

## BYLAWS OF THE DEPARTMENT OF ENGLISH

*Approved on November 6, 2015. 39 Aye, 0 Nay, 17 Absent*

### **Article I — Faculty Members**

- A. Regular Faculty. The Regular Faculty shall consist of all members of the Academic Senate in ladder track titles with non-0% appointments/FTE in the Department of English.
- B. Affiliated Senate Faculty. A member of the Academic Senate whose appointment/FTE resides in another department may affiliate with the Department of English as a joint appointment at 0% time or a split appointment (UCLA CALL, Appendix 15).
  - 1. Joint Appointment. An applicant for an initial joint appointment shall either waive voting privileges on personnel matters, or be subject to reciprocal English review.
  - 2. Split Appointment. A split appointment may be made if a Senate faculty member elects to transfer at least 25% of her/his FTE to the Department of English. Commensurate with the percentage of the FTE, a faculty member on a split appointment has the same obligations to English as a regular faculty member and shall have full voting rights in the Department as provided for by Academic Senate Bylaw 55 and these bylaws.
- C. Emeritae/i. Emeritae/i are members of the Academic Senate that do not have the right to vote on departmental matters, except as provided for in Article D of the University of California Academic Senate By-Law 55. Per that article, emeritae/i, while recalled to service, regain voting rights on all departmental matters, except personnel matters, during the period of service.
- D. Lecturers Security of Employment. Senior Lecturers and Lecturers with Security of Employment are members of the Academic Senate who have voting rights on all departmental matters except personnel matters regarding Regular Faculty.
- E. Non-Senate Faculty. Qualified individuals who are not members of the Academic Senate may be appointed to the Lecturer, Visiting or Adjunct titles to fulfill departmental teaching needs.

### **Article II — Faculty Executive Officers**

- A. Upon recommendation of the Dean after consultation with the Regular Faculty of the Department, the Chancellor appoints the Department Chair and Vice Chair, who serve at the discretion of the Chancellor (APM 245-24). The Department Chair serves as the executive officer of the Department. In fulfilling her/his duties, the Chair shall regularly consult with the Faculty Executive Committee and/or the Department on all substantial matters related to courses, curricula, educational policy, budget, personnel, resources and space (APM 245, Appendix A). The Chair is normally appointed for a term of three (3) years and renewal of a Chair's appointment is contingent upon favorable review conducted by the Dean.

The Chair shall designate a Vice Chair for Graduate Studies / Graduate Admissions.

B. Vice Chair of Graduate Studies — The Vice Chair of Graduate Studies (VCGS) shall have responsibility for implementation and enforcement of departmental policies and procedures for all aspects of the Departmental Ph.D. program, and shall recommend changes to the program for consideration by the full faculty. Compensation will be at two course releases per academic year. The duties of the VCGS include:

1. Development of departmental program requirements (courses, examinations, TAs), and policies governing graduate student support.
2. Oversee graduate student progress towards degree — completion of Ph.D requirements
3. Distribution and management of Graduate Division unrestricted and advanced to candidacy allocation.
4. Nominating body for academic and merit awards / fellowship from the University and outside agencies.
5. Direct departmental public relations effort as it effects the graduate program (in the form of distribution materials, flyers, and brochures). This duty may be delegated to the Graduate Student Affairs Officer.
6. Coordinate recruitment and admissions effort with an Admissions Committee chosen by the Chair and VCGS.
7. Mediate concern and/or issues that arise between faculty mentors and graduate students.
8. The VCGS shall serve as Chair in the event the Chair is out of town, on vacation, or temporarily unable to carry out his/her duties as chair.

The Chair shall designate a Vice Chair for Undergraduate Studies.

C. Vice Chair of Undergraduate Studies — The Vice Chair of Undergraduate Studies (VCUS) shall have responsibility for implementation and enforcement of departmental policies and procedures for all aspects of the Departmental B.A. program, and shall recommend changes to the program for consideration by the full faculty. Compensation will be at two course releases per academic year. The duties of the VCUS include:

1. Review all student application to the department's degree programs and make individual admissions determinations based upon the criteria established by the Department. The VCUS may also delegate this responsibility to the Undergraduate Student Affairs Officer.
2. Oversee and make recommendations on the undergraduate student degree program - completion of B.A. requirements.

### **Article III — Standing Committees**

A. The Chair shall appoint standing and ad hoc committees as appropriate. The following standing committees shall be maintained by the Department:

B. Faculty Executive Committee — The Department of English's Faculty Executive Committee shall be chaired by the Department Chair and be composed of the following standing members: Vice Chair of Undergraduate Studies, Vice Chair of Graduate Studies,

and the Director of Writing Programs. The remainder of the committee will consist of three Full Professors, two Associate Professors, and one Assistant Professor, and will be elected from the slate of all available faculty members willing to serve on the committee. The non-officers of this committee are elected by secret ballot and serve one-year terms. One more than 50% of the total members shall constitute a quorum.

The Faculty Executive Committee acts as the advisory body to the Chair and shall have general responsibility for the development, implementation, and enforcement of the administrative and academic policies of the Department of English. The Faculty Executive Committee may review recommendations by other committees and make its own recommendation prior to Departmental vote on such issues. The Faculty Executive Committee will also be designated as the standing committee for voting on Unit 18 Lecturer personnel actions (See also V. E).

- C. Personnel Committee — The Department of English's Personnel Committee consists of three Full Professors and two Associate Professors. The members of this committee are elected from the slate of all available faculty members willing to serve on the committee. Members are elected to this committee by secret ballot and serve two-year terms. The committee serves as the voting body for regular (Dean's final authority) merit actions in the department, with the entire committee voting on Associate Professor and Assistant Professor merit reviews, and only the Full Professors voting on Full Professor merit reviews (See also V. C).
- D. Undergraduate Committee — The Department of English's Undergraduate Committee shall be chaired by the Vice Chair of Undergraduate Studies and be composed of the following standing members: the Chair, the Director of Departmental Honors, the Coordinator for Writing in the English Major, the Faculty Undergraduate Advisor, the Coordinator for TA Training, the Director of Writing Programs, the President of Sigma Tau Delta Honors Society, and the Student Affairs Officer. The remainder of the committee (appointed by the Chair and Vice Chair rather than elected by the Department) consists of six ladder faculty representing the range of research fields in the Department, including Creative Writing. The Undergraduate Committee supervises the Academic Conference for English Students (ACES), conducts regular assessment of the Departmental Capstone Program, reviews proposals for curricular development at the undergraduate level, and makes recommendations to the Faculty Executive Committee regarding substantive matters pertaining to undergraduate education in the Department.
- E. Graduate Committee — The Department of English's Graduate Committee shall be chaired by the Vice Chair of Graduate Studies and be composed of the following members: the Chair (ex officio) and ten additional faculty (appointed by the Chair and Vice Chair rather than elected by the Department) representing as wide a field range as possible, each serving for a three-year term. A Committee member who also holds an additional departmental appointment such as Placement Director may, at the Vice Chair's discretion, serve in an ex officio role, with an additional faculty member then being added to the Committee. The Graduate Committee supervises the yearly Graduate Program Application Review and Recruitment process, oversees the application, nomination and award processes for graduate fellowships originating in the Department, the Humanities Division, Graduate Division, or

other entities both within and outside the University, as needed. In addition, the Committee monitors student progress to degree, addressing individual progress issues as they may arise, and renders decisions on student petitions regarding coursework credit, doctoral committee nominations, reading lists for Comprehensive Exams, language requirements, and a range of exceptions to departmental and campus-wide policies. The Committee also reviews and revises program policies as needed, consulting with the English Graduate Union, the Faculty at large, and/or the Chair as necessary. Members of the Committee also serve as first-year advisors to incoming students in accordance with the Department's Guide to Graduate Study.

#### **Article IV — Procedures for Search and Ad Hoc Committee Review**

- A. Searches and New Faculty Appointments — The Chair shall appoint recruitment committees to conduct searches as often as is deemed appropriate. The search committee chair (also appointed by the Chair) will assume primary responsibility for conducting and coordinating the search, reviewing the candidates' applications, selecting a short list, and organizing the candidates' visits and colloquia. After internal committee discussion and vote, the committee will formally submit to the Department Chair the committee's recommendation for appointment in the form of a detailed advocacy document. This report will also be presented to the Faculty Executive Committee before it is made available to the Regular Faculty. The eligible Regular Faculty shall be responsible for evaluating candidates for appointment. Departmental meetings shall be held on all personnel actions concerning appointments.
- B. Ad Hoc Review Committee(s) — The Department Chair will appoint a three person ad hoc committee for the consideration of accelerated merits of two years or more for Assistant and Associate Professors, accelerated merits of three years or more for Full Professors, merits to Step VI, 4<sup>th</sup> year appraisals and promotions. The number of members will vary for ad hoc committees convened jointly with another department for split or joint appointees. Their findings shall be presented formally, as an advocacy document, and will be considered at a departmental meeting convened to consider the action. Major promotions (to Associate Professor with tenure, Professor I, Professor VI, and Professor Above Scale) shall be handled in the same fashion.
- C. Actions shall be reviewed according to the following process:
  - 1. Review and recommendation of ad hoc
  - 2. Vote by Department of English's eligible Faculty (See Article V)
  - 3. Dean's Office review
  - 4. Committee on Academic Personnel (CAP) review
  - 5. Chancellor's Office review
- D. Standard on-schedule renewals and merit increases within each rank are approved at the Dean's Office level.

## Article V — Voting Privileges

- A. Standing Order of the Regents 105.2c provides that “...the several department of the University, with the approval of the President, shall determine their own form of administrative organization and all Professors, Associate Professors, Acting Professors, Acting Associate Professors, and Assistant Professors and all Instructors of at least two years’ service shall have the right to vote in department meetings/” Academic Senate By-law 55 provides that “No department shall be organized in a way that would deny to any of its non-emeritae/i faculty who are voting members of the Academic Senate...the right to vote on substantial departmental questions, excepting only certain personnel actions as detailed in [Academic Senate By-law 55B].”
- B. All English Regular Faculty of all ranks, Lecturers (SOE) and Emeritae/i may vote on all departmental matters, excluding personnel actions. Eligible parties to vote on personnel actions will be defined below in C, D and E.
- C. Faculty eligible to vote on personnel actions other than merits (defined in Article V, D) and Unit 18 Lecturers (defined in Article V, E) shall adhere to the tables below:

Table 1. Appointments:

<b>Appointments to Rank (Series):</b>	<b>Voting Bodies:</b>
Professor	Full, Associate, Assistant Professor <sup>1</sup>
Associate Professor	Full, Associate, Assistant Professor <sup>1</sup>
Assistant Professor	Full, Associate, Assistant Professor <sup>1</sup>
Adjunct Professor	Full, Associate, Assistant Professor <sup>1</sup>
Adjunct Associate Professor	Full, Associate, Assistant Professor <sup>1</sup>
Adjunct Assistant Professor	Full, Associate, Assistant Professor <sup>1</sup>
Senior Lecturer (with SOE)	Ladder Faculty <sup>2</sup> , plus Senior Lecturer with SOE
Lecturer (with SOE)	Ladder Faculty <sup>1</sup> , plus Senior Lecturer with SOE

<sup>1</sup>Extended to Assistant Professors by eligible voting faculty on November 6, 2015. 33 Aye, 0 Nay, 15 Absent

<sup>2</sup>Extended to Associate and Assistant Professor by eligible voting faculty on November 6, 2015. 23 Aye, 0 Nay, 13 Absent.

Table 2. Promotions:

<b>Promotions to Rank (Series):</b>	<b>Voting Bodies:</b>
Professor	Full Professors
Associate Professor	Full and Associate Professors
Adjunct Professor	Full Professors
Adjunct Associate Professor	Full and Associate Professors

Table 3. Other:

<b>Other Actions:</b>	<b>Voting Bodies:</b>
Merit to Professor, Initial Above Scale	Full Professors
Merit to Full Professor, Step VI	Full Professors
Accelerated Merit of three (3) years or more: Full Professor	Full Professors
Accelerated Merit of two (2) years or more: Associate Professor	Full and Associate Professors
Accelerated Merit of two (2) years or more: Assistant Professor	Full and Associate Professors
4 <sup>th</sup> Year Appraisals	Full and Associate Professors
Faculty seeking Joint Appointments with the English Department	Full, Associate, Assistant Professors <sup>1</sup>
English faculty seeking Joint Appointments with other departments <sup>4</sup>	Executive Committee <sup>3</sup>
Split Appointments	Full, Associate, Assistant Professors <sup>1</sup>

<sup>1</sup>Extended to Assistant Professors by eligible voting faculty on November 6, 2015. 33 Aye, 0 Nay, 15 Absent

<sup>3</sup>Delegated to Executive Committee by eligible voting faculty on November 6, 2015. 39 Aye, 0 Nay, 17 Absent.

<sup>4</sup>UCLA Call Appendix 15 I.B.

D. The Personnel Committee will be the delegated body to discuss and vote on all standard merits and 5 year reviews with the exception of the following actions which adhere to the tables defined in Article V, C: accelerated merits of two years or more for Assistant and

Associate Professors, accelerated merits of three years or more for Full Professors, merits to Initial Above Scale, merits to Step VI, 4<sup>th</sup> year appraisals and all promotions. The delegation of these duties was voted on by the Full and Associate Professors of the faculty on November 6, 2015 and approved by the vote of 33 Aye, 0 Nay, 15 Absent.

- E. The Faculty Executive Committee will be the delegated body to discuss and vote on all personnel actions for Unit 18 Lecturers with the exception of the following actions: initial appointment and reappointment. The delegation of these duties was voted on by all ladder faculty on November 6, 2015 and approved by the vote of 39 Aye, 0 Nay, 17 Absent.
- F. Affiliated Faculty shall have the voting privileges attendant to the conditions of their respective appointments.
- G. In accordance with UC bylaws, eligible faculty shall retain all voting rights in absentia and may exercise them by either a signed ballot or UCLA registered e-mail returned by the designated due date.
- H. A quorum for any voting body or committee shall be a majority of the eligible voting membership. Except as otherwise provided in these bylaws, a majority of those eligible to vote on any particular matter shall be required for approval of that matter.