

**UCLA Department of Gender Studies
Bylaws**

I. Bylaws

1. Bylaws: These bylaws contain the core principles by which the Department has chosen to govern itself. They should be read in tandem with the *Standing Rules and Procedures* of the Department which regulate current departmental practices.
2. Amendment: Amendments to these bylaws may be proposed by any voting member of the Department. This recommendation will be presented for discussion and vote to the entire Department at a meeting, notice of which must be given at least one week in advance. Amendment of departmental bylaws requires a two-thirds majority vote by secret ballot (12/7/2015; 9 yes, 0 no, 0 abstain, 1 on leave).
3. Access: These bylaws shall be posted on the departmental website and be accessible without restriction. At the beginning of each academic year, the Chair will be responsible to distribute a copy of the bylaws to each voting member of the Department and designated student representatives. In addition, a copy of the bylaws shall be kept in the Chair's office.

II. Department Membership and Meetings

1. Membership: Membership in the Faculty of the Gender Studies Department (GSD) is defined by Divisional Bylaws 50 (A) and 184 and includes ladder rank (Academic Senate members), 100% appointments in Gender Studies, and faculty who hold split and joint appointments (0-100%) within the GSD.
2. Student Representatives: One graduate student shall be selected by the graduate student body annually to serve as student representatives to the Gender Studies Department.
 - a. The graduate student representative shall be invited to participate in departmental meetings, except those dealing with personnel actions or other confidential matters as determined by the Chair.
3. Department meetings: Department meetings normally take place at the call of the Chair, with at least one week's notice. The Chair or a designated substitute presides at the meeting.
 - a. Per Academic Senate regulations (Bylaw 55, II-6, <http://www.apo.ucla.edu/call/append4.htm>), "upon the request of 3 Senate members, the Chair must schedule and hold a meeting within ten days." Any Senate member may also request that an item be placed upon the agenda of a previously scheduled meeting.
 - b. Department meetings will be open to members of the Faculty (i.e. ladder rank members of the Academic Senate) who hold 0% or greater appointments in the Department, as well as to the Department's graduate student representative. Members of the Department's staff may also be present. Staff and student representatives cannot be present for

discussion on academic personnel reviews, with the exception of the MSO who facilitates the vote. All members of the Academic Senate including those with joint appointments are enfranchised on all “substantial departmental questions.”

4. Minutes: Written minutes of the department meetings, excluding meetings devoted to personnel actions, shall be taken by a staff member and distributed by email in timely fashion to the whole voting faculty, as well as to designated student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes are to include a list of individuals present at the meeting.
 - a. A copy of minutes from all departmental meetings will be preserved in the Chair’s office, where any voting member of the department may consult them at their request. A copy of the minutes will be sent to all members of the Department.

III. Voting Rights

1. Department members who belong to the Academic Senate and meet the requirements outlined in the UCLA Faculty Senate Bylaw 55 (CALL Appendix 4) (<http://www.apo.ucla.edu/call/append4.htm>) and who have not waived their right to review by the GSD may vote on all matters, including personnel cases, in department meetings. All regular faculty (Full, Associate, and Assistant Professors) vote on appointments that confer membership to the Academic Senate and promotions and merits at all ranks. (On 12/7/15 Full professors voted by a two-thirds majority vote in a secret ballot to extend the vote on all actions of full professors to associate professors; 2 yes, 0 no, 0 abstain. Subsequently, full and associate professors voted by a two-thirds majority vote in a secret ballot to extend the vote on all actions of full professors to assistant professors; 7 yes, 0 no, 0 abstain, 1 on leave. Associate and full professors then voted by a two-thirds majority vote in a secret ballot to extend the vote on all actions of associate professors to assistant professors; 7 yes, 0 no, 0 abstain, 1 on leave. All tenured and tenure-track faculty voted by two-thirds majority in a secret ballot to amend these bylaws; 9 yes, 0 no, 0 abstain.)
 - a. Mode of Voting: Voting on departmental business is usually by a show of hands, unless a motion is made for a secret ballot. Voting on personnel matters is by secret ballot only. All departmental votes are majority votes unless otherwise specified.
 - b. Quorum: One-half of the Academic Senate members in residence at the time of the meeting constitutes a quorum to conduct department business during that quarter. One-half of the voting members of the Department constitutes a quorum for personnel discussions.
 - c. Absentee Voting: Members of the voting faculty who miss a meeting are entitled to submit a vote within 48 hours following the departmental discussion.

IV. Officers

1. Chair: The Chair is appointed by the Chancellor upon the recommendation of the Dean of Social Sciences in consultation with the department. The Chair serves at the Dean’s discretion on an annual basis, although the term generally runs for three years with the

possibility of renewal. The following constitute the main responsibilities of the Chair:¹

- a. Academic personnel review: maintenance of records and reports concerning recruitment, tenure and promotion.
- b. Appointment of departmental officers, including the Committee Chairs.
- c. Appointment of departmental committees.
- d. Supervision and evaluation of staff.
- e. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes.
- f. Scheduling and recommending sabbatical and other leaves to Chancellor.
- g. Maintaining and assigning departmental work facilities.

2. Other Departmental Officers

- a. Committee Chairs: The Chair will select Committee Chairs to aid in the performance of her/his duties per APPM 245, Appendix A.
(<http://www.ucop.edu/acadadv/acadpers/apm/apm-245.pdf>)
- b. Acting Chair: The Chair will designate one of the Vice Chairs to assume his/her place on a temporary basis during absence due to illness or travel. Notification of this designation should be given to all departmental staff, faculty, and students.
 - 1) The Chair of the Committee for Graduate Affairs and the Chair of the Committee for Undergraduate Affairs are the Department's Vice Chairs.
- c. Chair of the Committee for Graduate Affairs: The Chair of the Committee for Graduate Affairs supervises all matters related to the Department's graduate students. This oversight includes:
 - 1) supervising the TA training process.
 - 2) evaluating the progress of all graduate students at the end of each academic year.
 - 3) mediating between graduate students and faculty.
 - 4) approving forms related to student performance and progress (petitions, passing language examinations, advancements to candidacy, etc.).
 - 5) coordinating funding of new and continuing students.
 - 6) preparing the self-review of the Graduate curriculum for the 8th year review.
 - 7) making recommendations for graduate fellowships and awards.
 - 8) coordinating evaluation of breadth exams.
 - 9) admission and recruitment of graduate students.
- d. Chair of the Committee for Undergraduate Affairs. The Chair of the Committee for Undergraduate Affairs supervises all matters related to the Department's undergraduate students. This oversight includes:

¹ For a more extended enumeration of the Chair's duties, see APPM 245, Appendix A.
<http://www.ucop.edu/acadadv/acadpers/apm/apm-245.pdf>

- 1) approving new undergraduate courses.
- 2) overseeing the undergraduate Honors Program.
- 3) preparing the self-review of the Undergraduate curriculum for the 8th year review.
- 4) recommending faculty for teaching awards.
- 5) overseeing undergraduate awards.

V. Departmental Committees

1. Committee Work: Much essential work in the Department is conducted through committees comprised of faculty members. The active participation of faculty members on committees is indispensable to the functioning of the Department.
 - a. Mode of Selection: All committees are appointed by the Chair in consultation with committee chairs.
 - b. Matters of general concern to the Department, including hiring priorities and departmental policies governing the undergraduate and graduate programs, shall be brought by committees or by individual faculty members to the full faculty for a vote.
2. The Graduate Committee oversees the Department's graduate program. The GC's mandate includes admission and recruitment of new graduate students; review of the graduate curriculum; recommending policy for the allocation of graduate funding and approval of graduate petitions; conducting self-review of the graduate program in years when the Department is under review; and making recommendations for graduate student teaching awards.
 - a. Committee composition: The Chair shall select four Department members, in addition to the Graduate Chair, to serve on the graduate committee for one-year terms. The Graduate Chair shall chair this committee.
 - b. The Graduate Committee is charged with the annual review of applications for admission to the graduate program. One graduate student will be elected by the graduate student body to participate in the admissions process; this student will attend admissions meetings but not vote on admissions.
3. The Undergraduate Committee's mandate includes reviewing awards applications, determining departmental honors, and nominating faculty for teaching awards. The UC also is responsible for conducting the periodic self-review of the undergraduate program.
4. Committee composition: The Chair shall select two Department members, in addition to the Undergraduate Chair, to serve one-year terms on the Undergraduate Committee. The Undergraduate Chair shall chair this committee.

VI. Appointments

1. Search Committees for Regular Ladder Appointments: When a regular ladder appointment has been authorized by the Dean, the Chair shall appoint a search committee. Normally, the Search Committee will invite its leading candidates to campus in order to present a talk to the Department. It will then make a recommendation and write a report on the top candidate, which should be accessible to Department members at least ten working days before the departmental discussion and vote. If for any reason the Search Committee believes that the number of candidates invited should be reduced, or its procedure otherwise streamlined, it may seek approval of such change from the Chair, so long as the requested change is consistent with University regulations regarding searches. The committee will work in concert with the Chair to prepare a file and report for departmental discussion. Search Committees must adhere to all affirmative action laws, policies, and guidelines (<http://www.apo.ucla.edu/call/append5.htm>).
 - a. Voting: The vote on all personnel matters, including hiring, shall be by secret ballot. A vote on personnel matters shall be taken only after a meeting at which there has been an opportunity for full and informed discussion by the faculty. (On 12/7/15 full and associate professors voted by a two-thirds majority vote in a secret ballot to extend the vote on appointments to the Academic Senate to assistant professors; 7 yes, 0 no, 0 abstain, 1 on leave.)
 - b. Student participation: Departmental search committees may invite one or more graduate students to serve as consulting members of the committee. These students will be asked to provide an evaluation in either written or oral form of the writings and public appearances of all candidates considered by the Search Committee, but may not under present University rules have access to confidential material (placement files, letters of recommendation, etc.).
2. Visiting Appointments. Visiting Appointments can be made by the Chair in consultation with the Department.
3. "Soft-Money" Appointments (Temporary Teaching Appointments). Soft-money appointments are non-ladder appointments made for a defined and limited duration. Appointments are made by the Chair in consultation with the faculty.
4. Joint appointments: Faculty requesting a joint appointment should submit a request in writing to the Chair. Requests should describe the candidate's research and teaching plans, as well as a CV.
 - a. Requests for joint appointments will be considered in terms of the relevance of the individual's research and teaching to the Department, as well as the programmatic needs and long-term goals of the Department.
 - b. The Department recommends that joint appointees waive voting rights.
5. Split appointments: Faculty requesting a greater than 0% appointment in Gender Studies, or current split appointees seeking an increase or decrease in the percentage of their

appointment held by the Department, should submit a request in writing to the Chair. Requests should describe the candidate's research and teaching plans. A CV and copies of pertinent teaching evaluations should accompany the request.

- a. Requests for split appointments will be considered in terms of the relevance of the individual's research and teaching to the Department, as well as the programmatic needs and long-term goals of the Department.

6. Emeriti: When on recall Emeriti faculty who held an appointment in the department over 0% are eligible to retain the same privileges as joint appointees who have waived their departmental voting rights on personnel matters. (Voted by two-thirds majority vote by secret ballot of full, associate and assistant professors on 12/7/2015; 9 yes, 0 no, 0 abstain, 1 on leave.)

VII. Personnel Review Procedures

1. For 100% appointments and split appointments with GS designated as the primary department:

a. Merits (within-rank increases in step and salary):

- 1) Full dossier is made available for review by voting faculty prior to department meeting.
- 2) Voting faculty meet to discuss the case. Chair presents the case, or designates another member of the faculty to present the case to the faculty. (On 12/7/15 full and associate professors voted by a two-thirds majority vote in a secret ballot to extend the vote on appointments and promotions/reviews to assistant professors; 7 yes, 0 no, 0 abstain, 1 on leave.)
- 3) Chair drafts the letter of recommendation, or designates another member of the faculty to prepare the letter. The letter should address these four areas: 1) teaching; 2) research and other creative work; 3) professional activity; and 4) University and public service.
- 4) Chair circulates draft of the letter to the voting faculty for comment.
- 5) Chair submits letter.

b. Promotions:

- 1) A 2-3 member ad hoc committee is appointed to prepare the case.
- 2) For split appointees, a joined ad hoc committee (i.e. one containing members from both primary and secondary departments) may be used in cases deemed appropriate by the Chairs of both departments and the candidate. In such cases, the report of the joined ad hoc committee will be available to both departments prior to separate departmental votes.
- 3) Full dossier is made available for review by voting faculty prior to department meeting.
- 4) Ad hoc committee drafts a review report.
- 5) Ad hoc committee presents the case to the faculty for discussion and vote.

(On 12/7/15 full and associate professors voted by a two-thirds majority vote in a secret ballot to extend the vote on promotions to assistant professors; 7 yes, 0 no, 0 abstain, 1 on leave.)

- 6) Ad hoc committee report is circulated to the voting faculty prior to meeting.
- 7) Chair drafts the letter of recommendation.
- 8) Chair circulates draft of the letter to the voting faculty for comment.
- 9) Chair submits letter.

2. For split appointments with GS *not* the primary department:

- a. The Department conducts a full, independent review according to the procedures described above.
- b. Voting faculty are given the opportunity to review the full dossier, in addition to the letter of recommendation submitted by the primary department. (On 12/7/15 full and associate professors voted by a two-thirds majority vote in a secret ballot to extend the vote on appointments to assistant professors; 7 yes, 0 no, 0 abstain, 1 on leave.)

3. For joint appointments (0% appointment in GS):

- a. The Department recommends that those holding 0% appointments in Gender Studies waive voting rights in personnel actions. These faculty are not subject to review by the Department.
- b. All members of the Academic Senate with joint appointments are enfranchised on all "substantial departmental questions."
- c. At the request of a faculty member who holds a joint appointment and has waived voting rights, the Chair of Gender Studies may submit a letter of support to another campus department or departments conducting a personnel review.