### 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>Time</th>
<th>Item</th>
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</table>
| I. 2:00-2:05 | Approval of Draft Minutes of June 7, 2018  
Approval of the Consent Calendar  
(Items denoted with an "*" are included on the Consent Calendar.)  
**In Memoriam – Professor Leobardo F. Estrada, Academic Senate Chair 2015-16** |
| II. 2:05-2:10 | Welcome & Brief Announcements – Joseph Bristow, Chair, Academic Senate |
| III. 2:10-2:40 | Announcements by Chancellor Gene Block |
| IV. | Other Announcements / Presentations - NONE |
| 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 |
| IX. | Petitions of Students – NONE |
| X. | Unfinished Business – NONE |
| 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)].
Committee on Committees Slate Updates_New Officers and Committee Roster 2018-19
---ConC Final Response - Committee on Committees Slate UpdatesOfficers and Committee Roster 2018-19

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

Bylaws Department of Surgery Submitted May 12 2017
---R&J Final Response
---R&J R&J to Exec Board_Revise-Surgery-Bylaws-05_25_18
---R&J Surgery Voting Bylaws 5.9.18 Final
---R&J SURGERY BYLAWS 5.1.17
---R&J June 2017 R&J Opinion
---R&J Bylaws Department of Surgery Email May 12 2017

College FEC Bylaws
---R&J Final Response
---R&J Final Response
---R&J r and j to Exec Board CL and S bylaw revisions 09062018
---URL: The College Faculty votes on these bylaws during their May election. (No URL Specified)
---R&J Proposed Revisions - Bylaws College FEC Jan2018

Ecology and Evolutionary Biology (EEB) Bylaws
---R&J Final Response - R&J Approval Memo to Department October 28 2018
---R&J r and j to Exec Board EEB Bylaws NOV 1 2018
---R&J EEB Bylaws Proposed Changes_revised_Sept_4_2018
---R&J SEP-2018-Emails-RJ-EEB
---R&J EEB Bylaws Proposed Changes_Final-OCT_2018
---R&J Cover-Ltr-EEB to R&J-10_11_2018

2017-18 Annual Reports
---CAP Final Response - CAP Annual Report 2018 FINAL
---AF Final Response

Undergraduate Degree Awardees 2017-2018
---Exec Degree Awardees 2017-2018

Appendix V Proposal to Discontinue PhD Program in Cellular and Molecular Pathology
---GC Final Response - 2018-08-31_Graduate Council to Senate Chair_Appendix V Proposal_Discontinuance of Cellular and Molecular Pathology PhD Program
---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
---GC Final Response - GC_Response to Appendix V Proposal Discontinuance of the Cellular and Molecular Pathology PhD Program_To_R&J_FINAL_06_11_2018
---CPB Final Response - CPB_Response to Appendix V Action to Discontinue the Cellular and Molecular Pathology PhD_To_Julio Vergara_Chair_GC_FINAL_06_05_2018

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This meeting has no minutes associated with it.
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>
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<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>
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<td><strong>Committee on Academic Freedom (CAF) - 6 of 7</strong></td>
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<tr>
<td>Ayala, Cesar</td>
<td>Sociology</td>
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<td><strong>Charges Committee - 8 of 8</strong></td>
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<td>Eastwood, Jo-Ann</td>
<td>Nursing</td>
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<td><strong>Committee on Continuing and Community Education (CCCE) - 7 of 8-10</strong></td>
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<td>Atchison, Kathryn</td>
<td>Dentistry/Public Heath</td>
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<td><strong>Committee on Development (CoD) - 7 of 7</strong></td>
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<td>Ardehali, Reza</td>
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<td>VanCour, Shawn</td>
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<td>Koretz, Brandon</td>
<td>Medicine-Geriatrics</td>
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<td>Emmerich, Michael</td>
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<td>Schwartz, Steven</td>
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<td><strong>Committee on Diversity, Equity, and Inclusion (CODEI) - 8 of 8</strong></td>
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<td>Hirano, Katsuya</td>
<td>History</td>
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<td><strong>Committee on Faculty Research Lectureship (FRL) - 7 of 7-10</strong></td>
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<td>Dubois, Ellen</td>
<td>History</td>
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<td>Houk, Kendall</td>
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<td><strong>Grievance Advisory Committee (GAC) - 5 of 5</strong></td>
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<td>Anderson, Christopher</td>
<td>Math</td>
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<td>Bonacich, Phillip</td>
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<td><strong>Committee on Library and Scholarly Communication (COLASC) - 9 of 9</strong></td>
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<td>Weiss, Richard</td>
<td>History</td>
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<td>Jamshidi, Neema</td>
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<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>
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2018-19 UCLA ACADEMIC SENATE  
ConC ROSTER/WORKSHEET

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
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
Recommended Changes to Department of Chemistry and Biochemistry Bylaws

<table>
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<th>Current</th>
<th>Proposed</th>
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| **Departmental Procedures for Academic Promotions, Appointments and Advances**

Department of Chemistry and Biochemistry

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

### I. Department Organization

1. The department Senate members are regular line Senate Faculty (Full, Associate, and Assistant Professors). Academic Senate faculty, including recalled Emeriti, will vote on non-personnel substantial departmental questions. Emeriti will be included in discussions of non-personnel substantial departmental questions, but will not participate in voting.

2. Any Academic Senate faculty member can request a vote on an issue.

3. The chief Departmental administrative officer is the Chair. The Chair receives assistance and advice from the Standing Committees of the Department, any Ad hoc Committees that may be appointed from time to time, and from the Faculty as a whole. The chairman of the department is granted decision making power in the day to day operations of the department.

### V. 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

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["Chairman” changed to “Chair” throughout bylaws by a secret ballot vote, March 21, 2018 of 40 aye, 0 nay and 0 abstentions]
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]

1. The chairman Chair will generally initiate action in advancement, promotion and appointment cases, but others may do so as well. The chairman Chair 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 Chair who will distribute to the appropriate committees or other department members. 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. [March 21, 2018 by a secret ballot vote of 40 aye, 1 nay and 1 abstention]

2. Allocation of Positions

The allocation of positions among divisions is to be made by the chairman Chair 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.
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.

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

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. 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 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
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

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

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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)

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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 of 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. **Volunteer 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. **Volunteer 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 of 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](http://www.senate.ucla.edu) / (email)molivas@senate.ucla.edu / (phone) 310.206.2469 / (fax) 310.206.5273*

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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

Vera Moubayed | Staff and Academic Personnel Director
David Geffen School of Medicine at UCLA
Surgery | Neurosurgery | Head & Neck Surgery | Orthopaedic Surgery | Urology
10833 Le Conte Ave. Rm. 72-131 CHS | Los Angeles, CA 90095 | Mailcode: 174918
☎: 310.825.0652 | ☏: 310.206.7024 | ✉: vmoubayed@mednet.ucla.edu

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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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part I. Functions</strong></td>
<td><strong>Part III. Officers</strong></td>
</tr>
<tr>
<td>1. The Faculty of the College of Letters and Science shall conduct the government of the College.</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><strong>Part II. Membership</strong></td>
<td></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>2. <em>Chair.</em> 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><strong>Part III. Officers</strong></td>
<td>3. <em>Vice Chair.</em> 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 terms of the Vice Chair and Chair shall begin in alternate years.</td>
</tr>
<tr>
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<tr>
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</tr>
</tbody>
</table>
terms of the Vice Chair and Chair shall begin in alternate years.

4. If at any time, the Vice Chair is unable to complete their term, an interim appointment shall be made by the Chair of the Faculty.

5. If at any time, the Chair is unable to complete their term, the post shall be filled by the Vice Chair.

6. If at any time, the Chair is unable to complete their term and the Vice Chair is unable to fill the position, another member of the Faculty Executive Committee, elected by majority vote of the Faculty Executive Committee membership shall fill the post for the remainder of the elected term.

Part IV. Business of the Faculty of the College

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.

2. Matters requiring a vote of the Faculty shall be submitted to an electronic ballot conducted in accordance with Senate Bylaws 95 and 340.

Part V. Faculty Executive Committee

1. The Faculty of the College delegates to the Faculty Executive Committee its powers to act under Divisional Bylaw 50(D) (3).

A. The Chair and Vice Chair of the Faculty shall be Chair and Vice Chair of the Faculty Executive Committee.
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.

<table>
<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>
</tr>
<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>
</tr>
<tr>
<td>2. Art History; Classics; Asian Languages and Cultures; Linguistics; faculty with Humanities Division appointments (w/o departmental assignment)</td>
</tr>
<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>
</tr>
<tr>
<td>4. Integrative Biology and Physiology; Psychology.</td>
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<tr>
<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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<tr>
<td>7. Chemistry and Biochemistry; Earth, Planetary, and Space Sciences; Institute of the Environment and Sustainability.</td>
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<td>B.</td>
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<tr>
<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>1.</td>
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<tr>
<td>Part VIII. Elections of the Faculty Executive Committee</td>
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<td>1.</td>
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</tbody>
</table>
### 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.

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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.
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
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 9, 2015.

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 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
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 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

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Garden/Herbarium
Graduate Advisor
Undergraduate Advisor
MBQ Coordinator
FBQ Coordinator
Dickey Collection Advisor
to the Chair
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
<table>
<thead>
<tr>
<th>Section</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.4</td>
<td>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.</td>
</tr>
<tr>
<td>2.1.5</td>
<td>Majorities are determined on the basis of pro and con votes only; votes to abstain do not count.</td>
</tr>
<tr>
<td>2.1.6</td>
<td>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.</td>
</tr>
<tr>
<td>2.1.7</td>
<td>A quorum consists of 50% of the regular faculty members not on leave.</td>
</tr>
<tr>
<td>2.1.8</td>
<td>Recruitment of new faculty is done</td>
</tr>
<tr>
<td>2.1.9</td>
<td>Recruitment of new faculty is done</td>
</tr>
<tr>
<td>2.1.10</td>
<td>Recruitment of new faculty is done</td>
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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, 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 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 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
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

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

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.

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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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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.
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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
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/
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<th>Current bylaws</th>
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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>
<td>1.1. <strong>no change</strong></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</td>
<td>1.2. <strong>no change</strong></td>
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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

1.4. no change

1.5. no change

2. OPERATIONS

2.1. no change

2.1.1 no change

2.1.2 no change
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

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It is also responsible for reviewing appointees in the non-Senate Adjunct Professor series.

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Merit increases, including fourthyear 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

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.

### 3.1.1.B Personnel Actions Merit Increases

Merit increases, including fourthyear 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.

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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.

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

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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.

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3.1.1.D Personnel Actions – Research Professor Series

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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.
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.

<table>
<thead>
<tr>
<th>Internal research funds, publication of scholarly books, monographs, or journal articles, scholarly presentations at professional meetings</th>
</tr>
</thead>
</table>

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 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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<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>c) This policy and procedure will go into effect July 1, 2012.</td>
<td></td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>c) This policy and procedure will go into effect July 1, 2012.</td>
<td></td>
</tr>
</tbody>
</table>

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
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.

3.1.2 CURRICULUM COMMITTEE
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.

No change
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 extradepartmental 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

3.1.4 SEMINAR COMMITTEE

No change

3.1.5 DEPARTMENTAL AWARDS COMMITTEE

No change
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.

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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.

---

**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) **4.1.5** Space must be negotiated with the Department Chair.

6) **4.1.6** The candidate will be eligible to co-sponsor graduate students.

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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/
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COUNCIL ON ACADEMIC PERSONNEL ANNUAL REPORT 2017-2018

To the Academic Senate, Los Angeles Division:

I. Duties and Composition of the Council on Academic Personnel (CAP)

Established through Bylaw 70, “The Council on Academic Personnel is authorized to confer with the chancellor about academic personnel policies and to make recommendations concerning appointments, promotions, and related matters.” The term of service for CAP members extends from October 1st to September 30th of the following year. CAP consists of 14 members appointed by the Academic Senate’s Committee on Committees for a three-year term to represent various Senate constituencies, both on campus and in the various medical satellite campuses.

CAP is tasked with evaluating individual personnel actions. These include appointments, re-appointments, endowed chair appointments, promotions to Associate and Professor, accelerated merit increases of three years or more that skip a step, merit advancements to Step VI and Initial Above Scale, fourth-year appraisals, changes of series, and changes of department. CAP no longer reviews joint appointments, or accelerated merits of two years or less not skipping a step (with the exception of faculty going forward for a second consecutive two-year merit increase). The most recent change is that CAP no longer reviews on-time advancements within the Above Scale rank, although it continues to review accelerations of any duration within that rank.

The Vice Chancellor for Academic Personnel meets weekly with CAP leadership and monthly with all CAP members. CAP recommendations are conveyed in CAP reports and, upon final completion of a case, deans and chairs are encouraged to share these reports with the faculty member under review.

CAP provides a representative to participate on the University-wide Committee on Academic Personnel (UCAP), which devotes itself to questions of university-wide policy and procedures. Margaret Stuber was UCLA’s representative for UCAP this past year.

Highlights:

- CAP Reviewed 458 personnel actions for the 2017/2018 academic year (October 1, 2017 – September 30, 2018)
- Provided advice, recommendations, and consulted with the Senate Chair, the Vice Chancellor for Academic Personnel, and UCAP on various policy issues, including modifications of the language contained within The CALL and the Academic Personnel Manual
- CAP leadership attended and presented at the annual workshops on the Personnel Review Process for deans and department chairs hosted by the Vice Chancellor for Academic Personnel
- Worked with the Vice Chancellor for Academic Personnel to produce materials for inclusion in the APO/CAP newsletter as well as communiqués to deans and department chairs regarding the academic personnel process
II. ClinCAP

Established in 2007 as a sub-council of CAP to evaluate dossiers from faculty in the Health Sciences Clinical Professor series. ClinCAP is comprised of four former CAP members, when possible, from medical various fields. ClinCAP meetings occur monthly, as compared to CAP’s weekly meeting frequency.

ClinCAP reviewed 218 cases during this review period, an increase of 8.5% from the previous year, 2016-2017, which was 201. A large number of these were submitted to the CAP office past their school’s deadline. We hope that submissions will be timelier in the coming year.

Any unfavorable cases that are not fourth-year appraisals are sent to full CAP for their review and vote. Only one such occurrence happened in this academic year.

III. Workload

CAP meets weekly when enough cases are available, except for the month of August and any campus holidays or closures. For the 2017/2018 academic year CAP met 36 times and ClinCAP 6 times. Together both CAP and ClinCAP reviewed a total of 674 personnel actions, a 1.9% decrease from the previous year, 2016-2017, which was 687. The actions reviewed by both CAP and ClinCAP for all Senate series, as well as the Health Sciences Clinical Professor Series, Adjunct, Research, and Lecture series are summarized in the accompanying tables. Table 1 provides a breakdown of the number and types of personnel actions reviewed during this period. Table 2 shows the distribution of personnel actions by school or academic unit.

From time to time CAP may be requested to perform an expedited review of a tenure appointment. Often the urgency of a situation is exacerbated by delays within the department or school. CAP makes all efforts to expedite the appointment process, but insists on the maintenance of its basic standards. CAP is often asked to provide pre-review of candidates for academic appointments at the level of dean or institute director to ensure that they are potentially appointable as a professor.
Table 1. Summary of all Academic Personnel Actions reviewed by CAP AY 2017/2018

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Appointments</strong></td>
<td>142</td>
</tr>
<tr>
<td>Regular</td>
<td>51</td>
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<tr>
<td>Acting Appointment</td>
<td>2</td>
</tr>
<tr>
<td>In-Residence</td>
<td>6</td>
</tr>
<tr>
<td>Clinical X</td>
<td>1</td>
</tr>
<tr>
<td>Adjunct</td>
<td>14</td>
</tr>
<tr>
<td>HS Clinical Faculty</td>
<td>8</td>
</tr>
<tr>
<td>Endowed Chairs</td>
<td>55</td>
</tr>
<tr>
<td>Researchers</td>
<td>1</td>
</tr>
<tr>
<td><strong>Change in Series</strong></td>
<td>17</td>
</tr>
<tr>
<td><strong>Change in Department</strong></td>
<td>2</td>
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<td><strong>Merit Advancements</strong></td>
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</tr>
<tr>
<td><strong>Merit Equity Reviews</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Merit Increases (Accelerated)</strong></td>
<td>18</td>
</tr>
<tr>
<td><strong>Promotions</strong></td>
<td>215</td>
</tr>
<tr>
<td>Regular</td>
<td>67</td>
</tr>
<tr>
<td>In-Residence</td>
<td>22</td>
</tr>
<tr>
<td>Clinical X</td>
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</tr>
<tr>
<td>Adjunct</td>
<td>20</td>
</tr>
<tr>
<td>HS Clinical Faculty</td>
<td>86</td>
</tr>
<tr>
<td>Lecturers</td>
<td>15</td>
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<tr>
<td>Researchers</td>
<td>3</td>
</tr>
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<td><strong>4th Year Appraisals</strong></td>
<td>117</td>
</tr>
<tr>
<td><strong>5th Year Reviews</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>605 *</td>
</tr>
</tbody>
</table>

* This number reflects the number of individual dossiers, which may contain multiple actions
Table 2. Number of Academic Personnel Actions Reviewed by CAP per School for AY 2017/2018

<table>
<thead>
<tr>
<th>School</th>
<th>#</th>
</tr>
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<tbody>
<tr>
<td>L&amp;S HUMANITIES</td>
<td>35</td>
</tr>
<tr>
<td>L&amp;S LIFE SCIENCES</td>
<td>24</td>
</tr>
<tr>
<td>L&amp;S PHYSICAL SCIENCES</td>
<td>44</td>
</tr>
<tr>
<td>L&amp;S SOCIAL SCIENCES</td>
<td>59</td>
</tr>
<tr>
<td>LETTERS AND SCIENCE</td>
<td>162</td>
</tr>
<tr>
<td>ANDERSON SCHOOL OF MANAGEMENT</td>
<td>26</td>
</tr>
<tr>
<td>GRADUATE SCHOOL OF EDUCATION &amp; INFO STUDIES</td>
<td>11</td>
</tr>
<tr>
<td>HENRY SAMUELI SCHOOL ENGR &amp; APPL SCIENCE</td>
<td>44</td>
</tr>
<tr>
<td>HERB ALPERT SCHOOL OF MUSIC</td>
<td>7</td>
</tr>
<tr>
<td>LUSKIN SCHOOL OF PUBLIC AFFAIRS</td>
<td>14</td>
</tr>
<tr>
<td>SCHOOL OF ARTS AND ARCHITECTURE</td>
<td>4</td>
</tr>
<tr>
<td>SCHOOL OF LAW</td>
<td>15</td>
</tr>
<tr>
<td>SCHOOL OF THEATER, FILM &amp; TELEVISION</td>
<td>13</td>
</tr>
<tr>
<td>INSTITUTES</td>
<td>13</td>
</tr>
<tr>
<td>DAVID GEFFEN SCHOOL OF MEDICINE</td>
<td>320</td>
</tr>
<tr>
<td>FIELDING SCHOOL OF PUBLIC HEALTH</td>
<td>18</td>
</tr>
<tr>
<td>SCHOOL OF DENTISTRY</td>
<td>18</td>
</tr>
<tr>
<td>SCHOOL OF NURSING</td>
<td>7</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>672</strong></td>
</tr>
<tr>
<td><strong>Adjusted Total</strong></td>
<td><strong>612</strong></td>
</tr>
</tbody>
</table>

* This number reflects the number of individual dossiers, which may contain multiple actions
IV. Dean and Department Chair Visits to CAP

In the event CAP disagreed with the recommendations of a dean or department chair, each were personally contacted and extended an invitation to visit CAP to discuss the case. Under these circumstances, deans and department chairs had the opportunity to meet with CAP, sometimes accompanied by another departmental representative. On occasion, extra material not contained within the dossier was provided as part of the visit.

- 32 invitations were sent by CAP to deans and/or chairs to visit
- CAP had 14 individual visits scheduled with deans/and or chairs
- Of those 14 visits by deans and/or chairs, CAP altered their decision 7 times (50%)
V. Review Committees

Review committees (RC) for a case can be requested by the Vice Chancellor for Academic Personnel or by CAP. As formation of an RC may delay the process of academic review, CAP generally does not request an RC unless the expertise to evaluate the dossier is lacking within CAP or specifically when a more in depth evaluation of the scholarship is required. Other considerations in appointing a RC include majority unfavorable department votes, unfavorable dean or department chair recommendations, or there are other concerns that require more extensive deliberation. The selection of Senate members to serve on the RC is a responsibility assigned to CAP and approved by the Vice Chancellor for Academic Personnel. The RC will include a department representative as well as 3 other faculty, one of whom will chair the RC. On rare occasions, experts at other UC campuses are solicited for their participation on an RC.

CAP undertakes an initial review of a file to determine whether or not a review committee is needed. On occasion, the need for a review committee becomes apparent only after further discussions. The vast majority of actions do not require an RC and materials contained in the dossier and related documents are sufficient for review by CAP without need for further external consultation. CAP membership is sufficiently broad and reflects the variety of disciplines represented on campus, such that evaluation can be accomplished with CAP member expertise, as well as external reviewer evaluations that are included in the dossier. Thus, in recent years, there has been limited need to request a review committee. CAP requested the formation of 11 review committees this past year. While a small increase from last year, this continues with the downward trend in the reduction of requested review committees (see Table 3).

Formation of a review committee is often difficult, with the requirement to propose eight Senate members, including two to three who are nominated for chair. When a review committee is required, the potential members are contacted by the Academic Personnel Office (APO). In the best situation, four agree to serve, one of them agreeing to act as chair. Sometimes, CAP must reconsider its nominees when individuals are not able, eligible, or prepared to serve. This takes time; on average it can delay a dossier by three months. By far the greatest delays in the personnel process stems from the university ad hoc review process. It is of crucial importance to the monitoring and maintenance of academic quality that Senate members actively participate in this independent evaluation of their peers when asked. Further, the RC is often the only means by which colleagues will know in detail the achievements of peers in cognate fields. RCs play an important part in providing cohesion to the faculty throughout the campus. It is one way that faculty learn what other faculty do, and the standards for which they strive for in departments and schools, other than their own. CAP urges all Senate members to participate in an RC if called upon to serve the interest of a colleague as part of an academic obligation. The opportunity to evaluate peers and assure the academic quality of their efforts is a privilege of the Academic Senate that must be preserved. CAP recognizes that participation on review committees requires a significant commitment of time. CAP is grateful for the efforts of all those who served on such committees during the past year.
Table 3. Number of Appointed Review Committees from 2005 to 2018

<table>
<thead>
<tr>
<th>Year Range</th>
<th>Number of Committees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005-2006</td>
<td>31</td>
</tr>
<tr>
<td>2006-2007</td>
<td>49</td>
</tr>
<tr>
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<td>2015-2016</td>
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<tr>
<td>2016-2017</td>
<td>8</td>
</tr>
<tr>
<td>2017-2018</td>
<td>11</td>
</tr>
</tbody>
</table>
VI. Issues Faced this Year

Advice was requested by various Senate Committees and the Academic Senate Chair on the following policies and procedures:

Systemwide Reviews

Strategic Planning Task Force Report – Research Innovation Task Force
Executive Vice Chancellor and Provost Scott Waugh charged this task force with generating specific recommendations for “three to five actionable items” that sought to enhance research Innovation at UCLA.

Institutional Effectiveness Task Force
A task force charged with developing three to five actionable items that would improve institutional effectiveness while enhancing UCLA’s academic quality and social impact.

Strategic Planning Task Force Report – Global Outreach
A task force charged with developing a strategy for UCLA’s international activities that would expand its international footprint, create greater visibility around the world, and positively impact people in other countries.

Education Innovation Task Force
A task force charged with developing a strategic direction to promote educational excellence at UCLA.

Negotiated Salary Trial Program
A compensation plan that allows faculty to supplement their UC salary by drawing on funds generated from a variety of external sources. These sources include clinical activities, grants and contracts. Based on its experience with this salary structure, the University sought to determine whether a similar compensation plan on the main campuses would help in recruiting and retaining faculty whose salary offers from other institutions could not be matched using the University’s state funds.

Highlights from the CAP response:

The council believes that implementation of the negotiated salary trial program can have a favorable impact on the recruitment and retention of faculty, as well as reducing the frequency of requests for acceleration. Modest evidence to this effect was noted in the report, and for that reason we are supportive of the continuation of the program and its extension to other campuses, with ongoing evaluation.

Strategic Planning Task Force Report – Civic Engagement
A task force charged with generating specific recommendations for three to five actionable items that will seek to enhance UCLA’s social impact and civic engagement.
Proposed revisions to APM Sections 285, 210-3, 133, 740, 135 and 235 related to the Lecturer with Security of Employment faculty series. This was the second systemwide review of these APM provisions.

Senate Bylaw 128 – Conflicts of Interest
The proposed bylaw addition outlines a multi-layer process for addressing a COI.

The consensus of CAP’s members were in favor of the proposal and supported the language as written in the amendment.

Presidential Policy on Supplement to Military Pay
The University proposed that the policy be renewed for a four-year period, effective July 1, 2018 through June 30, 2022.

Proposal for Academic Senate Service Award
New Senate award to recognize service to the Senate by UCLA faculty.

Highlights from the CAP response:
The consensus of members was deemed favorable to this proposed award, as service to the University, and especially to the Senate, is necessary to maintain a healthy and engaged faculty. CAP is especially aware of the intent behind this award, as soliciting service from faculty can be challenging and often many who do serve are repeatedly asked to offer their expertise more so than others, which can be burdensome. This award takes actionable steps to recognize faculty that commit their valuable time serving in the Senate, and would hopefully impress upon other faculty that such service is valued in addition to prompt increased participation from faculty who may be hesitant to serve.

Disclosure of Financial Interests & Revised APM – 028

Veterinary Medicine Salary Administration
Systemwide review proposed new Academic Personnel Manual Section 675 (APM - 675), Veterinary Medicine Salary Administration. The proposed new policy is responsive to the UC Davis School of Veterinary Medicine’s (SOVM) request to modify the current Veterinary Medical School Strict Full-Time (SFT) Salary Plan, as approved by the UC Board of Regents in 1968, to allow SOVM faculty to retain income derived from non-clinical outside professional activities up to a threshold amount of $40,000 annually per SOVM faculty member.
VII. Future Challenges

CAP continues its practice of closely examining teaching performance in all personnel cases. CAP strongly supports the campus policy requiring some form of systematic evaluation of the teaching of all Senate-approved courses. CAP continues to strongly recommend that departments submit written student comments, faculty self-evaluations, and peer review evaluations together with an analysis of these documents within dossiers until a campus-wide system is implemented. CAP will be relying on APO and the colleges creation, implementation, and training on such a system, which would improve efficiency in reviewing teaching evaluations.

Challenge of appointing available, eligible, and interested faculty to serve:

CAP serves a critical role for academic review practices on campus. This oversight requires Senate service from eligible faculty, and as CAP members understand, a commitment provide their time for properly reviewing and participating on this important Senate council. It is an issue not exclusive to CAP, but an ongoing issue for other Senate standing committees and councils. Members of CAP would like to remind Senate faculty to consider ways they can provide campus service, or encourage other eligible faculty to do so. Senate leadership has taken steps to address this concern, with the recent proposal of the Academic Senate Service Award. CAP will continue its practice to evaluate on whether Senate service is acceptable or lacking within any dossier that CAP may review, and provide these comments through CAP reports.
VIII. Closing Remarks

As well as thanking Vice Chancellor Mike Levine and the Academic Personnel Office for their collaborative relationship with CAP, we also thank the Senate and their leadership for administrative support. CAP wishes to thank all faculty members that have contributed to the academic personnel review process, from members and chairs of departments to faculty who served on review committees. We are also grateful to departments and chairs for enabling CAP members to serve on what often times can be a demanding commitment. Finally, the chair thanks the members of CAP who cheerfully, responsibly, and unfailingly performed their work on behalf of the faculty with great care and fairness.

Respectfully submitted,

CAP Members (AY17/18):
Patricia Ganz, Medicine/Health Policy & Management – Chair
Ann Carlson, Law – Vice Chair
Reza Ahmadi, Management
John Caldwell, Film, TV, Digital Media
Elizabeth Carter, Near Eastern Languages & Cultures
Mitchell Chang, Education
Bevra Hahn, Medicine – Rheumatology
Connie Kasari, Education
Diane Papazian, Medicine – Physiology
Vivek Shetty, Dentistry
Jason Speyer – Mechanical & Aerospace Engineering
Margaret Stuber, Psychiatry & Biological Sciences
Harry Vinters, Pathology & Laboratory Medicine
Gary Williams, Physics & Astronomy

ClinCAP Members:
Lonnie Zeltzer, Pediatrics – Chair
Barbara Giesser, Neurology
Ben Glasgow, Pathology & Laboratory Medicine
Ken Philipson, Physiology

Cc: Sandra Graham, Senate Chair, AY17/18
Joe Bristow, Senate Vice-Chair/Chair-Elect, AY17/18
Susan Cochran, Immediate Past Senate Chair, AY17/18
Linda Mohr, Chief Administrative Officer, Academic Senate Office
Committee on Academic Freedom 2017-18 Annual Report

To: Academic Senate, Los Angeles Division

The Committee met six times during the 2017-18 academic year and deliberated about several academic freedom issues during those meetings as well as engaging in the occasional committee email discussion. Jim Gober served as Chair. At the first meeting the Committee elected Todd Presner as Vice Chair (under Senate Bylaw Appendix XV§5 (“Division of Workload”)).

The Committee on Academic Freedom responded to review requests from the Academic Senate and other parties.

Department of Chemistry and Biochemistry’s “Course Materials Policy.” The Department of Chemistry and Biochemistry issued a new “Course Materials Policy” intended to encourage keeping costs down while maintaining quality of course materials. In response to the policy, the department formed a “Written Course Materials Committee.” At the request of the Committee on Teaching (COT) the Committee reviewed the request from the Committee on Teaching and the policy and procedures for implementing the policy by way of committee. There was no specific complaint that academic freedom was being curtailed by the policy. Therefore, the Committee declined to comment at this time.

Requests from the Privilege & Tenure Committee. The 2016-17 P&T Committee asked the Academic Freedom Committee to consider two proposals: (1) Issue guidelines for Department Chairs on how to respect academic freedom in personnel reviews; (2) consider involvement in grievances that involve complaints of academic freedom violations. The Committee agreed that (1) is covered under current policies. The Committee could participate on request in any training for Department Chairs. The Committee conducted several discussions about whether the Academic Freedom Committee could receive grievances directly, including looking at a draft process for academic freedom complaints. Ultimately, the Committee determined that it is not set up to receive grievances directly. The Committee can be available to review academic freedom violations free on request from other grievance processes.

Trespassers and Classroom Recording. The Committee reviewed guidance provided for instructors issued by the Equity, Diversity, and Inclusion Office and discussed possible implications for academic freedom. The Committee reported to the Equity, Diversity, and Inclusion Office that they had no concerns.

UCLA’s Strategic Planning Initiative Reports. The Senate leadership requested that the Committee comment on the following reports: (1) Institutional Effectiveness; (2) Education Innovation; (3) Research Innovation. The Committee submitted comments on all reports to the Senate Executive Board.

The Committee discussed a number of issues concerning academic freedom protection for Senate faculty.

Free Speech 101: UCLA’s Week on Freedom of Speech. In October, the Equity, Diversity, and Inclusion Office and the Office of Student Affairs co-sponsored a series of talks and forums on free speech. As the
events seemed mostly student-center, CAF members reached out to the Graduate Student Association and USAC to invite participants.

*Equity, Diversity, and Inclusion Office.* The Committee again hosted Vice Chancellor of EDI Jerry Kang to update and discuss with the Committee issues of academic freedom before his office. Vice Chancellor Kang invited the Committee to comment on a primer created by his office, “Free Speech on Campus: The Basics, the Myths, the Challenges.” In light of an upcoming controversial event on campus, he also reviewed with the Committee the planned real-time management approach and how the campus planned to be accountable after events. He fielded several questions from committee members and listened to input.

The Committee also briefly discussed the issues involved with free speech/expression when posting signs. The Committee discusses questions such as any limits to faculty posting signs with potentially controversial signs, are there any limits as to content, and are there any limits as to location of posting these signs. The Committee discussed how to work with the Equity, Diversity, and Inclusion Office on student education and promoting discourse on campus.

*Title IX and Academic Freedom.* The Committee continued its discussions with the Title IX Office by hosting new Title IX Officer Mohammed Cato as a guest at its February 2018 meeting. Mr. Cato gave an overview of the Title IX investigative process from receipt of complaint to report and then fielded questions about resources for respondents, the possibility of unfounded, bad faith claims which could potential be used to attempt to silence individuals, and any data on queries about classroom content. Mr. Cato stated that bad faith claims have been very rare and reviewed with the committee other avenues of grievance should an individual be subject to a bad faith Title IX claim. He also stated that when discussing Title IX with faculty groups, he does emphasize that professors have academic freedom in course content.

*Involuntary Leave.* Committee members discussed the ways in which UC policy allows for imposition of involuntary leave with or without pay. Members remain concerned that the Committee keep an eye on the issue of the use of involuntary leave with pay by the Administration. It was also clarified that the use of involuntary leave without pay remains under the authority of the Regents. However, the Committee had no comments to provide.

*Protests.* A faculty member asked the Committee to review whether imposing a duty to report knowledge of possible protests would be a slippery slope of proving what someone knew and when and a possible violation of academic freedom. The Committee began a discussion of the issues and agreed that if there were a “mandatory” reporting policy it should be limited to serious safety matters. The Committee also discussed whether security, including the cost of providing security for a controversial event, could be an academic freedom issue. The committee agreed to follow up with administration about these policies in the next academic year.

The Committee also reviewed several other systemwide issues presented as requests for policy reviews or that were discussed at UCAF meetings.

*Taskforce Report on the Negotiated Salary Program.* Noting this was principally a health science issue, the committee opted not to comment.
Open Access 2020. OA2020 is an international system with at stated goal of capturing the large majority of published scholarship. The Committee on Library and Scholarly Communication (COLASC) asked several committees to consider whether UCLA should sign an “Expression of Interest.” The Committee discussed the proposal during their first meeting (September 27, 2018) but did not issue a letter.

UC Policy on Sexual Violence and Sexual Harassment Resolution Agreement. On April 16, 2018, UC President Janet Napolitano asked the Senate to review two concerns raised in an Office of Civil Rights letter: (1) whether policies lack equity in cross-examination rights during hearings; (2) that imposition of faculty discipline requires a clear and convincing evidence standard while discipline for students and staff requires a preponderance of the evidence standard. The Committee did not see any academic freedom issues with improving the timelines related to SVSH cases. A review of the policies showed that there was a misunderstanding about the process for cross examination (it is allowed). Because the Faculty Code of Conduct plays a key role in preserving academic freedom, the Committee affirmed that the clear and convincing standard for imposing discipline should be maintained as a protection of tenure.

Proposed Presidential Policy on Disclosure of Financial Interests and Management of COI in Private Sponsors of Research and Revised APM. The Committee reviewed the proposed revisions and that the provisions in the policy are meant to preserve academic freedom remain intact. Committee members had no specific feedback.

Appendix XII, “Campus Procedures for Implementation of University Policy on Faculty Conduct and the Administration of Discipline.” Since “[i]t is the intent of the Faculty Code of Conduct to protect academic freedom” (“APM015: Faculty Code of Conduct,” Preamble), the Committee on Academic Freedom members agreed that the Committee has a direct interest in disciplinary policies, including procedures involving investigations of allegations. In addition to increasing clarity of the policies, the revisions aim to keep procedures in compliance with new Title IX policies. Members agreed that since Appendix XII is the procedure developed at UCLA to involve the faculty in the investigation of allegations of misconduct, the revisions aimed at preserving the right of the Charges Committee to review and comment on external investigations are appropriate. The Committee submitted a letter incorporating the committee opinions.

Respectfully submitted,

Jim Gober, Chair
George Dutton
Kristine Guevara Flanagan
Moira Inkelas
Todd Presner
Mayumi Prins
Alexander Stremitzer

Committee on Academic Freedom, 2017-18
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
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

---

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
Herb Alpert School of Music  
December 15, 2017  
(1 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  
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

---

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
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
June 5, 2018

Julio Vergara  
Chair, Graduate Council

Re:  Appendix V Action to Discontinue the Cellular and Molecular Pathology PhD

Dear Professor Glanzman and Professor Wendrich,

At its meeting on June 4, 2018, the Council on Planning and Budget (CPB) reviewed the proposal from the Department of Pathology and Laboratory Medicine in the David Geffen School of Medicine to discontinue the cellular and Molecular Pathology PhD. After a brief discussion, members voted to approve the action (10 approved, 0 opposed, 0 abstain). However, members noted that only about half of the eligible faculty (10 out of 19) voted in favor of the proposal.

Thank you for the opportunity to review this proposal. If you have any questions for us, please do not hesitate to contact me at cbakhos@humnet.ucla.edu or via the Council’s analyst, Elizabeth Feller, at efeller@senate.ucla.edu or x62470.

Sincerely,

Carol Bakhos, Chair  
Council on Planning and Budget

cc:  Estrella Arciba, Committee Analyst, Graduate Council  
    Elizabeth Feller, Committee Analyst, Council on Planning and Budget  
    Members of the Council on Planning and Budget
To: Julio Vergara, Chair, Graduate Council

From: David Glanzman, Co-Chair, Committee on Degree Programs
      Willeke Wendrich, Co-Chair, Committee on Degree Programs

Date: May 30, 2018

In Re: Appendix V Proposal to Discontinue the Cellular and Molecular Pathology PhD Program

Dear Chair Vergara,

The Graduate Council’s Committee on Degree Programs (CDP) reviewed the proposal from the Department of Pathology and Laboratory Medicine in the David Geffen School of Medicine at UCLA to discontinue the Cellular and Molecular Pathology PhD Program at its meeting on May 29, 2018.

I am pleased to report that the CDP was favorably disposed to the proposal and members elected to endorse the proposal and to move it forward in the Senate’s review process. Upon satisfactory responses from all relevant Senate committees, the proposal will be scheduled for presentation and approval by the Graduate Council. If you have any questions or concerns about this response, please feel free to contact us via the Graduate Council’s analyst, Estrella Arciba, at earciba@senate.ucla.edu.
Provost and Executive Vice President Michael Brown  
University of California Office of the President  
1111 Franklin Street, 12th Floor  
Oakland, California 94607

Dear Michael:

I am writing to inform you that the Executive Board of the UCLA Academic Senate has voted to initiate an Appendix V action to review the Department of Biological Chemistry’s proposal to discontinue the independent Cellular and Molecular Pathology Ph.D. For your reference, enclosed is the letter from UCLA Academic Senate Chair Sandra Graham informing me of this action, as well as related correspondence.

If you have any questions or require additional information, please do not hesitate to contact Associate Vice Chancellor Jeff Roth or me.

Sincerely,

Scott L. Waugh  
Executive Vice Chancellor and Provost

Enclosure

cc: Jocelyn Surla Banaria, Assistant Director, UC Academic Senate, UC Office of the President  
Hilary Baxter, Executive Director, UC Academic Senate, UC Office of the President  
Joseph Bristow, Vice Chair, Academic Senate  
Erika Chau, Executive Director, Academic Personnel Office  
Susan Cochran, Immediate Past Chair, Academic Senate  
Sandra Graham, Chair, Academic Senate  
Fredye Harms, Principal Policy Analyst, UC Coordinating Committee on Graduate Affairs, UC Office of the President  
Beth Lazazzera, Chair, Undergraduate Council
Rebecca Lee-García, Director of Program Analysis, Academic Planning & Budget
Kelsey Martin, M.D., Ph.D., Dean, David Geffen School of Medicine
Robert May, Vice Chair, UC Academic Senate, UC Office of the President
Claire McCluskey, Associate Registrar, Registrar’s Office
Linda Mohr, Chief Administrative Officer, Academic Senate
Kimberly Peterson, Interim Chief of Staff to the Provost, UC Office of the President
Chris Procello, Analyst, Institutional Research and Academic Planning,
   UC Office of the President
Jeff Roth, Associate Vice Chancellor, Academic Planning and Budget
Laurie Summers, Assistant Provost, Chancellor’s Office
Eric Wells, Committee Analyst, Academic Senate
Shane White, Chair, UC Academic Senate, UC Office of the President
May 18, 2018

Scott L. Waugh  
UCLA Executive Vice Chancellor and Provost

Re: Appendix V Proposal: Discontinuation of the Cellular and Molecular Pathology PhD Program

Dear Executive Vice Chancellor and Provost Waugh,

The Executive Board reviewed the request to discontinue the Cellular and Molecular Pathology Ph.D. Program in the Department of Pathology and Laboratory Medicine at its meeting on May 17, 2018. By unanimous consent, the Board approved the initiation of the Appendix V action and formally assigned the Graduate Council as the designated committee. It is the Board’s understanding that the Graduate Council will consult with other Senate committees as necessary, including the Council on Planning and Budget, Committee on Rules and Jurisdiction (for bylaw and process review), as well as relevant administrators and students it deems appropriate.

It is the Executive Board’s desire to complete the review process and schedule approval of the Legislative Assembly at its meeting on June 7, 2018. Therefore, the Senate requests that the Office of the President be notified of the impending action.

Sincerely,

Sandra Graham  
Chair, UCLA Academic Senate

cc: Estrella Arciba, Committee Analyst, Graduate Council  
Joseph Bristow, Vice Chair, Academic Senate  
Susan Cochran, Immediate Past Chair, Academic Senate  
Rebecca Lee-Garcia, Director, Academic Planning and Budget  
Linda Mohr, Chief Administrative Officer, Academic Senate  
Jeff Roth, Associate Vice Chancellor, Office of Academic Planning and Budget  
Laurie Summers, Assistant Provost, Chancellor’s Office
May 18, 2018

Julio Vergara
Chair, Graduate Council

Re: Appendix V Proposal: Discontinuation of the Cellular and Molecular Pathology PhD Program

Dear Professor Vergara,

The Executive Board reviewed the request to discontinue the Cellular and Molecular Pathology Ph.D. Program in the Department of Pathology and Laboratory Medicine at its meeting on May 17, 2018. By unanimous consent, the Board approved the initiation of the Appendix V action and formally assigns the Graduate Council as the designated committee. It is the Board’s understanding that the Graduate Council will consult with other Senate committees as necessary, including the Council on Planning and Budget, Committee on Rules and Jurisdiction (for bylaw and process review), as well as relevant administrators and students it deems appropriate.

The Executive Board will schedule approval of the Legislative Assembly once Graduate Council’s review is complete.

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

Sincerely,

Sandra Graham
Chair, UCLA Academic Senate

cc: Estrella Arciba, Committee Analyst, Graduate Council
Johnathan Braun, Chair, Department of Pathology and Laboratory Medicine
Joseph Bristow, Vice Chair, Academic Senate
Susan Cochran, Immediate Past Chair, Academic Senate
Linda Mohr, Chief Administrative Officer, Academic Senate
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</th>
<th>First</th>
<th>UID</th>
<th>Mentor</th>
<th>Mentor Home Areas</th>
<th>Fund Manager / Source</th>
<th>Dissertation Defense</th>
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</table>
| Hong    | Jason   | 502-843-124 | Teitell    | 1. Cell and Developmental Biology (CDB)  
2. Immunity, Microbes & Molecular Pathogenesis  
3. Molecular Pharmacology | Rio Cruz Pathology | Passed Oral Quals- 10/14/16  
Expected to defend *Fall 2018 |
| 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 | 803-739-629 | Dr. Ram Raj Singh | 1. Immunity, Microbes & Molecular Pathogenesis  
2. Molecular Pharmacology | Juan Vaquerano-Division Mngr  
Med-Rheumatology | Expected to defend ~Spring 2019 |

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

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: Arciba, Estrella <earciba@senate.ucla.edu>
Sent: Monday, February 12, 2018 1:43 PM
To: Braun, Jonathan M.D. <jb@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. <jb@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
Hi Linda,

Can the attached appendix V be added to the next Exec Board meeting for designation.

Thank you,

Estrella
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<tr>
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<td>Sandra Graham</td>
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<td>Claire Marchon</td>
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<tr>
<td>Kevin Tran</td>
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Notes:

Kenya Covington ALT for Christensen
Sean Walsh ALT for Normore
Meranze ALT for History
V. Mays ALT for Statistics
Schutze ALT for Linguistics