

## **UC Irvine Department of Film and Media Studies Bylaws**

Unanimously approved by FMS faculty, December 6, 2024

### **Article I: Goals and Objectives**

The Faculty of Film and Media Studies administer the Department and its two academic programs: an undergraduate major and minor and a PhD program and graduate emphasis.

### **Article II. Membership**

Senate Faculty with appointments of more than 0% in Film and Media Studies will count as Core Faculty in the Department and its Ph.D. program and may vote on Academic Personnel reviews and Academic Program policies.

Department faculty who transition to Emeritus status will be eligible to continue to mentor students and serve on exam, advancement, and dissertation committees. Emeritus faculty will not participate in admissions nor attend Department meetings.

External UC Irvine Senate Faculty may affiliate with Film and Media Studies with the approval of the department faculty. Approval is based on the relevance of the affiliate's research and teaching. Affiliate applications and renewals are reviewed each Spring quarter for membership to start the following academic year. Affiliate faculty may cross-list courses in the program. Affiliate faculty count as outside members for the purposes of student exam, advancement, and dissertation committees. Affiliate faculty do not participate in admissions and are ineligible to vote on Academic Personnel reviews or Department policies.

### **Article III. Administration**

A faculty **Department Chair** is appointed by the Dean of the School of Humanities, determined in consultation with Department Faculty. The Department Chair oversees Department administration, course and instructional planning, hiring lecturers and Teaching Assistants, Academic Personnel reviews, FTE negotiations, budgeting, and other programmatic duties as they arise. The Department Chair appoints faculty to Director service positions and assigns Department service committees. All of the above are done in consultation with the Department Manager, faculty Directors, and Department faculty and staff at large as relevant. The Chair acts as the manager for Department faculty and writes Chair's letters for Academic Personnel reviews. The Department Chair represents the Department at the level of the School and Campus, and consults with the Dean on behalf of faculty and the program as needed. The Department Chair consults with Advancement on fundraising initiatives. The Department Chair must be Core faculty and must have a rank of Associate Professor or Professor. Department Chair is a year-round appointment; all other faculty positions are

9-month appointments, except as specified otherwise. The standard term for a Department Chair in the School of Humanities is 3 years, renewable for an additional 2 years. An Interim Chair term ranges between 1 quarter and 1 academic year.

A faculty **Director of Undergraduate Studies** is appointed by the Department Chair. The Director of Undergraduate Studies oversees course and major requirement modification proposals, student petitions related to studies, undergraduate community events, teaching observations for studies lecturers, and other programmatic duties as they arise. The Director of Undergraduate Studies consults the Department Chair on studies course planning and lecturer hiring. The standard term for a Director of Undergraduate Studies is 3 years, renewable annually with flexibility for earned sabbatical leaves and/or fellowships.

A faculty **Director of Production and Screenwriting Studies** is appointed by the Department Chair. The Director of Production and Screenwriting Studies oversees student petitions related to production/screenwriting; teaching observations for production and screenwriting lecturers; production, internship, and industry-facing workshops; and other programmatic duties as they arise. The Director of Production and Screenwriting Studies consults the Department staff on production equipment assessment, maintenance, and priorities for acquisition. The Director of Production and Screenwriting Studies consults the Department Chair on production and screenwriting course planning and lecturer hiring. The standard term for a Director of Production and Screenwriting Studies is 3 years, renewable annually with flexibility for earned sabbatical leaves and/or fellowships.

A faculty **Director of Graduate Studies** is appointed by the Department Chair. The Director of Graduate Studies oversees graduate program administration, graduate admissions and recruitment, student petitions, course and program requirement modification proposals, graduate community events, and other programmatic duties as they arise in consultation with the staff Graduate Coordinator, the faculty Graduate Committee, and the Department Chair. The Director of Graduate Studies chairs the Graduate Committee. The Director of Graduate Studies coordinates the required core practicum courses. The Director of Graduate Studies consults the Department Chair on graduate course planning and faculty appointments to the Graduate Committee. The standard term for a Director of Graduate Studies is 3 years, renewable annually with flexibility for earned sabbatical leaves and/or fellowships.

The **Graduate Committee** is chaired by the Director of Graduate Studies and comprised of two additional core faculty members. The Graduate Committee oversees Ph.D. admissions and decides on course waivers; the committee also makes recommendations to the full Department faculty on policy matters that require full Department faculty vote. The standard term for members of the Graduate Committee is two years, staggered to alternate cycles and renewable annually with flexibility for earned sabbatical leaves and/or fellowships.

**Core Faculty** at large are assigned to ad-hoc service committees by the Department Chair and participate in other ad-hoc committees on a volunteer basis.

All faculty in residence are required to attend faculty meetings; non-teaching quarters (i.e., terms without assigned courses) are considered terms in residence. Virtual attendance at meetings held in person must be approved in advance by the Department Chair and Department Manager.

All faculty in residence participate in all Academic Personnel reviews.

All faculty read and comment on applications to the PhD program as assigned to them.

All faculty in residence participate in campus visit interviews for faculty FTE candidates and in discussion and vote on FTE hires.

All faculty in residence contribute to undergraduate and/or graduate core course instruction, in addition to elective course offerings. All faculty have the right to cross-list their courses with other programs. Faculty may be released to teach in other units by permission of the Department Chair.

All faculty contribute to mentoring graduate and undergraduate students, but faculty have right to decline to advise any student.

Pre-tenure faculty participate equally in discussion and vote on Department governance, Academic Personnel reviews, and FTE hires. They may also be assigned to service committees.

Faculty on sabbatical are exempt from Department service obligations while on sabbatical.

Faculty on sabbatical are expected to maintain mentorship duties while on sabbatical, including providing letters of recommendation; responding to advisee emails; participating in exam, prospectus, and dissertation defenses; reading dissertation drafts; and reviewing assigned graduate program applications for potential future mentees.

#### **Article IV: Voting Procedures**

All present Core Faculty are eligible to vote on all actions. Votes from Faculty at all ranks carry equal weight on all actions.

Faculty who attend meetings virtually will be allowed to vote via electronic ballot.

Academic Personnel review votes will be conducted by confidential written ballot. Votes on FTE hiring priorities and policy matters will be conducted by oral vote/show of hands. Faculty may request a confidential written vote on any matter.

Faculty who are not in attendance at a meeting may provide advance written comments to be shared during faculty discussion but may not vote on the action at hand.

In accordance with UC policy, faculty may not vote on their own Academic Personnel actions, nor on those of their near relatives or spouse/partner.

A minimum majority vote of 50% plus one, or more is required for policy matters to be approved.

A minimum majority vote of 67% or more is required to approve or amend Department Bylaws.

At meetings, 50% plus one, or more of the faculty in residence shall constitute a quorum for votes on policy matters. Faculty on sabbatical do not factor in the minimum number to constitute a quorum.

Faculty with 0% without salary appointments waive their right to vote on Academic Personnel reviews and Academic Program policies.

Emeritus faculty may not vote on any actions.

## **Article V: Position Statements and Open Letters**

In accordance with Regents Policy 4408: Policy on Public and Discretionary Statements by Academic Units, the Department has established the following by-laws:

Position statements and open letters by Department faculty may be initiated by any core faculty member. These statements may be initiated during a faculty meeting or may be organized virtually when urgent or timely. Only Core Faculty may vote on Department statements.

A position statement must receive a 100% unanimous vote of support among faculty in residence in order to be identified as a Department statement; position statements that receive any abstentions or dissenting votes must be signed by individual faculty.

Any Open Letter must be signed by individual faculty.

Faculty who vote in support of a Department statement or who sign an open letter do so with the understanding that their name may appear with the statement or open letter wherever it circulates, including to upper administration and on social media.

Faculty on sabbatical may request to opt-in as signatories on Department statements and open letters but are otherwise not expected to participate in discussion and vote.

Department staff may request to opt-in as signatories on Department statements and open letters but are otherwise not expected to participate in discussion and vote.

As stipulated by UC policy, discretionary statements must be accompanied by a clear disclaimer that the Department is not speaking for the University, all members of the Department (unless unanimous), or the campus, as a whole. Discretionary statements may not appear on the Department homepage but may be linked from it and will appear on the Department's website under a designated page as well as on the Department's social media page(s).

## **Article VI. Financial Oversight**

All financial and administrative oversight will be provided by the Chair of Film and Media Studies and Department staff, in consultation with the program Directors and faculty as necessary.

## **Article VII. Academic Program Review**

The Department and its programs will be reviewed externally as part of the usual process for assessing programs within the School of Humanities.

### **Article VIII: Student Representatives**

Graduate students select a student representative via their student organization. This representative attends faculty meetings to advise faculty and to report back to students. The graduate student representative does not have voting rights. This representative may not be present for confidential admissions, end of year graduate student reviews, and personnel deliberations.

Undergraduate students do not have an elected student representative at faculty meetings.

### **Article IX. Order of Business**

All meetings of the Faculty shall be governed by procedures specified in UC Academic Senate policy.

### **Article X. Amendments and Suspension of Rules**

Any significant amendments and revisions to the rules or bylaws must satisfy the program's quorum rules.