PROFESSOR MARJORIE LONGO
Department of Chemical Engineering and Materials Science

RE: Approved Bylaws – Graduate Group in Biophysics

Dear Professor Longo:

The Bylaws Committee has completed their review of the bylaws for the Graduate Group in Biophysics. Graduate Council considered and approved these bylaws at their meeting on May 17, 2007.

Attached is a copy of the Committee’s May 10, 2007 memo to Council outlining their review of the bylaws and recommendation for approval; and a copy of the bylaws reflecting Council’s approval date. An electronic copy of these documents will be emailed to you to be retained in your files and used for future revisions.

Sincerely,

Shrini Upadhyaya, Chair
Graduate Council

cc: Kathy Garcia
    Carla Lacey
    Ellen Picht
PROFESSOR SHRINI UPADHYAYA, Chair
Graduate Council

RE: Bylaws – Graduate Group in Biophysics

Dear Professor Upadhyaya:

The Bylaws Committee has completed their review of the bylaws for the Graduate Group in Biophysics and is transmitting them to Graduate Council for final review and approval.

The program revised their bylaws to comply with the Program Review Process.

Sincerely,

Walter Leal, Chair
Bylaws Committee

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Enclosure
Biophysics Graduate Group Bylaws  
Administrative Home: Graduate Group Complex, LSA  
Revision date: August 2006  
Approved by Graduate Council: May 17, 2007

Article I. Objective

The Graduate Group in Biophysics (hereafter referred to as the group) is organized primarily to establish and administer the graduate education leading to the M.S. and Ph.D. degree in Biophysics, in conformance with the rules and procedures of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California. It shall be the function of the group to advance and promote biophysical research and teaching on the Davis campus, to establish standards and policies for the curriculum in biophysical science, and to review periodically the manner in which these activities are carried out.

The group, whose members on the Davis Campus are distributed among several departments, schools and colleges, will arrange periodic assemblies and forums, will promote the field of biophysics, and will represent collectively the biophysics interest to the University administration and other academic groups.

Consequently, the organization and operational characteristics of the group encompasses all academic aspects of biophysics and other matters affecting the position and programs of the discipline on the Davis Campus.

Article II. Membership

A. Criteria for Membership in the Graduate Group

The group shall consist of persons on the faculty who are actively interested in biophysical science and who are qualified to direct graduate study and research in this field. Members must belong to the Academic Senate or be a member of the Academic Federation whose appointment authorizes the direction of graduate work.

All active members are eligible to vote.

B. Application for Membership

Faculty can apply for membership by initiating contact with existing member(s) of the group. Alternatively, existing member(s) of the group can initiate contact with a qualified faculty member. The applicant must fill out an application for membership found on the group web site. Three nominating signatures of current group members are required on the application.
Applicants for group membership

- must have received a Ph.D. or equivalent degree in a field related to biophysics and must demonstrate an active, major research effort in biophysics

- must present evidence of an active and productive program in biophysics, as evidenced by publications in refereed journal articles

- must demonstrate a commitment to teaching and has participated or plan to participate in teaching one or more graduate courses (lecture, laboratory and/or seminar courses) in the areas of biophysics

- must be willing to serve on administrative committees, as a graduate adviser, and/or as an administrative officer of the program

Such qualification shall be passed on by the Bylaws and Membership Committee and ratified by the Executive Committee.

C. Emeritus Status

Emeritus faculty may remain active members of the Group with full voting rights.

D. Review of Membership

Membership in the Program of all members will be reviewed at three-year intervals to maintain membership. Members may not vote for themselves. A majority vote of the eligible voters of the Graduate Group is required for maintenance of membership.

Membership in good standing assumes that the individual continues to make significant contribution to the education of graduate students and/or postdoctoral scholars in the areas of biophysics and in particular, demonstrate during the period of review of at least two out of the following three items: 1) teaching in relevant graduate-level courses; 2) mentoring graduate students and postdoctoral fellows; 3) serving on qualifying and dissertation committees and/or standing and ad hoc committees.

E. Membership Appeal Process

When an applicant or member fails to receive membership approval or renewal, s/he may appeal the decision. The appeal will be reviewed by an ad hoc committee nominated by the Executive Committee. The Executive Committee with feedback from the ad hoc committee will then review all of the application materials. Applicants denied membership or renewal of membership may use the final appeal to the Dean of Graduate Studies.
Article III. Administration

The management of the group shall be vested in the Executive Committee consisting of the Group Chair, the graduate adviser(s), and the chairs of each of the standing committees.

Article IV. Graduate Group Chair

A. Chair Appointment Process

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 appointed by the Executive Committee. The Nominating Committee will consist of four members representing the diverse interest and participation of the group from each of the following Schools and Colleges: the School of Medicine, the Division of Letters and Sciences, and the Colleges of Engineering and Biological Sciences.

The Nominating Committee will solicit the names of nominees for Graduate Group Chair from the faculty and 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 two names 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.

The Group may express a preference and, if it does, should indicate the basis for determining that preference. After interviewing the nominees the Dean of Graduate Studies will forward his/her recommendation to the Chancellor. 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

The chair shall be the chief officer and spokesperson for the group and for the Executive Committee; shall call and preside over meetings of these bodies; shall appoint, with approval of the Executive Committee, standing committees and special committees, and shall recommend to the Office of Graduate Studies nominees for appointment of graduate adviser(s). The chair shall maintain liaison with biophysics groups on other campuses of the University and with related groups on the Davis campus.
Article V. Committees

Executive Committee

Upon the appointment of the new chair of the group, the chair will constitute an Executive Committee of at least 5 members, including the chair. To ensure the broadest of membership participation, the Executive Committee shall have at least the representation of three departments and three Colleges/Schools. The new Executive Committee shall assume office by July 1, of the year upon election and appointment. The appointments will be for two years.

In the event of the inability of a member of the Executive Committee to complete his/her term, a replacement for the remainder of the term may be selected by a vote of the Executive Committee.

The Executive Committee shall meet at least once each academic quarter or upon call by the chair. Additional meetings and executive sessions may be held as deemed necessary by the chairperson, or upon petition by five members of the group.

Duties of the Committee

The principal duties of the Executive Committee shall be to determine and implement policy for the good of the group and to represent the interests of the group generally to various University and other agencies, including:

- Review the qualifications of prospective members of the group.

- Shall adopt policies regarding the admission of graduate students, consistent with Graduate Studies requirements. The Executive Committee shall periodically review and report to the group on the curriculum requirements.

- Shall issue a statement on graduate education in biophysics on the Davis campus at least every three years and review the program description in the U.C. Davis General Catalog.

- Shall recommend to the Graduate Council the rules for the conduct and form of the qualifying examinations for admission to the Ph.D. candidacy. The rules concerning the qualifying examinations and the acceptance of theses shall be included in the statement on graduate education.

- Shall appoint chairs and/or members of committees.
Committee on Bylaws and Membership

The Committee on Bylaws and Membership shall consist of the committee chair and two members appointed by the group chair. It shall amend the group's bylaws as requested by the group chair, a chair of a standing committee, or to reflect changes in the guidelines for bylaws. It shall screen applications for membership and make a recommendation to the Executive Committee as to the acceptability of any applicant for membership. The Committee on Bylaws and Membership shall also review every three years each member's participation in the group and shall recommend the continuation of members in good standing.

Committee on Educational Policy

The Committee on Educational Policy shall consist of the committee chair, the graduate advisers, and between zero and two other members appointed by the Executive Committee to ensure representation from the School of Medicine, the Colleges of Engineering, of Biological Sciences, and of Letters and Sciences. The Committee will oversee curriculum policy, course offerings in biophysics, supervision of teaching assignments, and teaching experience of graduate action/consideration. The term of service will be two years.

Committee on Recruitment and Admissions

The Committee shall consist of the committee chair and three other members appointed by the Executive Committee to ensure representation from the School of Medicine, the Colleges of Engineering, of Biological Sciences, and of Letters and Sciences. The functions of this committee shall include admission of students to the group and recommendations for their financial support. It will also be responsible for recruitment strategies, matching applicants with a group member contact, and organizing prospective student visits to the campus. The term of service will be two years.

Committee on Seminars

The Committee shall consist of a chair and a graduate student member appointed by the Executive Committee. The function of this committee is to organize and maintain a weekly seminar series program throughout the course of the academic year. The weekly program may be specifically a biophysics seminar or one held in conjunction with other related graduate groups or departments. The term of service will be two years.
Article VI. Student Representatives

The Group's Graduate Student Organization (GSO) president will serve as the graduate student representative. The representative attends the annual group meeting and shall be eligible to vote at the annual group meeting.

The chair of any committee with student members must excuse the student representatives from meetings during discussions 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

The Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. Nominations for adviser(s) will be forwarded by the Chairperson of the Group to the Office of Graduate Studies. Graduate adviser(s) shall be appointed for a three-year term with staggered terms. The duties of the Graduate Adviser include:

1. Attendance and participation of the Executive Committee meetings.

2. Graduate student advising duties which are detailed on the group's website.

Article VIII. Meetings

The group shall meet upon written call by the chair of the group, who shall call a meeting at least once each year normally in fall quarter. If three members or more sign and submit a petition to the chair calling for a special meeting, it shall be mandatory upon the chair to call such a special meeting within four weeks after receipt of the petition. Other meetings may be called as frequently and for such purpose as deemed desirable by the Executive Committee.

Minutes of the meetings shall be distributed within ten working days. The graduate staff coordinator shall maintain the minutes of the meetings, record them in permanent form, and send copies thereof to all members of the group within two weeks after every regular or special meeting of the group.

Article IX. Quorum

A quorum for the purpose of modifying bylaws, establishing graduate program membership, or establishing graduate program policy must be voted on by 50+% of the group's membership and passage requires a 50+% supporting vote. Balloting can be done either in a meeting of the group or by email. At least seven calendar days will be allowed for expression of opinions about the proposal. In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date.
Article X. Order of Business for Meetings

At all regular meetings, the suggested order of business shall be as follows:
1. Reading of Minutes
2. Reports of Officers
3. Reports of Standing Committees
4. Reports of Special Committees
5. Old Business
6. New Business

In the event of adjournment before all business is complete another regular meeting shall be held within ten days.

Article XI. Amendments

Approval of amendments will require a vote of the group membership, in compliance with the Group’s quorum policy. Written notice of a proposed amendment shall be sent to each member of the Program at least ten calendar days prior to a meeting at which the amendment is to be proposed and discussed. All amendments and revisions will be submitted to Graduate Council for review and approval.