

BYLAWS

UCLA DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY

PREAMBLE

This document is written to be in conformity with both the Standing Rules of the Regents of the University of California and Bylaw 55 of the State-wide Academic Senate of the University (UC SB 55). It was adopted by two-thirds majority vote of Departmental members of the UCLA Academic Senate following a regularly scheduled faculty meeting held on November 16, 2015 (20 of 29 eligible faculty voted; 22 yes, 0 no, 0 abstain) and was amended on April 9, 2018 (Of 32 faculty eligible to vote, 22 voted yes, 0 voted no, 0 abstained, 9 did not vote, and there was one recusal).

1. ORGANIZATION

1.1. 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 Vice-Chair will be three years with the appointment being renewed annually. Vice-Chairs 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 state-wide Academic Senate and the UCLA divisional Academic Senate. These bylaws apply to all Departmental actions on “substantial departmental questions” [UC SB 55(A)(1)] and all academic personnel actions [UC SB 55(B)(1-7)]. Except as specified below, standard parliamentary procedures are followed. When needed A. Sturgis' The Standard Code of Parliamentary Procedures (4th edition, 2001) is used for guidance.

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

2.1.3 All faculty members with Regular series titles and active appointments have equal voting rights in all Departmental matters, including personnel actions. Personnel voting rights on Appointments were extended to Assistant Professors by a two-thirds majority of Associate and Full Professors (16 yes, 0 no) following the November 16,

- 2015 faculty meeting. Voting rights on Full Professor Promotions and Merits were extended to Associate and Assistant Professors by a two-thirds majority of Full Professors (15 yes, 0 no) following the November 16, 2015 faculty meeting. Voting rights on Associate Professor Promotions and Merits were extended to Assistant Professors by a two-thirds majority of Associate and Full Professors (16 yes, 0 no) following the November 16, 2015 faculty meeting. Emeriti can participate in Departmental meetings; their voting privileges on personnel cases are determined at 4-year intervals at the time of revision of these Bylaws. Currently, emeriti do not have voting privileges on personnel cases, whether they are recalled, not recalled, or appointed as Research Professors. Recalled emeriti have voting privileges on all non-personnel substantial department questions. Adjunct faculty members can participate in Departmental meetings not involving personnel actions, but do not have voting privileges. Temporary faculty members may attend Departmental faculty meetings, but do not have voting privileges. Faculty members with joint appointments in other units have voting rights as agreed upon within the terms of their appointments.
- 2.1.4 Faculty members may vote by absentee ballot. Faculty members on leave may vote, but their votes will not be solicited. Secure electronic voting is available when feasible.
- 2.1.5 Majorities are determined on the basis of pro and con votes only; votes to abstain do not count.
- 2.1.6 Departmental meetings are normally called by the Chair or the Chair's designee. Personnel actions and other substantial matters for consideration at Departmental meetings must appear on written agendas distributed to all faculty members at least three working days prior to the meetings. Exceptions to this rule require unanimous approval.
- 2.1.7 A quorum consists of 50% of the regular faculty members not on leave.
- 2.1.8 Recruitment of new faculty is done by *ad hoc* search committees appointed by the Chair. Search committee recommendations are made to the department at scheduled faculty meetings as agenda items. Recommendations are discussed by all eligible faculty in attendance at those meetings. Faculty with active Regular series appointments will vote on proposed appointments by secret written ballots for periods of two business days, beginning immediately after the presentation meeting.

3. CHARGES TO COMMITTEES

3.1. RESPONSIBILITIES OF STANDING COMMITTEES

3.1.1. PERSONNEL COMMITTEE

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

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

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

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

3.1.1.A 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.

3.1.1.B 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.

3.1.1.C 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.

3.1.1.D Personnel Actions – Research Professor Series

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

“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 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.

3.1.1.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 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 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

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

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

Committee responsibilities are:

- 1) The committee provides for the acceptance and admission of new graduate students. The committee monitors the calendar for admissions and works to ensure that offers of admission are as competitive as resources will permit. Through the Graduate Affairs Office it handles correspondence with prospective graduate students, manages student files, provides student files for faculty review, and designates provisional advisors.
- 2) The committee advises on policies and procedures for the selection, appointment and assignment of teaching assistants. It is responsible for collection of data for evaluation of the performance of teaching assistants. It generates and develops materials for orientation of new appointees. It also provides advice on the administration of graduate fellowships such as Traineeships, Fellowships, and others which may be sought by graduate students in the Department. It administers Departmental (e.g., travel and dissertation research support) and Graduate Division funds that support graduate students.

3.1.4 SEMINAR COMMITTEE

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

3.1.5 DEPARTMENTAL AWARDS COMMITTEE

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

4. APPENDICES

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

- 4.1.3 The candidate must demonstrate a commitment to teach on a regular basis. This will include participation in a graduate or advanced undergraduate course, and may also involve lower division or core course teaching. While there is no commitment to a salary for such participation, it is not precluded for lower division and core teaching. Salaries for such teaching must be negotiated with the Department Chair. Appointees are encouraged to serve as members of advisory committees for graduate students.
- 4.1.4 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.
- 4.1.5 Space must be negotiated with the Department Chair.
- 4.1.6 The candidate will be eligible to co-sponsor graduate students.
- 4.1.7 Advancement will follow the same procedures as for regular faculty. Evidence of continuing academic excellence and productivity, similar to our active faculty, will be a condition of continued appointment.

4.2 Departmental Equipment and Services

- 4.2.1 All equipment designated for instructional use and purchased with Departmental funds must be made available for regularly scheduled courses.
- 4.2.2 When such equipment is not in use in courses, it may be used for research with the understanding that it must be maintained in proper order by the faculty member concerned and that it must be relinquished promptly when needed for a course.
- 4.2.3 Whenever appropriate, major pieces of equipment purchased with Departmental funds and requiring special technical knowledge for their use will be assigned by the Chair to a specific faculty member who will assume responsibility for overall maintenance.
- 4.2.4 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.
- 4.2.5 The Facilities Manager will be responsible for maintaining a listing of all technical services (photographic, illustration, workshop, etc.) available in the Department.