

BYLAWS OF THE GRADUATE SCHOOL OF MANAGEMENT UNIVERSITY OF CALIFORNIA, DAVIS

Proposed Revision January 5, 2024

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is the Graduate School of Management, University of California, Davis (hereafter, the School).

ARTICLE II. PURPOSE OF ORGANIZATION

The purpose of this organization is to be a leader in management research and education, and to pursue significance, excellence and scholarly rigor in research, graduate and undergraduate management teaching, and service to the people of California.

ARTICLE III. MEMBERS

III.1. Faculty

The faculty of the School shall consist of

- a. the President of the University of California;
- b. the Chief Campus Officer of the Davis campus;
- c. the Dean of Graduate Studies of the Davis campus;
- d. the Dean of the Graduate School of Management (hereafter, the Dean);
- e. all members of the Academic Senate who are members of the Graduate School of Management.

III.2. Voting Faculty

Voting rights and their extension are governed by *Academic Senate Bylaw 55*. These provisions apply to voting on legislation before the Faculty and its committees. Except as modified by the provisions of *Academic Senate Bylaw 55*, members of the Faculty who are not entitled to vote retain the right to participate fully in meetings except during consideration of personnel actions.

III.3. School Policies

The faculty shall determine the institutional policies of the School, and those policies shall be stated in the *Bylaws, Regulations and Policies and Procedures for Curriculum and Student Affairs*.

ARTICLE IV. OFFICERS

IV.1. Term of Office

The Faculty shall elect annually officers during the spring quarter according to the provisions of Bylaw VI.1. Unless otherwise noted, the term of office for all officers specified under Part IV of these bylaws shall be one year. Officers shall serve from September 1 through the following August 31, or, in the case of replacement, from the date of appointment through the following August 31.

IV.2. Chair

The Chair of the Faculty, who shall be a member of the Faculty, shall preside over all meetings of the Faculty, shall serve as member and Chair of the Executive Committee, and have other secondary duties as the Faculty shall direct.

IV.3. Vice-Chair/Secretary

The Vice-Chair, who shall be a member of the Faculty, shall also serve as the Secretary of the Faculty, and as a member of the Executive Committee. The Vice-Chair will serve as Chair in the absence of the Chair. The Vice-Chair shall automatically become Chair upon the occurrence of a vacancy in that position or, at the latest, upon completion of the term of service as Vice-Chair.

IV.4. Replacement

If a vacancy in the office of Vice-Chair/Secretary should occur, an election will be held within four weeks of the vacancy to select a replacement according to the provisions of Bylaw VI.1.a. Any non-officer elected member who is unable to complete the term of office will be replaced by a vote of the remaining elected members.

ARTICLE V. MEETINGS

V.1. Regular Meeting

The faculty shall meet at least once each quarter during the academic year.

V.2. Special Meeting

The Faculty may meet at such other times as called by the Chair. In addition, upon written request of five members of the Faculty to the Secretary, a special meeting must be called within ten instructional days of receipt of the request. In case of delay in electing the Chair, the immediate Past Chair of the Faculty of the School is empowered to call meetings of the Faculty and to serve as Chair pro tempore.

V.3. Attendance and Quorum

It is generally expected that all voting faculty shall attend faculty meetings. Only members of the faculty may be present at faculty meetings during consideration of student petitions for reinstatement, student disciplinary matters, and matters determined to be strictly confidential by the Chair. Guests may be present at other times by the invitation by the Chair. Upon objection, a majority vote is required to allow a guest to be present. A quorum shall consist of a majority of the voting faculty.

V.4. Meeting Agenda

At least five instructional days before a faculty meeting, other than a special meeting, the Chair shall give the faculty and others entitled to attend copies of the agenda and of committee reports and like documents that shall be discussed at the meeting. The agenda shall consist of the following items in this order: minutes of the last meeting, reports of officers, committee reports, unfinished business, and new business. Additional items may be placed on the agenda upon the written request of three voting faculty members, and the revised agenda shall be distributed no less than two instructional days before the meeting.

V.5. Voting

- a. A majority vote means more than half of the votes cast by the voting faculty. An abstention is not a vote cast.
- b. Votes may be cast by voice or show of hands, but any faculty member eligible to vote may require that a vote on a matter be taken by secret electronic ballot.

- c. A member may provide another member with a written proxy for a particular meeting or agenda item.

V.6. Amendment of Bylaws, Regulations and Policies and Procedures

- a. These *Bylaws* may be added to, amended, or replaced at any regular or special meeting by a two-thirds vote of all the voting members of the faculty present, provided that written notice shall be sent to all members at least five days before the meeting. The notice shall include a statement of the purposes of the *Bylaws* amendment(s), but the notice requirement shall not be interpreted to prevent amendment(s) from the floor, which do not exceed the scope of the previous notice. No change shall be made in the *Bylaws* that is inconsistent with the Code of the Academic Senate.
- b. The *Regulations* may be added to, amended, or repealed at any regular or special meeting by a majority vote of all the voting members of the faculty present, provided that written notice shall be sent to all members at least five days before the meeting. The notice shall include a statement of the purposes of the *Regulations* amendment(s), but the notice requirement shall not be interpreted to prevent amendment(s) from the floor, which do not exceed the scope of the previous notice. No change shall be made in the *Regulations* that is inconsistent with the *Code of the Academic Senate*.
- c. The *Policies and Procedures for Curriculum and Student Affairs* may be added to, amended, or repealed at any regular or special meeting by a majority vote of all the voting members of the faculty present, provided that written notice shall be sent to all members at least five days before the meeting. The notice shall include a statement of the purposes of the *Policies and Procedures* amendment(s), but the notice requirement shall not be interpreted to prevent amendment(s) from the floor, which do not exceed the scope of the previous notice. No change shall be made in the *Policies and Procedures* that is inconsistent with the *Code of the Academic Senate*.

V.7. Procedure

Questions of procedure that are not governed by the *Bylaws* shall be resolved by Robert's Rules of Order (most recent edition).

ARTICLE VI. COMMITTEES AND ADVISORS

Members of standing committees and the campus library committee GSM representative shall take office on the day the fall term officially begins, or on the date of appointment in the case of a replacement, and shall serve until the beginning of the following fall term.

The voting privileges on all committees shall be in accordance with *Davis Division Bylaw 28*, particularly paragraph (E) that restricts voting to Senate members on many actions and paragraph (C), which generally prohibits Senate members with certain administrative titles from voting.

VI.1. Executive Committee

The Executive Committee shall consist of three elected ladder rank faculty members and the Dean (*ex officio*, non-voting). The election for Executive Committee positions shall be by secret ballot administered each spring by the Chair. For a candidate to appear on the election ballot, the candidate shall be nominated by a ladder-rank faculty member (including self-nomination) and the candidate shall consent to serve either a one-year term (for non-officer vacancies) or a two-year term (to serve as Vice-Chair/Secretary in the upcoming year and Chair in the following year). Faculty may cast two votes, and should cast one vote for a candidate who is willing to serve a two-year term. The two-year term candidate with the largest number of votes is elected as the incoming Vice-Chair/Secretary, with a tie being broken by lot. The one-year term candidate with the largest number of votes will fill the non-officer position, with a tie being broken by lot.

- a. The Executive Committee shall meet as necessary.
- b. The Executive Committee shall receive requests that may require committee action and direct such requests to the appropriate committee(s).
- c. At least half of the voting members, excluding vacancies noted in the records of the Secretary, shall constitute a quorum for the transaction of business by the Executive Committee.
- d. The Executive Committee shall submit to the faculty each year in the first week of September nominations for the members and chairs of all standing committees of the Faculty via email. The Faculty shall have one week to make additional nominations, after which the election for the respective committees shall occur by secret electronic ballot. The Executive Committee shall appoint members to fill any vacancies occurring during the year.
- e. The Executive Committee shall appoint members to and designate the Chair of special committees as may be authorized by the Faculty.
- f. The Executive Committee shall consider administrative matters referred to it by the Dean.

- g. The Executive Committee shall provide the Faculty with written minutes of each Executive Committee meeting within ten instructional days. These minutes shall clearly describe all actions taken by the Executive Committee, and may be distributed electronically.
- h. In the event of a tie vote on matters requiring a vote of the executive committee, the decision shall rest with the Chair or Acting Chair.

VI.2. Standing Committees

- a. The Graduate Educational Policy and Curriculum Committee shall advise the faculty and the Dean on changes in graduate program curricula and other matters of educational policy referred to it by the faculty or Dean. The Graduate Educational Policy and Curriculum Committee also shall assist the Graduate Advisor for student affairs as appointed by the Dean of Graduate Studies in determining when students are no longer in academic good standing or academically disqualified from the School, and shall hear and determine petitions from academically disqualified students. This committee shall consist of the Graduate Advisor for student affairs as ex officio member (non-voting in case the Graduate Advisor is a non-Senate member), and at least three other faculty members and two student members. One of the faculty members in the committee shall serve as chair.
- b. The Committee on Graduate Courses shall form, disseminate, and apply procedures for approval of new graduate courses. The Committee will consider requests for special administrative treatment of a course, such as enrollment limits, that are based on pedagogy and make recommendations to the administration. The committee will consist of three faculty members, one of whom shall serve as chair.
- c. The Undergraduate Programs and Policies Committee:
 - 1) Membership: The Undergraduate Programs and Policies Committee (UPPC) shall be composed of at least four faculty members, representing diverse disciplines at the GSM. Each member shall serve at least one two-year term, with appointments staggered so that at least one of the members is replaced each year. The Chair will be a member in their second or later year of service on the Committee, as appointed by the Faculty Executive Committee. Academic Directors appointed by the Dean to lead undergraduate programs shall serve as ex officio members of this committee (non-voting in case the Academic Director is a non-Senate member). The

most senior member of the undergraduate academic advising staff team shall serve as an ex officio (non-voting) member.

- 2) New and Revised Courses: The Committee shall review and approve or disapprove requests for new undergraduate courses or changes in existing courses and shall transmit those approved for submission to the Davis Division Committee on Courses of Instruction.
- 3) New and Revised Curricula: This Committee shall be charged with the examination of existing and proposed undergraduate curricula and the conduct and content of courses insofar as they affect undergraduate curricula. The results of such study and proposals from faculty groups of the GSM regarding changes in undergraduate curricula, as well as any other proposed changes in GSM requirements for undergraduate degrees, shall be submitted with recommendations to the Executive Committee for final action.
- 4) Accreditation and Program Reviews: The Committee shall ensure that accreditation standards are maintained in all undergraduate programs, including but not limited to faculty sufficiency and assurance of learning, The Committee shall coordinate undergraduate program reviews in collaboration with Academic Directors, where appointed by the Dean; and in collaboration with the Davis Division Undergraduate Instruction and Program Review Committee.
- 5) Community Colleges: The Committee shall advise the Dean of the Graduate School of Management on matters pertaining to relations with community colleges.
- 6) Individual Student Petitions: The Committee shall delegate decisions on individual student petitions such as changes in courses of study, change of major, senior residence waivers, changes of major in final quarter, and degree requirements to the Academic Director for each program in collaboration with the Dean's office and in consultation with the GSM academic advising staff. The Committee shall make decisions on individual student petitions in an appellate manner. With respect to appeals, members of the Committee who have already adjudicated an individual student petition will recuse themselves from the matter. Where recusals leave only one voting member to consider the appeal of a student petition, the FEC will appoint one or more senate faculty members to decide on the petition.
- 7) Interdepartmental Majors: Where the GSM faculty have approved an interdepartmental major with bylaws establishing a Program Committee and its conduct and scope of responsibility and authority, the Program bylaws

will govern the major, with the exception of item VI.2.c.4) as it pertains to Accreditation. Where an undergraduate major Program bylaws are silent and the GSM is the administrative home of the major, these bylaws will govern.

- 8) Honors: The Committee shall make recommendations to the Faculty regarding the criteria to be used in selecting the candidates to be recommended for Honors, High Honors, and Highest Honors at graduation, consistent with Davis Division Bylaw 123.
- d. The Non-Senate Faculty Review Committee shall advise the Faculty and Dean on prospective non-senate faculty (NSF) appointments. The committee shall review the recommendations of search committees for NSF appointments and, by majority vote, provide a recommendation to the Dean for or against the proposed appointment. The committee shall also review the reappointment of all NSF and recommend to the Dean for or against the reappointment. The committee will consist of at least five faculty members, and one of whom shall serve as chair.
- e. The Departmental Academic Review Committee shall comprise of all tenured faculty members of the School. This committee shall be the source of members of ad hoc committees appointed by the Associate Dean to prepare a preliminary draft of the departmental letter in accordance with the guidelines approved by the Departmental Academic Review Committee and described in the School's *Procedures and Guidelines for GSM Personnel Actions*.
- f. The Committee on Research shall administer policy regarding research seminars and Ph. D. programs and shall advise the faculty on matters related to research. The committee shall also recommend selection from among competing proposals when necessary. By way of example, such a necessity arises when submissions from the GSM for an opportunity are limited in number. The committee shall consist of a minimum of three and a maximum of five faculty members, and one of whom shall serve as chair.
- g. The Diversity Committee shall advise the Dean and Faculty on issues and initiatives that strive to achieve both diversity and excellence in students, staff, and faculty. "Diversity" should be interpreted in the broadest sense and encompass differences including but not limited to ethnicity, race, gender, gender identity, sexual orientation, caste, religion, geographic location, socio-economic status, and physical challenges. The Diversity Committee shall consist of three faculty members, one student representative, the Assistant Dean of Student Affairs, (ex officio, non-voting), and a staff member appointed by the Dean (non-voting). One of the faculty members in the committee shall serve as chair.

VI.3. Admissions Procedure

Each graduate degree program offered by the Graduate School of Management has its own admissions process overseen by each program's Graduate Program Committee, which is comprised of Senate faculty members.

REGULATIONS

PART I REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

1. The degree of Bachelor of Science will be awarded to students who satisfy the general University requirements (Academic Senate Reg. 630, 634, 636, and 638 - senior residence, grade point average, Entry Level Writing Requirement, American History and Institutions, respectively), the UC Davis General Education Requirements (DDR 522) and these requirements of the Graduate School of Management. (For an exception, see Academic Senate Reg. 642.)
2. School Requirements
 - A. Each student must complete a program of study under an approved curriculum in the Graduate School of Management. The program of study constituting a major, as published in the UC Davis General Catalog, shall include a specification of depth subject matter courses. The student must attain a grade point average of at least 2.000 for the courses comprising the program of study.
 - i. The student must complete all required courses for the major on a letter-graded basis, unless courses are only offered on a Passed/Not Passed basis.
 - ii. Students may complete any version of the university, school, and major requirements as stated in any UC Davis General Catalog in effect at any time they were enrolled at UC Davis. If a student transfers to UC Davis from another post-secondary institution of higher education (i.e., community college, college, or university), they may follow the requirements as stated in any UC Davis General Catalog in effect either during the three years immediately preceding their transfer to Davis or at the time they first enrolled at that prior institution, whichever is most recent. Once they have chosen the year of the UC Davis General Catalog under which they wish to be governed, they must satisfy all of the university, college, and major requirements specified in that catalog.
 - B. A minimum of 180 quarter units is required for the degree.
 - i. At least 54 of the 180 units must be in upper division or graduate courses.
 1. A maximum of 9 units in graduate level courses (200 series) and professional courses (300 and 400 series) will be accepted toward satisfaction of upper division requirement.
 - ii. A maximum of 12 units of Internship 92 and 192 may be counted toward the total of 180 units for the degree.
 - C. Students may not exceed 225 units; registration for enrollment when the limit has been reached may only be approved by the dean.

- D. Each student must meet the university residence requirement. There are no additional school residence requirements.

English Composition Requirement

- E. Each student must complete, with at least C- grades, at least 8 units, including at least 4 upper division units, in English composition courses selected from the list approved by the major. Alternatively, students may opt to pass the UC Davis examination in English composition after accumulating 70 units.

Credit for Open Campus Courses (offered through UC Davis Continuing and Professional Education):

- F. When written approval has been obtained from the dean before registration, students may apply credit for courses taken in the Open Campus Program towards degree requirements.
- i. Grade points earned from Open Campus courses will count toward the calculation of a student's UC GPA.
 - ii. Open Campus courses do not satisfy the university residence requirement.

3. Major requirements

- A. An acceptable major prescribes a plan of study designed to explore an area systematically, to assure that all students pursuing that major will acquire specified common knowledge while being encouraged in pursuit of their individual educational goals. An approved new major or modification of an existing major shall not become effective until published in the UC Davis General Catalog.

B. Multiple Majors

- i. A student in good academic standing and with a minimum grade point average of 2.000 in the upper division courses taken toward the major may elect to declare simultaneously more than one major. Declaration of multiple majors is subject to the approval of the departments in charge of the majors involved and the dean of the school.
- ii. Approval of a request to declare more than one major is subject to the criteria for specifying minimal overlap between the programs:
 - 1. Eighty percent of the upper-division units offered in satisfaction of course and unit requirements of each major must be unique; that is, they may not be offered in satisfaction of requirements of any of the other majors involved.
 - 2. When unit requirements of the major programs included in a request differ, the major with the smaller number of upper-division

units required shall be used to compute the minimal unit difference that must be met.

4. Minor requirements

- A. Students from any major on campus may elect to satisfy requirements of one or more minors offered by the Graduate School of Management (GSM). At the request of the student, completion of the minor will be added to the student's undergraduate transcript.
- B. A minor shall typically consist of 18-24 units of upper division coursework.
 - i. When unique subject matter essential to the academic coherence of a minor is offered only at the lower division level, one lower-division course may be included as part of the minor course requirements in lieu of an equal number of units in upper division courses.
- C. All upper division courses required of a minor must be taken at UC Davis. Courses taken at other institutions, including study abroad, cannot be used to fulfill minor requirements.
- D. No course substitutions are allowed for upper division minor requirements.
- E. No course used to satisfy the requirements of one minor offered by the GSM can be used toward any other minor offered at UC Davis.
- F. Only one course can be used to satisfy the requirements of both a major and a minor field.
- G. To complete any minor, students must complete the minor coursework with a grade point average of at least 2.000.
 - i. To declare a minor the student must have successfully completed one upper division minor course and must have a minor GPA of at least 2.000. Students must request certification of completion of a minor by filing a Minor Declaration Form prior to their graduation date.

PART II SCHOLASTIC REQUIREMENTS AND ACADEMIC ADVISING

5. Scholastic Requirements

- A. Each student must attain at least a C average (2.000 GPA) in the depth subject matter courses required in the major program. For purposes of attaining a C average in coursework, a student may once repeat such courses in which they received grades of D or F. Students must petition the dean for approval of repeating a course more than once.

- B. Academic probation or disqualification of students in the school shall be governed by the Academic Senate regulations regarding scholastic status (Academic Senate Reg. 900 and 902) and by the Davis Division regulations regarding incomplete grades (Davis Division Reg. A540) and minimum progress (Davis Division Reg. A552). The dean of the school is responsible for administering regulations relating to academic probation or disqualification. A student's failure to maintain a 2.000 GPA in courses required for the major taken over two consecutive quarters constitutes a valid reason for requiring withdrawal from the major.

6. Advising

- A. Academic advising in the school is mandatory. Students are required to consult an advisor at several points in their academic careers:
 - i. Each student is required to meet with an advisor at least once per academic year. These appointments should seek to cover academic, career and basic needs guidance.
 - ii. A student who anticipates accumulating over 200 units must submit a graduation plan. The plan shall be submitted within one quarter after the term in which they exceed 200 units.
 - iii. The dean is authorized to deny registration to students who do not comply with the advising requirements specified in (i) and (ii) above.

7. Late Actions: Add/Drop/Passed/Not Passed

- A. The dean of the school is designated by the Academic Senate as its agent in acting upon petitions of students for late actions: to add/drop courses, to elect passed/not passed grading, or to revert to letter grade after the deadline, such actions to be in accordance with Davis Division guidelines. The passed/not passed option must not be used for major requirements unless the required course is only offered passed/not passed.

PART III HONORS AT GRADUATION

- 8. Honors at graduation may be awarded to students who achieve distinguished scholarship records in all courses completed in the University. Students who display marked superiority may receive Honors, High Honors or Highest Honors. The awarding of such honors shall be made in accordance with the minimum standards prescribed by the Davis Division Committee on Undergraduate Scholarships, Honors, and Prizes.