This document updates the proposed Departmental Procedures. As requested at the department meeting, the new draft includes a list of responsibilities for each Standing Committee. (See Section VII.) The final two sections summarize decisions voted on by the faculty after the faculty meeting to discuss the Procedures in 2011.

Section I. Voting Rights
Section II. Voting Procedures
Section III. Recruiting/Appointments
Section IV. Promotion to tenure
Section V. Promotion to Professor, Professor Step VI, Professor Above-Scale
Section VI. Personnel Committee
Section VII. Other Standing Committees
Section VIII. Amendments to Procedures
Section IX. Faculty Meetings
I. VOTING RIGHTS

By Departmental and University rules, all faculty are entitled to vote in all Departmental matters, according to their rank as shown in the chart below. Faculty on leave and/or not in residence are entitled to the same voting rights as faculty in residence, subject to specific rules regarding absentee ballots and proxy voting, as below.

Voting Rights by Faculty Rank

<table>
<thead>
<tr>
<th>Action/ Faculty Rank</th>
<th>All Faculty</th>
<th>Tenured Faculty</th>
<th>Full Professors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside appointments$^1$</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departmental Procedures</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Reviews of Department$^2$</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Election to Legislative Assembly</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Approve Procedures</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Academic Regulations$^3$</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Policies and Procedures re Graduate Admissions</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Actions concerning Untenured Faculty$^4$</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor Rank and Step for Outside Appointments</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Professor Rank and Step for Outside Appointments</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotions to Full Professor</td>
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<td>X</td>
<td></td>
</tr>
<tr>
<td>Advancement to Professor Step VI</td>
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<td>X</td>
<td></td>
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<tr>
<td>Advancement to Professor Above-Scale</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Appointment to Endowed Chair</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

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$^1$ This includes decisions on whether to seek letters and whether to make the appointment, and applies to all outside appointments, including Adjunct appointments, Lecturer SOE appointments, Joint appointments, and renewal of waivers of voting rights, etc.

$^2$ This includes 8-year reviews, Department’s response to 8-year reviews, etc.

$^3$ This includes curricula, degree requirements, majors, programs such as Departmental Scholar, etc.

$^4$ This includes reviews, reappointments and promotions to Associate Professor and to tenure.
II. VOTING PROCEDURES

For junior recruiting voting rules see Section III. For all other votes, voting is permitted at meetings and by absentee ballot due. Voting will close two business days after the meeting.

III. RECRUITING/APPOINTMENTS

**Junior Recruiting** is organized by the Recruiting Committee appointed by the Chair, with input from all faculty. Interviews with and visits of junior candidates are arranged by the Recruiting Committee. Ranking of junior candidates and voting offers to junior candidates takes place at a Junior Recruiting Meeting. For purposes of voting at this Junior Recruiting Meeting only, faculty who will be absent may give their proxy to faculty who will be present. Proxies must be designated to the Chair or to the Assistant to the Chair prior to the meeting. Untenured faculty may not give their proxy to tenured faculty. Note that:

- Tenured faculty of any rank may give their proxy to tenured or untenured faculty of any rank.
- Memos and endorsements are neither necessary nor sufficient for recruiting visits of junior faculty; all such visits are decided and arranged by the Recruiting Committee

**Senior Recruiting** is organized by the Recruiting Committee appointed by the Chair, with input from all faculty. Recruiting Visits of senior candidates are arranged only following the circulation of a memo describing the candidate, the candidate’s work, and the reason(s) for the appointment, and including a current Vita, and endorsement of the visit by at least 6 faculty. Following such a Recruiting Visit, there is a Department Meeting to discuss the candidate and decide, by vote of all eligible faculty, whether to seek outside letters. If letters are sought, the Department Chair appoints a Reading Committee that, in consultation with the Department Chair and senior faculty in the field of the senior candidate, decides whether to bring the case to the Department for a formal vote.
IV. PROMOTION TO TENURE

Much of the procedure for promotions to tenure is governed by UC and UCLA rules (see the UC Academic Personnel Manual and the UCLA CALL).

For promotions to tenure, the voting body of the Department consists of the Tenured Faculty. (See Section I.) Cases for promotion are assembled by the Department Chair in collaboration with a Reading Committee (appointed by the Department Chair). In particular, the Department Chair is responsible for choosing outside references and for soliciting letters from these references and for assembling a dossier. Upon receipt of these letters (or as many of these letters as they deem appropriate), the Reading Committee shall prepare a Report that includes a frank discussion of the candidate’s research, teaching, service and future potential, and a summary and evaluation of the outside reference letters.

V. PROMOTION TO PROFESSOR, PROFESSOR STEP VI, PROFESSOR ABOVE SCALE

Many of the procedures for promotions to Professor, Professor Step VI and Professor Above Scale are governed by UC and UCLA rules (see the UC Academic Personnel Manual and the UCLA CALL).

For promotions to Professor, Professor Step VI, Professor Above Scale, the voting body of the Department consists of the Full Professors. (See Section I.) Cases for promotion are assembled by the Department Chair in collaboration with a Reading Committee (appointed by the Department Chair). In particular, the Department Chair is responsible for choosing outside references and for soliciting letters from these references and for assembling a dossier. Upon receipt of these letters (or as many of these letters as they deem appropriate), the Reading Committee shall prepare a Report that includes a frank discussion of the candidate’s research, teaching and service, and a summary and evaluation of the outside reference letters.
VI. PERSONNEL COMMITTEE

The Departmental Personnel Committee is constituted of 3 tenured faculty members of whom at least two must hold the rank of Professor. Members of the Committee and an Alternate are elected for a term of 1 year. Only members of the faculty who will be in residence for the Fall and Winter Quarters of the academic year are eligible to be elected to the Personnel Committee.

The Personnel Committee

(i) acts on behalf of the Department in all reviews of tenured faculty members except:

- promotion from Associate Professor to Full Professor
- advancement to Professor Step VI
- advancement to (Initial) Above Scale

(ii) suggests reading committees for personnel cases. Final approval resides with the Chair.

(iii) provides consultation to the Chair on personnel case issues that arise unexpectedly

The procedure for election to the Personnel Committee is as follows:

- the Department Chair solicits nominations from the tenured faculty; each tenured faculty member is entitled to nominate one candidate

- after nominations are closed, a vote is taken by mail ballot; each tenured faculty member is entitled to vote in favor of up to the three candidates. Any ballot with more than three names will not be counted.

- the three candidates receiving the highest number of votes are elected as Members, with the caveat that if one Associate Professor has already been elected, a second cannot be elected

- the candidate with the fourth highest number of votes is elected as Alternate.
VII. OTHER STANDING COMMITTEES

In addition to the Recruiting Committee (see Section III) and the Personnel Committee (see section VI) there are three other standing committees.

Admissions Committee.

The Admissions Committee is appointed by the Chair.

Its responsibilities are to
(i) screen applications for admissions to the graduate program
(ii) contact prospective students for recruitment purposes
(iii) determine fellowship candidates and award levels

Placement Committee

The Placement Committee is appointed by the Chair

Its responsibilities are to
(i) aid in providing advice to job market candidates
(ii) attend recruiting events, if any

Graduate Committee.

The Graduate Committee is appointed by the Chair.

Its responsibilities are to
(i) deal with issues that arise in student progress matters
(ii) handle fellowship/award rankings
(iii) develop solutions to programmatic issues/problems

VIII: AMENDMENTS TO THE PROCEDURES

To propose a change in the Procedures requires at least six faculty members. They shall write a proposal and circulate it at least one week in advance of the faculty meeting.

To change Procedures there shall be a simple majority of those voting. Voting procedures are as described in Section II.

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5 Vote September 2011 Approve 23, Not Approve 1, Abstain 0
IX: FACULTY MEETINGS

A faculty meeting will be scheduled on the last Friday of every month when the university is in session. If that Friday is a University holiday, the meeting shall be postponed to the subsequent Friday. The Chair may cancel the meeting if there is no business.

To place an item on the agenda requires at least six regular faculty members. The Chair is exempt from the rule.

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6 Vote September 2011: Approve 23, Not Approve 0, Abstain 1