

**UCLA ACADEMIC SENATE MANUAL
Appendix of the Division**

**UCLA HERB ALPERT SCHOOL OF MUSIC
Bylaws**

Part I. Faculty Function and Membership

1. The Faculty of the Herb Alpert School of Music shall conduct the government of the School.
2. Membership of the Faculty is defined by UCLA Divisional Bylaw 50(A).

Part II. Chair and Vice Chair of the Faculty

3. *Election and Service*
 - A. The Chair of the Faculty shall be elected in the spring every two years according to procedures prescribed in UCLA Divisional Bylaw 150.
 - B. No single department's members may hold the Chair of the Faculty for more than four (4) consecutive years.
 - C. The Vice Chair of the Faculty shall also serve as Secretary of the Faculty, shall be elected by the voting members of the Faculty Executive Committee (FEC) at their first meeting of the academic year, and shall not be a member of the same department as the Chair.
 - D. If at any time the Chair is not able to continue, the post shall be filled by the Vice Chair (see Section 9a), or if necessary, another member of the Faculty Executive Committee, elected by majority vote of the FEC members. In such cases, an election to replace the office(s) left vacant shall be held by the beginning of the following academic term.
 - E. Administrative officers of the School of Music cannot simultaneously serve as officers of the Faculty.
4. Compensation and Summer Consultation

The Chair of the Faculty shall receive a stipend (up to a summer ninth) from the Dean and is expected to be available for summer consultation and to represent the Faculty of the School during emergencies or other situations arising that require the immediate input of the Faculty. Such actions shall be summarized by the Chair to the FEC in the fall at the first meeting of the year.

Part III. Meetings of the Entire Faculty

5. Meetings of the entire Faculty of the School may be called by the Chair of the Faculty or at the written request of 25% of the Faculty of the School. Such meetings shall be limited to matters of business specified in the call to meeting, which must be sent to the Faculty at least 5 working days before the meeting. The minutes of the meeting will be available 10 working days after the meeting is held.
6. The Chair shall preside at all meetings of the Faculty. In the absence of the Chair, the Vice Chair, or if necessary, a member of the Faculty Executive Committee, elected by majority vote of the FEC, will preside. Sturgis' Standard Code of Parliamentary Procedure (current edition) shall govern Faculty meetings in all instances not covered by the Bylaws. Voting shall be without secret ballot, except that a secret ballot shall be taken whenever requested by a majority of the voting members present.
7. A majority of the members of the Faculty who are voting members of the Academic Senate shall constitute a quorum.

Part IV. Faculty Executive Committee

8. The Chair of the Faculty shall be the chair of the Faculty Executive Committee. In the absence of the Chair, the Vice Chair of the Faculty shall serve as Chair, or in the absence of both, an FEC member shall be designated by the Chair to lead the meeting.
9. *Membership*
 - A. *Faculty Representatives.* Inclusive of the Chair and Vice-Chair of the Faculty, two faculty members elected by their respective departments according to UCLA Divisional Bylaw 150 shall represent each department in the School. The necessary departmental elections shall be held in the spring for the following academic year, subsequent to any year's election of the Chair of the Faculty. Members shall hold office for a period of two years. Department representatives shall be elected in alternating years to ensure continuity. No representative shall serve more than two consecutive terms.
 - B. *Ex-Officio Members.* The Dean and the Associate Dean(s) of the School shall be ex-officio members of the Faculty Executive Committee; their attendance at meetings is without vote and not part of the quorum.
 - C. *Student Members.* One student enrolled in its degree programs shall participate as a non-voting member representing each department. In a duly constituted election, the students' associations or students at large shall elect representatives on an annual basis. If necessary, the Chair of any department or program may appoint a student representative, in consultation with the faculty, until an appropriate election is held.

Student members shall be excluded from meetings, or portions of meetings deemed confidential by a majority of the present and voting members of the FEC.

- D. *Staff.* After consulting the Chair of the Faculty, the Dean shall appoint a staff member to assist the Chair in administering the FEC.
- E. *Visitors.* Visitors may attend the FEC meeting and hold the floor at the invitation of the Chair or a majority of voting members attending the meeting.

Part V. Meetings and Duties of the Faculty Executive Committee

10. Meetings of the FEC

- A. Meetings will be called at least twice each quarter or as necessary. The call to meeting will be announced at least 5 working days before the meeting is scheduled and minutes of the meeting shall be available at least 10 working days after the meeting is held.
- B. A quorum shall consist of a majority of elected faculty members of the FEC. If a member cannot attend the meeting, a departmental alternate (with vote) may be permitted to attend, subject to the approval of the FEC Chair or by majority vote of the elected FEC members attending that meeting.
- C. Except as specifically noted below, items requiring FEC approval shall be passed by a majority of those attending and eligible to vote.
- D. Meetings shall be governed by procedures specified in Senate Bylaw 120(C).

11. The Faculty Executive Committee shall:

- A. Provide oversight of the academic programs in the School and bring before the School's faculty any recommendation it deems advisable using the balloting procedures set forth in UC Senate Bylaw 95.
- B. Review and approve the academic requirements for the Herb Alpert School of Music set forth in Part II of the Regulations of the Division, UCLA Academic Senate Manual.
- C. Approve School-wide requirements for writing, foreign language, and quantitative reasoning, as well as the diversity requirement and the requirements for General Education. Changes to School-wide requirements must be approved by a majority of the elected members of the FEC.
- D. Review and approve requirements for majors (departmental and interdepartmental) and minors (departmental and free-standing), honors programs, capstone

requirements, and any other graduation requirement specified by the faculty. Normally a Curriculum Subcommittee of two members, designated by the Chair, will review proposed actions before each meeting and present them to the FEC.

- E. Review and approve all new courses or all changes in course descriptions, prerequisites, and grading. Normally a Curriculum Subcommittee of two members, designated by the Chair, will review proposed actions before each meeting and present them to the FEC. If the actions are deemed to be routine and non-controversial, the Chair or the Chair's designee may place such actions directly on the consent calendar for approval.
 - F. Review and approve proposals for new departments, Centers for Interdisciplinary Instruction, and interdepartmental programs that directly affect the educational and research programs of the School. Any proposal that affects the number of departments in the School must be approved by a majority of the elected members of the FEC.
 - G. Advise the Dean yearly in writing on the School's priorities, allocation of educational and research resources, utilization of building space and facilities, and budget and planning issues. This yearly Advisory Report must be approved by a majority of the elected members of the FEC; minority reports may be submitted as well.
 - H. Review the Program Review Reports completed by the Academic Senate in the course of the eight-year reviews for the departments in the School, as well as free-standing minors offered by the School and reviewed by the Academic Senate.
 - I. Serve as an advisory body to the Dean on matters concerning the welfare of faculty, staff and students in the School.
 - J. Appoint and, when appropriate, carry out recommendations made by ad hoc committees created to review specific issues. At least one elected FEC member should be appointed to each such committee, and when appropriate, at least one student shall be appointed.
12. *Dean's Annual Presentation.* At the first FEC meeting of the year (unless otherwise scheduled), the Dean will give a "State of the School" presentation to the FEC, including (but not limited to) the fiscal health of the School, priorities for the coming year, and an update on the School's development (fundraising). This meeting shall normally be open to the Faculty of the School, but may be closed at the request of the Chair.

PART VI. The Departments

13. Each Department shall be responsible for the following matters:
- A. The recruitment, supervision, and evaluation of departmental academic ladder personnel.

- B. The development of the departmental curricula and the administration of its degree programs.
 - C. The admission and matriculation of departmental students.
 - D. The proper functioning of grievance procedures for both Department personnel and students.
 - E. The election of representatives to the FEC and support of students to ensure that a student representative is duly elected or appointed annually.
14. Each Department Chair shall be responsible for the following departmental matters:
- A. The proper administration of the budget according to the allocations and categories decided by the Dean in consultation with the Chair.
 - B. Ensuring that departmental Bylaws are updated and reviewed regularly.
 - C. The staffing and supervision of departmental curricula.
 - D. The recruitment, supervision, and evaluation of non-academic personnel.
 - E. The recruitment, supervision, and evaluation of non-ladder academic personnel.

Part VII. The Dean

15. *The Dean's Duties.* The Dean shall be responsible for the overall administration of the school, including (but not limited to) the following duties:
- A. Ensuring equitably balanced allocation of resources to the departments.
 - B. Managing and accounting for all School endowments and restricted funds to the departments and Faculty."
 - C. Administration of applicable system wide and local rules and regulations.
 - D. Ensuring that the admission and matriculation of students in the departments are in accordance with University rules and regulations.
 - E. Maintaining proper grievance procedures for students and staff.
 - F. Recommending the appointment of new departmental chairs after comprehensive consultation with the faculty."

16. *The Dean's Cabinet*

- A. The Dean of the School shall convene and be advised by a Dean's Cabinet comprising the Chair of each department. (A Vice Chair or other departmental officer may represent the department if the Chair cannot attend.) Cabinet meetings may include staff members, Faculty Advisory Committee Chairs, heads of Centers, or other guests as deemed necessary by the Dean.
- B. The Dean's Cabinet shall meet at the request of the Dean, or of two departmental Chairs, or in any case no less than twice per quarter. Agendas for Cabinet meetings shall be distributed at least 5 working days before the meeting is scheduled.
- C. The Cabinet shall coordinate departmental and interdepartmental activities and be a clearinghouse for the physical scheduling of classes. It shall also advise the Dean on space allocation, departmental budgets, graduate student funding priorities, and new academic initiatives, as well as longer-term priorities for development and outreach.

Part VIII. Implementation and Amendment of Bylaws

- 17. These Bylaws of the Herb Alpert School of Music and any subsequent amendments to them must be approved by a two-thirds vote, and a majority vote in each department, using the secret balloting procedures set forth in UC Senate Bylaw 95.

These Bylaws were approved by a two-thirds vote conducted by secret ballot over a two-week period according to the procedures set forth in UC Senate Bylaw 95. The vote (29 approve, 2 dissent, 3 abstain) was certified and announced to the Faculty by the Secretary pro tem on March 9, 2016.