

**UC DAVIS GRADUATE COUNCIL
Bylaws Policy for Graduate Groups
and Departmentally-Based Graduate Programs**

GC2011-02

Supersedes related guidelines approved 10/28/05 & 11/5/10

Approved – May 6, 2011

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 and graduate academic certificate programs which can be found at <http://www.gradstudies.ucdavis.edu/gradcouncil/policiesall.html>

CONTACT INFORMATION

Graduate Council Analyst
Academic Senate Office, 402 Mrak Hall (530) 752-2220
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: <http://www.gradstudies.ucdavis.edu/about/directory.html>

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.

Format for the Bylaws of Graduate Groups and Departmentally-based Graduate Programs

Header: Provide the following information in the order below:

Name of the program followed by Bylaws Current administrative home: [Insert department name]
Revision date: [e.g. MM/YYYY; MM/YYYY] Graduate Council Approval: pending

Article I. Objective

- A. Degree(s) offered by the program: [list]
- B. Discipline: A *brief statement on the discipline(s) of the program.*
- C. Mission of the Program: *The mission of the program, described in no more than five sentences.*

Article II. Membership

- A. Criteria for Membership in the Graduate Program

- 1. Appropriate academic and teaching title. **Include the statement:**

Members 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).

- 2. Active research 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 the statement:***

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.

3. Voting rights.
See GC2011-04, Policy on Quorum, Voting Rights and Responsibility.
Include the wording:

Both graduate groups and departmentally-based programs:

All resident members are eligible to vote on graduate program matters.

B. Application for membership.

1. How faculty may apply:

Include whether a faculty may self-nominate or must be nominated by an existing member, and the process and materials required (i.e. a CV and cover letter submitted to the program chair or executive committee, etc.).

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

Include at least the following:

- 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 program (administration, teaching and mentoring), and student committee service role.

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.

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.

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.

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 Group/Program Chair

A. Chair appointment process

There are separate processes for the appointment of graduate group and departmentally-based graduate program Chairs. For this article insert 1) the process that applies to the program and 2) duties of the Chair. Also include information on the Vice Chair, if applicable.

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.

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.

Chairs of departmentally-based graduate programs also coordinate the program's graduate course teaching assignments with relevant department chairs.

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:***

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.

- A. List each committee of the graduate program. Typical committees include:
 1. Executive Committee or Graduate Program Committee: Coordinates with the Chair in administering the program.
 2. Membership Committee: Reviews new member applications and nominations, conducts periodic reviews of members, and maintains a current list of members.
 3. Admissions Committee: Oversees admissions.
 4. Fellowship Committee: Responsible for student financial support.
 5. Education Policy and/or Curriculum Committee: Aids in the process of determining curricular changes and in changes in the program policy and degree requirements.

- B. Provide the following information for **each** committee of the graduate program.
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. Committee Chair: How appointed/selected and by whom.
 4. Term of membership and renewal of membership.
 5. Voting rights.
 6. Role and function of the committee.

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.

Include the following wording, adding the information above as needed:

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 (typically) a two year term. Graduate advisers are responsible for evaluating the adequacy of preparative course work, interpreting requirements and appointing guidance and comprehensive exam committees (if applicable). If possible, the thesis/dissertation adviser for a student should not serve as their Graduate Adviser.

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).

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."*

Include at least the following statement:

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, 7 days must be provided for expression of opinions about the proposal prior to the acceptance of votes; the program must allow 7 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.

Article XI. Amendments

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 time period before "polls close".
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, 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."

Include the following wording, adding the information above as needed:

Amendments and revisions to the bylaws must be approved by a 2/3rds majority vote of those voting, provided a quorum was met, and submitted to Graduate Council for review and approval.