

Graduate Group in Immunology Bylaws

Administrative Home: Department of Vet Med Anatomy, Physiology and Cell Biology

Revised: February 16, 2006

Graduate Council's Approval Date: March 17, 2006

Article I. Objective

The Graduate Group in Immunology is organized to establish and administer a graduate program of instruction and research leading to the Master of Science and the Doctor of Philosophy degrees in immunology, in conformance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. Because of the importance of immunology and immunological methods in so many areas of biomedical research and teaching, it is the main objective to offer a strong, diversified, graduate program which will foster cooperation among members of the group in the development of course offerings and in research.

Article II. Membership

A. Criteria for Membership in the Graduate Group

Membership in the Group shall be limited to persons who have an interest and background in immunology, independent of department appointment and Senate membership, as evidenced by their publications and/or course offerings.

Membership in the Graduate Group in Immunology requires an active research program in immunology and willingness to participate in the teaching and administrative responsibilities of the group. All active members are eligible to vote.

B. Application for Membership

A prospective member may self-nominate or be nominated by any member of the Group. Graduate group faculty members must be willing to contribute to the administration and teaching of the group; must maintain an active program in research in immunology suitable for training graduate students; and must also be prepared to serve on dissertation/thesis committee and qualification exams.

Election to the Group shall be by a majority vote of the Executive Committee after consultation with the faculty of the group. Faculty will be consulted via e-mail. A week for expression of opinions about the applicant will be provided, prior to the executive committee vote.

C. Emeritus Status

Emeritus faculty do not have voting rights. Upon approval by the Executive Committee they can serve on qualifying committees or teach in graduate level courses.

D. Review of Membership

Membership will be reviewed every two years. A questionnaire will be sent out to faculty members asking for information on their participation during the prior two years. Members that fail to provide evidence of active participation in graduate group teaching and research or administration of the Group, will be asked to resign.

E. Membership Appeal Process

Faculty who have been denied membership or renewal of membership may appeal to the Executive Committee. The membership may use the final appeal to the Dean of Graduate Studies.

Article III. Administration

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

Article IV. Graduate Group Chair

A. Chair Appointment Process

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 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 two names 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 nominees 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.

B. Duties of the Chair:

The Chair will a) provide overall academic leadership for the program; b) develop and implement policies for the program; c) represent the interests of the program to the campus and University administrators; d) call and preside at meetings of the Executive Committee; e) call and preside at meetings of the program; f) be responsible for coordinating all administrative matters with the Office of Graduate Studies; g) manage the budgets of the program; h) nominate graduate advisers for appointment; i) handle all faculty or student appeals and mediate when necessary.

Article V: Committees

Executive Committee

The Executive Committee consisting of five members: The Group Chair and four elected faculty members, no more than two members from a given department. The three graduate advisers serve on the Committee as ex-officio voting members.

Term of membership is two years without reappointment for the four elected members. All elections thereafter shall be conducted during the annual fall meeting, with the newly elected officers assuming their duties immediately. Vacancies on the Executive Committee arising through resignation, sabbatical leaves or for other reasons will be filled by appointment by the remaining members of the Executive Committee

Duties of the Executive Committee:

- a. To conduct all business matters and to prepare the agenda for all meetings of the Group.
- b. Representation of the Group in all official matters pertaining to the Group in its conduct of business with the Office of Graduate Studies as well as business matters involving departments, and other graduate programs, including Immunology Groups on other campuses.
- c. To oversee and bring to the attention of the Group matters related to the quality and content of the program in Immunology.
- d. To recommend students to the Dean of Graduate Studies for admission into the Group.
- e. To recommend to the Dean of Graduate Studies, committees for theses, dissertations and examinations.
- f. Membership review.

Committee on Educational Policy

This committee will consist of a Chair, recommended by the Executive Committee, a minimum of two faculty members and two student members chosen by the appointed Chair. Term of appointment is two years with reappointment an option. All members have voting rights.

The duties of the committee will include review and revision of the curriculum and design of new course offerings and overseeing submission course change and course approval forms to the Office of Graduate Studies.

Committee for Recruitment and Professional Development

This committee will consist of a Chair, recommended by the Executive Committee, at least two faculty members and at least three student members chosen by the appointed Chair. Term of appointment is two years with reappointment an option. All members have voting rights.

The duties of the committee will be to organize a recruitment weekend, an orientation and a social event for incoming students, and an annual event at which continuing students present their research progress. This may correspond to the recruitment weekend. In addition, the committee will discuss issues of student morale and bring suggestions to the executive committee for strengthening the ongoing program and strengthening recruitment of students into the group.

Article VI. Student Representative

Students appointed to sub-committees are made by the chair of the relevant committee in consultation with the Chair of the Group and the student organization. Term of appointment is two years with reappointment an option. Student representation at annual meetings is by invitation only.

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, after consultation with the Group Chair. Term of appointment is two-years with reappointment an option. A minimum of two advisers will be appointed. One or more additional advisers will be appointed should the number of students increase.

The Master Adviser has signature authority for admission documents. The advisers are each assigned a sub-set of students whom they meet on a regular basis to discuss their academic progress. The advisers will meet at least annually to discuss consistency of advising policies.

Article VIII. Meetings

There shall be at least one "annual" meeting of the Group in the fall quarter called by the Group Chair. The Executive Committee may itself schedule special meetings at any time or on written notice by at least three members of the Group.

These meetings shall be conducted in accordance with parliamentary procedures. A quorum of the group membership is required for vote.

Article IX. Quorum

The Graduate Council has defined a minimum quorum. It specifies that all issues that require a vote must be:

- Voted on by 50+% of the eligible members
- Passage requires a 50+% supporting vote of the members voting.

Balloting will be conducted at a meeting of the group or via e-mail. If via e-mail, a one week time for expression of opinions about a proposed change will be allowed prior to acceptance of votes. Failure to respond within the one week period will be considered a positive vote.

Article X. Amendments

Adoption of these By-laws and amendments to the By-laws shall require that at more than 50% of the non-emeritus faculty members vote. Passage of proposals requires a minimum of 50% + 1 of the members who actually vote. Balloting will be conducted at a meeting of the group or via e-mail. If via e-mail, a one week time for expression of opinions about a proposed change will be allowed prior to acceptance of votes. Failure to respond within the one week period will be considered a positive vote. Revised By-laws will be submitted to Graduate Council for review and approval.

Revised: October 2003