

Visual Arts Departmental Governance and Bylaws

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Introduction and Overview

Founded in 1969, the Visual Arts department at UCSD offers an MFA in Art Practice, and a Ph.D. in Art History, Theory and Criticism, which includes a doctoral concentration in Art Practice. The department also offers five undergraduate majors: Art History, Theory and Criticism; Media; Studio; Interdisciplinary Computing and the Arts (ICAM); and Speculative Design. Additionally, the department offers minors in Art History; ICAM; Digital Video and Film Production; Photography; Speculative Design; Studio; and History and Criticism of Film and Video. The following document presents an outline of the governance structure, bylaws, and personnel file voting procedures of the Visual Arts department. It also includes information on campus policies and department procedures concerning personnel action grievances and harassment incidents, as well as anti-racism resources. There are three primary sources for regulations addressing departmental governance, voting procedures and personnel actions at UCSD, which will be referenced below. These include:

- **Academic Senate Bylaws**

[Bylaws of the Academic Senate - Part I](#)

- **UC Academic Personnel Manual (APM)**

[About the APM](#)

- **UCSD Policy and Procedure Manual (PPM)**

[230 - Personnel-Academic](#)

All department faculty are expected to serve on committees at the departmental and university level. We especially encourage our faculty to become involved with the Academic Senate, which represents the interests of faculty in the conduct of campus business. In addition, our department is committed to upholding the UCSD Principles of Community, outlined below.

UCSD Principles of Community

[UC San Diego Principles of Community](#)

The University of California, San Diego is dedicated to learning, teaching, and serving society through education, research, and public service. Our international reputation for excellence is due in large part to the cooperative and entrepreneurial nature of the UC San Diego community. UC San Diego faculty, staff, and students are encouraged to be creative and are rewarded for individual as well as collaborative achievements. To foster the best possible working and learning environment, UC San Diego strives to maintain a climate of fairness, cooperation, and professionalism. These principles of community are vital to the success of the University and the well-being of its

constituents. UC San Diego faculty, staff, and students are expected to practice these basic principles as individuals and in groups.

- *We value each member of the UC San Diego community for his or her individual and unique talents, and applaud all efforts to enhance the quality of campus life. We recognize that each individual's effort is vital to achieving the goals of the University.*
- *We affirm each individual's right to dignity and strive to maintain a climate of justice marked by mutual respect for each other.*
- *We value the cultural diversity of UC San Diego because it enriches our lives and the University. We celebrate this diversity and support respect for all cultures, by both individuals and the University as a whole.*
- *We are a university that adapts responsibly to cultural differences among the faculty, staff, students, and community.*
- *We acknowledge that our society carries historical and divisive biases based on race, ethnicity, sex, gender identity, age, disability, sexual orientation, religion, and political beliefs. Therefore, we seek to foster understanding and tolerance among individuals and groups, and we promote awareness through education and constructive strategies for resolving conflict.*
- *We reject acts of discrimination based on race, ethnicity, sex, gender identity, age, disability, sexual orientation, religion, and political beliefs, and, we will confront and appropriately respond to such acts.*
- *We affirm the right to freedom of expression at UC San Diego. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, confidentiality, and respect.*
- *We are committed to the highest standards of civility and decency toward all. We are committed to promoting and supporting a community where all people can work and learn together in an atmosphere free of abusive or demeaning treatment.*
- *We are committed to the enforcement of policies that promote the fulfillment of these principles.*

We represent diverse races, creeds, cultures, and social affiliations coming together for the good of the University and those communities we serve. By working together as members of the UC San Diego community, we can enhance the excellence of our institution.

The Professional Rights of Faculty (APM 015)

[General University Policy Regarding Academic Appointees: APM - 015 - The Faculty Code of Conduct](#)

In support of the University's central functions as an institution of higher learning, a major responsibility of the administration is to protect and encourage the faculty in its teaching, learning, research, and public service. The authority to discipline faculty members in appropriate cases derives from the shared recognition by the faculty and the administration that the purpose of discipline is to preserve conditions hospitable to these pursuits. Such conditions, as they relate to the faculty, include, for example:

- *Free inquiry, and exchange of ideas.*
- *The right to present controversial material relevant to a course of instruction.*
- *The enjoyment of constitutionally protected freedom of expression.*
- *The freedom to address any matter of institutional policy or action when acting as a member of the faculty whether or not as a member of an agency of institutional governance.*
- *Participation in the governance of the University, as provided in the Bylaws and Standing Orders of The Regents and the regulations of the University, including:*
 1. *Approval of course content and manner of instruction.*
 2. *Establishment of requirements for matriculation and degrees.*
 3. *Appointment and promotion of faculty.*
 4. *Selection of chairs of departments and certain academic administrators.*
 5. *Discipline of members of the faculty and the formulation of rules and procedures for the discipline of students.*
 6. *Establishment of norms for teaching responsibilities and for evaluation of both faculty and student achievement.*
 7. *Determination of the forms of departmental governance.*
 8. *The right to be judged by one's colleagues, in accordance with fair procedures and due process, in matters of promotion, tenure, and discipline, solely on the basis of the faculty members' professional qualifications and professional conduct.*

The Faculty Code of Conduct (APM-015)

[General University Policy Regarding Academic Appointees: APM - 015 - The Faculty Code of Conduct](#)

(Code of Professional Rights, Responsibilities, and Conduct of University Faculty, and University Disciplinary Procedures)

The University seeks to provide and sustain an environment conducive to sharing, extending, and critically examining knowledge and values, and to furthering the search for wisdom. Effective performance of these central functions requires that faculty members be free within their respective fields of competence to pursue and teach the truth in accord with appropriate standards of scholarly inquiry.

The faculty's privileges and protections, including that of tenure, rest on the mutually supportive relationships between the faculty's special professional competence, its academic freedom, and the central functions of the University. These relationships are also the source of the professional responsibilities of faculty members.

It is the intent of the Faculty Code of Conduct to protect academic freedom, to help preserve the highest standards of teaching and scholarship, and to advance the mission of the University as an institution of higher learning.

Faculty Positions and Duties

Duties of the Departmental Chair

Source: PPM 230-1, Section IV

[230-1 DUTIES OF DEPARTMENT CHAIRMEN \(OR EQUIVALENT OFFICERS\)](#)

General

As leader of a department, the Chair has the following duties:

- They are in charge of planning the programs of the department in teaching, research, and other functions. They are expected to keep the curriculum of the department under review and to maintain a climate that is hospitable to creativity and innovation.*
- They are responsible for the recruitment, selection, and evaluation of both the faculty and the staff personnel of the department. In consultation with their colleagues, they recommend appointments, promotions, merit advances, and terminations. They are expected to make sure that faculty members are aware of the criteria prescribed for appointment and in accordance with the procedures and principles stated in the President's Instructions to Appointment and Promotion Committees.*

- *They should be receptive to questions, complaints, and suggestions from members of their department, both faculty and staff personnel, and from students, and should take appropriate action on them.*

Administrative

The chair's administrative duties include the following (special assignments may be added from time to time, and the Chancellor may specify additional duties):

- *To make teaching assignments in accordance with the policy described in Regulation 750 of the Academic Senate and to make other assignments of duty to members of the department staff.*
- *To prepare the schedule of courses and of times and places for class meetings.*
- *To establish and supervise procedures for compliance with University regulations on the use of guest lecturers and Academic Senate Regulation 546 on special studies courses.*
- *To make arrangements and assignments of duty for the counseling of students and for the training and supervision of Teaching Assistants and other student teachers and teacher aides.*
- *To prepare the budget and administer the financial affairs of the department in accordance with University procedures.*
- *To schedule and recommend to the Chancellor, sabbatical leaves and other leaves of absence for members of the department. (The chair may approve a leave of absence with pay for seven calendar days or less for attendance at a professional meeting or for the conduct of University business without submitting a leave of absence form.)*
- *To report promptly the resignation or death of any member of the academic staff.*
- *To be responsible for the custody and authorized use of University property charged to the department and for assigning departmental space and facilities to authorized activities in accordance with University policy and campus rules and regulations.*
- *To be responsible for departmental observance of proper health and safety regulations, in coordination with the campus health and safety officer.*
- *To maintain records and prepare reports in accordance with University procedures.*
- *To report any failure of a faculty or staff member to carry out responsibilities and recommend appropriate disciplinary action.*

Guidelines

In performing chair duties, the chair is expected to seek the advice of faculty colleagues in a systematic and transparent way and to provide for the conduct of department affairs in an orderly fashion through department meetings and the appointment of appropriate committees. They are also expected to seek student advice on matters of concern to students enrolled in the department's programs. In large departments, the chair may be assisted in the tasks involved in carrying out their responsibilities by a vice-chair or other colleagues in specific roles and/or by an executive committee chosen in an appropriate manner; however, the responsibilities themselves may not be delegated.

Additional duties not listed in the PPM may include:

- Appoint Graduate Directors, Area Heads and the Vice Chair in consultation with the faculty and staff.
- Form ad hoc and standing committees as necessary in order to address relevant departmental needs.
- Maintain a culture that values, supports, and enacts Equity, Diversity and Inclusion within the department.
- Update and distribute departmental EDI policies and procedures annually.
- Distribute, and if needed, update departmental best practice guidelines for faculty/TA interactions, faculty mentorship, graduate and undergraduate student mentorship, incidents of harassment and discrimination, etc. on a regular basis.
- Ensure that faculty have the opportunity to propose revisions in any departmental guidelines or bylaws governing faculty equity, anti-racism and anti-bigotry, sexual harassment, gender bias and abuses of students, and grievance procedures and actions. Salient revisions must be brought to the entire faculty for review, discussion, and approval.
- Ensure that faculty who report incidents of racial, ethnic or sexual bias, discrimination or harassment are protected from retaliation.
- Assign faculty mentors for new and junior faculty with attention to academic and administrative suitability. Provide a response mechanism for any failure in the mentoring or advancement process.
- Develop a process of mentoring and leadership training to facilitate the movement of faculty into senior departmental positions (Chair, Graduate Program Directors, Area Heads). Ensure that leadership positions are equitably distributed and made available to all faculty.

- Review, and if necessary, update departmental standards for CAP review of departmental personnel files on a periodic basis. Salient changes with respect to standards for promotion must be brought to faculty for vote after review and discussion to ensure that changes do not negatively impact continuing faculty, particularly those in the probationary period.
- Be available for meetings with students, staff and faculty, individually and in groups in order to address pertinent issues within the department.
- Conduct a public-relations and a development program with potential donors.
- Ensure application of established university procedures in the handling of grievances by faculty, staff or students.
- Represent the interests of the department to the Dean and Officers of the University.
- Chair regular faculty meetings.
- Supervise student admissions, advisement, petitions, awards, waivers, discipline and dismissals.
- Supervise the appointment and counseling of Academic Apprentice Personnel (Teaching Assistants, etc.) and Graduate Student Researchers (GSRs).
- Supervise the allocation of space and equipment with respect to faculty and staff equity.
- Consult on, and discuss, relevant staff issues with the Chief Administrative Officer (CAO).
- Communicate university policy to the department, and bring before the department for appropriate consideration and timely action all business originating from the College or University at large.

Selection and Removal of the Chair

Tenured ladder rank or LSOE faculty may be elected to serve as Chair. New Chairs are selected through the following process. Early in the third year of a sitting Chair's term they will identify a list of potential new Chair candidates and survey faculty for feedback. Once an informal consensus is determined and a maximum of three Chair candidates have agreed to serve, their names will be put to a formal vote of the full faculty at a faculty meeting (preferably in the winter term). The Visual Arts faculty (not including those on sabbatical or approved leave) take a vote by anonymous ballot; a two-thirds majority of all ladder rank and LSOE faculty selects and recommends a Chair to the Dean of Arts and Humanities. The Chair is appointed by the Executive Vice Chancellor. The term of service for the Chair shall be three (3) years. In unusual circumstances this

tenure can be renewed or extended for one year by faculty vote. If possible, a three-year succession plan should also be determined.

In the event of widespread dissatisfaction with the departmental Chair, faculty members can introduce a motion of “no confidence,” leading to the Chair's removal. This vote can be conducted at a regular departmental faculty meeting. Voting for the removal of a Chair requires a two-thirds majority of all ladder rank and LSOE faculty (not including those on sabbatical or approved leave).

Duties of the Departmental Vice-Chair

- Consult with the Chair on all major governance issues.
- Attend meetings as requested by the Chair.
- Step in as Chair during any leave of absence.
- Assist the Chair with writing academic files and other departmental letters.
- Lead Departmental initiatives as needed.

Duties of the Graduate Program Directors for the Ph.D. and MFA Programs

The Graduate Program Directors, appointed by the department Chair, are responsible for oversight and management of the department's MFA and Ph.D. programs. They work in consultation with the Chair and in conjunction with the staff Graduate Program Coordinator. As of 2019, there is a separate Director for the Ph.D. in Art Practice concentration, who works in collaboration with the academic PhD. Program Director. Their duties include, but are not limited to:

Meetings, Communication and Publicity

- Attend regular meetings of the Graduate Division.
- Attend regular meetings with the staff Graduate Coordinator and other Program Directors; and annually or quarterly with Area Heads and the staff Undergraduate Coordinator.
- Meet regularly with the Chair regarding graduate program matters and needs.
- Convene regular meetings of the faculty for their respective programs.
- Communicate relevant changes in Graduate Division policies to students and faculty.
- Serve as the main point of contact, along with the staff Graduate Program Coordinator, for prospective students for each of the degree programs.

- Meet regularly with the graduate students and be responsive to their concerns.
- Publicize the program and student achievements.
- Participate in Commencement ceremonies.

Graduate Admissions and Recruitment

- Organize and oversee the annual admissions process for each program, in conjunction with the staff Graduate Program Coordinator. Play a lead role in the recruitment of prospective students for each program.
- Organize and participate in Admit Day events and the annual Ph.D. student conference and MFA Open Studios in conjunction with the staff Graduate Program Coordinator.
- Organize and participate in the annual graduate program orientation process, in conjunction with the staff Graduate Program Coordinator.

Budget and Funding

- Oversee the allocation of Block Grant funding for their respective programs in accordance with OGS guidelines.
- Oversee the nomination of students for relevant departmental, campus and external fellowships, grants and other sources of funding, in coordination with the department's Fellowships committee and the staff Graduate Program Coordinator.
- Communicate relevant funding opportunities to the graduate students in coordination with the staff Graduate Program Coordinator.
- Serve as the primary point of contact for the annual Russell Grant.

Guidelines and Curriculum

- Oversee and update as necessary the Ph.D. and MFA curricula, in consultation with faculty.
- Update as necessary the Ph.D. and MFA student handbooks and ensure that Ph.D. and MFA policies, and changes in policies, are clearly communicated to graduate students in each program.
- Oversee and update as needed the protocols for language exams, Qualifying Exams, Thesis defenses and Dissertation defenses.

- Plan, in consultation with area faculty and Area Heads, the schedule of graduate classes for the upcoming year and ensure that necessary curricular needs are met.

Advising, Oversight and Evaluations

- Ensure departmental compliance with UCSD Principles of Community and University Policies on Nondiscrimination, Sexual Harassment and Sexual Violence. Communicate these guidelines, and subsequent policy revisions, to faculty and students in each graduate area on a regular basis.
- Assign Provisional Advisors and Advisors.
- Supervise the annual graduate student evaluation process in conjunction with the staff Graduate Program Coordinator.
- Oversee TA and Readership assignments and work-load forms in order to conform to existing campus and AFT guidelines in conjunction with the Chief Administrative Officer.
- Oversee Ph.D. and MFA workspaces and labs.
- Oversee departmental responses to Graduate Program Reviews.

Duties of the Undergraduate Faculty Area Heads

The Undergraduate Area Heads, appointed by the department Chair, are responsible for general oversight of each of the five majors in the Undergraduate program. These include: Art History; Media; Studio; Interdisciplinary Computing and the Arts (ICAM); and Speculative Design. Area Head positions rotate, but the term of service may vary from one area to another as determined by the Chair in consultation with the area faculty. Their duties include but are not limited to:

Supervisory and Representational

- Attend Area Head meetings with the department Chair (usually one per quarter).
- Meet at least once a month with the staff Undergraduate Program Coordinator about curricular and organizational matters.
- Meet with area faculty to discuss undergraduate programs etc. as needed at least once per academic year. All area meetings are to be held in common areas such as conference or seminar rooms.
- Meet with individual area faculty upon request and as needed.
- Advise and report to the Chair and/or Vice-Chair on curricular matters and on issues affecting the success of the program and the courses, as they arise.

- Advise the Chair and CAO on specific issues involving budgetary needs, instructional needs, resource distribution and related issues, equipment requests, and general matters of department administration.
- Ensure area compliance with UCSD Principles of Community and University Policies on Nondiscrimination, Sexual Harassment and Sexual Violence. Communicate these guidelines, and subsequent policy revisions, to faculty and students in your area on a regular basis.
- Compose, as necessary, curriculum revision proposals, funding, equipment and support requests, and other documents pertinent to the programs, curriculum, and courses in your area with input and a simple majority consensus of area faculty.
- Compose, in conjunction with area faculty, texts on your area for department reviews, departmental communications and curriculum proposals.
- Serve as liaison with area faculty on administrative questions, including FTE requests.
- Represent the area on departmental committees and task forces.
- Communicate each area's Instructional Support needs to the department on an ongoing basis.
- Ensure equitable faculty access in the area to teaching opportunities and resources.

Scheduling

- Attend the November faculty meeting with agenda items on scheduling, and the November (or late October) Area Heads meeting.
- Work with the Undergraduate Program Coordinator on the course schedule framework. Advise the staff on how often the core courses should be offered, which terms particular courses should be taught, etc.
- Coordinate the production of the preliminary annual schedule for undergraduate and graduate courses in each area, in conjunction with the staff Undergraduate Program Coordinator and the Graduate Program Directors.
- Act as liaison with faculty on teaching assignments and schedule.
- Collaborate with the staff Undergraduate and Graduate Program Coordinators, other area heads, and the Chair or Vice-Chair on the draft final schedule; review each iteration of the schedule and contact the staff Undergraduate and Graduate Program coordinators and Chair with issues, etc.

- Advise the staff Undergraduate Program Coordinator on how individual courses are to be scheduled; how often and for how long they meet each week, classrooms, special equipment needs, etc.
- Work with the staff Undergraduate Program Coordinator on changes to the annual schedule brought about by on-going curricular demands, enrollments, unforeseen faculty leaves due to illness, bereavement, or other emergency matters.

Curriculum

- Oversee curriculum evaluations and revisions. Serve on curricular design or review committees and spearhead changes to curriculum.
- Consult with faculty on establishing curricular changes in order to better serve student interests and faculty expertise, as well as providing an optimal educational experience in the discipline, major, and general education coursework.
- Advise new faculty on course design and development; ensure equitable access to new course design.
- Work with staff as needed on curricular issues, including revisions, catalog copy and course descriptions.
- Review course articulation proposals and petitions in a timely manner. (These duties may be delegated to area faculty as appropriate.)

Lecturers

- Coordinate the selection of Lecturers in consultation with area faculty utilizing the AP RECRUIT Online site.
- Complete the recruitment selection and search reports via AP RECRUIT Online in consultation with the departmental Academic Personnel/Human Resources Manager.
- Write Lecturer appointment files and classroom visit reports as needed. (These duties may be delegated to area faculty as appropriate.)
- Advise and mentor first-time Lecturers. Meet individually with all new lecturers before the term begins to inform them of expectations for teaching each particular class. Share with them the syllabi for each course and discuss the expectations about subject matter and material covered, the protocols for class-sessions, critiques, exams and grading and so forth, and for managing TAs or readers (if applicable). (These duties may be delegated to area faculty as appropriate.)

- Review and update as appropriate syllabi for area courses taught by lecturers on an annual or biannual basis. Consult with Senate faculty experts in the area about the syllabi as necessary. (These duties may be delegated to area faculty as appropriate).
- Guide interested parties through the process of applying to the Temporary Pool, and actively recruit lecturers as needed.
- Take the lead in finding replacements for faculty during unexpected illness, bereavement, or other emergency matters requiring leave or other considerations.

Continuing Lecturers

- Write evaluations on Continuing Appointments as needed. (These duties may be delegated to area faculty as appropriate.)
- Consult with area faculty about area needs and possible continuing appointment candidates.
- Appoint committees consisting of area faculty for Continuing Appointment candidate files and Merit reviews.
- Write Continuing Appointment candidate files and present them to the faculty at a regular faculty meeting. (These duties may be delegated to area faculty as appropriate.)
- Write the Excellence in Teaching report for Merit reviews of Continuing Lecturers in consultation with a committee consisting of area faculty. (These duties may be delegated to area faculty as appropriate.)

Department Bylaws

Faculty Meeting Bylaws

Final authority for all department decisions and actions resides with the Visual Arts faculty, which includes all full-time members of the Academic Senate. In matters having to do with faculty and other departmental decisions required by the University of California to be decided by members of the Academic Senate, only tenured and tenure-track members (including LSOEs) of the Department of Visual Arts may vote. Emeritus faculty may attend and participate in discussion but do not have voting privileges. However, Emeritus faculty, while recalled to service in the department, regain voting rights on all departmental matters, except personnel matters. Departmental actions are presented, discussed and voted on at regular faculty meetings.

Staff representation at faculty meetings typically consists of the Chief Administrative Officer and the Academic Affairs Manager, who do not vote; one of whom keeps minutes. The department also provides for two graduate students (representing the

MFA and Ph.D. programs) to attend meetings. They do not vote, and are not present during discussions of file actions and other matters that require confidentiality.

When in conflict, university bylaws take precedence over departmental bylaws. Proposed amendments to these bylaws shall be considered at a full department faculty meeting and voted upon at a subsequent meeting of the faculty. Ratification of amendments requires a simple majority vote of the department's Senate faculty. Bylaws will be reviewed by a faculty committee at the end of each three-year chairship.

- All substantive matters for consideration at a departmental meeting must appear on a written agenda distributed to all faculty members at least two working days prior to the meeting. Any faculty member can suggest an agenda item for discussion.
- A quorum shall consist of two-thirds of those eligible to vote, not including those faculty on sabbatical on approved leave of absence. For the purposes of constituting a quorum, Senate faculty with at least 50% appointments in the Visual Art department are counted as full faculty members.
- Faculty may vote "yes," "no," or "abstain" on any vote.
- General motions shall be carried by a simple majority of those eligible to vote. Abstentions will not count. However, a two-thirds majority of the whole shall be required to pass an amendment to the departmental Bylaws; or for a vote approving the selection of a new Chair, or a vote of no-confidence in an existing Chair.
- In the case of a tie vote, the matter must be returned to the floor for further discussion and re-voted.
- Voting during meetings will be conducted by a show of hands or by a secret ballot. The specific method will be determined by the Chair. Faculty must be present at the time of voting in order to participate.
- Recordkeeping. The Chair will see to it that minutes of faculty meetings are kept and distributed promptly to faculty. The minutes will include the outcome of voting on departmental matters. These minutes are the official record of department business and will be kept in the department office.
- The CAO, or their assigned delegate, will be responsible for taking minutes during each faculty meeting. These minutes will be circulated to faculty prior to the subsequent faculty meeting, and approved (and amended as needed) by faculty vote at the beginning of that meeting.

The following matters require a Senate faculty vote:

- *Department Chair*. New term; review and renewal term; votes of no confidence.

- *All new Ladder-Rank Hires, Advancements, and Promotions* (consistent with current Academic Senate guidelines).
- *Prioritization of Future Hires*. Based on an annual review of future hires and current departmental needs.
- *Significant Curricular and Program Changes*. Degree requirements, new minors, elements of the curriculum that cross areas, new programs and degrees (or the elimination of existing programs), and changes that significantly impact department resource allocation.

Parliamentary Procedures for Voting

There must be provision for general discussion, making motions, discussing them, amending them as needed, withdrawing them, tabling them, and voting on them. For a given topic, it will be usual to begin with a general discussion.

Motions relevant to the topic at hand can be made by any faculty member. It is preferable for motions to be clear and brief (i.e. address a single issue).

If a motion is made and seconded, discussion of the motion ensues.

During discussion of a motion, it may be withdrawn at any time by the person who made it.

During discussion of a motion, it may be amended by any faculty member; this amendment to be seconded and voted separately from the motion itself. Or a motion that has already passed may be amended as well. Or a motion that has been voted down may be offered in an amended version for a new vote.

Once a motion has been made, it must eventually either be voted on, withdrawn, or tabled for further discussion at a subsequent meeting.

Votes will be taken by an anonymous ballot.

If anyone feels the meeting has become chaotic or confused about procedure, they can signal the Chair for a point of order, a moment of clarification before discussion resumes.

Personnel File Voting and Ad Hoc Procedures (Senate)

The primary guidelines for personnel actions are outlined in the Academic Senate Bylaws, Section 55 (listed below). At the same time, as noted in the PPM: “Departments should develop their own rules, when necessary, for voting on personnel actions not covered in Academic Senate Bylaw 55. The department Chair is responsible for

articulating in the departmental recommendation letter the voting process used and the degree of consultation within the department."

For guidelines and criteria for membership on ad hoc committees see the APM here: [Appointment and promotion | UCOP](#)

Confidentiality of File Actions (APM 210)

The membership, deliberations, and recommendations of the review committee are strictly confidential. The chair of each such committee should remind members of the committee of the confidential nature of the assignment. This should be kept in mind in arranging for all written or oral communications; and when recommendations with supporting documents have been forwarded, all copies or preliminary drafts should be destroyed. Under the provisions of Section 160 of the Academic Personnel Manual, the candidate is entitled to receive upon request from the Chancellor a redacted copy of all confidential academic review records in the review file (without disclosure of the identities of members of the ad hoc review committee).

Academic Advancements and Reappointments

[230-28 Academic Advancements and Reappointments](#)

This section of the Policy and Procedure Manual (PPM) contains the campus policies and procedures pertaining to academic advancement actions and the reappointment of academic personnel at the University of California, San Diego.

This PPM section incorporates and implements provisions of the University of California Academic Personnel Manual (APM). For additional information, contact the appropriate divisional dean’s office, or refer directly to the [Academic Personnel Manual](#).

Voting Eligibility for Faculty Files in the Visual Arts Department

All permanent and tenure-track faculty (including LSOEs) who have passed their Fourth-Year appraisal vote are eligible to vote on all review files. Faculty who are on approved leaves or sabbatical do not vote on files.

Type of Action

Eligible to Vote (Comment)

New appointment	Obtain vote of all permanent and tenure-track faculty
Reappointment	Obtain vote of all permanent and tenure-track faculty (past their Fourth-Year appraisal)
Promotion	Obtain vote of all permanent and tenure-track faculty (past their Fourth-Year appraisal)

Type of Action**Eligible to Vote (Comment)**

Appointment to any rank	Chair decision with consultation by the Dean
Accelerated merit advancement in any rank	Obtain vote of all permanent and tenure-track faculty (past their Fourth-Year appraisal)
Advancement to full rank step VI and above scale	Obtain vote of all permanent and tenure-track faculty (past their Fourth-Year appraisal)
Promotion of assistant to associate rank	Obtain vote of all permanent and tenure-track faculty (past their Fourth-Year appraisal)
Promotion of associate to full rank	Obtain vote of all permanent and tenure-track faculty (past their Fourth-Year appraisal)
Assistant rank fourth year appraisal; assistant professor "readiness assessment" in last merit review before promotion	Obtain vote of all permanent and tenure-track faculty (past their Fourth-Year appraisal)
Non-reappointment/termination of assistant rank	Obtain vote of all permanent and tenure-track faculty (past their Fourth-Year appraisal)
Normal merit advancement in any rank	Obtain vote of all permanent and tenure-track faculty (past their Fourth-Year appraisal)
No-change	No vote required, unless the file also includes an action (i.e., Bonus Off Scale) that would require CAP approval

Visual Arts Department Voting Procedures for Academic Personnel Files**File Preparation and Notification**

- Normal merits will be completed using the Short Evaluation Form. The Chair and/or Vice Chair will complete the Short Evaluation Form or a writer will be appointed by the Chair to complete the Short Evaluation Form.
- The Chair will assign an ad hoc committee for Accelerated Merits, Barrier steps, Above Scale, and Promotions. This committee will be responsible for presenting the promotion/merit case to the department at the appropriate faculty meeting, for drafting and overseeing the departmental letter regarding the case, and for working closely with the chair to ensure that the case is moved forward appropriately.
- All other files will require a department letter that will be written by the Chair or a writer appointed by the Chair.
- All Senate faculty will make every effort to inform themselves of the merits of each advancement case prior to voting (see below).

- A list of the file actions to be discussed at specific faculty meetings should be circulated at the beginning of the quarter, so that faculty can better plan any necessary absences. Every effort will be made to not change these dates once they are set.
- The draft of the departmental ad hoc letter will be circulated in advance to all Senate faculty, except the faculty member under review. In addition, the supporting documents (e.g., Biobib, CV, Self-Statement, etc.) should be circulated to all Senate faculty—including those on leave or sabbatical—at least five business days prior to the faculty meeting at which the case will be discussed.
- All Senate faculty will have an opportunity to read the draft departmental ad hoc letter prior to voting, either at the faculty meeting at which the case and letter are presented, or via access to a secure drive, prior to the meeting.

Discussion and Voting

- Voting will be based on the protocols outlined above (Faculty Meeting Bylaws). File actions require a quorum of 2/3rds of Visual Arts faculty (not including those on sabbatical or approved leave). As noted in PPM 230-28, file actions “must be supported by at least 50% of the members eligible to vote”
- Opportunity for discussion: Ample time will be scheduled at one or more faculty meetings to discuss each advancement case.
- Faculty will make decisions based on reasonable professional standards. If a faculty member believes that they cannot make an impartial judgment on a candidate, or if a faculty member’s decision involves (or appears to involve) a conflict of interest or financial incentive, the faculty member shall recuse him/herself, consulting with the Chair for advice as necessary.

Confidentiality

- Voting on all appointment and advancement cases will be by anonymous ballot. (See Bylaws of the Academic Senate: Title VI.55. Article B, Paragraph 9: “no voter may be denied the option to require a secret ballot”).
- For reasons of confidentiality, discussion of faculty cases should not take place through email.
- Faculty members should avoid revealing to anyone, whether inadvertently or by design, all matters expected to be confidential, including but not limited to the opinions of others in the department.

Academic Senate Bylaws for Voting on Personnel Files

Title VI. Rights and Authority of Senate Members

Section 55. Departmental Voting Rights

A. General Provisions

1. *According to the Standing Orders of the Regents, ". . . the several departments of the University, with the approval of the President, shall determine their own form of administrative organization . . ." 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, as specified in Standing Order 105.I(a), the right to vote on substantial departmental questions, excepting only certain personnel actions as detailed in Article B of this Bylaw. [See [Legislative Ruling 5.67](#)] (Am 4 May 95)*
2. *In all matters other than those specified in paragraphs 1 to 5 of Article B of this Bylaw, the right to vote may be delegated to duly elected committees.*

B. Designation of Voting Rights

3. *All tenured faculty in a department have the right to vote on all new departmental appointments that confer membership in the Academic Senate. Prior to such a vote, all the non-emeritae/i departmental members of the Academic Senate must be afforded an opportunity to make their opinions known to the voters. (Am 4 May 95)*
4. *Professors have the right to vote on all cases of promotion to the ranks of Professor, Professor-in-Residence, and Professor of Clinical (e.g. Medicine). Professors and Senior Lecturers with Security of Employment (SOE) have the right to vote on all cases of appointment or promotion to the rank of Senior Lecturer (SOE). (Am 5 May 88)*
5. *Professors and Associate Professors have the right to vote on all cases of promotion to the ranks of Associate Professor, Associate Professor-in-Residence, and Associate Professor of Clinical (e.g. Medicine). Professors, Associate Professors, Senior Lecturers (SOE) and Lecturers (SOE) have the right to vote on all cases of appointment to the rank of Lecturer (SOE). (Am 5 May 88)*
6. *For voting purposes, all cases that involve the removal of the Acting modifier from the title of a member of the Academic Senate shall be treated as promotions to the rank in question.*

7. *All cases of non-reappointments or terminations of Assistant Professors, Assistant Professors-in-Residence, and Assistant Professors of Clinical (e.g. Medicine), or Lecturers and Senior Lecturers, shall be voted upon by those faculty eligible to vote on promotions to the ranks of Associate Professor, Associate Professor-in-Residence, Associate Professor of Clinical (e.g. Medicine), or appointments to the titles Lecturer (SOE) and Senior Lecturer (SOE), respectively. (Am 5 May 88)*
8. *All cases of advancement within any rank that confers membership in the Academic Senate shall be voted upon by those persons entitled to vote on promotion or non-reappointment to the rank in question under the provisions of Paragraphs 2 to 5 of this Article B. (En 4 May 1995)*
9. *In none of the instances specified in Paragraphs 1 to 5 of this Article B may the right to vote be delegated to a committee. The actual method of voting shall be determined by the eligible voters; subject, however, to the provision that no voter may be denied the option to require a secret ballot. In cases of advancement within rank, the eligible voters for each rank in question shall either follow the same procedures used for promotions and non-reappointment or may, by two thirds majority vote and subject to the approval of the divisional Committee on Academic Personnel or its equivalent, delegate the authority for such actions to a duly elected committee or other agency, or adopt some other method acceptable to the divisional Committee on Academic Personnel or its equivalent. Any such method or delegation of authority shall remain in effect for at least one calendar year (twelve months). Thereafter, upon the request of any faculty member entitled to a vote on the cases in question under the provisions of Paragraph 6 of this Article B, the eligible voters shall reconsider the question of how such cases shall be handled. (Am 4 May 1995)*
10. *The tenured faculty members of a department shall establish the method by which personnel matters other than those listed in Paragraphs 1 to 6 of this Article B are determined. The method adopted must have the approval of the divisional Committee on Academic Personnel or its equivalent.*

Visual Arts and Campus Procedures for Addressing Harassment, Bias and Discrimination, and Anti-Racism Resources

Departmental Procedures

The UC San Diego Department of Visual Arts aspires to be a community that values and practices equity in working, teaching and learning for all faculty, staff and students. As noted at the beginning of this document, we aim to uphold the [UCSD Principles of Community](#) as well as the [Faculty Code of Conduct](#) and ensure a safe and productive work environment for all. The following are procedures for reporting incidents of harassment, bias and discrimination for all faculty, staff and students in the Visual Arts Department. These include direct lines of communication to the University's Title IX Officer; a timeline for action and a mechanism of accountability. As employees of UCSD it is our responsibility to report harassment, bias and discrimination to the [Office for the Prevention of Harassment & Discrimination](#) (OPHD). Faculty, staff and students may contact OPHD directly.

Faculty, staff and students may contact the following Departmental personnel directly for confidential consultation. This may include both formal complaints and local climate or personnel issues.

We encourage anyone who has experienced or witnessed bias, harassment or discrimination in the Department to notify the Visual Arts Faculty Advisor for Equity, Diversity and Inclusion, the Chair or the Chief Administrative Officer immediately, through e-mail, phone message or meeting.

- The Department of Visual Arts Faculty Advisor for EDI
- The Department of Visual Arts Chair
- The Department of Visual Arts CAO

If you are uncomfortable approaching the Chair, or any other Departmental faculty or staff, with your concerns you can also approach the Division of Arts and Humanities directly:

- Dean of Arts and Humanities dean-ah@ucsd.edu
- Division of Arts and Humanities Faculty Equity Advisor
- Assistant Dean of Arts and Humanities

We will make every effort to respond as soon as possible, usually within 24 hours. We will provide available resources and assist with any subsequent steps. All conversations will be 100% confidential unless agreed otherwise.

There are several offices on campus that can advise you regarding incidents of discrimination, racism and sexual harassment, or concerns about the handling of personnel files. We've listed several of these below.

Additional Campus Resources

Office for the Prevention of Harassment and Discrimination

The Office for the Prevention of Harassment and Discrimination is UC San Diego's Title IX office and coordinates compliance with the federal law that prohibits sex discrimination in educational institutions. Individuals who wish to bring a complaint alleging a violation of Title IX of the Education Amendments of 1972 may contact the director of the OPHD, who also serves as the campus's Title IX officer.

Michael Diaz, Director/Title IX Officer
University of California San Diego
(858) 534-8298 E-mail: ophd@ucsd.edu

University Policies on Nondiscrimination, Sexual Harassment, and Sexual Violence

Below are a list of additional resources and contacts for addressing incidents of bias, harassment, racism and sexism in the department and on the campus, along with grievance procedures for faculty who feel that their advancement or promotion process has been unfairly handled. As with all the materials listed here, these are only partial digests, intended to provide a general overview of campus policies and procedures. Always be sure to conduct additional research, using the links below as well as the APM and PPM links provided above.

Equity, Diversity and Inclusion Resources from the Division of Arts & Humanities

- General listing of links and sources within the Division and across the campus
<https://artsandhumanities.ucsd.edu/diversity/index.html>
- One-page listing of campus resources for Equity, Diversity and Inclusion issues
[https://artsandhumanities.ucsd.edu/files/edi/Arts-Humanities EDI-resources.pdf](https://artsandhumanities.ucsd.edu/files/edi/Arts-Humanities%20EDI-resources.pdf)

UC and UCSD Policies for Harassment and Discrimination Incidents

- UCSD Policy for Reporting and Responding to Sexual Violence and Sexual Harassment
<http://adminrecords.ucsd.edu/PPM/docs/200-19.html>
- UC system Policies on Sexual Violence and Sexual Harassment
<https://policy.ucop.edu/doc/4000385/SVSH>
- PPM Procedures for Discrimination and Harassment Complaint Resolution

[200-23 Procedures for Discrimination and Harassment Complaint Resolution](#)

Anti-Racism Resources

- The Office for Equity, Diversity, and Inclusion (EDI)
[EDI Support Resources](#)
- Center for Faculty Diversity and Inclusion (offers mediation)
[Center for Faculty Diversity and Inclusion](#)

Support, Guidance and Mediation Resources

- The Faculty and Staff Assistance Program
[UC San Diego Faculty and Staff Assistance Program \(FSAP\)](#)
FSAP is a confidential service designed to help campus employees and the members of their immediate household resolve concerns that may be affecting personal well-being and/ or job performance.
- UCSD Ombuds Office
[Office of the Ombuds](#)
The Office of the Ombuds provides a confidential, safe space for students, staff, and faculty to talk about concerns and problem-solve issues arising from interpersonal and group conflict.

Resources for Whistleblowers

- UCSD Whistleblower Hotline
[https://blink.ucsd.edu/files/research-tab/amas/UCSD Whistleblower Poster.pdf](https://blink.ucsd.edu/files/research-tab/amas/UCSD_Whistleblower_Poster.pdf)
- UCSD Whistleblower Protection Policies (PPM 200-14)
<http://adminrecords.ucsd.edu/ppm/docs/200-14.html>

Policies and Procedures for Incidents of Retaliation

As noted by the Office for the Prevention of Harassment and Discrimination (OPHD), threats, other forms of intimidation, and retaliation against a faculty member, student, or staff employee for bringing a complaint of harassment or discrimination or for assisting another in bringing a complaint are prohibited. Retaliation is itself a violation of UC San Diego policy and applicable law, and is a serious offense. Complaints of retaliation may be brought through the nondiscrimination or sexual violence and sexual harassment complaint resolution procedures. Acts of retaliation may result in discipline. The guidelines for responding to incidents of retaliation are outlined in the PPM document “Protection of Whistleblowers from Retaliation: UCSD Implementing Procedures,” which is contained here: <http://adminrecords.ucsd.edu/ppm/docs/200-14.html>

Personnel Action Grievance Procedures

- Academic Senate grievance guidelines related to personnel actions (files, advancements and promotions)

[Bylaws of the Academic Senate - Part III](#)

- APM grievance guidelines related to personnel actions (files, advancements and promotions)

[General University Policy Regarding Academic Appointees: APM - 140 - Non-Senate Academic Appointees/Grievances](#)