

Bylaws of Faculties
César E. Chávez Department of Chicana and Chicano Studies

Part I. Functions

1. The Faculty of the Chávez Department of Chicana and Chicano Studies (CCDCCS) shall conduct the governance of the CCDCCS in accordance with all applicable rules of the Academic Senate of the University of California.

Part II. Membership

2. Membership in the Faculty of the CCDCCS is defined by Divisional Bylaws 50(A) and 184 and include ladder rank (UCLA Academic Senate members), 100% core appointments and faculty who hold joint appointments (0–100%) with the CCDCCS.

Part III. Officers

3. The officers of the Faculty shall consist of a Chair and a Vice-Chair. The Chair will be elected every three years (and appointed by the Dean), according to procedures prescribed in Divisional Bylaw 150 and Senate Bylaws 180-184. The Chair shall serve a three-year term beginning July 1. In the event of an early leave (e.g., resignation, leave, sabbatical), the Vice-Chair will be acting Chair until a new chair is elected to finish the unfinished term. In instances when the Chair is unavailable to perform departmental activities (out of town, illness, etc.) the Vice-Chair will be acting Chair. The Vice-Chair will be appointed by the Chair on an annual basis.

4. Administrative officers, lecturers, visiting professors, or non-UCLA Academic Senate members of the CCDCCS cannot serve as officers of the Faculty and cannot vote on matters of academic personnel.

Part IV. Meetings

5. The Faculty of the CCDCCS shall meet at least once quarterly and when necessary after a call by the Chair of the Faculty with a minimum of one day notice prior to the meeting. The agenda shall include all matters delivered to the Chair not less than five days prior to the meeting. Matters of business not included on said written agenda will not be considered at the meeting over the objection of two members present. The agenda of regular meetings shall include the following:

(A) Consideration of the Minutes of the preceding Faculty meeting;

(B) Announcements by the Chair, Vice-Chair, individual faculty members, Administrative officers, and Students;

(C) Reports of committees;

(D) Petitions of students;

(E) New business;

(F) Old business.

6. Special meetings of the Faculty may be held at other times with at least three instructional days notice:

(A) After a call to meeting by the Chair of the Faculty, or

(B) A written request for a meeting signed by at least three voting members of the Faculty, and the meeting must be scheduled to take place within five instructional days of receipt of the request.

(B) A written request for a meeting signed by at least three voting members of the Faculty, and the meeting must be scheduled to take place within five instructional days of receipt of the request. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.

7. Other instructional officers, including Lecturers, Visiting Professors, and other non-UCLA Academic Senate Faculty may be invited to attend Faculty meetings and receive the courtesy of the floor.

8. The Chair shall preside at all meetings of the Faculty or may assign a member of the Faculty to preside over the meeting.

9. *Merriam Webster's Rules of Order* (current edition) shall govern Faculty meetings in all instances not covered by the Bylaws.

Part V. Quorum

10. One half of those entitled to vote and present at faculty meetings shall constitute a quorum.

Part VI. Voting

11. Voting is limited to members of the Academic Senate. Faculty who are A) members of the Academic Senate, B) have permanent appointments, and C) have not waived their right to review in the Chávez Department may vote on all matters before the CCDCCS. Except as provided in this Part, all Faculty eligible to vote may vote on academic personnel matters, including promotion and tenure. Voting is by secret ballot only when requested by a voting member.

Part VII. Committees

12. The Chair of the CCDCCS faculty is an *ex officio* member of all committees with the right to vote.

13. Executive Committee

(A) The Chair of the Department shall serve as Chair of the Executive Committee.

(B) The Executive Committee shall consist of the Chairs of each standing committee plus the Vice Chair.

(C) The Faculty Executive Committee shall meet at the call of the Chair, or at the written request of a majority of its membership.

(D) Quorum. A quorum of the Faculty Executive Committee shall consist of three-fourths of the Committee.

(E) All substantive matters considered by the Executive Committee shall be submitted to the Faculty for a vote.

(F) The responsibility of this Committee is to develop and coordinate outreach programs, address public relation matters, and formulate plans for the expansion of the CCDCCS.

14. Standing Committees of the CCDCCS

(A) The Chairs and the members of the Standing Committees established herein shall be appointed by vote of the faculty of the CCDCCS.

- (B) In addition to Faculty, each Standing Committee may include one Student Representative.
- (C) All Standing Committees of the Faculty will be appointed each year prior to July 1 to serve a term of one year from July 1.
- (D) Each Standing Committee may appoint such subcommittee as it deems necessary to conduct its business, by requesting written approval from the Chair.
- (E) Standing Committees shall submit written reports to the department Chair at least once quarterly.
- (F) The Chair of the Faculty has authority to create additional Standing Committees. Members in such committees shall be appointed by the Chair or by vote of the faculty of the CCDCCS.

15. Undergraduate Curriculum and Admissions Committee

- (A) This Committee shall consist of at least two faculty members in addition to one Student Representative.
- (B) The primary responsibility of this Committee is to evaluate programs and educational objectives, and to recommend to the Faculty changes in the curriculum. In addition, matters of student admission to the undergraduate program will be administered in this committee. Issues of confidentiality (i.e., student records) may prevent Student representation.

16. Graduate Curriculum and Admissions Committee

- (A) This Committee shall consist of at least two faculty members, in addition to one Graduate Student Representative.
- (B) The primary responsibility of this Committee is to administer student admission to the graduate program, including evaluation of applications and recommendations for funding. In addition, the committee may also evaluate programs and educational objectives, and recommend to the Faculty changes in the curriculum. Issues of confidentiality (i.e., student records) may prevent Student representation.

18. Personnel Review Committee

- (A) This Committee shall consist of three faculty members, including one Senior faculty, one Junior faculty, and the Vice Chair.
- (B) The primary responsibility of this Committee is to evaluate faculty merit and tenure review dossiers.
- (C) Committee members will be appointed by the Chair on an annual basis. Only faculty who are not due for a personnel action in the year of the appointment may serve on this committee.

Part V111. Students

19. Student voice will be encouraged and their vote will be taken seriously, discussed, and recorded alongside other voting members of the Faculty and Standing Committees. Students have an opportunity to be represented in departmental affairs through the Student Departmental Senate (SDS) which, to be functional, must be comprised of a minimum of five majors and minors, have annual elections, and meet once a quarter. Students may nominate a SDS representative for each standing committees, who will be allowed to vote on all matters in accordance with all applicable rules of the Academic Senate of the University of California. In personnel cases (promotion and tenure), students will not be allowed to vote. In instances of hiring, students will be allowed to review, discuss, and vote on faculty hiring. However, in

accordance with Academic Senate Bylaws, their vote will be advisory.

18. Student representatives to all Standing Committees of the CCDCCS shall be elected on an annual basis in a duly constituted election by the student members, i.e., declared majors and minors of the CCDCCS. In the absence of such an election, Student Representatives may be selected by the Faculty of the CCDCCS. Student members shall be excluded from meetings, or portions of meetings, when personnel actions are considered.

Part IX. Amendment of Bylaws

19. The Bylaws may be amended to at any regular or special meeting by a two-thirds vote of all voting members present, provided that written notice of amendment shall have been sent to each member of the Faculty at least five days previous to the meeting at which the amendment is to be proposed

20. No amendment inconsistent or in contradiction with legislation of the Academic Senate shall be made.

21. Not less than five days prior to any regular or special meeting at which addition to, amendment of, or deletion of any portion of the Bylaws is considered, the Chair shall post to the Faculty a written notice of any such proposed addition, amendment, or deletion.

Approved on 5/22/09

and signed By [FACULTY SIGNATORIES].














