Graduate Group in GENETICS Bylaws  
Administrative Home: College of Biological Sciences Dean’s Office  
Revised: 2011  
Approved by Graduate Council: June 1, 2012

ARTICLE I. OBJECTIVE

The Graduate Group in GENETICS is organized primarily to establish and administer graduate education leading to the MS and PhD degrees in Genetics, in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California.

Mission: The mission of the Genetics Graduate Group is to provide students a rich environment in which to gain research experience in all aspects of modern genetics and genomics while developing into independent scientists. The group offers the MS and PhD degrees and also participates in joint PhD/MD and PhD/DVM programs. The graduate group unites faculty members from many departments, colleges and schools.

ARTICLE II. MEMBERSHIP

A. Criteria for Membership in the Graduate Group

1. Disciplinary expertise, research area, and accomplishments.
   The Group consists of those faculty members of the Davis campus qualified to guide candidates for the MS and PhD degrees in Genetics. Members of the Academic Senate or Academic Federation, including Adjunct Faculty having strong interest and expertise in Genetics whose appointment authorizes the direction of graduate work, may be elected to membership in the Group by the Executive Committee.

   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).

2. Active research that is appropriate to the discipline(s) encompassed by the group.
   Membership in the group requires:
   - Demonstration of an active research program in an area of genetics. Evidence of an active program includes the publication of research in peer-reviewed journals and the ability to obtain intramural and/or extramural funds sufficient for the maintenance of an active research laboratory.
   - Willingness and ability to successfully train graduate students in this area to completion of their degree in a timely manner.
   - Willingness to participate in the activities and administration of the GGG.

3. Voting rights, per Graduate Council policy and Academic Senate Rule 55.
   All active (non-emeritus) members are eligible to vote.
B. Application Process

Faculty may self-nominate for membership by contacting the Graduate Group Coordinator and requesting the membership application. The Executive Committee of the Graduate Group in Genetics will review and decide on initial membership. Eligibility for admission to the Group requires a majority vote of members of the Executive Committee.

Anticipated Contributions by Members

1. Active role in the administration of the graduate group by serving on administrative committees; as a graduate academic adviser (not to be confused with a major professor); or as an administrative officer of the group.
2. Providing graduate level instruction, as appropriate, in addition to research instruction.
3. Service on dissertation/thesis and qualifying examinations/Master’s comprehensive examination committees, and related activities of the GGG.

C. Emeritus

Members of the GGG may elect upon their retirement to become emeritus members of the GGG. Emeritus members shall be maintained on the mailing list for GGG announcements but may not vote in GGG elections and may not accept new students. Emeritus members may teach and serve on dissertation/thesis committees and qualifying examination/Master’s comprehensive examination committees.

D. Verification of Continued Membership.

Each faculty member’s contributions to the GGG shall be reviewed once every three years for the purpose of identifying faculty members who are not providing a minimal level of service to the Group.

This review will be conducted by the GGG Membership Committee who will recommend action to the Executive Committee. The review will focus on the Anticipated Contributions section in Article II.B. above.

Faculty whose record reflects poor performance in any of these areas will be subject to non-renewal or to a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.

E. Membership Appeal Process

Faculty who fail to secure membership or renewal of membership may appeal the decision. The written appeal will be forwarded to the Executive Committee. Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.

ARTICLE III. ADMINISTRATION

The academic leadership and management of the Group shall be vested in the Group Chair. The Chair is the chief officer and spokesperson for the Group and will chair the Executive Committee. Management of the Group shall be open and democratic.
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 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 three years; however, shorter terms are possible based on the nominee’s willingness to serve.

B. Duties of the Chair.

The principal responsibilities of the Chair, with assistance from the Executive Committee, are as follows: to determine and implement policy for the GGG; to receive and act upon petitions from students and faculty; and to represent the interests of the Group to various University and other organizations. The Chair is expected to seek advice from the GGG membership in a systematic way and to provide for the conduct of GGG affairs in an orderly fashion through meetings of the faculty, called at least once each year, and of standing and special committees. The Chair is also expected to seek student advice on matters of concern to GGG students. The Chair appoints, in consultation with the Executive Committee, standing committees and special committees. The Chair shall recommend to the Dean of Graduate Studies adviser appointments, with approval of the Master Adviser, in accordance with policies and procedures of the Graduate Council and the Office of Graduate Studies.

ARTICLE V. COMMITTEES

A. Standing Committees.

1. Executive Committee

The Executive Committee shall consist of the following voting members: the GGG Chair; the chairs of the standing committees (Admissions, Advising, and Educational Policy/Fellowship, Recruitment and Seminar); and the chair of the Student Executive Committee. The GGG Chair shall serve as Chair of the Executive Committee.

Chairs and members of standing committees are appointed by the GGG Chair with the exception of the Advising Committee whose members are appointed by the committee chair (Master Adviser).

Meetings of the Executive Committee shall be held at least once per quarter at the call of the Chair. Additional meetings may be called as needed.
Duties of the Executive Committee:

As deemed necessary by the Executive Committee or in response to membership concerns, the Executive Committee will consider changes in policy governing the GGG and make recommendations of minimum degree requirements. The Executive Committee is responsible for evaluation of faculty applications for membership; approval of changes to GGG curriculum prior to sending out to faculty for a vote; and evaluation of any issues brought to the attention of the Executive Committee by the membership.

2. **Admissions Committee**
   The Committee consists of four to six GGG faculty members appointed by the Chair and one student member appointed by the Student Executive Committee. All are voting members. The Committee shall develop and regularly update criteria for admission of students and screen applications accordingly.

3. **Advising Committee**
   The GGG Executive Committee will recommend a Chair of Graduate Advisers (Master Adviser) and other advisers as needed to Graduate Studies. The Advising Committee will appoint Guiding Committees that will meet regularly with students during their first two years, and assign qualifying exam committees. Advisers will be representative of all aspects of genetics and genomics.

4. **Educational Policy/Fellowship Committee**
   The Committee consists of a Chair and at least four additional members, one of which is a student appointed by the Student Executive Committee. All are voting members. Members will be representative of the diversity of GGG faculty. The Committee will be responsible for matters concerning GGG courses and will conduct periodic curriculum reviews at the request of the Chair and Executive Committee. This Committee will also evaluate and rank applications for scholarships, fellowships, travel and research awards.

5. **Recruitment Committee**
   The Committee consists of a Chair, the Chair of Admissions, and from two to four students. The Committee is responsible for planning and organizing interview and/or recruitment visits for prospective students identified by the Admissions Committee.

6. **Seminar Committee**
   This committee is responsible for the quarterly Genetics seminars. The faculty members (4-6) will be appointed by the GGG Chair and will serve as members of the Executive Committee.

B. **Other Committees**

1. **Membership Review Committee**
   The committee will be appointed by the Executive Committee to review GGG faculty membership. Members will include a Chair and at least three additional members representative of the diversity of GGG faculty. The committee will solicit and evaluate applications for renewal of membership in the GGG based on the criteria defined in Article II.B above. The committee will make recommendations regarding renewal of membership to the Executive Committee.

2. **Student Executive Committee**
The Student Executive Committee will consist of a (student) chair, and the student representatives of the standing committees on Admissions, Recruitment, and Education Policy/Fellowship, and GGG representatives of the Graduate Student Association. These positions are filled annually through a nomination and election process open to all GGG students.

ARTICLE VI. STUDENT REPRESENTATIVES

Students are appointed to program committees by the Student Executive Committee. The Chair of any committee with student members (Admissions, Recruitment, and Education Policy/Fellowship) 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. Otherwise student representatives will have voting rights.

ARTICLE VII. GRADUATE ADVISORS

Graduate Advisers will be appointed in compliance with policies and procedures of the Graduate Council and the Office of Graduate Studies. The GGG Chair will appoint a Master Adviser to serve as chair of the advising committee. The Master Adviser will appoint new advisers as needed to reflect the diversity of GGG areas of study within Genetics and meet at least the 15:1 ratio of students to advisers recommended by Graduate Council. Advising terms of service are for two years, and may be renewed. Graduate Advisors are responsible for evaluating preparative coursework, interpreting requirements, evaluating student progress at least annually, and providing guidance regarding examination committees. If possible, the thesis/dissertation adviser for a student should not serve as their Graduate Adviser.

ARTICLE VIII. MEETINGS

The Group Chair shall call an annual meeting which all GGG faculty and students are encouraged to attend. The timing of this meeting will be set by the Executive Committee. The Chair shall be privileged to call other meetings in the interest of the Group and shall be required to do so at the written request of three or more members. Notification will be emailed at least two weeks before the meeting. Faculty not on campus may participate by telephone.

The position of Secretary of the Executive Committee will be performed by the GGG Staff Program Coordinator. The duties of the Secretary shall be to record the minutes of the meetings and to forward minutes to the Executive Committee.

ARTICLE IX. QUORUM

Fifty percent 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. If balloting is conducted via email or web-based technology, 10 days must be provided for 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 are closed”.

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 Bylaws require a two-thirds majority of those voting.

ARTICLE X. ORDER OF BUSINESS (N/A)
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 e-mail and at least two-thirds of those votes, assuming a quorum as defined above, received within 10 working days of distribution shall be required for an amendment to pass.

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