

Bylaws of the UCLA Department of Linguistics

Submitted to Rules & Jurisdiction, June 2019; Approved by LgA 2020-02-06

These amendments to April 2016 bylaws were sent electronically to 18 Senate faculty from June 4th through June 13th, 2019; 15 of the 18 voted as follows:

Editorial changes: 14 YES, 1 no response

PART I: DEPARTMENT COMPLIANCE WITH UNIVERSITY SENATE BYLAWS

Article 1: Faculty titles employed by the Department

The Department of Linguistics employs the following Academic Senate Faculty titles: Regular series (19900, Ladder); Professor in Residence series.

The department does not currently use the LSOE/LPSOE titles.

Article 2: Voting on Appointments that Confer Senate Membership

The Department of Linguistics declares itself in compliance with UC Senate Bylaws which require the following faculty to have the franchise to vote on appointments that confer Academic Senate Membership:

Full Professors in the regular faculty series Associate Professors in the regular faculty series

By a 2/3 majority vote of the Full and Associate Professors the department has extended the franchise to vote on appointments that confer Academic Senate Membership Assistant Professors in the regular faculty series.

Vote by secret ballot in faculty meeting, April 15, 2016: 13 Yes, 0 No, 0 Abstain

Article 3: Voting on Non-Reappointments/Terminations of Assistant Titles and 4th year Appraisals

The Department of Linguistics declares itself in compliance with UC Senate Bylaws that require the following faculty to have the franchise to vote on non-reappointments/terminations of assistant titles and 4th year appraisals:

Full Professors in the regular faculty series Associate Professors in the regular faculty series

By a 2/3 majority vote of the Full and Associate Professors the department has extended the franchise to vote on non-reappointments/terminations of assistant titles and 4th year appraisals to Assistant Professors in the regular faculty series

Vote by secret ballot in faculty meeting, October 30, 2015: 13 Yes, 0 No, 0 Abstain

Article 4: Voting on Promotions to Full Professor

The Department of Linguistics declares itself in compliance with UC Senate Bylaws that require the following faculty to have the franchise to vote on promotions to Full Professor:

Full Professors in the regular faculty series

By a 2/3 majority vote of the Full Professors, the department extended the franchise to vote on promotions to Full Professor to the following categories:

Associate Professors in the regular faculty series

Vote by secret ballot in faculty meeting, October 30, 2015: 9 Yes, 0 No, 0 Abstain

Assistant Professors in the regular faculty series

Vote by secret ballot in faculty meeting, October 30, 2015: 9 Yes, 0 No, 0 Abstain

Article 5: Voting on Promotions to Associate Professor

The Department of Linguistics declares itself in compliance with UC Senate Bylaws which require the following faculty to have the franchise to vote on promotions to Associate Professor:

Full Professors in the regular faculty series Associate Professors in the regular faculty series

By a 2/3 majority vote of the Full and Associate Professors the department has extended the franchise to vote on promotions to Full Professor to the following categories:

Assistant Professors in the regular faculty series

Vote by secret ballot in faculty meeting, October 30, 2015: 13 Yes, 0 No, 0 Abstain

Article 6: Voting on Personnel actions for Senior Lecturers and Lecturers (Security of Employment and Potential Security of Employment)

The Department of Linguistics declares itself in compliance with UC Senate Bylaws which require the following faculty to have the franchise to vote on promotion to Senior Lecturer Security of Employment and merit actions of the (SOE/PSOE) series:

Full Professors in the regular faculty series Associate Professors in the regular faculty series Senior Lecturer with Security of Employment

By a 2/3 majority vote of the Full and Associate Professors the department has extended the franchise for these votes to the following categories:

Assistant Professors in the regular faculty series

Vote by secret ballot in faculty meeting, January 22, 2016: 12 Yes, 0 No, 0 Abstain

Article 7: Voting on Merit Actions

The Department of Linguistics shall have an elected Personnel Committee. This committee may be referred to within the department, following custom, using the alternative name “Merit Review Committee”. The Personnel Committee is composed of three department Senate members, and is elected by the department’s Senate members.

Some of the department’s personnel actions are delegated to the Personnel Committee, and some are voted on in a full faculty meeting, as follows.

The following personnel actions are voted on in full Faculty meeting (observing the voting privileges established elsewhere in these Bylaws).

- Promotions in rank
- Professor Step VI and Initial above Scale actions
- Any personnel action involving Assistant Professors
- All accelerations or decelerations of more than one year

The Personnel Committee is responsible for ALL OTHER personnel actions.

By a 2/3 majority vote of the Full Professors, the department has delegated to the Personnel Committee all merit actions for Full Professors, including merit increases to Further Above Scale, other than accelerations or decelerations of more than one year.

15 YES

Article 8: Personnel Committees

A. Personnel committees that pre-review actions

Actions are pre-reviewed by an appointed Research Committee, responsible for assessing the research record, and an appointed Teaching Committee, responsible for assessing the teaching record. These committees are appointed by the Chair.

B. Elected personnel committee that handles merits

The Personnel Committee is elected by the group consisting of Full Professors, Associate Professors, and Assistant Professors.

Article 9: Split appointments and joint appointments

For joint appointments (0% in Linguistics), personnel review takes the same form it takes for all regular Linguistics appointments, unless a waiver has been approved per UCLA CALL Appendix 15E.

For split appointments (greater than 0% in Linguistics), personnel review takes the same form it takes for all regular Linguistics appointments.

Votes in faculty meeting, January 22, 2016:

I. Personnel review of Full Professors, joint appointments. Extended to Associate and Assistant Professors.

Secret ballot of the Full Professors: 9 yes, 0 no, 0 abstain

II. Personnel review of Associate Professors, joint appointments. Extended to Assistant Professors.

Secret ballot of the Full and Associate Professors: 12 yes, 0 no, 0 abstain

III. Personnel review of Full Professors, split appointments. Extended to Associate and Assistant Professors.

Secret ballot of the Full Professors: 9 yes, 0 no, 0 abstain

IV. Personnel review of Associate Professors, split appointments. Extended to Assistant Professors.

Secret ballot of the Full and Associate Professors: 12 yes, 0 no, 0 abstain

Article 10: Handling of 5-year reviews

The department treats 5-year reviews identically to merit reviews, following the procedure given in the Article 7.

Article 11: Handling of non-personnel substantive departmental questions

The Department of Linguistics designates all of the following as personnel matters: promotion/merit actions; election of the department's Personnel Committee; the choice of areas to search in, job ad wording, voting methods, other matters involved in launching ladder faculty searches; choosing shortlists; hiring decisions.

Non-personnel matters include courses and curriculum, majors and minors, committee duties and reports, graduate admissions policies and procedures, and other issues not defined above as personnel matters. As specified by UC Senate by-law 55, emeriti on recall can vote on all such non-personnel matters. The department does **not** extend this voting right to emeriti not on recall, whether voting is by show-of-hands in a faculty meeting or by online ballot.

The one exception is that emeriti (whether on recall or not) who are currently on a Masters or PhD committee may vote on that student's status in the graduate program.

[Amended by 2/3 vote of Senate faculty on June 13th, 2019, 14 yes; 1 no]

Article 12: Non-Senate faculty

The department uses titles in the Adjunct Series, the Visiting Professor Series, and the Lecturer Series.

[Amended by a 2/3 vote of Senate faculty on June 13th, 2019, 15 yes]

Article 13: Non-Senate faculty personnel actions

By a vote of the tenured faculty, personnel actions for Non-Senate faculty are handled by the Personnel Committee.

Vote by secret ballot in faculty meeting, April 15, 2016: 13 Yes, 0 No, 0 Abstain

PART II: PRINCIPLES OF DEPARTMENT-INTERNAL GOVERNANCE

Article 14: General governance policy

The department is run on the basis of collegiality and shared governance. The Chair holds the forms of authority provided for under the UC Academic Personnel Manual and delegates part of this authority to two faculty Vice-Chairs, the Director of Graduate Studies and the Director of Undergraduate Studies. The Chair and Vice-Chairs are expected to exercise initiative in running the department, but to refer major policy decisions for vote in faculty meeting. They are also expected to keep faculty informed of major developments.

[Amended by a 2/3 vote of Senate faculty on June 13th, 2019, 15 yes]

Article 15: The Chair

The Chair will attend to, or where appropriate delegate, all duties assigned to him/her by the UC Academic Personnel Manual, including management of personnel cases. The Chair is responsible to the Chancellor through the Dean of Humanities, and will interact with appropriate members of the UCLA Administration, acting in the interests of the department, its faculty and students, and the University.

The Chair holds fiduciary responsibility for the department and (with the help of the Staff) is responsible for the expenditure of resources and the administration of the department, acting in accordance with department legislation and in consultation with the faculty.

The Chair will call faculty meetings and will normally preside over them. The Chair will assign the task of presiding to others where appropriate, particularly to the DGS when graduate program matters are discussed.

Article 16: Policies and Procedures

Department matters not mentioned elsewhere in these by-laws normally require a majority vote (2/3 vote where required by university regulations), following the voting procedure of Article 11. The results of such votes shall be made accessible to all through the department website and other means. The department's Policies and Procedures webpage is currently located at <https://linguistics.ucla.edu/departments-members/policies-procedures/>; the Chair will ensure that decisions about policies and procedures remains accessible to all department members as future shifts in technology occur.

[Amended by a 2/3 vote of Senate faculty on June 13th, 2019, 15 yes]

Article 17: Attendance at faculty meetings

In accord with UC Senate by-law 55, all Senate members, including emeriti, have rights of notice, access to materials, attendance, and speaking at non-personnel faculty meetings. (See Article 11 above.) The department extends to all emeriti (whether on recall or not) the right of notice about faculty meetings on **personnel** matters. The department does **not** extend to emeriti the rights of access to materials, attendance, or speaking at these meetings

The department invites two representatives elected by the graduate students to attend faculty meetings. They are excluded from the meeting under the following circumstances:

- when academic progress or other private business involving graduate students is discussed
- in discussions of other sensitive matters where the Chair judges this necessary
- where University policy requires them to be excluded

The department will also invite a representative elected by the department's lecturers, and a representative elected by the department's adjunct professors, to attend meetings; these representatives will not be present at personnel actions, in discussions of other sensitive matters where the Chair judges this necessary, and where excluded by University policy.

[Amended by a 2/3 vote of Senate faculty on June 13th, 2019, 14 yes; 1 no]

Article 18: Ladder-faculty search procedures

For each search, the department chair appoints an *ad hoc* search committee, usually with three members but sometimes four. The GLC designates one or two student representatives to the committee. Student representatives will participate in all phases of the search as determined by the *ad hoc* committee, and within University policy on confidentiality of Academic Personnel matters.

Recruiting Phase

- The department chair, in consultation with relevant faculty, drafts an ad specific to the search, which must then be approved by the whole faculty.
- The proposed search committee membership, ad, and search plan are submitted for the required university approvals.
- As soon as possible after the application period has closed, the report on the applicant pool is submitted for the required university approvals.
- Once the pool has been approved, consistent with department voting rights on appointments, all Senate faculty have access to the application site, throughout the search period.

Application Review Phase

- The search committee determines its procedures for reading applications, for gradually eliminating candidates from further consideration, for conducting candidate interviews, and for how the student representatives will access materials and be involved in the work of the committee, as long as in accord with university requirements.
- During the search process, the search committee will follow university rules about soliciting additional materials from applicants.
- The search committee decides on its recommendation for the shortlist; the faculty meet to discuss this recommendation. Unofficial "sense of the meeting" balloting may take place during the meeting, but final selection of a shortlist is a personnel matter and so voting must be inclusive and anonymous, e.g. online after the meeting. The department's method for voting specifically on shortlists is decided in advance and posted on the department's webpage for policies and procedures (<https://linguistics.ucla.edu/department-members/policies-procedures/>).

- The department's shortlist is submitted for the required university approvals.
- Recruiting and Appointment Phase
- Once the shortlist has been approved, the search committee invites the shortlisted candidates for campus visits, and, in consultation with other faculty, decides on the schedule for each visit. The schedules will provide opportunities for faculty and students to meet with the candidates as well as to hear the job talks.
 - The search committee decides on its final recommendations; the faculty meet to discuss these recommendations. Unofficial "sense of the meeting" balloting may take place during the meeting, but all final vote(s) about recommendations to hire (rankings of candidates, which candidates are backups in case the top choice declines) are a personnel matter and so voting must be inclusive and anonymous, e.g. online after the meeting. The department's method for voting specifically on hiring is decided in advance and posted on the department's webpage for policies and procedures (<https://linguistics.ucla.edu/department-members/policies-procedures/>).
- The final yes/no appointment vote should include the proposed rank and effective date.

[Enacted by a 2/3 vote of Senate faculty on June 13th, 2019, 14 yes; 1 no]

Appendix: Former bylaws

- Source: <http://www.senate.ucla.edu/FormsDocs/bylaws/DeptBylaws/documents/Linguistics.pdf>
- These bylaws are completely superseded by the text above.

Linguistics Department

All Senate members vote on all promotions, merits to full prof. level VI, and all (further) above scales. We also all vote on an acceleration or deceleration of more than one year. Ordinary merits, including a recommendation for a one year acceleration, are handled by a committee whose membership varies every year. If the committee recommends something other than the merit or a one year acceleration it goes to the entire faculty and everyone votes. A candidate can request (and be granted) a one year deceleration without a committee meeting or faculty vote.

This policy has been in effect since Vicki Fromkin first became Chair of the dept in the early 1970s. It is well known to all faculty members (since it gets put into practice every year). But your message prompts me to have our policy written up formally and put on our web site.