ARTICLE I. OBJECTIVE

The Graduate Group in Biomedical Engineering is organized primarily to establish and administer graduate education leading to the Master of Science and Doctor of Philosophy degrees in Biomedical Engineering, in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California.

Discipline: Biomedical Engineering is the integration of engineering with the biological and medical sciences, including the modeling of biological systems and the design of devices and procedures useful for human and veterinary medicine.

Mission: The mission of the Biomedical Engineering Graduate Group is to provide the highest standard of student education, research, and service in the area of biomedical engineering. The multidisciplinary character of biomedical engineering and operation of the program as a graduate group offer unique opportunities to fulfill this mission. The educational mission is served by capitalizing on the expertise of faculty from diverse disciplines to develop a curriculum focusing on the application of engineering principles to medicine and biology. The research mission of the program is to encourage and support collaborative research designed to produce new knowledge about fundamental mechanisms in the life sciences and to bond basic and clinical research to provide new knowledge for improving health care by way of device development and innovative medical technology.

ARTICLE II. MEMBERSHIP

A. Criteria for Membership in the Graduate Group

1. Disciplinary expertise, research area, and accomplishments.
   Membership in the Group shall be open to those persons who have an active commitment to graduate education in biomedical engineering and who are qualified to supervise graduate students based on demonstrated expertise and research interests in the field. All members of the program must hold an appropriate academic title as (a) a member of the Academic Senate of the University of California (includes Professors, Lecturers with Security of Employment, Professors in Residence, Professors of Clinical "__", Professors Emeritus/a, and Research Professors), (b) Adjunct Professor, (c) Lecturer (without Security of Employment) or (d) Lecturer Without Salary. Academic staff with primary appointments as Cooperative Extension Specialists or in the Professional Research series are not eligible to be members of graduate programs unless they also hold an appropriate instructional title (normally Lecturer Without Salary). (See Graduate Council Policy on Membership in Graduate Programs, (http://www.gradstudies.ucdavis.edu/gradcouncil/Membership_in_Graduate_Programs2006.pdf).
2. Active research-appropriate to the discipline(s) encompassed by the group.
Members must be engaged in active research in fields related to Biomedical Engineering and meet the expectations of the University of California to provide appropriate guidance to graduate students, as evidenced by peer-reviewed publications or research activities in biomedical engineering or closely related fields.

3. Voting rights, per Graduate Council policy and Academic Senate Rule 55.
All active members are eligible to vote.

B. Application Process

Any member of the Group may submit to the Chair of the Executive Committee a written nomination for membership including the qualifications of the nominee. Alternatively, a person desiring to become a member of the Group may submit an application to the Chair giving his or her qualifications for membership. In either case, the nominee must submit a statement agreeing to become a member if elected and contributing to the group as listed below. Nominations and applications shall be either approved or denied by the Executive Committee, and the person nominated or applying shall be notified by the Executive Committee of the decision.

Anticipated Contributions by Members

1. Provides an appropriate research environment for graduate students in the graduate group.

2. Regularly publishes in peer reviewed journals that represent scholarly areas consistent with the programmatic themes of the BMEGG.

3. Participates in graduate student recruitment activities.

4. Undertakes teaching assignments, as invited and in consultation with the Chair, that benefit the BMEGG. The specific expectation is that the faculty member will teach one course (2 units, or its equivalent e.g. guest lectures) each three year term.

5. Regularly serves as the research advisor for graduate group students.

6. Serves on qualifying and thesis committees of graduate group students.

C. Emeritus
Emeriti faculty may retain the full privileges of membership provided that they continue to meet any one of the above membership criteria.

D. Review of Membership
Each faculty member’s contributions to the BMEGG shall be reviewed once every three years for the purpose of identifying faculty members who are no longer active participants in the Group.

This review will be conducted by the BMEGG Executive Committee. The review will focus on the Anticipated Contributions section in article B. above. Membership in the Department of Biomedical Engineering and maintenance of regular merit progress are sufficient to satisfy the criteria. Failure to maintain regular merit progress can result in non-renewal of membership in the BMEGG.
E. Membership Appeal Process

Applicants denied membership or renewal of membership may appeal to the Chair of the Graduate Group. If the initial appeal is unsuccessful, applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.

ARTICLE III. ORGANIZATION AND ADMINISTRATION

The administration of the program and its activities shall be vested in the Chair and in the Executive Committee.

ARTICLE IV. GROUP CHAIR

A. Appointment of the Chair.

The graduate group chair nomination process will be conducted in accordance with current Graduate Council and Academic Personnel Manual policies, APM Section UCD-245B. http://manuals.ucdavis.edu/apm/245b.htm.

A “Nominating Committee” will be named by the Executive Committee or Chair to solicit the name(s) of nominees for Graduate Group Chair from the faculty and graduate students of the Group. The name(s) of the nominee(s) indicating a willingness to serve will then be submitted to the Group’s faculty and graduate students for comments. All comments will be kept confidential by the Nominating Committee and the Dean of Graduate Studies.

The Nominating Committee will forward at least one nominee to the Dean of Graduate Studies along with all commentary received on the nominee(s). If there are multiple nominees, the Group may express a preference and, if it does, should indicate the basis for determining that preference. After interviewing the nominee(s), the Dean of Graduate Studies will forward his/her recommendation to the Chancellor. The normal term of the Chair’s appointment is a maximum of 3 years; however, shorter terms are possible, based on the nominee’s willingness to serve. The Chair may serve two terms.

B. Duties of the Chair.

The principal responsibilities of the Chair are to: a) provide overall academic leadership for the Group; b) develop and implement policies for the Group; c) represent the interests of the Group to the campus and University administrators; d) call and preside at meetings of the Executive Committee; e) call and preside at meetings of the Graduate Group; f) be responsible for coordinating all administrative matters with the Office of Graduate Studies; g) manage the budgets of the Graduate Group; h) submit course change or approval forms; i) be responsible for the accuracy of all publications related to the Group including web pages and catalog copy; j) coordinate Biomedical Engineering graduate course teaching assignments with relevant department chairs; and k) nominate graduate advisers for appointment (see Article VII).
Article V. Committees

A. Executive Committee

1. An Executive Committee of ten members including the Chair and track advisers shall assist the Chair in the administration of the Graduate Group and its activities. At least three members are to be chosen from among faculty holding 50% or greater appointments in the Department of Biomedical Engineering and at least three from other departments represented in the membership of the Group. To ensure broad representation, not more than two of the latter three shall be from any one academic department and at least one member shall be from a department that is part of the School of Medicine or the School of Veterinary Medicine. Two Student Members, as defined in Article VI., are non-voting members of the Executive Committee, and do not count towards the ten member constitution of the Committee.

2. The elected members of the Executive Committee shall be elected from the membership of the Group, three each year in the Spring term. Nominations to the Executive Committee shall be made by any member of the Group.

3. Election of members to the Executive Committee shall be by e-mail ballot and shall be completed at least three weeks before the end of the Spring term. Ties in election results shall be resolved by the Executive Committee. Election results shall be announced to the membership by e-mail. Newly elected members shall assume their duties on July 1 and shall serve three-year terms.

4. Individual vacancies on the Executive Committee shall be filled by appointment by the Chair. An appointed member shall serve the remainder of the unexpired regular term.

5. The principal responsibilities of the Executive Committee are:

   a. To advise the Chair on matters of policy and practice in meeting the objectives of the Group, consistent with the policies of the Graduate Council and regulations of the Office of Graduate Studies.

   b. To carry on the activities of the Group, and encourage development of the graduate program in Biomedical Engineering. In carrying out this responsibility, the Executive Committee shall 1) provide a forum for dissemination of research in biomedical engineering at UC Davis by organizing symposia; 2) promote interaction among Group members by coordinating the biomedical engineering seminar held at least during one quarter of each academic year; and 3) identify and actively cultivate sources of financial support.

   c. To periodically evaluate and develop the graduate courses, the curriculum in Biomedical Engineering, and to act on changes suggested by the Advising and Program Committee.

   d. To approve allocations of student support recommended by the Graduate Admissions Committee.

   e. To review membership in the Group, and by additions and deletions as defined in Article II, to maintain a broad and active group in this field.
f. To appoint members to and chairs of standing committees.

g. To establish and maintain liaison with groups interested in biomedical engineering on other campuses of the University and with related groups on the Davis campus.

B. Graduate Admissions Committee

This committee shall consist of a minimum 4 members of the Biomedical Engineering Graduate Group, one of whom shall serve as Chair of the committee. Members are appointed annually by the Chair of the Graduate Group. The duties of the committee shall be as follows: 1) to actively recruit quality students by nationally advertising the program and personally contacting outstanding prospects; 2) to review applications for admission and make recommendations to the Dean of Graduate Studies on acceptance; 3) to recommend allocation of block grant funds and work study awards to individual applicants following criteria established by the Executive Committee for approval by the Executive Committee; and 4) to nominate outstanding applicants for campus and extramural fellowship programs.

C. Advising and Curriculum Committee

This committee shall consist of the graduate advisers, the core course instructors of record, and one additional member, one of whom shall serve as Chair of the committee. Members are appointed annually. The duties of this committee are as follows: 1) to counsel students on remedial courses they are required to take in order to develop the appropriate expertise to pursue advanced study in biomedical engineering; 2) to advise students in choosing courses and developing study plans; 3) to approve individual preliminary study plans of students during their first quarter of enrollment; 4) to approve final programs of study for Master’s students prior to advancement to candidacy and for Ph.D. students prior to their Qualifying Examination; 5) to organize the Ph.D. Preliminary Examinations and advise students on the quarter they must complete that exam; 6) to monitor the overall academic progress of students and to consult with major professors about individual cases as necessary; and 7) to recommend changes in the Biomedical Engineering graduate courses and curriculum to the Executive Committee.

Article VI. Student Representatives

Two BME graduate students shall be appointed to serve as Student Members of the Group. The Chair of the Graduate Group, upon recommendation of the Group’s Graduate Student Organization, will appoint student representatives. Student Members function as liaisons between BME graduate students and Group faculty. Student Members are charged with organizing periodic meetings between students and the Executive Committee to maintain an active dialog on all matters concerning graduate education. Student members will also attend the annual Group meeting and Executive Committee meetings except for portions that include confidential matters. Student representatives will not have voting rights. 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 will be appointed in compliance with policies and procedures of the Graduate Council and the Office of Graduate Studies. When selecting Graduate Advisers, nominations shall be solicited from Group members. Comments on nominees shall then be sought from Group members and students. The Chair and Executive Committee will recommend nominees to be forwarded to the Office of Graduate Studies for review and appointment. Normally there shall be one Graduate Adviser for each degree track in Biomedical Engineering.

ARTICLE VIII. MEETINGS

The Chair shall call such meetings of the Executive Committee and of the Group as are deemed necessary or desirable by the Executive Committee. The Chair shall call one regular meeting of the Group per year, normally in the Spring term. The Chair shall call a special meeting of the Group at any time it is so requested by written notice of five or more members of the Group. Notification will be emailed at least two weeks before the meeting. Faculty not on campus may participate by telephone.

ARTICLE IX. QUORUM

50+% of the members of the Group constitutes a quorum for the conduct of business. In the absence of a quorum, issues requiring a vote will be taken up by e-mail balloting.

All issues that require a vote must be: 1) voted on by 50+% of the available members who are eligible to vote (i.e., not on sabbatical or other approved leave), and 2) passage requires a 50+% supporting vote by those voting. Changes to the By-Laws require a two-thirds majority of those voting.

ARTICLE X. ORDER OF BUSINESS

Meetings shall be conducted in accordance with parliamentary procedures. In the event of adjournment of a meeting before the business of the Group is completed, the meeting shall be continued within the next two weeks. The order of business at regular meetings shall be:

1. Approval of the minutes.
2. Announcements by the Chair.
3. Reports of Standing Committees.
4. Reports of Special Committees.
5. Unfinished business.

ARTICLE XI. AMENDMENTS

Amendments to the By-Laws may be proposed to the Group membership by a majority of the Executive Committee, or in writing to the Group Chair by any 5 members of the Group. Amendments to the By-Laws shall be circulated to the membership by mail or e-mail and at least two-thirds of those votes, assuming a quorum as defined above, shall be required for an amendment to pass.

All amendments and revisions will be submitted to Graduate Council for review and approval.