

# **Designated Emphasis Program in Biology of Vector-borne Diseases “Bylaws”**

Administrative Home: Center for Vector-borne Diseases

Revision Date: May 11, 2006

Approved by Graduate Council:

## **Article I. Objective**

### **A. Specialization:**

The Designated Emphasis in Biology of Vector-borne Diseases (hereinafter referred to as the DE) is organized to establish and administer graduate teaching and research leading to the Ph.D. degree in affiliated disciplines specified below, with a specialization in Biology of Vector-borne Diseases, in conformance with the rules of the Office of Graduate Studies of the Davis Campus of the University of California.

The academic focus of the DE is the scientific study of pathogens, the diseases they cause and the arthropod vectors that transmit the pathogens to humans and animals (domestic and wild). The objectives of such study are: 1) to understand the diverse interactions and adaptations between the vectors, pathogens and hosts in their existing and newly invaded environments; 2) to evaluate existing disease control strategies and interventions; and 3) to develop novel strategies to reduce impact of arthropod vectors on human and animal health. Opportunities for instruction and research will integrate theoretical, basic, and applied elements from fields such as entomology, epidemiology, genetics, systematics, microbiology and immunology. We envision that students trained in this emphasis group will be well poised to design, implement and evaluate methods and interventions to interrupt and control pathogens of human and veterinary importance.

### **B. Affiliated Ph.D. programs:**

Affiliated Ph.D. programs are in italics

#### **College of Agricultural and Environmental Sciences**

*Department of Entomology*

#### **School of Medicine**

*Graduate Group in Microbiology*

#### **School of Veterinary Medicine**

*Graduate Group in Comparative Pathology*

*Graduate Group in Immunology*

*Graduate Group in Epidemiology*

### **C. Mission of the DE:**

The mission of the Designated Emphasis in Biology of Vector-borne Diseases is to promote graduate training in the biology and interactions of vectors and pathogens of public and animal health. The DE is responsible for establishing standards and requirements for the Ph.D. degree with specialization in Biology of Vector-borne Diseases and certifying satisfactory completion of theses by candidates. The research focus of the DE is interdisciplinary with faculty representation from the College of Agricultural and Environmental Sciences and School of Medicine and School of Veterinary Medicine. Functions of the DE are to provide a focus for graduate student training in Biology of Vector-borne Diseases by facilitating the research interaction of graduate students and faculty. The organization and operational characteristics of the DE should be construed broadly enough to permit consideration of all academic aspects of Biology of Vector-borne Diseases, as defined below, and all matters affecting the position and progress of this discipline on the UC Davis campus.

## **Article II. Membership**

### **A. Criteria for Faculty Membership in the DE**

1. The DE shall consist of those persons associated with UC Davis qualified to guide candidates for the Ph.D. degree with specialization in Biology of Vector-borne Diseases. The Executive Committee will review membership applications and renewals. Members can be from any of the professorial series including adjunct or in residence and include members who are not part of the Academic Senate. Faculty members should have an active research program in Biology of Vector-borne Diseases or closely related discipline in the general areas in infectious diseases such as epidemiology, biostatistics and Geographic Information Systems (GIS) commensurate with the program and expectations of the University of California. Faculty member applicants will be admitted to the Group if their application receives a majority vote of the Executive Committee.

2. All active members are eligible to vote.

### **B. Application for membership**

1. A member may apply by self nomination or be nominated by an existing member. Applications must be submitted to the Executive council of the DE.

A website to provide general information to members and students and all other interested persons will be created. Members will be asked to provide as part of their application to the Executive Committee the following:

- 1] A list of publications of the past three years describing research related to the

biology of vectors and vector-borne pathogens or related disciplines (see point 1 above under criteria for membership) presented in referred journals and any other evidence of an active research program;

2] A list of courses and guest lectures in which a member participates that are pertinent to the training of students in vectors and pathogens of arthropod borne diseases;

3] Listings of resources conducive for a graduate student training research environment, which may include laboratory space, computers, test equipment, journal clubs, lab group meetings, technical staff, and a description of research activities. This information will be compiled by the candidate for students and participating faculty to view and if necessary share.

2. A member must be able to fulfill the responsibilities described in this section. New and continued membership will be based on the expectation that all active members will and continue to fulfill at least three (3) of the following responsibilities during each five-year review period:

1] A member should have an active research program in discipline described as mentioned in section A1 under Article II.

2] Contribute to the graduate teaching program, which can include presentation of guest lectures in a graduate course oriented toward Biology of Vector-borne Diseases.

3] Serve on standing or ad hoc committees of the Group;

4] Serve on thesis and examination committees; act as a thesis adviser to students in Biology of Vector-borne Diseases;

5] Serve as graduate adviser to students in Biology of Vector-borne Diseases.

**C.** Emeritus status may be given by action of the Executive Committee without regard for the usual criteria. Emeriti normally maintain this status without further review and maintain the same rights and privileges as all members of the DE.

**D.** The Executive Committee shall review current members once every five years or until completion of student mentorship and graduate committee commitments to determine if they meet the criteria for active status as described in items 1-5 under section B2 above. A probationary period of up to one (1) year may be allowed for a member who failed to meet the minimum membership requirements.

**E.** If a faculty person is denied membership by the executive committee the applicant may in writing appeal to the Executive Committee for reconsideration. If the Executive

Committee further denies new or renewal membership the person may use the final appeal to the Dean of Graduate Studies.

### **Article III. Administration**

The administration of the DE and its activities will be vested in an Executive Committee, chaired by the DE Chair and made up of four other members.

### **Article IV. DE Chair**

#### **A. Chair appointment process**

The Dean of Graduate Studies appoints Chairs of Designated Emphasis Programs, in accordance with the policies and procedures of the Office of Graduate Studies.

The Executive Committee of the DE will act as the Committee for the Chair nomination process, to solicit nominations from the faculty of the DE, determine whether the nominees are willing to serve, and solicit comments from the DE faculty on the suitability of the nominees that are willing to serve.

The Executive Committee will forward candidates for Chair to the Dean of Graduate Studies along with all comments received from the faculty during the nomination and consultation process. All comments solicited from faculty of the group will be treated as confidential information by the DE's Nominating Committee and by the Office of Graduate Studies.

The DE membership may express a preference and, if it does, should indicate the basis for determining that preference. The Associate Dean for Programs will interview the nominees and consult with the lead dean for the DE before forwarding a recommendation to the Dean of Graduate Studies for consideration appointment. The normal term of the Chair's appointment is five years, however what is recommended will be based on the nominees' willingness to serve.

#### **B. Duties of the Chair are listed below:**

- 1] The Chair shall be the chief officer and spokesperson for the Group and for the Executive Committee and provide overall academic leadership for the DE. The Chair will also represent the DE in negotiations for new faculty recruits in disciplines closely related to Biology of Vector-borne Diseases.
- 2] The Chair will verify the faculty members of the DE.
- 3] The Chair will serve as the Graduate Advisor.
- 4] The Chair will develop and implement policies for the DE.

- 5] The Chair will represent the interests of the DE to the campus and University administrators.
- 6] The Chair will call preside at meetings of the Executive Committee as needed but not less than once per quarter and preside at meetings of the Group (all faculty members of the DE) at least once during the winter quarter as well as when needed.
- 7] The Chair will be responsible for coordinating all administrative matters with the Office of Graduate Studies.
- 8] The Chair will be responsible for the accuracy of all publications related to the DE including web pages and catalog copy.
- 9] The Chair will meet annually with the chairs of the affiliated programs.
- 10] The Vice-Chair of the DE will be appointed by the Chair of the DE from the four other faculty members elected to serve on the Executive Committee. The Vice-Chair of the DE shall serve as chief officer of the DE in the absence of, or when designated by the chair.
- 11] The Chair will make and maintain liaisons with Biology of Vector-borne Diseases programs on other campuses of the University and with related groups on the Davis campus that have interests in Vector-borne diseases.

#### **Article V. Executive Committee**

The principal duties of the Executive Committee shall be to determine and implement policy for the good of the DE, and to represent the interests of the DE generally to various universities and other agencies. The Executive Committee shall consist of the Chair plus four faculty members and one student.

To ensure broad participation, the Executive Committee shall have members chosen from at least three departments or sections (tri-department rule) including at least one member each from the College of Agricultural and Environmental Sciences, School of Veterinary Medicine and from the School of Medicine. The Executive Committee shall also have a student member elected by students admitted into the Biology of Vector-borne Diseases Designated Emphasis group. The student representative will have no voting rights and will be excused from meetings covering confidential personnel topics. The MSO of the Center for Vector-borne Diseases will attend the Executive Committee to take minutes of the meeting. The MSO will have no voting rights.

The faculty members of the Executive Committee shall be elected for five-year terms. The first elected Executive Committee members will be elected for one, three and five year terms. Two members shall be elected each year if possible. No member may serve

more than two consecutive terms.

Executive committee membership will initially be selected from members of the DE steering committee for a one year term. Thereafter Executive Committee nominations shall be made either by mail or from the floor at the annual winter Quarter meeting of the Group. Elections shall be conducted by mail or electronic-mail ballot within two weeks of the annual winter Quarter meeting. At election, each member of the DE shall vote for not more than the number of positions to be filled on a ballot provided, without weighing of choice. Those receiving the most votes, while satisfying the tri-department rule, will be declared elected. Election results shall be communicated to the members of the DE promptly. Elected members shall assume their duties as soon as called for by the DE Chair.

### **Duties of the Executive Committee:**

1] The Executive Committee will be responsible for student admissions to the Biology of Vector-borne Diseases emphasis group in consultation with the student's mentor and chairperson of the graduate group the student is registered with. Recommendations regarding student applicants to the appropriate UCD offices and contacts regarding student applicants on such matters as admissions, fellowships and other forms of financial support, awards and representation will be made.

2] The Executive Committee will take whatever action is necessary to act on behalf of the DE during the year to define and implement the program leading to the Ph.D. degree. Specifically, the function of this committee shall include consideration of course offerings in Biology of Vector-borne Diseases and related disciplines, supervision of teaching assignments and teaching experiences of graduate students, review of admissions requirements, review of graduate student progress, and review of advising policy.

3] The Executive Committee will organize an annual research retreat for affiliated faculty and students. The retreat will include a student presentation competition and daytime presentation by a high profile visiting speaker who will also attend a dinner hosted by the students. The student presentations will be judged by a panel of group faculty members and the invited speaker.

4] The Executive Committee will advertise the purpose of this DE by creation of an instructive web site that includes links to direct prospective students to affiliated graduate Ph.D. groups through which they could register.

5] The Executive Committee will explore means for obtaining funds from the University and sources outside the University to support graduate students in the DE and will distribute those funds to students.

## **Article VI. Student Representatives**

One student representative (who shall be in good standing academically) shall be elected annually by the Biology of Vector-borne Diseases Graduate Students. Nominations for the student representative shall be made by electronic-mail ballot at least two weeks prior to the first Executive Committee meeting the student will be expected to attend. A student representative will attend their first Executive Committee until student admissions to the Biology of Vector-borne Diseases emphasis group has been completed within the first few months of origin of the DE. Nominations will be solicited from all Biology of Vector-borne Diseases students. Elections shall be conducted by electronic-mail ballot submitted by the Biology of Vector-borne Diseases students at least one week prior to the Executive Committee meeting. Each student shall vote for only one representative. The student receiving the most votes will be declared elected. A student representative may serve two terms. The student representative will serve on the Executive Committee for two years and will not have voting privileges. The Chair of the Executive Committee must excuse the student representative from meetings covering confidential personnel topics. The student representative will be expected to communicate with the other Biology of Vector-borne Diseases students prior to and after each Executive Committee meeting to ensure the students are kept informed about issues affecting the DE and to give them an opportunity to convey information to the Executive Committee via the student representative.

## **Article VII. Graduate Advisers**

The Chair of the DE has the responsibility for advising students in Biology of Vector-borne Diseases. The duties of the graduate adviser are:

- 1] To approve a student's course plan for the DE and to maintain a file on the performance of each student;
- 2] To assist in the interpretation of requirements for the DE of the Ph.D. degree;
- 3] To review each winter the student's academic progress in consultation with the student and his/her thesis adviser, and to report unsatisfactory progress first to the Executive Committee and then to the Dean of Graduate Studies;
- 4] To appoint one DE member for each Ph.D. examination committee in consultation with the student's affiliated graduate group.

## **Article VIII. Meetings**

An annual meeting for all members called for by the DE Chair shall be held during the winter quarter. Executive Committee meetings will be held every quarter. Other *ad hoc* meetings may be called as frequently and for such purpose as deemed desirable by the Executive Committee. Additional meetings discussing matters not covered in the quarterly Executive Committee meetings will be scheduled upon petition by five or more

members. Notification of Executive Committee and *ad hoc* meetings and purpose of meeting (agenda) will be made two weeks before meeting date via email. A reminder via email will be sent automatically a week before meeting date. Minutes of meetings shall be distributed within ten days after the meeting took place. Faculty participation by faculty who are not on campus will be given the opportunity to teleconference and if video conferencing is absolutely necessary appropriate arrangements will be made.

### **Article IX. Quorum**

Graduate council has defined a minimum quorum. It specifies that all issues that require a vote must be voted on by 50% plus one of the eligible members. Passage requires a 50% plus one supporting vote by the quorum. Voting may be done by electronic-mail ballot. In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date.

### **Article X. Order of Business**

At all regular meetings, the suggested order of business shall be as follows:

1] Reading of the minutes, 2] Reports of officers, 3] Reports of standing committees, 4] Reports of special committees, 5] Unfinished business, 6] New business. The Chair of the Executive Committee may rule that an item of business is inappropriate for discussion in the presence of the student representative. That item of business such as reviewing faculty membership will then be discussed in the absence of the student member of the Committee.

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

### **Article XI. Amendments**

Amendments to the bylaws may be proposed by any faculty member in writing to DE Chair. The DE Chair will discuss the proposed amendment at the next Executive Committee quarterly meeting or call for a special Executive Committee meeting. If the Executive Committee agrees the amendment is worth considering the amendment proposal will be circulated via email to all faculty members for vote. Faculty will be required to vote within four weeks of the email. Amendment will pass by at least a two-thirds vote of a quorum electronic-mail ballot. All amendments and revisions must be submitted to Graduate Council for review and approval.