

**UC DAVIS GRADUATE COUNCIL** **GC2011-02 (Rev. 5)**  
**Bylaws Policy for Graduate Groups, Departmentally-Based Graduate Programs and Designated Emphases**

*Revised – 10/28/05; 11/5/10; 05/06/11; 06/12/20*

Approved – August 31, 2020

## **INTRODUCTION**

All graduate programs must have approved bylaws. Graduate programs may not operate under bylaws that have not been reviewed and approved by Graduate Council. The Bylaws Committee, a sub-committee of the Graduate Council, reviews and forwards bylaws to Graduate Council for approval. The Committee developed this policy to expedite the development, revision and review of bylaws.

Separate Word templates have been developed for 1) graduate groups, 2) departmentally- based programs, and 3) designated emphases programs which can be found at <https://academicsenate.ucdavis.edu/committees/graduate-council/policies>

## **CONTACT INFORMATION**

Graduate Council Analyst  
Academic Senate Office, 402 Mrak Hall (530) 752-2220  
[http://academicsenate.ucdavis.edu/about/contact\\_us.html](http://academicsenate.ucdavis.edu/about/contact_us.html)

## **FORMAT**

The bylaws should be prepared as a Word document and be formatted according to the layout and order of information in the guidelines, and in the template. If specific wording is required, it is noted under the appropriate article. Web addresses have been provided for Graduate Council or APM policies that apply to the information requested.

**INFORMATION HIGHLIGHTED IN THE GREY BOXES MUST BE INCLUDED  
IN THE BYLAWS DOCUMENT AS IT IS REQUIRED INFORMATION OR POLICY.**

## **SUBMITTING BYLAWS FOR REVIEW**

New and revised bylaws must be approved by a 2/3rds majority vote by the graduate program membership voting, provided a quorum is met, before submitting the document to Graduate Council for approval. A cover memo from the program chair and the bylaws in Word format should be forwarded by email to the Graduate Council Analyst in the Office of Graduate Studies. Please consult the staff directory to find the email address of the Graduate Council Analyst: <https://academicsenate.ucdavis.edu/about/contact>

For a new program, the bylaws will be developed as part of the program proposal process. When the proposal is submitted to Graduate Council for review and approval, an electronic file of the bylaws should also be provided. This file will be forwarded to the Bylaws Committee.

**Cover memo:** A cover memo from the graduate program Chair or delegated faculty member should include:

1. The date and manner in which the program approved the proposed bylaws changes, (e.g., in a program meeting or by an e-mail ballot), including the vote.
2. If the proposed changes are in response to a recommendation in the program's recent Program Review Committee (PRC) report, address this in the memo and provide the date of the PRC report.
3. Bylaws approved after February 1, 2006: Provide a summary of the revisions.
4. Bylaws approved prior to February 1, 2006: a summary is not required as the whole document will be reviewed to assure compliance with the Guidelines and with the policies and procedures of the Graduate Council and the Office of Graduate Studies.

### **Bylaws Committee Review**

The Graduate Council Analyst will review the revised document for compliance with the Guidelines and will either return to the program for revisions, or forward to the Bylaws Committee. The Committee reviews bylaws in the order received.

If revisions or clarifications are required, the Committee will communicate with the graduate program Chair. Once the Committee has completed the review, the document will be forwarded to Graduate Council for final review and approval.

Informal review: A program may request an informal review of their bylaws before submitting them to their faculty for vote. The Graduate Council Analyst will conduct this review and provide feedback. Please note: this is not a formal review by the Committee.

### **Graduate Council Review**

Graduate Council, as a whole, will conduct a final review of the bylaws transmitted by the Committee. Council may approve the document as submitted or may request additional edits or clarification. In the case that the bylaws are approved contingent upon the edits being made or clarification received, the graduate program Chair will be notified of Council's action. Once the program has complied with Council's request, the document is then considered approved.

The final approved document, reflecting Council's approval date, will be forwarded to the program via email with a cover memo from Graduate Council approving the document; the approved document will also be posted on the program page hosted by the Office of Graduate Studies. The program will be instructed to maintain a copy of the bylaws and Council's approval letter in their files.

Approved bylaws for a proposed program will be inserted in the final version of the program proposal and approved contingent upon the program being approved.

**GRADUATE GROUP AND GRADUATE PROGRAM  
BYLAWS TEMPLATE**

Insert name of program followed by "Bylaws"

*Administrative Home:* List department name.

*Revision date(s):* Click to select date

*Graduate Council Approval:* pending

## Article I. Objective

- A. Degree(s) offered by the program: Click here to enter text.
- B. Discipline: A brief statement on the discipline(s) of the program.
- C. Mission of the Program:

## Article II. Membership

### A. Criteria for Membership in the Graduate Program

1. Appropriate academic and teaching title.

In accordance with the Graduate Council Policy on Membership in Graduate Programs (GC1998-02), members must hold an appropriate academic title as outlined in the Graduate Council Policy on Service on Advanced Degree Committees (GC 1998-01).

Or

2. Active research, practice or teaching appropriate to the discipline(s) encompassed by the program.

*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. **Include one of the statements below:***

**Graduate Groups use:** Membership is independent and separate from academic department appointments. Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration to membership in the group.

**Departmentally-Based Graduate Programs use:** Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration to membership in the program. However, faculty with appointments in the department have automatic membership rights in the program.

B. Voting rights.

All members are eligible to vote on graduate program matters. [See GC2011-04, Policy on Quorum, Voting Rights and Responsibility.](#)

C. Application for membership.

1. How faculty may apply:

Include whether a faculty may self-nominate by an existing member and the materials required for application (CV, cover letter, etc.); also include to what body the materials are submitted and details on the process for approval.

2. Anticipated contributions that graduate faculty members will perform as a member.

a. Active role in the administration of the graduate program by serving on graduate program administrative committees; as a graduate adviser (not to be confused with being a major professor); or as an administrative officer of the program.

b. Providing graduate level instruction, as appropriate, in addition to research instruction.

c. Service on dissertation/thesis and qualifying examination/master's comprehensive examination committees.

C. Emeritus Status.

Define emeritus voting rights, participation in the program (administration, teaching and mentoring, and student committee service role. Sample language: Emeritus faculty with active research programs may remain members of the program and are afforded the following rights: they may attend and participate in program activities (including meetings and administrative committees), may teach graduate courses, and may serve on student committees. Emeritus faculty ARE/ARE NOT afforded the right to vote on policy and bylaw issues related to the program.

D. Review of Membership

Membership will include periodic review for continuation of membership using the same criteria for all members, regardless of whether they are departmental members or outside members. Reviews should be conducted typically on a three-year cycle with one third of the membership reviewed each year.

For departmentally-based graduate programs: in the review of members with appointments in the department, the program can elect to base the membership renewal decision on the outcome of the most recent merit/promotion package of the department member, but should keep in mind that the **criteria** used to evaluate members should be the same whether they are departmental members or outside members.

**Provide information on the criteria and clarify the process that will be used to review members. Please define the minimal participation expected by each member (refer to Article II.B.2). Also include the statement: "The criteria for reviewing members of the program is the same for all members." Sample language:**

The criteria for reviewing members of the program is the same for all members. Each faculty member's contributions to the program shall be reviewed once every three years for the purpose of identifying faculty members who are not providing a minimal level of service to the program.

This review will be conducted by the Committee on Membership, who will shall review on a yearly basis one-third of the membership. The review will focus on the areas defined in Section B. above, "Anticipated Contributions by Members."

Faculty whose record reflects poor performance in any of these areas will be subject to non-renewal or to a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.

#### E. Membership Appeal Process

Define the program's process of how to appeal membership denial or non-renewal.

**Include the statement:** "Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies." Sample language:

If membership is denied or not renewed, faculty can appeal to the Executive Committee for reconsideration. Applicants denied membership or renewal of membership by the Executive Committee may make a final appeal to the Dean of Graduate Studies.

### Article III. Administration

For this article, provide a brief statement on the administrative structure of the graduate program. Do not include any detailed information regarding Committees in this article; committee information should be provided in Article V. Committees. Choose one:

**For graduate groups:** The administration of the program and its activities will be vested in the Group Chair and an Executive Committee.

**For departmentally-based programs:** The administration of the program and its activities will be vested in the Department Chair and the Graduate Program Committee.

### Article IV. Graduate Program Chair

#### A. Chair appointment process

There are separate processes for the appointment of graduate group and departmentally-based graduate program Chairs. **Include the following applicable statement:**

**Graduate Group Chair:**

The Chair will be appointed in accordance with the Academic Personnel Manual policy UCD-245.B and the policies and procedures of the Graduate Council and the Office of Graduate Studies.

A "Nominating Committee" will be named by the Executive Committee to solicit names of nominees for Graduate Group Chair from the faculty and graduate students of the group. Those nominated will then be contacted regarding their willingness to serve. The names of the nominees who have indicated a willingness to serve will then be submitted to the Group's faculty and graduate students for comments. All comments will remain confidential.

The Nominating Committee will forward at least one name to the Dean of Graduate Studies along with all comments received on the nominees. All comments solicited from faculty and students of the group will be treated as confidential information by the Group's Nominating Committee and by the Office of Graduate Studies.

If the Group puts forward more than one nominee, it may express a preference for one and, if it does, should indicate the basis for determining that preference. The nominee(s) may be interviewed by the Dean of Graduate Studies (or delegate) and will then forward his/her recommendation to the Chancellor for 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.

**Departmentally-Based Graduate Programs:**

The Department Chair administers a departmentally-based graduate program. The Chair may delegate the day-to-day responsibilities of the graduate program to one or more faculty members of the program. However, even with the delegation of responsibilities, the Department Chair is the official, graduate program Chair. The Department Chair should notify the Office of Graduate Studies of the name of the faculty to whom they have delegated duties. Chairs of departmentally-based graduate programs also coordinate the program's graduate course teaching assignments with relevant department chairs.

**B. Duties of the Chair**

The Chair: a) provides overall academic leadership for the program; b) develops and implements policies for the program; c) represents the interests of the program to the campus and University administrators; d) calls and presides at meetings of the Executive/Program Committee; e) calls and presides at meetings of the program; f) is responsible for coordinating all administrative matters with the Office of Graduate Studies; g) manages the budgets of the program; h) submits course change or approval forms; i) is responsible for the accuracy of all publications related to the program including web pages and catalog copy; and j) nominates graduate advisers for appointment.

**C. Vice Chair**

A program may, or may not have a Vice Chair. If the program does have a Vice Chair define the following:

- A. How appointed and by whom.
- B. Term of service.
- C. Voting rights.

#### D. Duties

For graduate groups a Vice Chair may only serve as chief officer of the Group in the absence of the Chair, for less than a quarter (APM UCD-245B). **Include the following wording if yours is a graduate group with a Vice Chair, in addition to the information requested above:**

The Vice Chair will serve as chief officer of the Group in the absence of the Chair, for less than a quarter. If the Chair will be absent from campus for more than a quarter, the Chair appointment procedures must be followed.

### Article V. Committees

This article provides information on the standing committees of the program. A graduate program should have an Executive Committee (or Graduate Program Committee) and a Membership Committee. Occasionally, small programs will have just one "Graduate Studies/Program Committee" that is charged with the responsibilities of all or a combination of some of these committees. Programs should provide bylaws descriptions of all committees that function in the program.

List each committee of the graduate program, and detailed information on each committee. Include:

1. Composition of the committee (number of faculty & student members). Include, if appropriate, whether membership must include representation from specific units.
2. How members are appointed/elected/selected and by whom.
3. Term of membership and renewal of membership.
4. Committee Chair: How appointed/selected and by whom.
5. Voting rights (including student representatives).
6. Role and function of the committee.

Sample committee language:

#### **Executive Committee**

The Executive Committee shall consist of the chair of the program, who serves as chair of the committee, plus six faculty elected from the membership, plus the Master Adviser and one student appointed annually by the Graduate Student Association. To ensure broad participation, the Executive Committee shall have members from at least three different departments (tri-department rule) including at least one member each from the College of Biological Sciences and from the School of Medicine. All members have voting rights, including the student representative, unless the student does not participate in the discussion due to the nature of the item (see below). The faculty members of the Executive Committee shall be elected for a three-year term, which is renewable two times. Two members shall be elected each year.

Election of faculty members of the Executive Committee: nomination shall be made either by e-mail or from the floor at the annual Spring Quarter meeting of the program. Elections shall be conducted by mail or electronic-mail ballot within two weeks of the annual Spring



Quarter meeting. At election, each member of the program shall vote for not more than the number of positions to be filled on a ballot provided, without weighing of choice. Those receiving the most votes will be declared elected. Ties will be resolved by lot. Election results shall be communicated to the members of the program promptly. Elected members shall assume their duties on July 1.

The principal duties of the Executive Committee shall be to determine and implement policy for the good of the program, and to represent the interests of the program generally to various universities and other agencies. The Executive Committee is also responsible for distribution of Block grant and work study funds.

The Chair of the Executive Committee may rule that an item of business is inappropriate for discussion in the presence of the student representative. That item of business will then be discussed in the absence of the student member of the Committee. More generally, The chair of any committee with a student member must excuse the student representatives from meetings during discussion about personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

The Executive Committee shall meet at least quarterly. Additional meetings and executive sessions may be held as deemed necessary, or upon petition by five members of the program.

The Executive Committee shall fill interim vacancies for the remainder of the current year.

### **Membership Committee**

The Membership Committee shall consist of five members appointed by the chair of the program for three-year terms, renewable two times. The Chair of the Membership committee is an Executive committee member appointed by the Chair of the program. The Committee on Membership shall review on a yearly basis one-third of the membership in addition to new applicants.

### **Educational Policy Committee**

The Educational Policy Committee shall consist of the members of the Executive Committee and two graduate advisors. The chair of the program shall be the chair of the Committee on Educational Policy. The function of this committee shall include consideration of course offerings and recommendations regarding the graduate program and supervision of teaching assignments and teaching experience of graduate students. The faculty members of the Educational Policy Committee will serve for a three-year term renewable two times.

### **Admissions Committee**

The Admissions Committee shall consist of the Vice Chair of the program, five members appointed by the chair for three-year terms, and one student appointed by the BMCDB Association. The Vice Chair of the program shall be the chair of the Committee on Admissions. The functions of this committee shall include admission of students to the

program and the preparation of recommendations of their financial support. The faculty members of the Admissions Committee shall serve for a three-year term.

### **Student Affairs Committee**

The Student Affairs Committee shall consist of the chair of the program, four graduate advisors, and the Master Adviser who shall be the chair of the Student Affairs Committee. The term of appointment encompasses the tenure of the Chair and advisors. This committee shall be responsible for (a) analysis of the results of the placement examinations for new entering students and determination of what remedial actions may be needed, (b) the assignment of all students to research advisors, (c) the recommendation of student Master's and Ph.D. qualifying exam committees, (d) the active overview of the status of student financial support during their entire period of study, and (e) the coordination of any changes in funding which may occur.

### **Fellowship Committee**

The Fellowship Committee shall consist of three faculty members appointed by the chair of the program for three-year terms renewable two times. The Chair of the Fellowship Committee is an Executive Committee member appointed by the Chair of the program. The functions of the committee include nomination and ranking of students for consideration of university fellowships and awards and identification of students to receive tuition waivers.

### **Recruitment Committee**

The Recruitment Committee shall consist of three members appointed by the chair of the program for three-year terms renewable two times, and two students appointed by the Graduate Student Association. The Chair of the Recruitment Committee is an Executive Committee member appointed by the Chair of the program. The functions of the committee are to coordinate the hosting of selected applicants for visitation to the campus, to develop and administer programs for increasing the number, quality and diversity of applicants to the program, and to generate suitable brochures and web sites to provide information to prospective applicants.

### **Student Mentorship Committee**

The Student Mentorship Committee shall consist of three members appointed by the chair of the program for three-year terms, renewable two times, and two students appointed by the Graduate Student Association. The Chair of the Student Mentorship Committee is an Executive Committee member appointed by the Chair of the program. The functions of the committee are to oversee: (i) modification of Graduate Council Mentoring Guidelines (<http://gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf>) to fit the specific circumstances of the program, (ii) their adoption by the program, and (iii) distribution and notification to the students and faculty of where the Guidelines are posted.

## **Article VI. Student Representatives**

Graduate Council recommends that student representatives be appointed to committees.

The Chair, upon recommendation of the program's graduate students, often from a Graduate Student Organization, appoints student representatives to committees.

Provide the following information:

- A. How and by whom students are appointed to committees.
- B. Committees students will serve on.
- C. Term of service and reappointment.
- D. Voting rights
- E. Attendance at annual meetings of the program.

**Include the following statement, adding the information above as needed:**

The Chair of any committee with student members must excuse the student representatives from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

## **Article VII. Graduate Advisers**

*Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies.*

Define the following:

- A. Number of advisers. (Typically the ratio of graduate students to advisers is 15:1. A guiding principle is assurance that there are a sufficient number of advisers to assist students in their progress through courses and research.)
- B. Term of service (2 years minimum)
- C. Duties of the advisers
- D. Committees that the advisers will be required to serve on.
- E. Master Adviser: If the program has a "Master Adviser" who serves as a resource for other advisers, please describe how that person is appointed, term of service and their special duties.

**Sample language:**

Graduate advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Chair of the program will recommend graduate advisers to the Office of Graduate Studies for review and appointment for a two year term. There shall be at least a minimum number of advisers to meet the 15:1 advising ratio recommended by the Graduate Council. Graduate advisers are responsible for evaluating the adequacy of preparative course work, interpreting requirements and appointing guidance and comprehensive exam committees. Graduate Advisers are expected to meet quarterly with advisees. If possible, the thesis/dissertation adviser for a student should not serve as their Graduate Adviser. The adviser(s) are required to serve on X,Y,Z committees. A Master Adviser will be so designated by the Chair to serve as a resource for other advisers.

## Article VIII. Meetings

Graduate Programs should have at least one annual meeting, either in the Fall or the Spring. Some programs have quarterly meetings. This article provides details regarding the annual and special meetings of the graduate program.

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. tele/video conference).

Sample language:

The Group Chair shall call an annual meeting during Spring quarter for the purpose of electing officers and conducting other business. The Chair shall be privileged to call other meetings in the interest of the Group and shall be required to do so at the written request of three or more members. Notification will be emailed at least two weeks before the meeting. Faculty not on campus may participate by teleconference or other availability technology.

## Article IX. Quorum

- A. This article should reflect the program's quorum policy and the details for obtaining a vote of the membership (i.e. mail or email ballot, etc.). The Graduate Council has defined a minimum quorum (see [GC2011-04: Policy on Quorum, and Voting Rights and Responsibilities](#)). The program's policy must comply with Graduate Council's policy for a minimum quorum; the program may set a more stringent quorum requirement if it chooses.
- B. Also include details on the balloting process. Balloting can be done either in a meeting of the program, via e-mail, or other web-based balloting technology. If via e-mail or web-based technology, 10 days must be provided for the expression of opinions about the proposal prior to the acceptance of votes. The program must allow 14 days for votes to be returned or before the "polls close."

**Sample language; a program may be more stringent but not less:**

All issues that require a vote must be:

- Voted on by 50+% of the membership
- On graduate program matters other than amendment/revision of bylaws: passage requires a 50+% supporting vote of the members voting.
- On amendments and revision of bylaws: passage requires a 2/3rds supporting vote of the members voting.

If balloting is conducted via e-mail or web-based technology, 10 days must be provided for expression of opinions about the proposal prior to the acceptance of votes; the program must allow 14 days for votes to be returned or before the "polls are closed."

## **Article X. Order of Business for Meetings**

This article describes how meetings will be conducted and is optional. If a program has a set format for meetings, it should be included here; otherwise simply enter N/A. Sample language: Meetings shall follow Robert's Rules of Order.

## **Article XI. Amendments**

Amendments to these bylaws may be made in accordance with program's quorum policy in Article IX. Program members may propose amendments by petition to the program Chair. The program Chair, or relevant program committee, may ask for revisions from the faculty who submitted proposed amendments before forwarding the revisions to the membership for review and voting. Quorum, voting and passage is prescribed in Article IX. All amendments and revisions must be submitted to the Graduate Council for review and approval; changes in the bylaws will become effective upon approval by the Graduate Council.

(OPTIONAL: Programs who don't want Category 7 members do not add this to their bylaws)

## **Article XII. Eligibility to Serve on Advanced Degree Committees (GC1998-01)**

Programs that wish to allow for individuals to serve under Category 7 must add this additional article to their bylaws. The revised bylaws must be submitted to Graduate Council for review and approval.

Category 7 for eligibility to serve on advanced degree committees is defined in the Policy on Service on Advanced Degree Committees (GC1998-01). It is a title for academics/researchers who are not eligible under categories 1 through 5, but who the program anticipates will be asked to serve on more than one advanced degree committee (violating Category 6). Eligibility to serve on advanced degree committees in one program does not confer eligibility to serve on committees in other graduate programs. Committee members in this Category must be approved by each graduate group or program separately and be reviewed by the program(s) every 3 years (separately from program/group membership) for continued eligibility to serve in Category 7.

The following criteria will be used to evaluate a request for appointment or renewal for Category 7 eligibility to serve on advanced degree committees for a member of the program.

Note: Programs must specify their own (potentially field-specific) criteria for evaluating a member for Category 7 eligibility. The criteria will be reviewed for approval by the Graduate Council. The program can adopt and/or adapt any of the following sample criteria:

- how often they met with the mentees
- time-to-degree of the mentees
- number of conference abstracts/talks presented by the mentees
- number of first authored and co-authored publications from mentees, and other qualitative measures
- has the mentor provided guidance on appropriate literature for the mentees' research topics
- has the mentor provided guidance on appropriate methods/tools for the mentees' research topics
- has the mentor provided feedback on written documents in a timely manner
- has the mentor provided guidance on how to access facilities or other resources needed to complete thesis research
- has the mentor provided guidance on professional development
- has the mentor been supportive of mentees' participation in professional development activities

These review criteria must be applied consistently to all potential Category 7 individuals.

### **Process for Approving Eligibility to Serve on Advanced Degree Committees Under Category 7.**

1. If the individual meets the criteria established by the program/group, they may be recommended for eligibility under Category 7 (self-recommendations are acceptable).
2. The request is evaluated by the [program specifies name of committee or membership vote].
3. The program submits the request to the Dean of Graduate Studies for final review and approval.
4. If approved, the individual becomes eligible to serve on advanced degree committees via Category 7 for a period of 3 years.
5. The individual is reviewed for continued service every 3 years based on the evaluation criteria established above.

**DESIGNATED EMPHASES (DE)  
BYLAWS TEMPLATE**

Insert name of Designated Emphasis followed by "Bylaws"

*Administrative Home:* List department name.

*Revision date(s):* Date(s)

*Graduate Council Approval:* pending

## **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 <https://academicsenate.ucdavis.edu/committees/graduate-council/policies>

Or

- 2. Active research, practice or teaching – 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.

- B. Voting rights: Include wording: All members are eligible to vote.
- C. 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.

**D. Emeritus Status**

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

**E. Verification of Continued Membership**

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

**F. 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 GC2011-04 Policy on Quorum, and Voting Rights and Responsibilities Policy URL:  
<https://academicsenate.ucdavis.edu/committees/graduate-council/policies>

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".