

# **Graduate Group in Performance Studies Bylaws**

Administrative Home : **Department of Theatre and Dance**

**Revised 1995; 2005**

**Graduate Council Approval: April 15, 2009**

## **1. OBJECTIVE**

The Graduate Group delivers graduate instruction and research leading to a M.A. and Ph.D. in Performance Studies in conformance with the rules and regulations of the Graduate Council and the Office of Graduate Studies at the University of California, Davis.

The group focuses on the history, theory, and literature of performance and its relation to past and present cultures and subcultures. Training students for scholarly research and academic careers, the group's definition of performance is not limited to stage productions, but embraces a wide range of human activity. In keeping with the most recent changes in advanced studies of performance, the rigorous, strongly interdisciplinary group requires students to develop original dissertation research that interrogates the social and political ramifications of performance and the performative. The group also integrates with the Designated Emphasis in Studies in Performance and Practice to offer the opportunity to develop practice as research.

## **2. MEMBERSHIP**

### **A. Criteria for Membership**

Membership in the Graduate Group shall consist of faculty colleagues who:

1. Have an interest and background in Performance Studies, independent of department appointment, as evidenced by their degree, publications and/or course offerings and following the Guidelines for Membership in Graduate Programs as adopted by Graduate Council.
2. 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).
3. Are willing to participate in the administration of the group;
4. Are actively involved in research or creative work commensurate with the aims of the group.

All active members, except Emeriti, are eligible to vote.

### **B. Application for Membership**

1. Admission of new members will be determined by the Membership Committee and ratified by all members of the Graduate Group. Any member may nominate a new member.

2. The main responsibilities of the Graduate Group Faculty are to:
  - a. Be active role in the administration of the graduate group by serving on graduate group administrative committees; as a graduate adviser (not to be confused with being a major professor); or as an administrative officer of the group.
  - b. Provide graduate level instruction, as appropriate, in addition to research instruction.
  - c. Serve on dissertation/thesis and qualifying examination committees.

C. Emeritus Members

Emeritus Members have the same responsibilities to teach or serve on committees as members. They may offer opinion on policies and procedures, but do not vote.

D. Review of Membership

The Group will conduct membership reviews on a 5-year cycle, with 1/5 of the members being reviewed each year. Members are evaluated and recommended for renewal based on participation outlined in B.2 above.

E. Membership Appeal Process

Faculty can appeal denial of membership in writing to the Chair of the Executive committee of the group. Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.

### **3. ADMINISTRATION OF THE GROUP**

The administration of the Group shall be vested in an Executive Committee and the Chair of the Group.

### **4. 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, from the faculty and graduate students of the group, names of nominees for Graduate Group Chair. Those nominated will then be contacted regarding their willingness to serve. The name(s) of the candidates 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 candidate(s) 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 candidate(s), 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.

The duties of the Chair are to call and preside at meetings of the Executive Committee, of the annual Group meeting, and other meetings of the faculty called throughout the year. The Chair, or designee, will act as liaison with other campus departments to recruit faculty and develop courses. Other duties include: a) providing overall academic leadership for the group; b) developing and implementing policies for the group; c) representing the interests of

the group to the campus and University administrators; d) calling and presiding at meetings of the Executive Committee; e) calling and presiding at meetings of the group; f) being responsible for coordinating all administrative matters with the Office of Graduate Studies; g) managing the budgets of the group; h) submitting course change or approval forms; i) being responsible for the accuracy of all publications related to the group including web pages and catalog copy; j) coordinating group's graduate course teaching assignments with relevant department chairs; and k) nominating graduate adviser(s) for appointment.

The Chair is also the Master Adviser to the Group. Duties of the Graduate Group Chair/Master Adviser include:

- A. Liaising with the First Year Advisers and Major Professors, receiving the students' study plans from the Program Administrator, and ensuring with the Administrator that students are progressing properly through the program.
- B. Liaising with the Individual Graduate Adviser in affiliated programs/departments, and with individual faculty in non-affiliated programs/departments, to ensure that students' academic and intellectual needs are being met by the program, and that appropriate mentoring is taking place.
- C. Reporting to the Executive Committee on students' progress, the involvement of programs/departments and faculty in students' degree program, and on the welfare of students in the program, and ensuring the consistency of advising throughout the group.

## 5. COMMITTEES

### A. Executive Committee

- a. The Executive Committee consists of:
  1. four at-large members drawn from faculty in the group;
  2. The Chair of the Group who is also the Master Adviser; and
  3. The Graduate Group Administrator (*ex officio, non-voting*)
  4. Graduate student representative (non-voting)
- b. Term of Service and Nomination Process
  1. At-large Executive Committee members will serve for a two-year term, two members normally being elected each year.
  2. Service is renewable for one two year term.
  3. Nominations for the at-large committee memberships shall be submitted to the Chair by the end of the third week of the Spring quarter.
  4. Ballots will be distributed to group members in faculty boxes by the end of the fourth week of the Spring quarter, and must be returned to the Graduate Group Administrators by the end of the sixth week of the Spring quarter.
  5. The results of the election will be announced two weeks before the end of the quarter.
  6. Newly elected members shall assume their duties July 1.
  7. Vacancies on the Executive Committee will be appointed by the Chair, subject to approval by a majority vote by the Executive committee.
- c. The Chair of the Group is the Chair of the Executive Committee.
- d. The duties of the Executive Committee are:
  1. To meet at least once each quarter. Other meetings may be called as frequently, and for such purposes, as deemed desirable by the Executive Committee.

2. To appoint such committees as it deems necessary to administer the activities of the Group.
  3. To prepare recommendations regarding degree requirements; to prepare announcements for the University Catalog, and for publications of the Graduate Division pertaining to graduate study and research in Performance Studies.
  4. To consider information received from the other deliberative bodies on the campus.
  5. To consider and act upon information and requests received from members of the Graduate Group and from the graduate students.
  6. To conduct first and second year reviews of students in the Group.
- e. All members have voting rights, except as noted.

**B. The Membership Committee** (mentioned in the membership section)

- a. The membership committee will be constituted by two members of the Executive Committee. The membership committee will be appointed by the Chair for two years, renewable for two years.
- b. The Chair of the membership committee is one of its two members and appointed by the Chair of the Group.
- c. The duties of the Membership Committee are to receive applications for membership in the Graduate Group, to ensure that the applicant is willing to make appropriate commitments, to notify the applicants of successful or unsuccessful application, to notify the Chair of the Group and the Graduate Administrator of the outcome of applications, to ensure that courses offered by new members are logged by the Administrator, to remind members every five years of the need to reapply for membership, to keep an up-to-date list of current members.
- d. All members have voting rights.

**C. Admissions Committee**

- a. Each year the Executive Committee will appoint a three-member Admissions Committee from the Group faculty, including at least one of the Individual Graduate Advisers.
- b. The Chair of the Admissions Committee is appointed by the Executive Committee.
- c. The duties of the Admissions Committee are to: evaluate and select new students.
- d. The Admissions Committee will include the Graduate Group Administrator, *ex officio, non-voting*. All other members have voting rights.

**6. STUDENT REPRESENTATIVES**

- A. Each year, one student representative serves on the Executive Committee as a non-voting member. The Executive Committee may see fit to invite the student representative onto other committees as a non-voting member.
- B. Students of the Graduate Group elect one of their cohort to serve as a representative, in the fourth week of the Fall quarter. This election is coordinated through the Graduate Administrator.
- C. Student representatives serve for one year, and may renew for one year.
- D. Student representatives are non-voting.

- E. Student representatives attend the annual meeting of the group.
- F. 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.

## **7. THE GRADUATE GROUP ADVISER AND GRADUATE ADVISERS**

**The Graduate Group has a Master Adviser who is also Chair of the Group.** The Chair acts as adviser to the entire group, and is a resource for information on academic requirements, policies and procedures, and registration information.

**Duties of the Graduate Group Master Adviser** include:

- A. Liaising with the First Year Advisers and Major Professors, receiving the students' study plans from the Program Administrator, and documenting with the Administrator that students are progressing properly through the program.
- B. Liaising with the Individual Graduate Adviser in affiliated programs/departments, and with individual faculty in non-affiliated programs/departments, to ensure that students' academic and intellectual needs are being met by the program, and that appropriate mentoring is taking place.
- C. Reporting to the Executive Committee on students' progress, the involvement of programs/departments and faculty in students' degree program, and on the welfare of students in the program, and ensuring the consistency of advising throughout the group.

The Graduate Group also has **Individual Graduate Advisers** in each of the departments with affiliated faculty. The Individual Graduate Advisers are drawn from the members of the group in each department. The Individual Graduate Advisers are the advisers in an affiliated program/department who are responsible for working with the faculty in that program/department. Individual Graduate Advisers are nominated by the Chair of the Group, and appointed by the Office of Graduate Studies in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. Individual Advisers serve for a two-year term, and can be consecutively reappointed for one additional two-year term.

**Duties of the Individual Graduate Advisers** include:

- A. Coordination and scheduling of graduate courses.
- B. Individual Graduate Advisers are expected to keep track of the progress of each graduate student in the Group housed in their Department; to provide advice on how the student may best complete the requirements of the Group; to define a plan of study for each student that meets group requirements; to administer required examinations; to advise their respective Departments concerning scheduling of courses relevant to the Graduate Group; to communicate to students their standing in the Group. Individual Graduate Advisers are expected to keep the Graduate Group Chair apprised of any developments that may need action.
- C. Other duties as outlined in the Policy and Procedure Manual, University of California Davis.
- D. Individual Graduate Advisers may be selected by the Executive Committee to serve on the Admissions Committee.

- E. The Individual Graduate Adviser liaises with all program faculty in their program/department, to ensure the academic progress and welfare of students.
- F. The Individual Graduate Adviser liaises with the Graduate Group Chair to report on the academic progress and welfare of students.

**The First-Year Adviser** is the faculty member who supervises the student's research in the first year of the degree. This person may often become the student's Major Professor at the end of the third quarter of Year One, but in some instances will liaise with the Graduate Adviser and other group faculty to appoint a different Major Professor at that time.

**Duties of the First-year Adviser** include:

- A. Supervision of the student's research in the first year; advising on curriculum choices; helping the student to define and develop the dissertation field; mentoring the student in teaching, learning and career areas.

## 8. MEETINGS

An annual meeting of the members of the Graduate Group shall be held during the spring quarter, and will be called by the Chair of the Group. Additional meetings may be called by the Graduate Group Chair or by petition of at least 25% of the Group faculty (not including those on sabbatical, but including those on a research term).

Notification of meetings shall be given at least one week beforehand, by electronic mail. Faculty members of the Group away from campus may participate in meetings by submitting in advance written comments, and by casting proxy votes. At the discretion of the presiding officer of meetings of the Graduate Group Executive Committee, or its Standing Committees, faculty may participate in meetings by audio or video conference.

Members of the Group will be given formal opportunity to respond to decisions and actions taken by the Executive Committee during Group meetings, and Graduate Group members may raise academic, artistic and administrative issues with the Executive Committee at any time during the year.

## 9. QUORUM

All issues that require a vote must be:

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

## 10. AMENDMENTS

Members may propose amendments by submitting them to the Executive Committee. Amendments to the Bylaws must be approved by at least a two-thirds majority of a quorum. Written notice of a proposed amendment shall be sent by mail and email to each member of the group at least five calendar days prior to a meeting at which the amendment is to be proposed and discussed. Ballots will be mailed to members after the meeting. All amendments and revisions must be submitted to Graduate Council for review and approval.