

BYLAWS
OF THE FACULTY
OF THE
SCHOOL OF VETERINARY MEDICINE
UNIVERSITY OF CALIFORNIA, DAVIS
June 1, 2016



BYLAWS

PART I. FUNCTIONS

1. The Faculty of the School of Veterinary Medicine shall conduct the government of the School of Veterinary Medicine, subject, however, to the rules and coordinating powers of the Graduate Council respecting graduate study and the degree of Doctor of Veterinary Medicine. (Academic Senate Bylaw 30)

PART II. MEMBERSHIP

2. The Faculty of the School of Veterinary Medicine shall consist of:
 - (A) The President of the University;
 - (B) The Chancellor at Davis;
 - (C) The Dean of the School of Veterinary Medicine;
 - (D) All members of the Academic Senate who hold appointments in the School of Veterinary Medicine;
 - (E) As representatives, all salaried members of the School of Veterinary Medicine in the Health Sciences Clinical Professor series.

PART III. OFFICERS

3. **Chairperson.** The Chairperson of the Executive Committee is the Chairperson of the Faculty, and shall be elected by the Faculty at large by mail ballot.
4. **Secretary.** The Secretary of the Faculty shall be appointed annually by the Executive Committee of the School.

PART IV. MEETINGS

5. Stated meetings of the Faculty shall be held at least twice a year. The Faculty may meet at such other times as it may determine or at the call of the Chairperson or upon written request to the Secretary of eight voting members. In the absence of the Chairperson, the Executive Committee will appoint a member of that committee to preside at Faculty meetings.

PART V. QUORUM

6. Twenty-five percent of the faculty members shall constitute a quorum for the formal faculty meetings.

PART VI. COMMITTEES

Title 1. Appointment, Tenure and Voting

7.
 - (A) Committees shall be appointed or elected each year, not later than July 1, term of one year from July 1, unless otherwise provided for.
 - (B) Special committees shall exist no longer than five years unless established as standing committees by legislation.

- (C) Committee meetings may be convened and presided over only by the committee chair, a designee of the committee chair, or a designee of the chair of the faculty.
- (D) A quorum for committee meetings shall be fifty percent of the voting members. If the number of members is an odd number, a quorum shall be fifty percent of the voting members rounded up to the next whole number.
- (E) All members of the Standing Committees of the Faculty and Ad hoc Committees appointed by the Executive Committee, unless otherwise indicated in these Bylaws, may vote on questions that will be referred to the Faculty Executive Committee for approval and on questions that will be referred for final Academic Senate action to another Academic Senate agency. Voting rights are extended to Faculty who are non-members of the Academic Senate (salaried Health Sciences Clinical Professor series) to the fullest degree permitted by Legislative Ruling 12.75 of the Academic Senate of the University, which states, "Only members of the Academic Senate may vote in Senate agencies when those agencies are taking final action on any matter for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may be given the right to vote on other questions, such as those that involve only recommendations to other Senate agencies, but only by explicit Bylaw provisions."
- (F) Individuals who hold the administrative title of Associate Dean or equivalent, or above, shall serve only as non-voting ex officio members on the Standing Committees of the School.

Title II. Standing Committees: Their Powers and Duties

8. **Executive.** There shall be an Executive Committee consisting of the Dean of the Veterinary School, a non-voting ex officio member, and six members to be elected by the Faculty for a term of three years. Two members shall be retired each year and two new ones elected. In case of vacancy, a new member shall be appointed by the Executive Committee to serve the remainder of the academic year.

This committee shall consider all matters of general concern to the School and shall bring before the Faculty any recommendations, which the committee may deem advisable.

The committee shall appoint all other standing committees of the Faculty as provided for in these Bylaws and such special committees, as it deems necessary.

The committee shall ensure that the membership as defined in Part II of these Bylaws is determined and counted each year and that the list of that voting membership be generated each year. A quorum as defined under Part V shall also be determined.

This committee shall be responsible for the conduct of elections and voting on all matters submitted to the membership for ballot, including elections, resolutions, and Bylaw revisions. When the Faculty vote on any matter for the Academic Senate or advising in the name of the Academic Senate, votes of Academic Senate and non-Academic Senate members (salaried Health Sciences Clinical Professor series) shall be

recorded separately, with the vote of the non-senate members provided as advisory. The committee annual report shall include a summary report of all balloting or elections so conducted and not previously reported.

- (A) Voting can be performed at a faculty meeting, electronically or by mail. To simplify procedures, electronic voting should be used preferentially unless determined in special situations by the Executive Committee. Throughout these Bylaws the term "ballot" shall indicate either electronic or mail ballot.

When balloting is requested, the balloting shall be conducted by the Chairperson of the Executive Committee. Voting exclusively electronically or by mail will be at the request of the Chairperson of the Executive Committee or by written petition of ten members of the Faculty of the School of Veterinary Medicine.

- (1) **Electronic Ballots.** If the voting is performed by electronic methods, each faculty allowed to vote should receive access to a secure, online voting system. The voting procedure should meet the following criteria:
 - (a) The system should verify the identity of all voters and prevent voters from voting more than once
 - (b) It should not be possible to determine how a member has voted.
 - (c) Once a vote has been submitted, nobody should be able to change the vote
 - (d) Nobody should be able to determine the results of the election or the number of votes until after the voting deadline.
- (2) **Ballot by Mail.** If voting is performed by mail ballot each voter receives a plain envelope in which to enclose his or her marked ballot, and an additional envelope addressed to the Chairperson of the Executive Committee to be used for the return of the sealed ballot. On this envelope addressed to the Chairperson is a space for the voter's signature and ballots lacking this validating signature are void. Any voter who spoils a ballot may, by tearing it across once and returning it to the Chairperson, obtain another ballot.

(B) Elections

- (1) **Notice of Elections.** Not less than 30 days prior to any election, the Chairperson shall initiate such election by sending to each member of the Faculty of the School of Veterinary Medicine a notice that nominations for the position(s) in question will be received during the next ten days and specifying the date and time after which nominations will no longer be received. These nominations shall be in writing and shall contain a statement that the nominee will accept the nomination. The nominations shall be signed by five members of the Faculty of the School of Veterinary Medicine.

(2) Balloting

- (a) Not less than ten days after the time for receiving nominations has expired, the Chairperson shall send to the members of the Faculty a

ballot containing, in alphabetical order, the names of those persons who have been nominated.

- (b) This ballot shall be accompanied by instructions concerning the proper method of returning the ballot and a statement that the ballot is to be returned to the Chairperson within ten days.
- (c) Counting of ballots, unless otherwise specified, shall be conducted as outlined in Bylaw 16 of the Davis Division of Academic Senate.

(C) Matters Other Than Elections

- (1) The Chairperson will notify the members of the nature of the impending mail ballot and the ballot will be prepared. The ballot shall be distributed to the voters not less than 10 days or more than 20 days after the members are notified of the impending ballot, and ballots shall be returned by the members within seven days. Balloting shall be conducted as described under (A) and (B) (2) (b) and (c) of this Bylaw.
- (2) When ballots are distributed to the voters, they shall be accompanied by at least a summary of the arguments pro and con. Arguments for or against the proposal may be submitted by any member or group of members, and, if submitted, shall be distributed with the ballots.

9. **Admissions.** This committee shall consist of five faculty members and one non-faculty veterinary professional who shall serve as a non-voting member. The Associate Dean of Student Programs and the Director of SVM Admissions shall be non-voting, ex officio members. The non-faculty committee member must be an active member of the profession. Faculty members shall serve a two-year term and the non-faculty member shall serve a one-year term. In the event that a non-faculty member who meets the criteria cannot be identified in any given year, the committee will proceed without appointing a non-faculty member. It shall be the duty of this committee to examine the credentials of the applicants for admission to the School and to recommend for admission those best qualified.
10. **Continuing Education and Extended Learning.** This committee shall consist of four faculty members, including the Director of Veterinary Medical Continuing Education as an ex officio member. It shall be the duty of this committee to consider and make recommendations concerning the participation of the School in continuing education and extended learning. The Committee will be responsible for reviewing the Center for Continuing Professional Education's mission, goals, structure, and policies, and advising the Center on professional continuing education programs for DVM and RVT/Vet Assistant programs.
11. **Curriculum.** This committee shall consist of nineteen members, consisting of ten faculty members (including a faculty member from each department), and the chair of the Clinical Education Committee as an ex officio member. The following eight members shall be non-voting: four veterinary students, one from each class, and four ex officio members, including the Associate Dean for Academic Programs, the Associate Dean for Veterinary Medical Center Operations, the SVM Education Specialist, and a representative from the UCD Library. It shall be the duty of this committee to evaluate and make recommendations concerning pre-veterinary requirements and the

professional veterinary curricula. It shall make a continuing evaluation of all courses and teaching programs offered by the School of Veterinary Medicine and recommend new courses and changes in existing courses, including their content, scheduling, and course leaders. It shall report to the Executive Committee before reporting to the Faculty. Faculty members shall be appointed for terms of two years, and student members shall be appointed annually.

12. **International Programs.** The International Programs Committee shall consist of twelve members: five faculty members, the Director of the Office of International Programs as an ex officio member, the Associate Dean for Research and Graduate Education as a non-voting ex officio member, and five students or residents as non-voting members. The students shall consist of three DVM students from the first three classes in the veterinary school, and two-graduate students or clinical residents. Faculty members shall serve three-year staggered terms and students shall be appointed annually. The committee shall provide advice on all aspects of the School's involvement in international programs and activities.
13. **Research.** This committee shall consist of five faculty members, a non-voting graduate student member, and the Associate Dean for Research and Graduate Education and a representative from the UCD Library who will both serve as non-voting ex officio members. Two or three members shall be retired each year and new members appointed, to maintain continuity. It will be the responsibility of this committee to foster faculty research productivity and excellence within the School and to make appropriate recommendations to the faculty and administration on all matters pertaining to research.
14. **Student Affairs.** This committee shall consist of thirteen members, including seven faculty members, the Associate Deans for Student Programs and Academic Programs who shall be non-voting ex-officio members, and four veterinary students, one from each class, who shall be non-voting members. It shall be the duty of this committee to consider and make recommendations concerning student-faculty relationships, including study lists and petitions, academic honors, advising, academic promotion of students, student affairs and discipline, and scholarship and loan funds. It shall recommend to the Faculty candidates for graduation. Faculty members shall be appointed for terms of two years, and student members shall be appointed annually.

PART VII. ORDER OF BUSINESS

25. (A) The order of business shall be:
 - (1) Minutes
 - (2) Announcements by the President
 - (3) Announcements by the Chairperson
 - (4) Announcements by other executive officers
 - (5) Special orders
 - (6) Reports of special committees
 - (7) Reports of standing committees
 - (8) Petitions of students
 - (9) Unfinished business
 - (10) New business

- (B) The regular order of business may be suspended at any meeting by a two-thirds vote of the voting members present.

PART VIII. RULES OR ORDER

- 26. The rules contained in Robert's Rules of Order shall govern the faculty in all cases in which they are applicable.

PART IX. AMENDMENT OF BYLAWS

- 28. The foregoing Bylaws may be added to, amended, or repealed at any regular or special meeting by the two-thirds vote of all the voting members present, provided that written notice of proposed changes shall have been sent to each member of the faculty at least five days previous to the meeting at which the changes are to be moved; but no change in the Bylaws shall be made that is inconsistent with legislation of the Academic Senate.

REGULATIONS

51. **Admissions**

- (A) Admission to Regular Status

To be admitted to the School of Veterinary Medicine, students must have at least junior standing in one of the colleges of the University of California or an equivalent thereof satisfactory to the faculty of the School of Veterinary Medicine, including such special requirements in preparation for courses in the curriculum of the School of Veterinary Medicine as may be prescribed by the faculty of that School. The faculty of the School is authorized to limit the enrollment of students to a number consistent with the facilities available for instruction.

- (B) Admission to Advanced Standing

Applicants for admission to advanced standing may be accepted under the following conditions:

- (1) They must furnish evidence that they are eligible for admission to the Fall Quarter of the School of Veterinary Medicine.
- (2) They must show that they have satisfactorily completed courses equivalent in kind and amount to those given in the School of Veterinary Medicine in the quarters preceding that to which admission is desired.
- (3) At the discretion of the Dean of the School, they may be required to pass examinations in any or all subjects for which they ask credit.

60. **Requirements for the Degree of Bachelor of Science.**

- (A) A degree of Bachelor of Science is granted, upon the recommendation of the faculty of the School of Veterinary Medicine, to students who do not hold a baccalaureate degree and who have met the following requirements:
 - (1) The candidate shall have completed at least 180 units of college work, and shall have satisfied the general University requirements of Paragraphs 630, 634, 636 and 638.
 - (2) The candidate shall have completed, in the School of Veterinary Medicine, all courses prescribed in the first two years of the professional curriculum. Exceptions may be made to students in advanced standing.

65. Honors.

The faculty of the School of Veterinary Medicine, or a duly authorized committee thereof, shall recommend for Honors or Highest Honors such students as it may judge worthy of that distinction, in accordance with the minimum standards prescribed by the Committee on Undergraduate Scholarships, Honors, and Prizes of the Davis Division of the Academic Senate.

72. Doctor of Veterinary Medicine.

- (A) The candidate for the degree of Doctor of Veterinary Medicine must have completed the requirements for the Bachelor's degree in one of the colleges or schools of the University of California or at another college or university of approved standing.
- (B) The candidate must give satisfactory evidence of possession of a good moral character.
- (C) The candidate must have studied veterinary medicine for the equivalent of thirteen quarters including four quarters in the senior year. The last two years must have been spent in the University of California, School of Veterinary Medicine. He or she must have completed the required work, have fulfilled satisfactorily all special requirements, and have received throughout the entire veterinary course a satisfactory grade as determined by the faculty of the School.

80. Student Performance Standards (DVM).

This regulation is implemented through policies and procedures that will be developed by the Student Affairs Committee and approved by the Executive Committee in accordance with the process described below. These School of Veterinary Medicine policies and procedures address standards, and related procedures, concerning academic and professional deficiencies, academic and social misconduct, professionalism, technical standards, attendance, examinations, and grading (hereafter collectively referred to as "[Student Performance Standards](#)").

The standards and procedures governing Student Performance Standards are detailed in order to provide adequate notice to students of the Faculty's expectations, to adequately address the variety of different circumstances in which these matters arise,

and to ensure, where required, adequate due process protections for students. These policies and procedures are subject to regular modifications to respond to evolving legal requirements and to address new needs identified through experiences using these policies and procedures.

New and revised policies and procedures concerning Student Performance Standards shall be developed and adopted as follows:

(A) Development

The Student Affairs Committee shall develop proposed policies and procedures.

(B) Review and Comment

(1) The Student Affairs Committee may, at its discretion, forward new or proposed changes to Student Performance Standards for review and comment to relevant committees and offices, which may include, but is not limited to, the Office for Student Programs, the Office for Academic Programs, the SVM Dean's Council, the SVM Executive Committee, and the Office of the Campus Counsel.

(2) The Student Affairs Committee shall provide written notice to members of the Faculty of the School of Veterinary Medicine of any new or proposed changes to Student Performance Standards and provide at least 10 days for review and comment by members of the Faculty.

(C) Approval

The Executive Committee has the authority to approve new or proposed changes to the Student Performance Standards that it receives from the Student Affairs Committee. Upon completion of the review and comment period described above, the Student Affairs Committee may forward proposed new or revised Student Performance Standards, as modified following the review and comment period, to the Executive Committee for approval consideration. Submission of proposed new or revised Student Performance Standards shall include any substantive comments received by the Student Affairs Committee during the review and comment period. New or revised Student Performance Standards approved by the Executive Committee shall be described in an appendix to this Regulation.