I. Functions</strong></td>
<td><strong>No Change</strong></td>
</tr>
<tr>
<td>1. The Faculty of the College of Letters and Science shall conduct the government of the College.</td>
<td></td>
</tr>
<tr>
<td><strong>Part II. Membership</strong></td>
<td><strong>No Change</strong></td>
</tr>
<tr>
<td>1. Membership in the Faculty of the College of Letters and Science is defined by Divisional Bylaws 50(A) and 184.</td>
<td></td>
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<tr>
<td><strong>Part III. Officers</strong></td>
<td><strong>Part III. Officers</strong></td>
</tr>
<tr>
<td>1. Chair. The Faculty shall elect a Chair every two years in odd-numbered years, according to procedures prescribed in Divisional Bylaw 150. The Chair shall serve a two-year term beginning September first.</td>
<td>1. The Chair and Vice Chair of the Faculty shall be Chair and Vice Chair of the Faculty Executive Committee.</td>
</tr>
<tr>
<td>2. Vice Chair. The Faculty shall elect a Vice Chair every two years in even numbered years, according to procedures prescribed in Divisional Bylaw 150. The Vice Chair shall serve a two-year term beginning September first. The two-year terms of the Vice Chair and Chair shall begin in alternate years.</td>
<td>2. Chair. The Faculty shall elect a Chair every two years in odd-numbered years, according to procedures prescribed in Divisional Bylaw 150. The Chair shall serve a two-year term beginning September first.</td>
</tr>
<tr>
<td>3. Vice Chair. The Faculty shall elect a Vice Chair every two years in even numbered years, according to the procedures prescribed in Divisional Bylaw 150. The Vice Chair shall serve a two-year term beginning September first. The two-year</td>
<td></td>
</tr>
<tr>
<td>Part IV. Business of the Faculty of the College</td>
<td>No Change</td>
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<tr>
<td>1. The Faculty as a whole shall meet at such times as it may determine or at the call of the Chair or the Vice Chair. Upon the written request of fifty voting members, a special meeting must be called by the Chair or, in her or his absence or disability, by the Vice Chair of the Faculty. Special meetings shall be limited to consideration of the matters of business specified in the request. The call to meetings must be announced to all Faculty of the College at least ten days of instruction prior to the meeting.</td>
<td></td>
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<tr>
<td>2. Matters requiring a vote of the Faculty shall be submitted to an electronic ballot conducted in accordance with Senate Bylaws 95 and 340.</td>
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<thead>
<tr>
<th>Part V. Faculty Executive Committee</th>
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<tr>
<td>1. The Faculty of the College delegates to the Faculty Executive Committee its powers to act under Divisional Bylaw 50(D) (3).</td>
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</tr>
<tr>
<td>A. The Chair and Vice Chair of the Faculty shall be Chair and Vice Chair of the Faculty Executive Committee.</td>
<td>A. The Chair shall appoint committees to conduct the business of the Faculty of the</td>
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</table>
The Chair shall appoint committees to conduct the business of the Faculty of the College that are not otherwise provided for, and shall be an *ex-officio* member on all such committees.

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<thead>
<tr>
<th>Part VI. Membership of the Faculty Executive Committee</th>
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<tbody>
<tr>
<td>1. The membership of the Faculty Executive Committee shall consist of elected College faculty, student members, and <em>ex-officio</em> members.</td>
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<tr>
<td>A. Faculty Members. The Faculty Executive Committee has thirteen voting members: the Chair and Vice Chair of the Faculty and eleven faculty members, one elected from each of the academic groups below.</td>
</tr>
<tr>
<td>1. English; Comparative Literature; Gender Studies.</td>
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<tr>
<td>2. Art History; Classics; Asian Languages and Cultures; Linguistics; faculty with Humanities Division appointments (w/o departmental assignment)</td>
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<tr>
<td>3. French and Francophone Studies; Germanic Languages; Italian; Near Eastern Languages and Cultures; Slavic, East European, and Eurasian Languages and Cultures; Spanish and Portuguese.</td>
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<tr>
<td>4. Integrative Biology and Physiology; Psychology.</td>
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<td>5. Ecology and Evolutionary Biology; Microbiology, Immunology and Molecular Genetics; Molecular, Cellular and Developmental Biology.</td>
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<tr>
<td>6. Mathematics; Philosophy; Society and Genetics; Statistics.</td>
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<td>7. Chemistry and Biochemistry; Earth, Planetary, and Space Sciences; Institute of the Environment and Sustainability.</td>
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<td>11.</td>
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<td>B.</td>
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<td>C.</td>
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<tr>
<td>Part VII. Terms for Elected Members of the Faculty Executive Committee</td>
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<tr>
<td>Part VIII. Elections of the Faculty Executive Committee</td>
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### Part IX. Duties of the Faculty Executive Committee

1. The Faculty Executive Committee shall:

   A. Provide general oversight of the academic programs in the College and bring before the Faculty of the College any recommendations that the Faculty Executive Committee may deem advisable using procedures set forth in Senate Bylaw 95.

   B. Serve as an advisory body on matters concerning the welfare of students in the College.

   C. Designate the specific courses (including prerequisites and limitations) which shall be accepted in fulfillment of graduation requirements of the College.

   D. Review and approve requirements for College majors, minors, honors programs, and other curricular requirements of the College.

   E. Review and propose for faculty vote changes to College regulations.

   F. Review and approve proposals for new departments, Centers for Interdisciplinary Instruction, and interdepartmental programs.

   G. Consult with concerned faculty members and members of the administration and make recommendations to the Deans based on established Senate policies about the College's allocation of educational resources, academic priorities, and planning and budget issues.

### Part X. Meetings of the Faculty Executive Committee

1. The Faculty Executive Committee shall meet at least once each quarter.

2. A quorum for the Faculty Executive Committee shall consist of seven voting members.
members.

3. If no quorum is present at a scheduled meeting of the Faculty Executive Committee, all matters on the agenda requiring a vote of the Committee may be carried over to the next scheduled meeting or may be submitted to an electronic ballot to the Committee members.


**Part XI. Amendment of Bylaws**

1. These Bylaws may be amended by two-thirds affirmative vote of the Faculty voting by electronic ballot, provided notice shall have been given fourteen calendar days prior to the electronic voting deadline.

*No Change*
October 28, 2018

To: Greg Grether, Vice Chair
   Ecology and Evolutionary Biology

From: Alfreda Iglehart
       Rules & Jurisdiction Committee

Re: Ecology and Evolutionary Biology (EEB) Department Bylaws Submitted on October 11, 2018

Rules & Jurisdiction has reviewed the EEB Department bylaws submitted on October 11, 2018. Thank you for incorporating the numbering suggestions made by Linda Bourque (2017-18 R&J Chair) after your earlier submission.

R&J finds the revisions consistent with the Code of the Academic Senate and appropriately approved by 2/3 of the Faculty voting. This letter along with the proposed revisions will be sent to the Executive Board for review and placement on the Legislative Assembly Consent Calendar.

cc: Karen Sears, EEB Chair
    Kumar Rajaram, Committee on Rules & Jurisdiction
    Christoph Niemann, Committee on Rules & Jurisdiction
    Linda Mohr, Executive Director/CAO, Academic Senate
    Marian Olivas, Committee Analyst, Rules & Jurisdiction
November 1, 2018

To: Academic Senate Executive Board

From: Alfreda Iglehart

Rules & Jurisdiction Committee

Re: Ecology and Evolutionary Biology (EEB) Department Bylaws Submitted on October 11, 2018

The Rules & Jurisdiction submits these proposed revisions of the Ecology and Evolutionary Biology (EEB) Department bylaws to the Executive Board for inclusion on the Consent Calendar of the next Legislative Assembly.

cc: Chris Niemann, Committee on Rules & Jurisdiction
Kumar Rajaram, Committee on Rules & Jurisdiction
Linda Mohr, Chief Administrative Officer, Academic Senate
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<th>Current bylaws</th>
<th>Proposed bylaws</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of California, Los Angeles Department of <strong>Ecology and Evolutionary Biology (EEB)</strong></td>
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<td>1. ORGANIZATION</td>
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<td>1.1. The chief Departmental administrative officer is the Chair. The Chair receives assistance and advice from the Standing Committees of the Department, any Ad hoc Committees that may be appointed from time to time, and from the Faculty as a whole. Non-academic Staff assist the Chair in operational matters. The duties and responsibilities of the Chair are spelled out in the Announcement of the President entitled &quot;Duties of Department Chairs (or Equivalent Officers)&quot;</td>
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<td>1.2. One or more Vice-Chairs may be appointed by the Chair with the advice and consent of the Department and the approval of the Divisional Dean of Life Sciences. The normal term of service of a ViceChair will be three years with the appointment being renewed annually. ViceChairs will be responsible for duties assigned to them by the Chair.</td>
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allowed to review the list of assignments before it is finalized. Composition of committees is determined each year by the Chair, taking into account the following: (1) areas of expertise and interest of each faculty member; (2) discussions between Chair and Vice Chairs to achieve some balance of subject matter fields in a given year or on a rotating basis; (3) availability of faculty during the academic year for service on departmental committees; and (4) fairness of load, so that certain faculty members do not consistently carry an unfair burden. The standing committees are:

<table>
<thead>
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<tr>
<td>Graduate Admissions and Support Committee</td>
</tr>
<tr>
<td>Seminar Committee</td>
</tr>
<tr>
<td>Departmental Awards Committee</td>
</tr>
</tbody>
</table>

Excepting only the Personnel Committee, Standing Committees may have student members, said students having full participatory and voting rights. The Chair works with appropriate Undergraduate and Graduate Student Organizations to identify student members. Students will normally serve for terms of one year. Except as explicitly provided below faculty appointments to standing committees are normally for terms of one or more years. The Chair ensures that terms are staggered in time.

1.4. Ad hoc Committees (e.g., Search Committees for new faculty members) may be appointed by the Chair as needed for the operations of the Department. The Chair determines the charges for these committees as is appropriate.

1.5. Special Functions of the Department may be assigned by the Chair as responsibilities of individual members of the
faculty. These Functions may include, but are not restricted to:

- Biomedical Library Liaison(s)
- Departmental Webmaster
- DWQE Coordinators
- Director, Botanical
- Graduate Advisor
- Undergraduate Advisor
- MBQ Coordinator
- FBQ Coordinator
- Dickey Collection Advisor

to the Chair

2. OPERATIONS

2.1. Parliamentary Procedures and Voting

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

2.1.2 Faculty members in the Department who are members of the Academic Senate and have active appointments are eligible to vote on the matters specified in sec. 2.1.1. Only one series of titles is presently represented: Regular Series (19900, Ladder; Tenured and Tenure-track). Changes in this governance...
document can only be made if the proposed action is a listed agenda item for a meeting of Departmental faculty that has been scheduled and publicized in advance according to normal Department procedure. A 2/3 majority vote of all Senate members present at such meetings is required for approval of changes. This document will be studied and revised by an ad hoc Bylaws Committee every 4 years; one of these revisions must occur during the year of Departmental self-review prior to the Department’s 8-year review.

2.1.3 All faculty members with Regular series titles and active appointments have equal voting rights in all Departmental matters, including personnel actions. Personnel voting rights on Appointments were extended to Assistant Professors by a two-thirds majority (# yes, # no) secret ballot following the November 9, 2015 faculty meeting. Voting rights on Full Professor Promotions and Merits were extended to Associate and Assistant Professors by a two-thirds majority (# yes, # no) secret ballot following the November 9, 2015 faculty meeting. Voting rights on Associate Professor Promotions and Merits were extended to Assistant Professors by a two-thirds majority (# yes, # no) secret ballot following the November 9, 2015 faculty meeting. Emeriti can participate in Departmental meetings; their voting privileges are determined at 4-year intervals at the time of revision of these Bylaws. Currently, emeriti do not have personnel voting privileges, whether they are...
recalled, not recalled, or appointed as Research Professors. Recalled emeriti have voting privileges on all non-personnel substantial department questions. Adjunct faculty members can participate in Departmental meetings not involving personnel actions, but do not have voting privileges. Temporary faculty members may attend Departmental faculty meetings, but do not have voting privileges. Faculty members with joint appointments in other units have voting rights as agreed upon within the terms of their appointments.

2.1.4 Faculty members may vote by absentee ballot. Faculty members on leave may vote, but their votes will not be solicited. Secure electronic voting is available when feasible.

2.1.5 Majorities are determined on the basis of pro and con votes only; votes to abstain do not count.

2.1.6 Departmental meetings are normally called by the Chair or the Chair’s designee. Personnel actions and other substantial matters for consideration at Departmental meetings must appear on written agendas distributed to all faculty members at least three working days prior to the meetings. Exceptions to this rule require unanimous approval.

2.1.7 A quorum consists of 50% of the regular faculty members not on leave.

2.1.8 Recruitment of new faculty is done recalled, not recalled, or appointed as Research Professors. Recalled emeriti have voting privileges on all non-personnel substantial department questions. Adjunct faculty members can participate in Departmental meetings not involving personnel actions, but do not have voting privileges. Temporary faculty members may attend Departmental faculty meetings, but do not have voting privileges. Faculty members with joint appointments in other units have voting rights as agreed upon within the terms of their appointments.

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by ad hoc search committees appointed by the Chair. Search committee recommendations are made to the department at scheduled faculty meetings as agenda items. Recommendations are discussed by all eligible faculty in attendance at those meetings. Faculty with active Regular series appointments will vote on proposed appointments by secret written ballots for periods of two business days, beginning immediately after the presentation meeting.

3. CHARGES TO COMMITTEES

3.1 RESPONSIBILITIES OF STANDING COMMITTEES

3.1.1 PERSONNEL COMMITTEE

All discussions of personnel actions are confidential. Committee membership consists of a minimum of four Regular series faculty. Ad hoc members may be added as needed, as in cases involving faculty with joint appointments with other units.

The Personnel Committee is primarily responsible for reviewing and recommending to the Chair and the Department the full range of personnel actions involving Regular series members of the Academic Senate, also appointees in the non-Senate Adjunct Professor series. There are two special categories of actions for which the Committee is designated as the final reviewing body, making recommendations directly to the Chair:

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1) Actions involving non-Senate appointees in the Adjunct Professor, Professional Researcher and Project Scientist series.
2) 5-year performance reviews of Senate members when such reviews are required under terms of the APM.

The Chair has discretion to bring any of these actions to the full Department if conditions arise in which Departmental review is considered essential.

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<td>1) The Personnel Committee reviews and analyzes all aspects of a candidate's dossier, and makes a recommendation for action to the Department. Extramural references for candidates, when required, will be selected by the Department Chair after the candidate has been given the opportunity to provide suggestions.</td>
<td></td>
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<td>2) The Personnel Committee presents its findings at a regularly scheduled Departmental meeting. After hearing the review and recommendation of the Committee, all regular members of the Department present discuss and consider the recommendation, then vote on it. A secret written ballot is held two working days after the discussion. The LSSA Office of Academic Personnel is responsible for conducting the ballot, the result of which is reported to the Chair. It is the responsibility of the Chair to inform the candidate of the exact vote.</td>
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advises the Chair in the preparation of the Departmental letter.

4) The Chair forwards the Departmental recommendation to the Dean. At the Chair's discretion a second ("Chair's") letter may be included as described in University policy.

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<td>1) Any member of the regular faculty may nominate a candidate for appointment in the Adjunct series. Fully documented nominations are referred by the Chair to the Personnel Committee for review and recommendation. Appointments, advancements in rank, and merit increases are handled in the same manner as for regular series faculty. Each initial nomination and all recommendations for subsequent actions must include statements specifically describing the ways in which the candidates will contribute to departmental teaching programs at either or both the undergraduate or graduate levels during the duration of the initial appointment or renewal appointment. Those statements must be developed jointly by the faculty sponsor and the candidate.</td>
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2) Votes on reappointments must be conducted by the Department every two years for appointees at the Assistant and Associate Professor levels, and every three years for appointees at the Full Professor level. The results are reported to the Divisional Dean.

Personnel Actions – Research Professor Series

1) Appendix 38: Research Professor was added to the UCLA CALL on April 6, 2012. The operative sections of that document state:

“Professors Emeriti from UCLA who have continued a high level of research scholarship since their retirement may be eligible to utilize the title Research Professor as a working title. Appointees to Research Professor status must be able to demonstrate that their research activities since retirement have led to one or more of the following outcomes: an active external grant, a proposal to obtain external grant funding, or a recent history of external grant funding, internal research funds, publication of scholarly books, monographs, or journal articles, scholarly presentations at professional meetings

II. TERMS OF SERVICE
Appointments as Research Professor shall be made for three years, or in cases where a Research Professor is Principal Investigator of an active grant, for three years or the duration of the grant, whichever is longer.

III. PROCEDURES
Appointment authority is delegated to academic deans and may not be
to academic deans and may not be further delegated. Requests for appointment as Research Professor are normally initiated through the department chair or ORU Director by submission of a letter by the applicant that documents his or her continuation of a high level of research scholarship since retirement. In accordance with department or ORU procedures, the chair or director should consult appropriately with the faculty. If the unit concurs, the chair or director shall recommend the appointment to the appropriate dean. The dean will notify the applicant of the decision in writing with a copy to the recommending unit. Renewal of an appointment is possible, but not automatic. The procedures for reappointment are the same as described above in this section.”

2) Departmental implementation of this policy will be done as follows:

a) Professors Emeriti wishing to be appointed as Research Professor will submit a letter to the Department Chair making that request. The letter must document their post retirement research activity in accordance with the terms of Appendix 38. It must also specify the requested duration of the appointment per the Appendix.

b) The Chair will refer the letter to the Personnel Committee for its determination as to whether or not the request meets the standards of the Appendix. If it does meet the further delegated. Requests for appointment as Research Professor are normally initiated through the department chair or ORU Director by submission of a letter by the applicant that documents his or her continuation of a high level of research scholarship since retirement. In accordance with department or ORU procedures, the chair or director should consult appropriately with the faculty. If the unit concurs, the chair or director shall recommend the appointment to the appropriate dean. The dean will notify the applicant of the decision in writing with a copy to the recommending unit. Renewal of an appointment is possible, but not automatic. The procedures for reappointment are the same as described above in this section.”

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standards the Committee will recommend that the Chair forward the request to the Dean of Life Sciences. If it does not the Committee will return the letter to the Chair with its recommendation as to what additional information may be needed to satisfy the standards. A revised letter will be reviewed as a new submission.

c) This policy and procedure will go into effect July 1, 2012.

3.1.2 CURRICULUM COMMITTEE

Committee membership consists of a minimum of three regular faculty members, one of whom is committee Chair, the Lead Undergraduate Student Affairs Officer, and the Faculty Undergraduate Advisor.

Committee responsibilities are:

1) In general, to keep the catalogue and the schedule of classes up to date. To consider proposals for new courses or deletion or modification of existing courses by faculty members. The Committee presents its recommendations for new courses, changes in course descriptions, and deletions of courses to the Chair for final approval.

2) Proposed changes in core curriculum and the preparation for the major must be approved by the Department.

3.1.3 GRADUATE ADMISSIONS AND SUPPORT COMMITTEE

the request to the Dean of Life Sciences. If it does not the Committee will return the letter to the Chair with its recommendation as to what additional information may be needed to satisfy the standards. A revised letter will be reviewed as a new submission.

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Policy on Acceleration Requests

1) All acceleration requests must be accompanied by a letter to the Chair from the candidate justifying the request. Regardless of the justification, all acceleration requests made by May 1 will be reviewed by the Personnel Committee, presented to the Department, and submitted to the Dean of Life Sciences, unless withdrawn by the candidate. Late acceleration requests, defined as those made after May 1, must be based on a significant achievement, such as a national award, that occurred or was announced after May 1. Whether this criterion has been met will be evaluated by the Personnel Committee.

2) If the Personnel Committee determines that a late acceleration request is justified, the case will proceed as usual, unless an extension of the Dean's deadline is needed. If an extension of the Dean’s deadline is needed, the Department will submit a request for an extension to the Dean, along with the candidate's justification.
Committee membership consists of five regular faculty members, one of whom is committee Chair, plus the Graduate Student Affairs Officer, and the Faculty Graduate Advisor. The latter two people are both ex officio members.

Committee responsibilities are:

1) The committee provides for the acceptance and admission of new graduate students. The committee monitors the calendar for admissions and works to ensure that offers of admission are as competitive as resources will permit. Through the Graduate Affairs Office it handles correspondence with prospective graduate students, manages student files, provides student files for faculty review, and designates provisional advisors.

2) The committee advises on policies and procedures for the selection, appointment and assignment of teaching assistants. It is responsible for collection of data for evaluation of the performance of teaching assistants. It generates and develops materials for orientation of new appointees. It also provides advice on the administration of graduate fellowships such as Traineeships, Fellowships, and others which may be sought by graduate students in the Department. It administers Departmental (e.g., travel and dissertation research support) and Graduate Division funds that support graduate students.

3) If the Personnel Committee finds that a late acceleration request is not justified, the candidate will be informed of the basis for this decision in writing. If the candidate chooses to appeal the decision, their justification for the acceleration request and the Personnel Committee’s decision will be submitted to the Dean. The Department will proceed with the case, if asked to do so by the Dean.

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### 3.1.4 SEMINAR COMMITTEE

The committee is responsible for organizing, scheduling, and overseeing the Departmental seminar program. The committee solicits suggestions from the faculty, graduate students, and postdoctoral fellows for desired speakers. Committee structure and operations vary at the discretion of the Chair.

### 3.1.5 DEPARTMENTAL AWARDS COMMITTEE

The committee is composed of at least two faculty members. The committee oversees the Departmental awards program with the advice and assistance of the Lead Undergraduate Student Affairs Officer and the Graduate Student Affairs Officer. The committee assists the Chair in preparing and selecting nominations for the numerous extra-departmental faculty awards and prizes (e.g., Faculty Research Lecturer, Distinguished Teaching Award, Woman Scientist of the Year, etc.) for which the Department is asked to submit names and dossiers each year.

### 4. APPENDICES

A. **Policy on Adjunct Professors**

1) An Adjunct appointment will be made only when the Department will be clearly well served by such an appointment.

2) All such appointees must meet the hiring standards that we impose on any candidate for a regular tenure track position.

3) The candidate must demonstrate a commitment to teach on a regular basis. This will include

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participation in a graduate or advanced undergraduate course, and may also involve lower division or core course teaching. While there is no commitment to a salary for such participation, it is not precluded for lower division and core teaching. Salaries for such teaching must be negotiated with the Department Chair. Appointees are encouraged to serve as members of advisory committees for graduate students.

4) All extramural funding for research administered through UCLA must be "signed off" by the University, although overhead may not necessarily go to UCLA unless the University is the sole underwriter of the grant.

5) Space must be negotiated with the Department Chair.

6) The candidate will be eligible to co-sponsor graduate students.

7) Advancement will follow the same procedures as for regular faculty. Evidence of continuing academic excellence and productivity, similar to our active faculty, will be a condition of continued appointment.

B. Departmental Equipment and Services

1) All equipment designated for instructional use and purchased with Departmental funds must be made available for regularly scheduled courses.

2) When such equipment is not in use in courses, it may be used for research fellows for desired speakers. Committee structure and operations vary at the discretion of the Chair.

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with the understanding that it must be maintained in proper order by the faculty member concerned and that it must be relinquished promptly when needed for a course.

3) Whenever appropriate, major pieces of equipment purchased with Departmental funds and requiring special technical knowledge for their use will be assigned by the Chair to a specific faculty member who will assume responsibility for overall maintenance.

4) A current list of all pieces of Departmental equipment purchased for courses and their location will be available in the Stockroom. This will include a listing by courses.

5) The Facilities Manager will be responsible for maintaining a listing of all technical services (photographic, illustration, workshop, etc.) available in the Department.

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6) The candidate will be eligible to co-sponsor graduate students.

7) Advancement will follow the same procedures as for regular faculty. Evidence of continuing academic excellence and productivity, similar to our active faculty, will be a condition of continued appointment.

8) Adjunct Assistant Professors in the Department of Ecology and Evolutionary Biology have historically taught 6 courses per year as a full load. The motion being considered is to lower the teaching load for these adjuncts to 4 courses per year (for 100% teaching positions). The reasoning for this is that the teaching workload for these positions should be between ladder faculty and lecturers (which teach 6 courses as a full load). This change would apply to all Adjunct Assistant Professors, including the new Adjunct Assistant Professors we plan to recruit in the upcoming year who will split their time between research in the lab of a ladder faculty member.
and teaching.

B. Departmental Equipment and Services

1) All equipment designated for instructional use and purchased with Departmental funds must be made available for regularly scheduled courses.

2) When such equipment is not in use in courses, it may be used for research with the understanding that it must be maintained in proper order by the faculty member concerned and that it must be relinquished promptly when needed for a course.

3) Whenever appropriate, major pieces of equipment purchased with Departmental funds and requiring special technical knowledge for their use will be assigned by the Chair to a specific faculty member who will assume responsibility for overall maintenance.

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5) The Facilities Manager will be responsible for maintaining a listing of all technical services (photographic, illustration, workshop, etc.) available in the Department.
Dear Greg:

I agree that it appears that you need to vote again on the proposed changes to your bylaws.

In the meantime, please set-up the new and old bylaws so that they are in parallel construction. This becomes a problem starting with Section 3, Charges to Committees. In the prior section 2. Operations, you had sections and subsections clearly numbered. That is no longer the case starting with section 3. Charges to Committees. Please adopt a system similar to what you have in Section 2. For example, it looks like Personnel Actions - Promotions should be identified as Section 3.1.1.A; and Personnel Actions - Merit Increases should be identified as Section 3.1.1.B.; etc.

Should Policy on Acceleration Requests be Section 3.1.1.E.? As such it does not belong opposite to and parallel to 3.1.2 CURRICULUM COMMITTEE. It should exist after Section 3.1.1.D. and before Section 3.1.2. As nearly as I can tell this is not a rewrite of a prior existent section but is, rather, a completely new section. That should be clearly indicated in how it is set up; there should be no text in the left hand column opposite this new section of text.

I recommend that you restructure the text before you ask the faculty to vote on the changes.

Linda Bourque

On Tue, Sep 4, 2018 at 5:26 PM, Greg Grether <ggrether@g.ucla.edu> wrote:
Dear Dr. Bourque,

I believe the attached document is in the required format. If not, please let me know what else is required.

This document only includes the bylaws changes that I originally submitted to Marian Olivas (in a different format) on June 20, 2018. It does not include a second bylaws change that Sheena Sanchez intended to add when Marian asked us to submit our proposed changes in the new format on August 14. Sheena is currently on vacation, but looking back at the vote that was taken on the second change to our bylaws, I do not think it was valid. The faculty voted on a question about the bylaws, not on the exact wording of the new bylaws. I have pasted that question below for your evaluation, but in my judgement, we will need to ask the faculty to vote on this second bylaws change after our bylaws committee drafts the new wording and obtains our chair’s approval.
I would be grateful if your committee could proceed with the proposed amendment attached. I apologize for the confusion and disorganization on our end.

Sincerely,

Greg Grether

Ecology and Evolutionary Biology
Ballot

Monday, June 18, 2018-Tuesday, June 19, 2018

Ballot: By-Laws Vote

PLEASE VOTE ON THE FOLLOWING MOTION:

Please vote on the following proposal introduced this spring at faculty meetings:

Adjunct Assistant Professors in the Department of Ecology and Evolutionary Biology have historically taught 6 courses per year as a full load. The motion being considered is to lower the teaching load for these adjuncts to 4 courses per year (for 100% teaching positions). The reasoning for this is that the teaching workload for these positions should be between ladder faculty and lecturers (which teach 6 courses as a full load). This change would apply to all Adjunct Assistant Professors, including the new Adjunct Assistant Professors we plan to recruit in the upcoming year who will split their time between research in the lab of a ladder faculty member and teaching.

Do you support this suggested change to our by-laws?

- [ ] YES
- [ ] NO
- [ ] ABSTAIN

DMS 5–20
On Sep 4, 2018, at 3:43 PM, LINDA BOURQUE <lbourque@ucla.edu> wrote:

Dear Professor Grether:

Please submit the proposed amendment to the Ecology and Evolutionary Biology Bylaws within the context of the full set of bylaws and clearly indicate at the beginning of the document the date and results of the vote that approved the amended bylaws. These should be presented in two columns with the old information in the left column and the new information in the right column.

Thank you for your assistance in this matter.

Linda Bourque

Dr. Gregory F. Grether  
Professor and Vice Chair  
Department of Ecology & Evolutionary Biology  
621 Charles E. Young Drive South  
University of California  
Los Angeles, CA 90095-1606 USA

Phone: (310) 794-9769  
Fax: (310) 206-3987  
Website: https://sites.lifesci.ucla.edu/eeb-gretherlab/
Current bylaws

BYLAWS

UCLA DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY

PREAMBLE

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 two-thirds majority vote of Departmental members of the UCLA Academic Senate following a regularly scheduled faculty meeting held on November 16, 2015 (20 of 29 eligible faculty voted; 22 yes, 0 no, 0 abstain).

1. ORGANIZATION

1.1. The chief Departmental administrative officer is the Chair. The Chair receives assistance and advice from the Standing Committees of the Department, any Ad hoc Committees that may be appointed from time to time, and from the Faculty as a whole. Non-academic Staff assist the Chair in operational matters. The duties and responsibilities of the Chair are spelled out in the Announcement of the President entitled "Duties of Department Chairs (or Equivalent Officers)"

1.2. One or more Vice-Chairs may be appointed by the Chair with the advice and consent of the Department and the approval of the Divisional Dean of Life Sciences. The normal term of service of a ViceChair will be three years with the appointment being

Proposed bylaws

BYLAWS

UCLA DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY

PREAMBLE

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 two-thirds majority vote of Departmental members of the UCLA Academic Senate following a regularly scheduled faculty meeting held on November 16, 2015 (20 of 29 eligible faculty voted; 22 yes, 0 no, 0 abstain) and was amended on April 9, 2018 (Of 32 faculty eligible to vote, 22 voted yes, 0 voted no, 0 abstained, 9 did not vote, and there was one recusal.).

1. ORGANIZATION

1.1. no change

1.2. no change
renewed annually. ViceChairs will be responsible for duties assigned to them by the Chair.

1.3. There are five Standing Committees. Composition of committees is determined after consultation with faculty, who are asked for their preferences and allowed to review the list of assignments before it is finalized. Composition of committees is determined each year by the Chair, taking into account the following: (1) areas of expertise and interest of each faculty member; (2) discussions between Chair and Vice Chairs to achieve some balance of subject matter fields in a given year or on a rotating basis; (3) availability of faculty during the academic year for service on departmental committees; and (4) fairness of load, so that certain faculty members do not consistently carry an unfair burden. The standing committees are:

Personnel Committee
Curriculum Committee
Graduate Admissions and Support Committee
Seminar Committee
Departmental Awards Committee

Excepting only the Personnel Committee, Standing Committees may have student members, said students having full participatory and voting rights. The Chair works with appropriate Undergraduate and Graduate Student Organizations to identify student members. Students will normally serve for terms of one year. Except as explicitly provided below faculty appointments to standing committees are normally for terms of one or more years. The Chair ensures that terms are staggered in time.

1.4. Ad hoc Committees (e.g., Search Committees for new faculty members) may be
appointed by the Chair as needed for the operations of the Department. The Chair determines the charges for these committees as is appropriate.

1.5. **Special Functions** of the Department may be assigned by the Chair as responsibilities of individual members of the faculty. These Functions may include, but are not restricted to:

- Biomedical Library Liaison(s)
- Departmental Webmaster
- DWQE Coordinators
- Director, Botanical Garden/Herbarium
- Graduate Advisor
- Undergraduate Advisor
- MBQ Coordinator
- FBQ Coordinator
- Dickey Collection Advisor to the Chair

## 2. OPERATIONS

### 2.1. Parliamentary Procedures and Voting

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

2.1.2 Faculty members in the Department who are members of the Academic Senate and have active appointments are eligible to vote on the matters specified in sec. 2.1.1. Only one series of titles is presently
Changes in this governance document can only be made if the proposed action is a listed agenda item for a meeting of Departmental faculty that has been scheduled and publicized in advance according to normal Department procedure. A 2/3 majority vote of all Senate members present at such meetings is required for approval of changes. This document will be studied and revised by an ad hoc Bylaws Committee every 4 years; one of these revisions must occur during the year of Departmental self-review prior to the Department’s 8-year review.

2.1.3 All faculty members with Regular series titles and active appointments have equal voting rights in all Departmental matters, including personnel actions. Personnel voting rights on Appointments were extended to Assistant Professors by a two-thirds majority (# yes, # no) secret ballot following the November 9, 2015 faculty meeting. Voting rights on Full Professor Promotions and Merits were extended to Associate and Assistant Professors by a two-thirds majority (# yes, # no) secret ballot following the November 9, 2015 faculty meeting. Voting rights on Associate Professor Promotions and Merits were extended to Assistant Professors by a two-thirds majority (# yes, # no) secret ballot following the November 9, 2015 faculty meeting. Emeriti can participate in Departmental meetings; their voting privileges are determined at 4-year intervals at the time of revision of
these Bylaws. Currently, emeriti do not have personnel voting privileges, whether they are recalled, not recalled, or appointed as Research Professors. Recalled emeriti have voting privileges on all non-personnel substantial department questions. Adjunct faculty members can participate in Departmental meetings not involving personnel actions, but do not have voting privileges. Temporary faculty members may attend Departmental faculty meetings, but do not have voting privileges. Faculty members with joint appointments in other units have voting rights as agreed upon within the terms of their appointments.

2.1.4 Faculty members may vote by absentee ballot. Faculty members on leave may vote, but their votes will not be solicited. Secure electronic voting is available when feasible.

2.1.5 Majorities are determined on the basis of pro and con votes only; votes to abstain do not count.

2.1.6 Departmental meetings are normally called by the Chair or the Chair’s designee. Personnel actions and other substantial matters for consideration at Departmental meetings must appear on written agendas distributed to all faculty members at least three working days prior to the meetings. Exceptions to this rule require unanimous approval.

2.1.7 A quorum consists of 50% of the
regular faculty members not on leave.

2.1.8 Recruitment of new faculty is done by ad hoc search committees appointed by the Chair. Search committee recommendations are made to the department at scheduled faculty meetings as agenda items. Recommendations are discussed by all eligible faculty in attendance at those meetings. Faculty with active Regular series appointments will vote on proposed appointments by secret written ballots for periods of two business days, beginning immediately after the presentation meeting.

3. CHARGES TO COMMITTEES

3.1. RESPONSIBILITIES OF STANDING COMMITTEES

3.1.1. PERSONNEL COMMITTEE

All discussions of personnel actions are confidential. Committee membership consists of a minimum of four Regular series faculty. Ad hoc members may be added as needed, as in cases involving faculty with joint appointments with other units.

The Personnel Committee is primarily responsible for reviewing and recommending to the Chair and the Department the full range of personnel actions involving Regular series members of the Academic Senate, also appointees in the non-Senate Adjunct Professor series. There are two special categories of actions for which the Committee is designated as the final reviewing body.

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3.1 RESPONSIBILITIES OF STANDING COMMITTEES

3.1.1 PERSONNEL COMMITTEE

All discussions of personnel actions are confidential. Committee membership consists of a minimum of four Regular series faculty. Ad hoc members may be added as needed, as in cases involving faculty with joint appointments with other units.

The Personnel Committee is primarily responsible for pre-reviewing and
making recommendations directly to the Chair:

1) Actions involving non-Senate appointees in the Adjunct Professor, Professional Researcher and Project Scientist series.
2) 5-year performance reviews of Senate members when such reviews are required under terms of the APM.

The Chair has discretion to bring any of these actions to the full Department if conditions arise in which Departmental review is considered essential.

Personnel Actions Promotions

1) The Personnel Committee reviews and analyzes all aspects of a candidate's dossier, and makes a recommendation for action to the Department. Extramural references for candidates, when required, will be selected by the Department Chair after the candidate has been given the opportunity to provide suggestions.

2) The Personnel Committee presents its findings at a regularly scheduled Departmental meeting. After hearing the review and recommendation of the Committee, all regular members of the Department present discuss and consider the recommendation, then vote on it. A secret written ballot is held two working days after the discussion. The LSSA Office of Academic Personnel is responsible for conducting the ballot, the result of which is reported to the Chair. It is the responsibility of the Chair to recommending to the Chair and the Department the full range of personnel actions involving Regular series members of the Academic Senate. It is also responsible for reviewing appointees in the non-Senate Adjunct Professor series.

There are two special categories of actions for which the Committee is designated as the final reviewing body, making recommendations directly to the Chair:

1) Actions involving non-Senate appointees in the Adjunct Professor, Professional Researcher and Project Scientist series.
2) 5-year performance reviews of Senate members when such reviews are required under terms of the APM.

The Chair has discretion to bring any of these actions to the full Department if conditions arise in which Departmental review is considered essential.

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2) The Personnel Committee presents its findings at a regularly scheduled Departmental meeting. After hearing the review and recommendation of the Committee,
inform the candidate of the exact vote.

3) The Personnel Committee then advises the Chair in the preparation of the Departmental letter.

4) The Chair forwards the Departmental recommendation to the Dean. At the Chair's discretion a second ("Chair's") letter may be included as described in University policy.

Personnel Actions  Merit Increases

Merit increases, including fourth-year appraisals for Assistant Professors, are handled in the same manner as promotions except that external reviews are not solicited. Voting eligibility for merit increases is the same as for promotions.

Personnel Actions  Adjunct Professor Series

1) Any member of the regular faculty may nominate a candidate for appointment in the Adjunct series. Fully documented nominations are referred by the Chair to the Personnel Committee for review and recommendation. Appointments, advancements in rank, and merit increases are handled in the same manner as for regular series faculty. Each initial nomination and all recommendations for subsequent actions must include statements specifically describing the ways in which the candidates will contribute to departmental teaching programs at either or both the undergraduate or graduate levels during the duration of the initial appointment or renewal appointment. Those
statements must be developed jointly by the faculty sponsor and the candidate.

2) Votes on reappointments must be conducted by the Department every two years for appointees at the Assistant and Associate Professor levels, and every three years for appointees at the Full Professor level. The results are reported to the Divisional Dean.

Personnel Actions – Research Professor Series

1) Appendix 38: Research Professor was added to the UCLA CALL on April 6, 2012. The operative sections of that document state:

“Professors Emeriti from UCLA who have continued a high level of research scholarship since their retirement may be eligible to utilize the title Research Professor as a working title. Appointees to Research Professor status must be able to demonstrate that their research activities since retirement have led to one or more of the following outcomes: an active external grant, a proposal to obtain external grant funding, or a recent history of external grant funding, internal research funds, publication of scholarly books, monographs, or journal articles, scholarly presentations at professional meetings

II. TERMS OF SERVICE

Appointments as Research Professor shall be made for three years, or in cases where a Research Professor is Principal Investigator of an active regular series faculty. Each initial nomination and all recommendations for subsequent actions must include statements specifically describing the ways in which the candidates will contribute to departmental teaching programs at either or both the undergraduate or graduate levels during the duration of the initial appointment or renewal appointment. Those statements must be developed jointly by the faculty sponsor and the candidate.

2) Votes on reappointments must be conducted by the Department every two years for appointees at the Assistant and Associate Professor levels, and every three years for appointees at the Full Professor level. The results are reported to the Divisional Dean.

3.1.1.D Personnel Actions – Research Professor Series

1) Appendix 38: Research Professor was added to the UCLA CALL on April 6, 2012. The operative sections of that document state:

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III. PROCEDURES
Appointment authority is delegated to academic deans and may not be further delegated. Requests for appointment as Research Professor are normally initiated through the department chair or ORU Director by submission of a letter by the applicant that documents his or her continuation of a high level of research scholarship since retirement. In accordance with department or ORU procedures, the chair or director should consult appropriately with the faculty. If the unit concurs, the chair or director shall recommend the appointment to the appropriate dean. The dean will notify the applicant of the decision in writing with a copy to the recommending unit. Renewal of an appointment is possible, but not automatic. The procedures for reappointment are the same as described above in this section.”

2) Departmental implementation of this policy will be done as follows:

a) Professors Emeriti wishing to be appointed as Research Professor will submit a letter to the Department Chair making that request. The letter must document their post retirement research activity in accordance with the terms of Appendix 38. It must also specify the requested duration of the appointment per the Appendix.

IV. TERMS OF SERVICE
Appointments as Research Professor shall be made for three years, or in cases where a Research Professor is Principal Investigator of an active grant, for three years or the duration of the grant, whichever is longer.

III. PROCEDURES
Appointment authority is delegated to academic deans and may not be further delegated. Requests for appointment as Research Professor are normally initiated through the department chair or ORU Director by submission of a letter by the applicant that documents his or her continuation of a high level of research scholarship since retirement. In accordance with department or ORU procedures, the chair or director should consult appropriately with the faculty. If the unit concurs, the chair or director shall recommend the appointment to the appropriate dean. The dean will notify the applicant of the decision in writing with a copy to the recommending unit. Renewal of an appointment is possible, but not automatic. The procedures for reappointment are the same as described above in this section.”

2) Departmental implementation of this policy will be done as follows:

a) Professors Emeriti wishing to be appointed as Research Professor will submit a letter to the Department Chair making that request. The letter must document their post retirement research activity in accordance with the terms of Appendix 38. It must also specify the requested duration of the appointment per the Appendix.
b) The Chair will refer the letter to the Personnel Committee for its determination as to whether or not the request meets the standards of the Appendix. If it does meet the standards the Committee will recommend that the Chair forward the request to the Dean of Life Sciences. If it does not the Committee will return the letter to the Chair with its recommendation as to what additional information may be needed to satisfy the standards. A revised letter will be reviewed as a new submission.

c) This policy and procedure will go into effect July 1, 2012.

d) document their post retirement research activity in accordance with the terms of Appendix 38. It must also specify the requested duration of the appointment per the Appendix.

b) The Chair will refer the letter to the Personnel Committee for its determination as to whether or not the request meets the standards of the Appendix. If it does meet the standards the Committee will recommend that the Chair forward the request to the Dean of Life Sciences. If it does not the Committee will return the letter to the Chair with its recommendation as to what additional information may be needed to satisfy the standards. A revised letter will be reviewed as a new submission.

c) This policy and procedure will go into effect July 1, 2012.

3.1.1.E Personnel Actions – Policy on Acceleration Requests

1) All acceleration requests must be accompanied by a letter to the Chair from the candidate justifying the request. Regardless of the justification, all acceleration requests made by May 1 will be
3.1.2 CURRICULUM COMMITTEE

Committee membership consists of a minimum of three regular faculty members, one of whom is committee Chair, the Lead Undergraduate Student Affairs Officer, and the Faculty Undergraduate Advisor.

Committee responsibilities are:

1) In general, to keep the catalogue and the schedule of classes up to date. To consider proposals for new courses or deletion or modification of existing courses by faculty members. The Committee presents its recommendations for new courses, changes in course reviewed by the Personnel Committee, presented to the Department, and submitted to the Dean of Life Sciences, unless withdrawn by the candidate. Late acceleration requests, defined as those made after May 1, must be based on a significant achievement, such as a national award, that occurred or was announced after May 1. Whether this criterion has been met will be evaluated by the Personnel Committee.

2) If the Personnel Committee determines that a late acceleration request is justified, the case will proceed as usual, unless an extension of the Dean's deadline is needed. If an extension of the Dean’s deadline is needed, the Department will submit a request for an extension to the Dean, along with the candidate's justification.

3) If the Personnel Committee finds that a late acceleration request is not justified, the candidate will be informed of the basis for this decision in writing. If the candidate chooses to appeal the decision, their justification for the acceleration request and the Personnel Committee’s decision will be submitted to the Dean. The Department will proceed with the case, if asked to do so by the Dean.
descriptions, and deletions of courses to the Chair for final approval.

2) Proposed changes in core curriculum and the preparation for the major must be approved by the Department.

3.1.3 GRADUATE ADMISSIONS AND SUPPORT COMMITTEE

Committee membership consists of five regular faculty members, one of whom is committee Chair, plus the Graduate Student Affairs Officer, and the Faculty Graduate Advisor. The latter two people are both ex officio members.

Committee responsibilities are:

1) The committee provides for the acceptance and admission of new graduate students. The committee monitors the calendar for admissions and works to ensure that offers of admission are as competitive as resources will permit. Through the Graduate Affairs Office it handles correspondence with prospective graduate students, manages student files, provides student files for faculty review, and designates provisional advisors.

2) The committee advises on policies and procedures for the selection, appointment and assignment of teaching assistants. It is responsible for collection of data for evaluation of the performance of teaching assistants. It generates and develops materials for orientation.
of new appointees. It also provides advice on the administration of graduate fellowships such as Traineeships, Fellowships, and others which may be sought by graduate students in the Department. It administers Departmental (e.g., travel and dissertation research support) and Graduate Division funds that support graduate students.

3.1.4 SEMINAR COMMITTEE

The committee is responsible for organizing, scheduling, and overseeing the Departmental seminar program. The committee solicits suggestions from the faculty, graduate students, and postdoctoral fellows for desired speakers. Committee structure and operations vary at the discretion of the Chair.

3.1.5 DEPARTMENTAL AWARDS COMMITTEE

The committee is composed of at least two faculty members. The committee oversees the Departmental awards program with the advice and assistance of the Lead Undergraduate Student Affairs Officer and the Graduate Student Affairs Officer. The committee assists the Chair in preparing and selecting nominations for the numerous extra-departmental faculty awards and prizes (e.g., Faculty Research Lecturer, Distinguished Teaching Award, Woman Scientist of the Year, etc.) for which the Department is asked to submit names and dossiers each year.

4. APPENDICES

A. Policy on Adjunct Professors

1) An Adjunct appointment will be made only when the Department
will be clearly well served by such an appointment.

2) All such appointees must meet the hiring standards that we impose on any candidate for a regular tenure track position.

3) The candidate must demonstrate a commitment to teach on a regular basis. This will include participation in a graduate or advanced undergraduate course, and may also involve lower division or core course teaching. While there is no commitment to a salary for such participation, it is not precluded for lower division and core teaching. Salaries for such teaching must be negotiated with the Department Chair. Appointees are encouraged to serve as members of advisory committees for graduate students.

4) All extramural funding for research administered through UCLA must be "signed off" by the University, although overhead may not necessarily go to UCLA unless the University is the sole underwriter of the grant.

5) Space must be negotiated with the Department Chair.

6) The candidate will be eligible to co-sponsor graduate students.

7) Advancement will follow the same procedures as for regular faculty. Evidence of continuing academic excellence and productivity, similar to our active faculty, will be a condition of continued appointment.

4. APPENDICES

A-4.1 Policy on Adjunct Professors

4.1.1 An Adjunct appointment will be made only when the Department will be clearly well served by such an appointment.

2) 4.1.2 All such appointees must meet the hiring standards that we impose on any candidate for a regular tenure track position.

3) 4.1.3 The candidate must demonstrate a commitment to teach on a regular basis. This will include participation in a graduate or advanced undergraduate course, and may also involve lower division or core course teaching. While there is no commitment to a salary for such participation, it is not precluded for lower division and core teaching. Salaries for such teaching must be negotiated with the Department Chair. Appointees are encouraged to serve as members of advisory committees for graduate students.

4) 4.1.4 All extramural funding for research administered through
B. **Departmental Equipment and Services**

1) All equipment designated for instructional use and purchased with Departmental funds must be made available for regularly scheduled courses.

2) When such equipment is not in use in courses, it may be used for research with the understanding that it must be maintained in proper order by the faculty member concerned and that it must be relinquished promptly when needed for a course.

3) Whenever appropriate, major pieces of equipment purchased with Departmental funds and requiring special technical knowledge for their use will be assigned by the Chair to a specific faculty member who will assume responsibility for overall maintenance.

4) A current list of all pieces of Departmental equipment purchased for courses and their location will be available in the Stockroom. This will include a listing by courses.

5) The Facilities Manager will be responsible for maintaining a listing of all technical services (photographic, illustration, workshop, etc.) available in the Department.

---

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4.1.6 The candidate will be eligible to co-sponsor graduate students.

4.1.7 Advancement will follow the same procedures as for regular faculty. Evidence of continuing academic excellence and productivity, similar to our active faculty, will be a condition of continued appointment.

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4.2. **Departmental Equipment and Services**

4.2.1 All equipment designated for instructional use and purchased with Departmental funds must be made available for regularly scheduled courses.

4.2.2 When such equipment is not in use in courses, it may be used for research with the understanding that it must be maintained in proper order by the faculty member concerned and that it must be relinquished promptly when needed for a course.

4.2.3 Whenever appropriate, major pieces of equipment purchased with Departmental funds and requiring special technical knowledge for their use will be assigned by the Chair to a specific faculty member who will assume responsibility for overall maintenance.

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Departmental equipment purchased for courses and their location will be available in the Stockroom. This will include a listing by courses.

4.2.5 The Facilities Manager will be responsible for maintaining a listing of all technical services (photographic, illustration, workshop, etc.) available in the Department.
October 11, 2018

TO: Rules and Jurisdiction Committee, UCLA Academic Senate
FROM: Greg Grether, Vice Chair, Department of Ecology and Evolutionary Biology
RE: Amendment to department bylaws

Dear members of the Rules and Jurisdiction Committee,

Please find the attached proposed revision of the Department of Ecology and Evolutionary Biology (EEB) bylaws. The only substantive change is the addition of a new section (3.1.1.E) on acceleration requests. Our previous bylaws did not have a section on acceleration requests. As noted in the preamble, the exact wording of this amendment was presented to the EEB faculty and received a unanimous positive vote.

Professor Elizabeth Borque requested in an email dated 9/4/18 that we add additional subsection numbers for consistency. After some confusion on our end about exactly what was required, Marian Olivas kindly added subsection numbers and made some other minor wording changes. Those changes are tracked in the version attached.

Sincerely,

Greg Grether

Dr. Gregory F. Grether
Professor and Vice Chair
Department of Ecology & Evolutionary Biology
621 Charles E. Young Drive South
University of California
Los Angeles, CA 90095-1606 USA

Phone: (310) 794-9769
Fax: (310) 206-3987
Website: https://sites.lifesci.ucla.edu/eeb-gretherlab/
To the Academic Senate, Los Angeles Division:

Systemwide bylaws require (335§B.1) that each division have “an individual or panel (preferably former members of the Privilege and Tenure Committee, but not current members) who shall be available to each grievant to discuss the claim of violation of rights and privileges and to provide advice on the appropriate procedure to be followed.” At UCLA, the “Grievance Advisory Committee” (GAC) fills that role. UCLA Bylaw Appendix XII also provides that any UCLA community members who may want to file a charge against a Senate faculty member and any Senate member who has been so charged will have an opportunity to speak to a GAC member to either “discuss functions of the Charges Committee and the Committee on Privilege and Tenure” or “receive information about the pending procedures.” Members of GAC meet individually with grievants or respondents. In practice, meetings with GAC members offer an opportunity for Senate members who may want to bring a grievance or a charge or believe that one may be brought against them to talk confidentially to someone knowledgeable about the University’s legal procedures. Faculty members often request to meet multiple times with a GAC member. In a high proportion of cases, meetings with GAC members lead to informal resolutions of faculty members’ concerns. The GAC Chair works with the Senate Analyst to make referrals on a rotating basis and with consideration for area knowledge and conflicts of interest. Bylaw 335§B.1 further provides that such meetings carry “the understanding that the grievance will not be disclosed and that the consultation shall not constitute notice of the grievance to the campus or University administration.” GAC members are to “maintain full confidentiality to the extent allowable by law.”

The members met once as a committee to review past case outcome examples and for orientation. All members are former members of the Charges Committee and/or the Privilege and Tenure Committee. After a GAC consultation, with the assistance of the Senate Analyst, individuals are provided with policy information and referred either to commence a Charges process, Senate grievance, or to other resources as they might apply, including Ombudsperson, Staff Affirmative Action, Dean of Students, Chair/Dean of Department, and Human Resources. GAC members may also, with consent of the grievant, assist with seeking administrative remedies.

In 2017-2018, there were 21 consultations Of the 20 consultations, 11 were brought by members of the Faculty Senate, 4 by non-Senate faculty or staff, 4 from students, and 2 from other Senate committees. Two matters were referred to the non-Senate grievance process (APM-140), 1 to the whistleblower (compliance) office, 3 filed grievances and/or charges. Faculty seeking grading and student evaluation guidance all resolved their cases without further action. Both personnel cases were also able to resolve their concerns with information provided.

Lastly, GAC provided feedback on the proposed revisions to UCLA Bylaws Appendix XII.

The following illustrates the range of consultations.

<table>
<thead>
<tr>
<th>DESCRIPTION OF INQUIRIES: ALLEGED COMPLAINT / GRIEVANCE</th>
<th>NUMBER OF CONSULTATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedural errors or impermissible criteria violations - Personnel</td>
<td>2</td>
</tr>
<tr>
<td>Faculty rights</td>
<td>3</td>
</tr>
<tr>
<td>Faculty seeking grading / student evaluation guidance</td>
<td>5</td>
</tr>
<tr>
<td>Students considering grading complaints</td>
<td>4</td>
</tr>
<tr>
<td>Senate Faculty respondent, charges case</td>
<td>1</td>
</tr>
<tr>
<td>Non-Senate Faculty</td>
<td>2</td>
</tr>
<tr>
<td>Staff, complaints hostile environment</td>
<td>2</td>
</tr>
<tr>
<td>Senate Committees referring complaints</td>
<td>2</td>
</tr>
</tbody>
</table>

Respectively submitted,

Mark Greenberg, 2017-18 Chair
On behalf of Grievance Advisory Committee members: Anahid Jewett, Harley Kornblum, Diana Messadi, Stephanie White
Committee on Privilege and Tenure 2017-2018 Annual Report

To the Academic Senate, Los Angeles Division:

The Committee on Privilege and Tenure investigates grievances filed by faculty members who allege that their rights and/or privileges have been violated. When the Committee finds a prima facie case with sufficient evidence to believe that rights may have been violated, it may work with an administrator with authority to offer a remedy or opportunity to respond as well as attempt to otherwise promote a resolution of the grievance. If no resolution can be reached, the Faculty member has the right to request that the Committee hold a formal hearing to determine whether the faculty member’s rights and/or privileges have been violated. If the Committee determines that a faculty member’s rights and/or privileges have been violated, it recommends a settlement to the Vice-Chancellor for Academic Personnel.

In addition to regular meetings and grievance reviews, the Committee on Privilege and Tenure (P&T) is also responsible to form Hearing Committees and conduct formal hearings in non-Senate early termination cases and in disciplinary cases where a) the Charges Committee has found probable cause that a faculty member may have violated the Faculty Code of Conduct and, b) the Office of the Vice-Chancellor has sustained the decision of the Charges Committee and sought to resolve the matter through a formal hearing.

Grievance Cases
The Committee continued working on 2 grievances unresolved in 2016-17 and received 9 new grievances.

Two grievances alleged improper procedures and impermissible criteria in personnel cases. One was resolved with an administrative settlement and though the other was eventually found to fail the prima facie test, the Committee did attempt a partial resolution with the department.

P&T is also responsible for reviewing grading complaints if the student alleges a grade was assigned for other than academic reasons. The Committee reviewed two such cases. One failed to prove the assigned grade was given for non-academic reasons. In the other case, the Committee found the professor had assigned the grade punitively rather than for academic reasons. That case was referred to the Senate Chair to appoint an ad hoc committee to review the student’s work and assign a grade.

Two Committee members served on an ad hoc committee (one serving as Chair) for a non-Senate grievance that involved academic freedom issues.

The remaining 4 new cases as well as the 2 carryover cases involved general violations of professional rights of faculty as detailed in the Faculty Code of Conduct, including the right to participate in various aspects of Senate governance, freedom to address any matter of institutional policy, the general right to be judged by one’s colleagues solely on the basis of professional qualifications and professional conduct, and general administrative failure to provide conditions hospitable to the pursuit of teaching, learning, research, and public service. After review of the evidence and hearing from the faculty member and one witness, one case failed the prima facie test. Another case met the prima facie test on one matter but not on the remaining questions. The Committee recommended a structural remedy to restore departmental governance rights. One case received near the end of the year was put on hold pending the outcome of a related discrimination investigation.

Two cases met both the prima facie and sufficient evidence tests. The Committee was able to obtain partial administrative solutions in each case, but the cases remained otherwise open and unresolved at the end of the year.

Formal Hearing: Early Termination
By Bylaw 337, non-Senate members may opt for a hearing before a Privilege & Tenure Committee when faced with early termination. Three Committee members and one external divisional Senate member served on a Hearing
Committee for a proposed early termination of a non-Senate member. The Hearing Committee service overlapped terms. The hearing itself took place over four days in July 2017. Sequential briefs were submitted to the Committee in October and November after which the Committee deliberated and submitted their “findings of fact, conclusions supported by a statement of reasons based on the evidence, and recommendation” to the Vice Chancellor of Academic Personnel. The Committee found that the University proved by a preponderance of the evidence that the early termination was for good cause.

**Disciplinary Cases**
In fall 2017, the Committee received two separate cases for disciplinary hearings. In each instance, the Committee formed Hearing Committees, held a pre-hearing conference, and set hearing dates. Both matters settled right before the hearings commenced. As provided for in UCLA Appendix XII, Section 8 (“Rules Governing Settlements,”) the full Privilege & Tenure Committee affirmed in each case that the complainant had reviewed and had opportunity to comment on the settlement and that the complainant’s comments, if any, were given due consideration and weight. In both cases, The Committee concurred with the settlement terms in light of the findings and information available.

At the end of summer 2018, the Committee received a third case for a disciplinary hearing. That case was referred to the 2018-19 Committee to begin pre-hearing arrangements.

**Additional Committee Actions**
The Committee provided feedback on proposed revisions to UCLA Appendix XII. While Appendix XII principally governs Charge Committee processes, several provisions apply to the Privilege and Tenure Committee.

The Committee also attempted to work with the Committee on Teaching to develop different procedures for grading grievances. The Committee on Teaching did not believe it has the capacity to be involved with these at this time.

The Committee held discussions with the Faculty Executive Committee of the David Geffen School of Medicine on possible ways that FEC could be involved with helping to resolve non-Senate grievances.

Respectfully submitted,

E. Richard Stiehm, Chair Privilege & Tenure

*On behalf of the members of the Privilege & Tenure Committee:* Alistair Cochran; Sheryl Kataoka; Vilma Ortiz; Norweeta Milburn; Patricia Johnson; Avanidhar Subrahmanyan
INSTRUCTIONS: This form should reflect the cases that were brought before the P&T Committee during the academic year indicated or carried forward from prior years. It should not reflect cases that were handled prior to reaching the Committee, for example, cases brought before Charges Committees or cases handled by mediation that did not come to the P&T Committee. Please do not include any identifying information, such as names of individuals or departments.

The form should be completed by the P&T Committee at the end of each academic year and submitted by November 1st to:

UCP&T Committee Analyst
Systemwide Academic Senate
University of California
1111 Franklin Street, 12th Floor
Oakland, CA 94607-5200

For assistance in completing this form, contact the Systemwide Academic Senate Office at 510-987-9143 and ask to speak to the UCP&T Committee Analyst.

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>LOS ANGELES</th>
<th>ACADEMIC YEAR</th>
<th>2017-18</th>
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<tr>
<td>CHAIR, P&amp;T</td>
<td>Richard Steihm, M.D.</td>
<td>CONTACT INFO</td>
<td><a href="mailto:rslehm@mednet.ucla.edu">rslehm@mednet.ucla.edu</a></td>
</tr>
<tr>
<td>FORM PREPARED BY</td>
<td>Marian M. Olivas</td>
<td>CONTACT INFO</td>
<td><a href="mailto:molivas@senate.ucla.edu">molivas@senate.ucla.edu</a></td>
</tr>
</tbody>
</table>

I. GRIEVANCES (SBL 335)

A. How many grievances were carried forward from last year? 2

B. How many new grievance complaints were received during the year? 8

   1. How many different types of new grievance complaints were received in the following categories (the total may be greater than the number reported above if more than one complaint was made in a single grievance):

      a. Improper procedures (APM 210) 1
      b. Impermissible criteria on personnel action 1
         (1) Discrimination (UC Nondiscrimination Policy)
         (2) Other (specify) 1
      c. Voting rights (SBL 55)
      d. Improper denial of work related privileges or employee benefits 4
      e. Other (specify) grading (2)

   2. How many new grievances failed the prima facie test? (SBL 335.B.2) 2
   3. How many new grievances passed the prima facie test? (SBL 335.B.2) 6
   4. How many new grievances passed the “sufficient reason” test? (SBL 335.B.3) 5
   5. How many new grievances were related to separate disciplinary matters? (SBL 335.E) 1
C. For grievances cases carried forward from last year and new grievance complaints this year:

1. How many grievances were resolved prior to a formal hearing? (SBL 335.C) [ ] 3
   a. Resolved through a negotiated resolution (SBL 335.C.1) [ ] 3
   b. Resolved through mediation (SBL 335.C.2) [ ]
   c. Resolved because the grievant withdrew the complaint

2. How many grievances resulted in a formal hearing? (SBL 335.D) [ ] 0
   a. How many hearings resulted in a finding that faculty rights were violated?
   b. In how many cases was the Chancellor's decision in agreement with the Hearing Committee's recommendation? (SBL 334.C) [ ]

3. How many grievances were carried forward until the next year? [ ] 4

II. DISCIPLINE CASES (SBL 336)

A. How many disciplinary cases were carried forward from last year? [ ]

B. How many new disciplinary cases were received during the year? [ ]

   For each new disciplinary case received, please indicate the type of violation (cite the appropriate section of the Faculty Code of Conduct (APM 015) or University policy):

1. II.A.1(a)(b)  II.B  II.A (ethical)
2. II.A.2  II.B.7
3. II.A.2  II.B.7
4. II.A.2  II.B.7
5. [ ]

C. For disciplinary cases carried forward from last year and new disciplinary cases this year:

1. How many disciplinary cases were resolved prior to a formal hearing? (SBL 336.C) [ ] 5
   a. Resolved through a negotiated resolution (SBL 336.C.1) [ ] 5 **all reviewed by P&T**
   b. Resolved through mediation (SBL 336.C.2) [ ]

2. How many disciplinary hearings were held? (SBL 336.D) [ ]
   a. How many hearings resulted in a finding of a violation of the Faculty Code of Conduct (APM 015) or University policy? [ ]

   For each case that resulted in a finding of a violation, please indicate (using the same number that corresponds to the violation listed in ‘B’ above) the proposed sanction (APM 016.II):

   (1) [ ]
   (2) [ ]
   (3) [ ]
   (4) [ ]
   (5) [ ]

   b. In how many cases was the Chancellor's decision in agreement with the Hearing Committee's recommendation? (SBL 334.C, APM 016.I) [ ]

3. How many disciplinary cases were carried forward until next year? [ ]
III. EARLY TERMINATION HEARINGS *(SBL 337)*

A. How many cases were carried forward from last year? 

B. How many new hearings were requested during the year? 

1. How many new cases were brought by the following faculty:
   a. Untenured faculty member
   b. Tenured faculty member
   c. Non-Senate faculty member

2. How many new cases were based on the following “good cause” reasons:
   a. Incompetent performance *(APM 075)*
   b. Other (specify)

C. For early termination cases carried forward from last year and new early termination cases:

1. How many cases were resolved without a hearing? *(SBL 337.A)*
   a. Resolved through a negotiated resolution *(SBL 337.A)*
   b. Resolved through mediation *(SBL 337.A)*
   c. Resolved because a grievance was filed for non-reappointment *(SBL 337.A)*

2. How many hearings took place? *(SBL 337.B)*
   a. In how many cases did the Hearing Committee find “good cause” for dismissal? *(SBL 337.B.7)*
   b. In how many cases was the Chancellor’s decision in agreement with the Hearing Committee’s recommendation? *(SBL 334.C)*

3. How many cases were carried forward until the next year?

IV. ADDITIONAL CASES

A. P&T was also asked to provide a consultation regarding a Unit 18 grievance over academic freedom.
To the Academic Senate, Los Angeles Division:

The Charges Committee reviews alleged violations of the Faculty Code of Conduct brought against members of the Academic Senate. Anyone may bring a complaint to the Charges Committee if the complaint concerns an alleged violation of one or more of the provisions of the Faculty Code. The Committee’s task is, first, to determine whether the alleged behavior would be in violation of the Faculty Code of Conduct, and then, once a charge has been accepted, to determine whether or not there is “probable cause” that the violation took place. The Committee communicates its findings in a report to the Vice Chancellor of Academic Personnel (VCAP). A probable cause determination means the VCAP will refer the case with sanction recommendations to the Privilege & Tenure Committee for a disciplinary hearing. Should the Charges Committee determine no probable cause, the VCAP may disagree, as long as any disagreements are discussed with the Committee before s/he makes any final decision as to probable cause.

The Committee reviewed three complex cases. Two cases involved reviews of Title IX findings of policy reviews. These were sent with comments on the reports and concurrence of probable cause to the VCAP. After interviewing several witnesses, the Committee opted, with the agreement of the parties (both faculty members), to send the third case to mediation. The third case was not resolved as of the end of the year.

The Committee notes that one case was delivered to the Committee mid-June. Because the case involved Title IX allegations, policies required the Committee to review and respond promptly and therefore the Committee had to meet in June and July to afford the parties an opportunity to speak to the Committee as well as to deliberate regarding their report. The need for year-round availability will increasingly be an important consideration.

A substantial amount of the Committee’s time was spent reviewing revisions of the local procedures in Appendix XII, “Campus Procedures for Implementation of University Policy on Faculty Conduct.” The revisions were made necessary by changes in the systemwide Sexual Violence and Sexual Harassment policies. Committee members are grateful for the substantial efforts made by its 2017-18 Charges Chair, Clyde Spillenger, and the previous Charges Chair, Dan Bussel, as they participated in the workgroup proposing the revisions and worked through several rounds of feedback from Charges Committee members, campus partners, and other committees. The revisions were approved at the last Legislative Assembly.

In addition to the cases and policies listed above, the Charges Committee continued to improve its internal methods of procedure and review. The Charges Committee members had a strong attendance record at meetings and provided timely feedback when reviewing any reports the Committee prepares.

Please also see the “Divisional P&T Activity Survey” for 2017-18 filed with the P&T Annual Report. Because UCLA has a separate Charges Committee (rather than a subcommittee of P&T), data from Charges cases is included in this survey.

Respectfully submitted,

Clyde Spillenger, Chair, Charges Committee

On behalf of the members of the Charges Committee:
Christopher Anderson; David Blank; Troy Carter; Jody Kreiman; Sherry Ortner; Scott Cummings;
Guillaume Chanfreau
Committee on Rules and Jurisdiction 2017-18 Annual Report

To the Legislative Assembly of the Academic Senate, Los Angeles Division:

The Committee on Rules and Jurisdiction (R&J) “advises the Academic Senate of the Los Angeles Division, its officers, committees and Faculties in all matters of organization, jurisdiction, and interpretation of legislation of the Division and its agencies and recommends such organizational changes as appear desirable.” R&J also reviews all proposed changes to the bylaws, regulations and appendices for their conformity to the Code of the Academic Senate as represented in the Standing Orders of the Regents, the Bylaws, and Regulations of the University Academic Senate, and the Bylaws, Regulations and Appendices of the Los Angeles Division.

During the 2017-18 academic year the Committee on Rules and Jurisdiction (CR&J) received and responded to requests for approval, review, clarification, or interpretation related to the Code of the Academic Senate. A summary of the major actions follows. The full text of all actions and relevant correspondence is on file in the Academic Senate Office. The Committee on Rules and Jurisdiction:

Provided consultation on the following:

1. Consulted with the College of Letters & Sciences FEC Chair about filling vacancies in FEC Leadership.
2. Answered a question regarding terms of a grievance settlement: “Can an agreement be made that a faculty member be allowed to skip a department vote and have their case go directly to a Dean?” Answer: No. Faculty can exercise their rights to (1) respond to a department vote and (2) request that their case move forward even with a negative department vote; however, skipping a department vote would deprive the Senate members in that department of their right to vote on personnel cases.
3. In the context of awarding COR (Council of Research) Senate grants, a Faculty member asked “In the absence of pertinent Bylaw(s), can any Senate body, e.g., a non-governance committee, declare itself immune from reconsideration of its decisions?”
4. Received a question from Academic Personnel Office: “Is there a degree requirement for lecturers?” Systemwide regulations specify only the following: “Only persons approved by the appropriate administrative officer, with the concurrence of the committee on courses concerned, may assist in instruction in courses authorized by the Academic Senate.” (Persons in Charge of Courses UC Reg 750§D). It was also noted that the APM (Academic Personnel Manual) uses the terms “professionally qualified” (Lecturers), “professional competence” and “superior intellectual attainment.” Specific degrees are not mentioned.
5. Answered a question about secret ballots. An email vote was conducted after a (non-personnel) matter was discussed at a faculty meeting. Instead of sending their vote directly to the designated department staff, two faculty used “reply all” effectively making their votes public rather than secret. Does violating secrecy invalidate the vote? Answer: No, the fact that they made their votes public does not violate the vote. Sturgis (p. 144) states “Voting by [secret] ballot is the only method that enables members to express their decisions without revealing their opinions or preferences…” But a secret ballot does not require individuals to keep their votes secret.
6. Fielded a question from the College of Letters & Sciences about posthumous degree policy and determined that it was up to the College to establish their degree policies.
7. Received bylaw-related questions from departments: Orthopedic Surgery; Music; and Theater.

Reviewed and approved the following Appendix V actions:

1. Appendix V “friendly” action to discontinue Biological Chemistry PhD and transfer MS to Molecular Biology (approved by CR&J 1/24/2018; LgA 2/15/18 final approval)
2. Appendix V action to transfer Math/Atmospheric and Ocean Science B.S to AOS; disestablish Math/AOS IDP; rename Math/Atmospheric and Oceanic Sciences B.S to Atmospheric and Oceanic Sciences/Math. R&J approval 3/21/2018. LgA 4/19/2018.

Reviewed and approved the following actions regarding Regulations:

2. Revisions to Regulations 496-498 “Regulations of the School of Music for the Bachelor’s Degree and Honors Program” (approved by CR&J 5/02/2018; LgA approval 6/07/2018)
3. New regulations, New Degree Proposal, Master of Legal Studies (M.L.S) (R&J approved 6/05/2018; LgA approval 6/07/2018)

Reviewed and approved the following Divisional Bylaws:
1. Revision to Bylaw Appendix XIII “Bylaws of the Undergraduate Council” and Bylaw 65.1 (approved by CR&J 06/22/2017; LgA approval 11/30/2017)
2. Revisions to Bylaw Appendix III (“Bylaws of the Graduate Council”) and Bylaw Appendix VI, Part 1 “Appeals” (approved by CR&J 05/23/2018; LgA approval 06/07/2018)
3. Revision to Bylaw Appendix XII “Faculty Code of Conduct Implementing Procedures” (approved by CR&J 05/24/2018; LgA approval 06/07/2018)

Reviewed and approved the following School Bylaws:
1. School of Music (Herb Albert – HASOM) (approved by CR&J 5/02/18; LgA approval 6/07/2018).
2. College of Letters and Science [Appendix II; Bylaws of Schools and Colleges] (approved by CR&J 09/04/2018; on the agenda for Fall 2018 LgA)

Reviewed and approved the following Departmental and IDP Bylaws:
1. OBGYN (approved by CR&J 5/03/2018; LgA approval 6/07/2018)
2. Asian Languages & Cultures (approved by CR&J 5/08/2018; LgA approval 6/07/2018)
3. Neurology (approved by CR&J 2/15/18; LgA approval 4/19/2018)
4. Dentistry (approved by CR&J 3/21/18; LgA approval 4/19/2018)
5. Anesthesiology (approved by CR&J 5/25/2018; LgA approval 6/07/2018)
7. Comparative Literature (approved by CR&J 5/07/2018; LgA approval 6/07/2018)
8. Global Jazz Studies IDP (approved by CR&J 04/30/2018; LgA approval 06/07/2018)

Provided preliminary reviews and/or discussion about the following matters:
1. Bylaw 155 (Undergraduate Council proposal)
2. Committee on Committees Reapportionment (ConC; first draft proposal)

Committee on Rules & Jurisdiction (CR&J):
Linda Bourque, Chair
Rajaram Kumar
Cristoph Niemann
Undergraduate Council
2017-2018 Annual Report

To the Legislative Assembly of the Academic Senate, Los Angeles Division:

The Undergraduate Council (UgC) establishes policy for undergraduate education at UCLA. Additionally, the Council supervises and regulates undergraduate courses and programs of instruction and preparatory education, while periodically reviewing and evaluating undergraduate programs of study and programs of preparatory education, and often partnering with the Graduate Council in doing so.

UgC represents the faculty on issues of undergraduate admissions, general education, honors and awards, and campus academic and intellectual life. Six permanent subcommittees and 2 ad hoc committees support the Council in effectively achieving its mission and responsibilities as outlined in the Senate bylaws: the Administrative Committee, the Committee on Admissions, the Committee on Curriculum, the Committee on Honors, Awards and Prizes, the Committee on Student Welfare, the General Education Governance Committee, the ad hoc Diversity Requirement Committee, and the ad hoc Scientific Inquiry Committee. This report summarizes the activities of UgC and each of its subcommittees throughout the 2017-2018 Academic Year.

UgC delegates a number of curricular and policy decisions to the Academic Deans and the Faculty Executive Committees (FECs) of the College of Letters and Science, the School of the Arts and Architecture, the School of Nursing, the School of Theater, Film, and Television, the Henry Samueli School of Engineering and Applied Science, and the newly formed Herb Alpert School of Music. UgC maintains a Delegations Guide, which is reviewed at least every three years. The council’s Guide to Undergraduate Course and Program Approval, which includes the Delegations Guide (as Part II), was revised in spring 2018.

Subcommittee Work

Administrative Committee
The Administrative Committee includes the Chair and the Vice Chair of UgC, the Chairs and Co-Chairs of the standing UgC subcommittees and the Vice Provost for Undergraduate Education. The primary charge of the Administrative Committee is to preview and vet draft reports of program reviews prior to the reports being presented to the full Council. This Committee collaborates with the Administrative Committee of the Graduate Council when appropriate and necessary. The committee met four times in 2017-18, often in collaboration with the Administrative Committee of the Graduate Council.
Committee on Admissions
The Committee on Admissions is designed to serve as the Council’s liaison to the Committee on Undergraduate Admission and Relations with Schools (CUARS) and to collaborate with CUARS to determine standards and criteria for undergraduate admission policies, as well as monitor campus procedures for recruitment, outreach, and informational services to schools. This committee has not been active for at least the last five academic years, and did not meet during the 2017-18 Academic Year. There is a *de facto* delegation of authority over the admissions process to CUARS. A chair is appointed to the Committee on Admissions, and they do serve as a member of the Administrative Committee. All 2017 admissions and enrollment data can be found in the 2017-18 CUARS Annual Report.

Committee on Curriculum
The Committee on Curriculum, by delegation from UgC, reviews curricular proposals for majors, minors, capstone certifications, concentrations, and other undergraduate initiatives and makes recommendations to the full Council for action. This committee also serves as the reviewing body for free-standing minors. Committed to innovation and continuity in undergraduate education, the Committee collaborates with FECs, College Academic Counseling, the Registrar’s Office, the Office of the Vice Provost for Undergraduate Education, and other relevant entities.

The Curriculum Committee met four times during the 2017-18 academic year. The following list of proposals was reviewed and endorsed by the Committee, and was eventually approved by the full council. This list provides a brief picture of the Committee on Curriculum’s accomplishments during the 2017-2018 Academic Year.

**Curricular Revisions:**

- Reviewed 137 Extension, General Education, Online, and Diversity Courses
- Approved 4 new majors
- Approved a name change for both the BA and minor programs in Music History to a BA and minor in Musicology
- Approved a name change for the BS in Atmospheric, Oceanic, and Environmental Sciences to a BS in Atmospheric and Oceanic Sciences

All other curricular revisions from the 2017-18 academic year fell under “Delegated Actions” (final authority rested with the relevant FEC).

**New Programs:**

**College of Letters and Science**
- BS in Climate Science

**Luskin School of Public Affairs**
- BA in Public Affairs

**Herb Alpert School of Music**
- BA in Music Education
- An IDP in Global Jazz Studies (BA)
Policy Issues

- The Council updated its delegations of authority in spring 2018.

Committee on Honors, Awards and Prizes

The Committee on Honors, Awards and Prizes is dedicated to recognizing and rewarding undergraduate academic excellence, and is responsible for the development of awards policy to further the aims of undergraduate education. The main task of the Committee is to select the incoming class of freshmen and transfer Regents Scholars. This year, the full committee met a single time, with the majority of the evaluation and discussion of the nominees occurring over email.

This year, the Regents’ Scholars process, which is awarded by the faculty, was altered. After meeting with the offices involved, it appears that this change took place unintentionally as a result of UCLA’s Admission Office being overwhelmed. As application numbers continue to rise, the Committee on Honors, Awards, and Prizes (HAP) and the leadership of the Undergraduate Council (UgC) determined it would be beneficial to not only examine the current practice, but also to investigate other options for reviewing and awarding this scholarship. After examining a variety of options, the Committee on Honors, Awards, and Prizes recommended, and the Undergraduate Council approved, the following new procedure.

HAP determined it would be beneficial to reduce the number of additional materials currently required to be considered for the Regents’ Scholarship. Previously, freshmen submitted two essays and a letter of recommendation to be considered for this scholarship. Transfer students also submitted additional materials. Moving forward, both freshmen and transfers will only be required to submit a 500-word response to the following prompt: How would you go about maximizing your undergraduate experience at UCLA?

HAP and UgC requested statistical data from Admissions and Enrollment Management on the previous nominees and awardees for the Regents Scholarship. However, these data were never provided. At this time all students with a holistic application rank of 1 (the highest rank) will be invited to apply for this scholarship. Admissions readers are instructed to assign a ranking of 1 to the top 5% of applicants. In fall 2017, 71,400 in-state residents (only CA residents are eligible for this scholarship) applied for freshmen admission. This could result in a maximum of 3,570 applications. However, as each application is scored by two readers, it can be assumed the number will not be that high. Traditionally, approximately 60% of the students invited to apply for this scholarship will submit the additional materials. Therefore, it seems likely the number of applicants for this scholarship may be around 2,000. If/when more detailed data on previous nominees and awardees are provided, HAP and UgC can reexamine how to extract the pool of Regents nominees from the larger applicant pool.

Ideally, each application will be evaluated independently by two faculty members of HAP. This will require an increase to the size of the HAP, which is currently comprised of 10 members. HAP should, at a minimum, be increased to 15 members, with additional increases in size to be considered based on the projected size of the application pool and the needs of the committee. In
the event that the committee cannot be expanded to ensure a double-read, a single read will be conducted. Students will be placed into one of three categories: (1) Yes; (2) No; and (3) Maybe. In the case of disparate votes (i.e. an applicant receives a ranking of 1 and 3), the chair will perform an additional read).

**Committee on Student Welfare**

In collaboration with leadership in the Division of Student Affairs, the Office of the Dean of Students, and the Center for Accessible Education, the Committee develops strategies and policies to improve and enrich student’s intellectual and academic life, and foster a sense of academic community at UCLA. The focus is on undergraduate life outside of the classroom, developing connections between course work and extracurricular activities and between life on campus and in the community.

Prior to 2016-17, the Student Welfare Committee had not been active. In 2017-18, the committee continued its revival and met twice. The committee discussed:

- Academic integrity
- Academic Counseling
- Use of Undergraduates as Teaching Assistants
- The Center for Accessible Education
- Mental Health Screenings
- The Depression Grand Challenge
- Counseling and Psychological Services on campus.

**General Education Governance Committee**

Consisting of ten members (nine of whom are external to UgC), the General Education Governance Committee (GEGC) defines the values and purposes of general education (GE) at UCLA. GEGC provides clear guidelines and procedures for the development of GE courses and their assignment to specific foundational areas of knowledge, reviews proposals and recommends to UgC courses for GE credit, and conducts periodic self-reviews and evaluations of UCLA’s GE foundation areas and programs of instruction. Courses approved by the GEGC are submitted to the Co-Chairs of UgC’s Committee on Curriculum for final approval. This committee met four times in 2017-18. A list of the courses approved in the 2017-18 AY can be found here: [http://www.uei.ucla.edu/ge_archive.aspx](http://www.uei.ucla.edu/ge_archive.aspx).

**Ad hoc Diversity Requirement Committee**

On January 6, 2015, the UgC constituted an *ad hoc* Diversity Requirement Committee. Consisting of eight members (six external to UgC), this committee reviews course proposals and determines whether they meet the criteria of the College Diversity Requirement, provides feedback to interested faculty about how to adapt courses to fit these criteria, recommends courses that meet this requirement to the UgC for final approval, and recommends to UgC a permanent method of oversight for the College diversity requirement. In spring of 2017, UgC proposed a revision to its bylaws to add a new, permanent subcommittee: The Diversity Governance Committee. This bylaw change was submitted to the Legislative Assembly for final approval in fall 2017.

The proposed Diversity Education Governance Committee, if approved by the Legislative Assembly, will be appointed yearly by the Undergraduate Council Administrative Committee. It will consist of 7 members: a Chair, one member of the Undergraduate Council, and 5 Senate
Faculty members. The Committee shall also have three non-voting members: two non-Senate faculty, and one undergraduate student member. This committee will meet at least quarterly, and will begin to convene in fall 2018.


**Ad Hoc General Education Scientific Inquiry Committee**

Students in the College of Letters and Science are currently required to complete 4 courses (2 life science courses, one of which must be a lab; and 2 physical science courses, one of which must be a lab). In 2010, the Deans of the College requested that the total number of courses students are required to complete be reduced to 3, one of which must be a lab, due to resource constraints. The Undergraduate Council did not believe it was appropriate to reduce the number of courses. Instead, the Council approved a two-year suspension of the 2-lab requirement down to 1 lab to study the issue. UgC approved another two-year suspension in 2012. In 2014, the Council approved continuing the suspension for three years, but required the Deans to find a permanent solution by spring of 2017.

In the spring of 2017, the Deans of College again proposed a reduction of the GE Science requirement. Their argument for reducing the requirement is as follows:

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*Pedagogy rationale:* We do not have evidence that the courses currently offered to meet the General Education FSI requirement actually achieve the objectives of that requirement, nor do we have evidence that four courses, as opposed to three courses, is necessary and sufficient to achieve the criteria. Instead, we have serious concerns that the four-course requirement may be causing harm to student understanding of science, reducing their interest and engagement in science, and impeding their academic success as students at UCLA.

*Student equity rationale:* To justify that the FSI requirement should prescribe one more course than the Arts & Humanities GE requirement or the Society & Culture requirement, the FSI courses should demonstrate that they are effectively adding value above and beyond what could be achieved with three courses. With no evidence that they meet their objectives, requiring four FSI classes places an extra time-to-degree burden on non-science majors and transfer students who must also fulfill the FSI requirement.

*FSI-course availability rationale:* The availability of GE-FSI courses developed specifically to meet the GE criteria have not kept pace with student body increases forcing many non-science majors to utilize courses developed as STEM major preparation courses to meet the requirement or struggle to fit the other GE-FSI courses into their four-year plans.¹

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Regarding the *pedagogy rationale* and *student equity rationale*, there appears to be general agreement concerning the paucity of evidence regarding the effectiveness of 3 vs. 4 courses in meeting the goals of UCLA’s Science GE Curriculum. Dean Sork, in a presentation to the Council, suggested that courses with a no-pass rate above 5% indicate a teaching/curriculum issue. In discussing the grading trends of individual GE courses, some members noted that there is no reason to assume that a no-pass rate above 5% indicates an issue with the course content or teaching pedagogy. Members further noted that many factors, many of them non-academic, impact student performance; and this is especially true for the first-year students who tend to enroll in GE courses. Further, it was noted—using data provided by Dean Sork—(Science GE

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course grade distribution from 14F to present)—that once STEM Major Prep courses are excluded, the no-pass rate for all students drops below 5%. Nonetheless, some members observed that the grade distribution of Science GE courses does exhibit potential issues, including an aversion to assigning +/- grades and the use of normative rather than criterion-based grading practices. However, some members noted that normative grading is not necessarily a bad practice. Many instructors routinely adjust grades to account for low means on exams, and this practice is a normative one that is quite sound and fair.

Concerning the FSI-course availability rationale, it was noted by the General Education Governance Committee that various studies of Scientific Inquiry GE maintain that the resources do exist to offer the 4-course, 2-lab requirement. However, the Deans continue to maintain that resources do not exist, and that our ever-increasing undergraduate enrollment invalidates these studies. It was also noted that graduation rates have continued to increase over the past decade, indicating that the current 4-course requirement has not been negatively impacting undergraduate time-to-degree, and there is not an immediate need to reduce the requirement to 3 courses.

The Council seriously considered the request to permanently reduce the requirement to 3 courses (one of which must be a lab). However, the Council determined that we simply lack the data to make a well-informed decision at this time. The Council, in collaboration with the General Education Governance Committee and the College of Letters and Science Faculty Executive Committee, determined that the best course of action was to form the Ad Hoc General Education Scientific Inquiry Committee to study this issue and make a permanent recommendation to the Council.

This Committee was formed in 2017-18 and met 3 times. They conducted an initial assessment of the Science GE curriculum and provided recommendations to the Undergraduate Council, College FEC, and General Education Governance Committee in spring of 2018. These recommendations included:

- The establishment of learning goals for the GE Foundations of Scientific Inquiry (FSI) Area
- A new certification form
- A mandatory recertification of all GE FSI courses over the next three years
- Endorsed a suspension (from 4 scientific inquiry courses, 2 of which must be labs; to 3 scientific inquiry courses, 1 of which must be a lab). The approved suspension is a year-to-year suspension of the GE FSI requirement for students in the College of Letters and Science, which should continue as long as adequate progress is being made in assessing the GE FSI curriculum

Academic Senate Program Reviews

As the principal mission of UgC is to maintain and strengthen the quality of UCLA’s undergraduate education, the Council periodically reviews the quality of undergraduate curricula, normally at eight-year intervals. This academic year, UgC conducted 13 program reviews, and closed 18 open program reviews.

Regularly Scheduled Reviews

- East Asian Studies Interdepartmental Degree Program
- Department of English
- Department of Education

DMS 6-15
Closed Reviews

- African Studies Interdepartmental Degree Program
- American Indian Studies Interdepartmental Degree Program
- Archaeology Interdepartmental Degree Program
- Department of Architecture and Urban Design
- Department of Art
- Department of Asian American Studies
- Department of Chicana/o Studies
- Department of Gender Studies
- Scientific Inquiry (General Education)
- Institute of the Environment and Sustainability
- International Area Students International Development Studies Interdepartmental Degree Program
- International Development Studies Interdepartmental Degree Program
- Department of Italian
- Latin American Studies Interdepartmental Degree Program
- Department of Materials Science and Engineering
- Department of Mechanical and Aerospace Engineering
- Department of Physics and Astronomy
- Department of Social Welfare

CODEO/CODEI Involvement in the Program Review Process

On March 23, 2015 Chair Lopez of the Committee on Diversity and Equal Opportunity (now renamed the Committee on Diversity, Equity, and Inclusion (CODEI)) wrote to UgC and the Graduate Council asking that CODEI have a defined role in the Program Review Process. This letter was followed by a detailed proposal for CODEI’s involvement (June 2, 2015). The council discussed the proposal and on June 5, 2015 voted to approve a two-year pilot that will solicit an issues statement from CODEI for each department/program under review in 2015-16 and 2016-17. In the spring of 2017, the pilot was extended. In 2017-18, CODEI provided issue statements for each department under review and various members of the committee participated in the exit meetings held at the conclusion of each site visit. CODEI Chair Sternini also corresponded with UgC and visited the council to discuss CODEI’s continued involvement in the review process, and possible changes to program review guidelines.
Other Issues

The council discussed and opined on a number of other issues concerning undergraduate education, including both system-wide and Los Angeles divisional documents:

- Proposed Changes to the Undergraduate Council Bylaws
- Proposed Changes to Area D requirements for high school students
- Recommended Scheduling Policies for General Assignment Classrooms to the Executive Vice Chancellor/Provost
- Created Syllabus Guidelines (available at https://ucla.app.box.com/s/b43yu9zm3ov9ey2m85ygq9o8hvynsr2g)
- 5 UCLA Strategic Planning Task Force Reports
- Learning Outcomes for New and Revised Courses
- UCLA Regulations for Final Exams
- Proposed Amendment to Senate Bylaw 128 (Conflicts of Interest)
- Proposed Transfer Guarantee
- Revisions to UCLA Appendix XII
- 2023-2031 Academic Calendars
- Classroom Management from the Office of Equity, Diversity, and Inclusion
- Medical Excuse Notes from the Ashe Student Health Center
- UCLA Student Code of Conduct
- UCLA Student Group Code of Conduct

Respectfully Submitted,

Michael Alfaro, Ecology and Evolutionary Biology
J. Ed Araiza, Theater
Münir Beken, Ethnomusicology
Robert Bilder, Psychiatry and Biobehavioral Sciences
Don Blasius, Mathematics
Keith Camacho, Asian American Studies
Robert Cooper, Education
Michael Dean, Music
Torquil Duthie, Asian Languages and Cultures
Adriana Galvan, Psychology
Robert Gould, Statistics
Marcus Hunter, African American Studies
David Jacobs, Ecology and Evolutionary Biology
Beth Lazazzera, Microbiology, Immunological and Molecular Genetics
Yung-Ya Lin, Chemistry and Biochemistry
Robert M’Closkey, Mechanical and Aerospace Engineering
Marilyn Raphael, Geography
Carson Schütze, Linguistics
Beth Lazazzera, Microbiology, Immunological and Molecular Genetics, Undergraduate Council Chair
To: The Academic Senate  
Los Angeles Division

RE: 2017-2018 Undergraduate Degrees

During the academic year 2017-2018, 8381 candidates received the Bachelor’s degree (A.B. or B.S. or B.A.S.). For 43 of the candidates, the Senior-residence rule was suspended. The range of units was from .5 to 18 units.

Copies of the September, 2017, through June, 2018, lists of candidates for degrees (both graduate and undergraduate) may be obtained from the Office of the Registrar.

Sincerely,

Frank Wada  
University Registrar
College of Letters and Science  
September 15, 2017  
(1315 Candidates) 

Suspension of the Regulations of the Academic Senate:

I. Exceptions on the Senior Residence:
   U.C. Berkeley: 1 student with 7.5 units
   U.C. Davis: 4 students with a range of 2 to 18 units
   U.C. Extension: 2 students with a range of 2 to 18 units
   U.C. Irvine: 2 students with a range of 2 to 11 units
   U.C. Japan: 1 student with 9 units
   U.C. Korea: 1 student with 18 units
   U.C. Summer: 2 students with a range of 3 to 4 units
   Other Institutions: 1 student with 15 units

II. Other Irregularities:
    NONE.

Henry Samueli School of Engineering and Applied Science  
September 15, 2017  
(45 Candidates) 

Suspension of the Regulations of the Academic Senate:

I. Exceptions on the Senior Residence:
   NONE

II. Other Irregularities:
    NONE

School of the Arts and Architecture  
September 15, 2017  
(24 Candidates)

Suspension of the Regulations of the Academic Senate:

I. Exceptions on the Senior Residence:
   Other Institutions: 1 student with 4 units

II. Other Irregularities:
    NONE
Herb Alpert School of Music  
September 15, 2017  
(15 Candidates)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**  
   NONE

II. **Other Irregularities:**  
    NONE

School of Theater, Film and Television  
September 15, 2017  
(9 Candidates)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**  
   NONE

II. **Other Irregularities:**  
    NONE

School of Nursing  
September 15, 2017  
(0 Candidates)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**  
   NONE

II. **Other Irregularities:**  
    NONE
Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**
   - U.C. Davis: 3 students with 10 units each
   - U.C. Extension: 1 student with 6 units
   - U.C. Granada: 1 student with 18 units
   - U.C. Summer: 2 students with a range of 1 to 10 units
   - Other Institutions: 1 student with 5 units

II. **Other Irregularities:**
    NONE

---

Henry Samueli School of Engineering and Applied Science
December 15, 2017
(112 Candidates)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**
    NONE

II. **Other Irregularities:**
    NONE

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School of the Arts and Architecture
December 15, 2017
(9 Candidates)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**
    NONE

II. **Other Irregularities:**
    NONE
Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**
NONE

II. **Other Irregularities:**
NONE

School of Theater, Film and Television
December 15, 2017
(5 Candidates)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**
NONE

II. **Other Irregularities:**
NONE

School of Nursing
December 15, 2017
(0 Candidate)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**
NONE

II. **Other Irregularities**
NONE
Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**
   
   U.C. Davis: 2 students with a range of 4 to 6 units  
   U.C. Extension: 2 students with a range of 2 to 4 units  
   U.C. Riverside: 1 student with 6 units  
   U.C. Summer: 1 student with 2 units  
   Other Institutions: 1 student with 14 units

II. **Other Irregularities:**

NONE

Henry Samueli School of Engineering and Applied Science
March 23, 2018
(63 Candidates)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**

NONE

II. **Other Irregularities:**

NONE

School of the Arts and Architecture
March 23, 2018
(15 Candidates)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**

Other Institutions: 2 students with a range of 7 to 8 units

II. **Other Irregularities:**

NONE
Herb Alpert School of Music
March 23, 2018
(0 Candidates)

Suspension of the Regulations of the Academic Senate:

I. Exceptions on the Senior Residence:
NONE

II. Other Irregularities:
NONE

School of Theater, Film and Television
March 23, 2018
(20 Candidates)

Suspension of the Regulations of the Academic Senate:

I. Exceptions on the Senior Residence:
NONE

II. Other Irregularities:
NONE

School of Nursing
March 23, 2018
(0 Candidates)

Suspension of the Regulations of the Academic Senate:

I. Exceptions on the Senior Residence:
NONE

II. Other Irregularities:
NONE
Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**

   - U.C. Belgrano: 1 student with .5 units
   - U.C. Davis: 2 students with 5 units each
   - U.C. London: 1 student with 1 unit
   - U.C. Salamanca: 1 student with 2 units
   - U.C. Summer: 1 student with 7 units
   - Other Institutions: 3 students with a range of 3 to 8 units

II. **Other Irregularities:**

   NONE

---

Henry Samueli School of Engineering and Applied Science

June 15, 2018

(577 Candidates)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**

   NONE

II. **Other Irregularities:**

   NONE

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School of the Arts and Architecture

June 15, 2018

(128 Candidates)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**

   NONE

II. **Other Irregularities:**

   NONE
Herb Alpert School of Music  
June 15, 2018  
(49 Candidates)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**
   NONE

II. **Other Irregularities:**
   NONE

School of Theater, Film and Television  
June 15, 2018  
(61 Candidates)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**
   NONE

II. **Other Irregularities:**
   NONE

School of Nursing  
June 15, 2018  
(45 Candidates)

Suspension of the Regulations of the Academic Senate:

I. **Exceptions on the Senior Residence:**
   NONE

II. **Other Irregularities:**
   NONE
March 19, 2019

Scott L. Waugh
Executive Vice Chancellor and Provost

Re: Appendix V Proposal to Discontinue the Cellular and Molecular Pathology Ph.D. Program in the Department of Pathology and Laboratory Medicine

Dear Executive Vice Chancellor and Provost Waugh,

On November 29, 2018, the Legislative Assembly approved (80 in favor, 1 opposed, and 2 abstentions) the Appendix V Proposal to Discontinue PhD Program in Cellular and Molecular Pathology, effective spring 2019. The Academic Senate Graduate Council also approved the proposal (14 in favor; 0 opposed; 0 abstention).

This Appendix V action was a friendly action, approved by the faculty of the Department of Pathology and Laboratory Medicine (10 in favor, 1 opposed, 2 abstention). I have attached the proposal and supporting documentation.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Joseph Bristow
Chair, UCLA Academic Senate

cc: Estrella Arciba, Committee Analyst, Graduate Council
    Johnathan Braun, Chair, Department of Pathology and Laboratory Medicine
    Erika Chau, Director, Academic Personnel
    Sandra Graham, Immediate Past Chair, UCLA Academic Senate
    Robert Kilgore, Manager, Degree Audit System, Registrar’s Office
    Rebecca Lee-Garcia, Director, Academic Planning and Budget
    Blake Livesay, Registrar’s Office
    Kelsey Martin, M.D., Ph.D., Dean, David Geffen School of Medicine
    Claire McCluskey, Associate Registrar, Registrar’s Office
    Michael Meranze, Vice Chair/Chair-Elect, UCLA Academic Senate
    Linda Mohr, Chief Administrative Officer, UCLA Academic Senate
    Marian Olivas, Committee Analyst, Academic Senate
    Greg Payne, Biological Chemistry
    Jeff Roth, Associate Vice Chancellor, Office of Academic Planning and Budget
    Laurie Summers, Assistant Provost, Chancellor’s Office
    Peter Tontonoz, Department of Pathology and Laboratory Medicine
    Frank Wada, University Registrar
    Willeke Wendrich, Chair, Graduate Council
Legislative Assembly Notice of Meeting, November 29, 2018

GRADUATE COUNCIL

Appendix V Proposal to Discontinue the Ph.D. program in Cellular and Molecular Pathology

The Graduate Council has reviewed the proposal noted above.

Votes and consultation on the Proposal

The Cellular and Molecular Pathology Faculty voted [of 19 eligible faculty: 10 in favor of discontinuation, 1 opposed, 2 abstention] to approve the proposal.

The Graduate Council at its June 8, 2018 meeting unanimously voted [of 14 eligible voters: 14 members in favor, 0 opposed, 0 abstentions] to approve the proposal.

Respectfully Submitted:

GRADUATE COUNCIL
Victor Bascara, Asian American Studies
Rosina Becerra, Social Welfare
Jean-Claude Carron, French
Mirella Dapretto, Psychiatry & Biobehavioral Sciences
Daniel Ennis, Radiological Sciences
David Glanzman, Integrative Biology & Physiology/Neurobiology
Mark Kaplan, Social Welfare
Andrea Kasko, Bioengineering
Yong Kim, Dentistry
Brian Kite, Theater
Joseph Loo, Chemistry and Biochemistry
Renate Lux, Dentistry
Caroline Streeter, English
Carola Suarez-Orozco, Education
Thomas Vondriska, Anesthesiology
Dorothy Wiley, Nursing
Olga Yokoyama, Humanities
Willeke Wendrich, Near Eastern Languages and Cultures, VICE CHAIR
Julio Vergara, Physiology, CHAIR
August 31, 2018

Sandra Graham, Chair
Academic Senate

Dear Chair Graham,

I am writing in response to your request for the Graduate Council’s coordination of the Appendix V proposal to discontinue the PhD program in Cellular and Molecular Pathology.

The Council reviewed the proposal at its meeting on June 8, 2018, and considered the Executive Board’s recommendation to invoke the Appendix V procedure’s “alternate dispute resolution” and designate the action as “friendly.” The ultimate unanimity of the votes taken by the Pathology faculty results in a “friendly action” with respect to conforming to Appendix V procedures. Additionally, the Council on Planning and Budget approved the request its meeting on June 4, 2018.

The Graduate Council considers that an expedited review, forgoing the normal full vetting of the proposal, is appropriate in this case. The Committee on Rules and Jurisdiction reviewed the proposal and supporting documents related to the action and, in its memo dated June 19, 2018 confirmed that the Graduate Council followed appropriate procedure. The Graduate Council recommends divisional approval by the Legislative Assembly at its meeting in fall 2018.

If have any questions or require any additional information, please feel free to contact me via Graduate Council Analyst, Estrella Arciba, at earciba@senate.ucla.edu.

Sincerely,

Julio Vergara, Chair
Graduate Council
June 19, 2018

To: Julio Vergara, Chair
    Graduate Council

From: Linda Bourque, Chair
       Rules & Jurisdiction

Re: APPENDIX V—Proposal to Discontinue PhD program in Cellular and Molecular Pathology

The Committee on Rules and Jurisdiction has reviewed the proposal to discontinue the Ph.D. in Cellular and Molecular Pathology and finds it consistent with the Code of the Academic Senate.

cc: Kumar Rajaram, Committee on Rules & Jurisdiction
    Chris Niemann, Committee on Rules & Jurisdiction
    Linda Mohr, CAO, Academic Senate
    Estrella Arciba, Graduate Council Analyst
    Marian M. Olivas, R&J Committee Analyst, Academic Senate
    Linda Mohr, Chief Administrative Officer, Academic Senate
June 11, 2018

Linda Bourque, Chair
Committee on Rules and Jurisdiction

Re: Appendix V Proposal: Department of Pathology and Laboratory Medicine Proposal to Discontinue Ph.D. in Cellular and Molecular Pathology

Dear Professor Bourque,

The Academic Senate received a proposal from the Department of Pathology and Laboratory Medicine for the discontinuance of its PhD program in Cellular and Molecular Pathology. The Graduate Council is serving as the designated committee for this Appendix V action, and would appreciate your review and input to determine if there is any nonconformity.

The Graduate Council has determined the proposal to be a “friendly” action, and unanimously endorsed it at its June 8, 2018 meeting. Given the favorable votes of the Pathology and Laboratory Medicine faculty, the Council voted (14 in favor, 0 opposed, 0 abstentions) to approve this action. The Council on Planning and Budget also voted in favor of the proposed discontinuation of the graduate degree program.

Pending the Committee on Rules and Jurisdiction’s approval, the proposal will then be forwarded to the Executive Board for inclusion on the first Legislative Assembly agenda in fall 2018.

If you have any questions, please do not hesitate to contact me via Graduate Council Analyst, Estrella Arciba, at earciba@senate.ucla.edu.

Thank you in advance for your input and contributions to this important process.

Sincerely,

Julio Vergara
Chair, Graduate Council

cc: Marian Olivas, Analyst, Committee on Rules & Jurisdiction
    Estrella Arciba, Analyst, Graduate Council
January 17, 2017

Professor Emeritus Julio Vergara  
Chair, Graduate Council  

Re: Discontinuation of Cellular and Molecular Pathology Ph.D. Program  

Dear Dr. Vergara,  

I am writing to inform the Graduate Council of my department’s plan to discontinue its independent Ph.D. graduate program, Cellular and Molecular Pathology.  

As background, Cellular and Molecular Pathology (CMP) has been a longstanding PhD graduate program in our department. In 2013, the Graduate Program in Biosciences (GPB) established 10 Home Areas associated with seven Ph.D. programs. Although CMP was not one of the GPB Ph.D. programs, our faculty voted to become part of GPB and faculty members joined their preferred area(s). In the past 4 years, faculty have recruited and trained Ph.D. students through Home Areas and feedback has been strongly favorable. At the university level, GPB formation and the consequent reorganization required that several DGSOM graduate programs suspend or discontinue admissions. CMP suspended admissions in 2016 (approved Pathology faculty vote).  

The UCLA Graduate Council had set 2018-19 for our graduate program either to discontinue or undergo full review as independent active program. Our faculty met to discuss a motion to discontinue CMP on November 15, 2017, followed by a period of public comment through November 30. No opposing discussion or comments to the motion emerged. A formal faculty vote followed (ending Dec 22, 2017). Of nineteen eligible faculty, 13 voted: 10 in favor of discontinuation, one opposed, and two abstained.  

Therefore, I convey the decision by the Department of Pathology and Laboratory Medicine to discontinue the Cellular and Molecular Pathology PhD. Program.  

Sincerely,  

Jonathan Braun, M.D., Ph.D.  
Professor and Chair  

Cc: Estrella Arciba, Eric Wells; Kelsey Martin, Greg Payne; Peter Tontonoz
April 2, 2018

Professor Emeritus Julio Vergara
Chair, Graduate Council

Re: Discontinuation of Cellular and Molecular Pathology PhD. Program

Dear Dr. Vergara,

I am writing to support the proposal by the Department of Pathology and Laboratory Medicine to discontinue its independent Ph.D. graduate program, Cellular and Molecular Pathology.

As background, Cellular and Molecular Pathology (CMP) has been a longstanding PhD graduate program. The Graduate Program in Biosciences (GPB) established 10 non-departmental Home Areas beginning 2013. Each of our faculty joined their preferred area(s) at GPB inception, and faculty feedback in past 4 years has been strongly favorable. At the university level, GPB formation required that existing DGSOM graduate programs discontinue or suspend admissions. CMP suspended admissions in 2016 (approved Pathology faculty vote).

The UCLA Graduate Council had set 2018-19 for our graduate program either to discontinue or undergo full review as independent active program. The Pathology faculty met to discuss a motion to discontinue CMP on November 15, 2017, followed by a period of public comment through November 30. No opposing discussion or comments to the motion emerged. A formal faculty vote followed (ending Dec 22, 2017). Of nineteen eligible faculty, 13 voted: 10 in favor of discontinuation, one opposed, and two abstained.

Based on the foregoing, I am in support of the decision by the Department of Pathology and Laboratory Medicine to discontinue the Cellular and Molecular Pathology PhD. Program.

Sincerely,

Kelsey C. Martin, MD, PhD
Dean, David Geffen School of Medicine at UCLA
Gerald S. Levey, M.D., Endowed Chair
Professor, Biological Chemistry
Professor, Psychiatry and Biobehavioral Sciences

Cc: Estrella Arciba, Eric Wells, Greg Payne, Jonathan Braun, Peter Tontonoz
Dear Estrella,

Please find in this email:
1. As previously sent in Jan 2018, the original report by the department on the rationale for CMP discontinuation, and a report on the faculty vote
2. The support letter for this discontinuation by Dean Kelsey Martin
3. Roster of remaining students.

Please don’t hesitate to let me know about anything further that may be required.

JB
Jonathan Braun, M.D., Ph.D.
Professor and Chair
Pathology and Laboratory Medicine
UCLA David Geffen School of Medicine
UCLA Health System
E: jbraun@mednet.ucla.edu
P: (310) 825-0650
F: (310) 267-4486

Below is the roster for the remaining students:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>UID</th>
<th>Mentor</th>
<th>Mentor Home Areas</th>
<th>Fund Manager / Source</th>
<th>Dissertation Defense</th>
</tr>
</thead>
</table>
| Hong      | Jason      | 502-843-124 | Tellett                 | 1. Cell and Developmental Biology (CDB)  
2. Immunity, Microbes & Molecular Pathogenesis  
3. Molecular Pharmacology | Rio Cruz Pathology                     | Passed Oral Quals- 10/14/16                   |
| Kershaw   | Kathleen   | 904-134-020 | David Dawson            | 1. Molecular Pharmacology  
2. Cell and Developmental Biology (CDB)  
3. Immunity, Microbes & Molecular Pathogenesis | Janine Lui Pathology                   | Due to defend 3/7/2018                   |
| King      | Jennifer   | 802-503-000 | D. Rao                  | 1. Molecular, Cellular & Integrative Physiology  
2. Gene Regulation  
3. Molecular Pharmacology | Laura Juhl, STAR Prog Coord  
Med-Admin                           | Due to defend 6/15/2018                  |
| Seet      | Christopher| 304-103-516 | Crooks                 | 1. Cell and Developmental Biology (CDB)  
2. Immunity, Microbes & Molecular Pathogenesis  
3. Molecular Pharmacology | Veronica Munoz Pathology                | Due to defend 3/15/2018                  |
| Tran      | Cynthia    | 803-796-629 | Dr. Ram Raj Singh       | 1. Immunity, Microbes & Molecular Pathogenesis  
2. Molecular Pharmacology | Juan Vaquerano, Division Mgr  
Med-Rheumatology                     | Expected to defend ~Spring 2019           |

*Students are funded in the lab that they work in. The students’ respective fund managers are listed.*

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From: Arciba, Estrella [mailto:earciba@senate.ucla.edu]
Sent: Monday, February 12, 2018 1:43 PM
To: Braun, Jonathan M.D. <JBraun@mednet.ucla.edu>
Cc: Vergara, Julio <jvergara@mednet.ucla.edu>
Subject: RE: Discontinuation of Cellular and Molecular Pathology PhD Program

Dear Professor Braun,

The Graduate Council is requesting the following in preparation for the review of the proposal for the discontinuation of the Cellular and Molecular Pathology PhD program:
1. Letter of Support from the Dean of the School of Medicine
2. Brief description of number of current students in the program (if any) and how they will be supported should the discontinuation be approved

Thank you,
Estrella Arciba
Principal Committee Analyst
UCLA Academic Senate
3125 Murphy Hall Box 951408
Los Angeles, CA 90095
www senate.ucla.edu

From: Braun, Jonathan M.D. [mailto:JBraun@mednet.ucla.edu]
Sent: Wednesday, January 17, 2018 4:24 PM
To: Vergara, Julio <jvergara@mednet.ucla.edu>
Cc: Tontonoz, Peter <ptontonoz@mednet.ucla.edu>; Payne, Gregory <gpayne@mednet.ucla.edu>; Martin, Kelsey C. <kcmartin@mednet.ucla.edu>; Arciba, Estrella <earciba@senate.ucla.edu>; Wells, Eric <ewells@senate.ucla.edu>; Baum, Linda <lbbaum@mednet.ucla.edu>
Subject: Discontinuation of Cellular and Molecular Pathology PhD Program

Dr. Vergara,

Please see attached. I look forward to your direction on next steps.

Jon
Jonathan Braun, M.D., Ph.D.
From: Jeff Roth, Associate Vice Chancellor, Academic Planning & Budget  
Date: April 25, 2018  
Re: Resource Analysis

I am writing in response to the request for a resource analysis of the Department of Pathology and Laboratory Medicine’s proposal to discontinue its independent PhD program in Cellular and Molecular Pathology. The Department’s proposal states that a main reason for this change is due to the establishment of the Graduate Program in Biosciences, which required that existing DGSOM graduate programs discontinue or suspend admission. The proposal also describes that discontinuing the program will not affect the faculty, current students would be allowed to finish the program, and prospective students have and will continue to be routed to the GPB program.

This change seems to better align resources and I support the decision to close and discontinue the Cellular and Molecular Pathology PhD program.

Feel free to contact me if you have any questions.

Sincerely,

Jeff Roth
Associate Vice Chancellor
Academic Planning and Budget

cc: Scott Waugh, Executive Vice Chancellor and Provost
    Steven Olsen, Vice Chancellor and Chief Financial Officer
    Kelsey CC. Martin, M.D., Ph.D., Dean
    Gerald S. Levey, M.D., Endowed Chair
    Johnathan Braun, M.D., Ph.D., Chair
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Present</th>
<th>Department</th>
</tr>
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<tbody>
<tr>
<td>Joseph Bristow</td>
<td>Chair</td>
<td></td>
<td>English</td>
</tr>
<tr>
<td>Stephen Acabado</td>
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<td>Present</td>
<td>Anthropology</td>
</tr>
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<td>Rebecca Allen</td>
<td></td>
<td>Present</td>
<td>Design I Media Arts</td>
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<tr>
<td>Andrew Apter</td>
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<td>Sebouh Aslanian</td>
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<td>Barbara Bates-Jensen</td>
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<td>Hiram Beltran-Sanchez</td>
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<td>Peter Bentler</td>
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<td>Paul Bergman</td>
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<td>Present</td>
<td>Law</td>
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<td>Charlene Black</td>
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<td>Art History, Chicana/o Studies</td>
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<td>Simon Board</td>
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<td>Present</td>
<td>Economics</td>
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Sean Walsh ALT for Normore
Meranze ALT for History
V. Mays ALT for Statistics
Schutze ALT for Linguistics