

Insert name of the program Bylaws

Administrative Home: List Bylaw 55 Unit name.

Revision date(s): Click to select date

Graduate Council Approved: pending (if approved include date)

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 Programs: State the mission of the program, described in no more than five sentences.

Article II. Membership

A. Criteria

Membership is independent and separate from academic program appointments. Members must be Academic Senate Faculty or hold an appropriate academic title (including affiliated members from other UC campuses and adjunct faculty from other institutions). Please provide a clear statement that indicates whom the membership is open to (i.e. faculty in bylaw unit, across campus, based upon disciplinary expertise, active research, etc.).

B. Types

List the different membership types (Core and/or Affiliate) and provide a brief description of the anticipated contributions to the graduate group. Include information on how faculty may apply, whether a faculty may self-nominate or must be nominated by an existing member and the material required for application, and the voting process for approval.

C. Voting Rights

What members are eligible to vote on graduate group matters? Define emeritus voting rights and participation in the graduate group.

D. Review of Membership

The criteria for reviewing members of the graduate program are the same for all members. Provide information on the criteria and clarify the process that will be used to review members, including voting procedures. Please define the minimal participation expected by each member.

E. Membership Appeal Process

Define the graduate program's process of how to appeal membership denial or non-renewal. Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Division.

Article III. Administration

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.

Article IV. Graduate Group Chair

A. Nomination Process

Define the process for the nomination of the graduate group chair, term of service, and voting rights.

B. Duties of the Chair:

- Oversee the progress of graduate students through the program, including satisfaction of degree requirements and advancement to candidacy, in coordination with group advisors, faculty and staff
- Represent the group faculty in all matters related to the degree program(s) to the lead dean, the graduate dean, Graduate and Research Council, and School Executive Committee(s)
- Determine resource needs and administer program budget, in consultation with group faculty, lead dean, and graduate dean
- Oversee graduate student recruitment, graduate program website, admissions, and financial aid, in consultation with group faculty, lead dean, and graduate dean
- Determine graduate course offerings each semester, including curriculum changes, in consultation with group faculty, and school staff and faculty involved in course scheduling and teaching assignments
- Determine graduate course resource needs for equipment, staff support, and other resources, in consultation with faculty and lead deans
- Serve as graduate group Faculty Accreditation Organizer by overseeing annual program assessments and periodic program review, to monitor and maintain academic excellence
- Consult with deans in selecting and reviewing graduate support staff
- Coordinate participation of the graduate group in School and University program activities, including graduate student fellowship and award programs
- Develop and maintain a plan for promoting diversity among matriculated graduate students
- Manage and respond to program feedback and inquiries from faculty, students, staff, and reviewers

C. Vice Chair

A graduate program may or may not have a Vice Chair. If the program does have a Vice Chair please define the following: appointment process, term of service, voting rights, and duties.

Article V. Committees

This article provides information on the standing committees of the program. A graduate program should have an Executive Committee, Membership Committee, an Education Policy Committee, and Admissions Committee. Programs should list each committee of the graduate program, and detailed information on each committee, including:

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

A clause should also be added that indicates that responsibilities of the graduate group committees default to the Executive Committee if any of the above committees do not exist.

Article VI. Student Representation

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:

- How and by whom students are appointed to committees.
- Committees students will serve on.
- Term of service and reappointment.
- Voting rights
- 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, applicants, personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, for disciplinary issues related to students, and other executive session discussions at the discretion of a committee Chair.

Article VII. Graduate Advisors

This article defines the process for the appointment of the graduate advisors, duties, and minimum graduate group expectations.

Article VIII. Meetings

A. Notification of Meetings

Graduate Programs should have at least one annual meeting, either in the Fall or the Spring. This section should define the following:

- When the meeting(s) will be held
- How and by whom the annual meetings may be called.
- How faculty members can petition for additional meetings
- Notification of meetings (i.e. email or hard copy of memo) and time period for notification.
- How faculty may participate if away from campus (i.e. tele/video conference).

B. Order of Business for Meetings

This article describes how meetings will be conducted. If a program has a set format for meetings, it should be included here; otherwise simply enter N/A.

Article IX. Quorum

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.). 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, specify the minimum number of days that must be provided before the "ballots closes." Details on votes required for passage should also be provided. Programs may wish to establish a higher bar for revisions to by-laws versus policies and procedures (for example, 2/3 vote in favor vs simple majority).

Article X. Amendments

Amendments to these bylaws may be made in accordance with the graduate program's quorum policy in Article IX. Program members may propose amendments by petition to the Graduate Group Chair. The 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 are 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.