

Bylaws Guidelines for Designated Emphasis Programs

Approved by Graduate Council: February 1, 2006

Header:

Provide the following information in the order below:

- A. Name of the Designated Emphasis Program followed by “Bylaws”
- B. Current administrative home: [Insert department name]
- C. Revision date: [Insert most recent revision date.]

Multiple revision dates: If there are multiple revision dates (i.e. over a period of years) provide that information at the end of the document.
- D. Graduate Council’s Approval Date: [Date to be inserted by Council.]

Article I. Objective

- A. Specialization: A brief description on the specialization of the DE.
- B. Provide a list of the affiliated Ph.D. programs that have been approved by the Graduate Council.
- C. Mission of the DE: The mission of the DE, described in no more than five sentences.

Article II. Membership

- A. Criteria for Faculty Membership in the DE
 - 1. Disciplinary expertise, research area and accomplishments.

Please refer to Graduate Council’s:
Designated Emphasis Policy and Proposal Guidelines
<http://www.gradstudies.ucdavis.edu/gradcouncil/deg&p.pdf>
 - 2. Active research – appropriate to the specialization(s) encompassed by the DE.

Membership must include at least one member from each of the approved affiliated Ph.D. programs. Members may include individuals who are not members of the Academic Senate. A guiding principle in Council’s evaluation of membership is that membership rights are equivalent for all members regardless of Senate status. Council’s policy is not to approve bylaws that in effect create a two-tier membership by different categories of membership rights.
 - 3. Voting rights: Include wording: All active members are eligible to vote.

B. Application for membership

1. How faculty may apply (i.e. self-nominate, nomination by an existing member).
2. Anticipated contributions that graduate faculty members will perform as a member (e.g., teaching, administration, qualifying examination.)

Examples include:

- a. Active role in the administration of the DE by serving on the DE's Executive Committee.
- b. Providing graduate level instruction, as appropriate, in addition to research instruction.
- c. Service on dissertation and qualifying examination committees. At least one faculty from the DE will participate in Qualifying Examinations and as Chairs or members of Dissertation Committees.

C. Emeritus Status

Define emeritus voting rights, participation in DE (teaching) and student committee service role.

D. Verification of Continued Membership

Membership will include periodic verification of participation by the membership and affiliated departments, every three years.

E. Membership Appeal Process

1. Define the DE's process of how to appeal membership denial.
2. Include the following statement regarding the final appeal to the Dean of Graduate Studies: "Applicants denied membership or renewal of membership may use the final appeal to the Dean of Graduate Studies."

Article III. Administration

For this article, provide a brief statement on the administrative structure of the DE.

Suggested wording: "The administration of the DE and its activities will be vested in an Executive Committee, chaired by the DE Chair and includes at least 2 additional members.

Article IV. DE Chair

A. Chair appointment process wording to be inserted.

The Dean of Graduate Studies appoints Chairs of Designated Emphasis Programs, in accordance with the policies and procedures of the Office of Graduate Studies.

The Executive Committee of the DE will act as the Committee for the Chair nomination process, to solicit nominations from the faculty of the DE, determine whether the nominees are willing to serve, and solicit comments from the DE faculty on the suitability of the nominees that are willing to serve.

The Executive Committee will forward candidates for Chair to the Dean of Graduate Studies along with all comments received from the faculty during the nomination and consultation process. All comments solicited from faculty of the group will be treated as confidential information by the DE's Nominating Committee and by the Office of Graduate Studies.

The DE membership may express a preference and, if it does, should indicate the basis for determining that preference. The Associate Dean for Programs will interview the nominees and consult with the lead dean for the DE before forwarding a recommendation to the Dean of Graduate Studies for consideration appointment. The normal term of the Chair's appointment is three years, however what is recommended will be based on the nominees' willingness to serve.

B. Duties of the Chair:

Define the duties of the Chair.

Typical duties(and wording) include: a) verify the faculty members of the DE; b) serve as graduate adviser; c) provide overall academic leadership for the DE; d) develop and implement policies for the DE; e) represent the interests of the DE to the campus and University administrators; f) call and preside at meetings of the Executive Committee and of the DE; g) be responsible for coordinating all administrative matters with the Office of Graduate Studies; h) be responsible for the accuracy of all publications related to the DE including web pages and catalog copy; i) meet annually with the chairs of the affiliated programs.

Article V. Executive Committee

This article provides information on the Executive Committee of the DE.

A. Provide the following information:

1. Make-up of the committee, include student participation if any.
2. Number of members, how appointed, elected/selected and by whom.
Include, if appropriate, whether membership must include representation from specific units.
3. Term of membership and renewal of membership.
4. Voting rights.

5. Role and function of the committee.

The Executive Committee is generally the body elected by the faculty. The DE Chair is the Chair of the Committee.

In a DE, the Executive Committee generally undertakes the functions often assigned to separate committees in graduate groups/programs. These functions include membership, curriculum or educational policy, though not admissions as DE's do not admit students. If the DE has funds from some external source, such as a training grant, it will need to distribute those funds to students. Information regarding these funds should be included in the Operating Procedures of the DE.

Article VI. Student Representatives

The Chair, upon recommendation of the DE's graduate students, appoints student representatives to the Executive Committee. Provide the following information:

- A. Term of service and reappointment.
- B. Voting rights
- C. Attendance at annual meetings of the DE.
- D. Insert the following wording regarding committee business that students must be excused from participating in. "The Chair of the Executive Committee must excuse the student representatives from meetings covering confidential personnel topics.

Article VII. Graduate Advisers

The Chair of the DE will serve as the Graduate Adviser. List the duties of the adviser.

Article VIII. Meetings

Designated Emphasis programs should have at least one annual meeting, either in the Fall or the Spring. This article provides details regarding the annual and special meetings of the DE. Define the following:

- A. Which quarter(s) the meetings will be held.
- B. How and by whom the annual meetings may be called.
- C. How faculty members can petition for additional meetings (i.e. "by petition of five or more members").
- D. Notification of meetings (i.e. email or hard copy of memo) and time period for notification.
- E. How faculty may participate if away from campus (i.e. video conference).

Article IX. Quorum

This article should reflect the DE's quorum policy and the details for obtaining a vote of the membership (i.e. mail or email ballot, etc.). Note: The DE's policy must comply with Graduate Council's policy for a minimum quorum, unless the DE has a more stringent quorum requirement.

Graduate Council's Quorum Policy URL:

<http://gradstudies.ucdavis.edu/gradcouncil/bylaws.pdf>

The Graduate Council has defined a minimum quorum. It specifies that all issues that require a vote must be:

- voted on by 50+% of the eligible members
- passage requires a 50+% supporting vote of the members voting.

The DE may set more stringent quorum requirements if it wishes.

Article X. Order of Business for Meetings

This article describes how meetings will be conducted and is optional. If the DE has a set format for meetings, it should be included here.

Article XI. Amendments

Amendments to the bylaws must be approved by a quorum vote and submitted to Graduate Council for review and approval. Define the following:

- A. The process for proposing amendments to the bylaws.
- B. How amendments will be circulated to faculty.
- C. Vote process, including time period to distribute and quorum for the amendment to pass.
- D. Include the following wording: "All amendments and revisions must be submitted to Graduate Council for review and approval."

Bylaws Quorum Policy Statement

This policy defines the minimum quorum as defined by a graduate group or program. The group/program can increase the quorum from this minimum if the program wishes.

A quorum for the purpose of modifying by-laws or establishing graduate group/graduate program policy must be greater than 50% of the non-emeritus faculty members who are eligible to vote. Passage of proposals must require a minimum of 50% +1 of the members who actually vote.

Thus passage of substantive actions will require support by a minimum of 25+% of the membership. We leave it up to the group/program to establish a higher quorum figure.

Balloting can be done either in a meeting of the group or via email. If via email, a one week time for expression of opinions about the proposal must be allowed prior to the acceptance of votes. The program can then decide for itself how long votes will be accepted before the "polls close".

Approved by UC Davis Graduate Council
March 10, 2000