

Graduate Group in Epidemiology Bylaws
Administrative Home: School of Veterinary Medicine
Revision Date: 03/2013
Graduate Council Approval: June 28, 2013

Article I. Objective

- A. Degrees offered by the program: M.S., Ph.D.
- B. Discipline: Epidemiology is the multidisciplinary study of the distribution and determinants of health in populations.
- C. Mission of the Program: The mission of the Graduate Group in Epidemiology is to provide through instruction and research the graduate training necessary to prepare students to become leading researchers in epidemiology or to apply epidemiology to their discipline.

Article II. Membership

- A. Criteria for Membership in the Graduate Program
 - 1. Members must hold an appropriate academic title as (1) 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. Membership is independent and separate from academic department appointments. Membership is based on disciplinary expertise and active research, so members throughout the campus are eligible for consideration to membership in the Group.
 - 3. All resident members are eligible to vote on graduate program matters.
- B. Application for Membership
 - 1. Applications for membership may be by self-nomination or by nomination by an existing member of the Group. Prospective members must submit a c.v. and a cover letter to the Chair of the program with an explanation of their expected contribution to the Group.
 - 2. Anticipated contributions that graduate faculty members will perform as a member include:
 - a. An active role in the administration of the program by serving as a member on one of the program’s standing committees, as a Graduate Adviser (not to be

confused with being a Major Professor) or in some other appreciable capacity to further the educational goals of the group.

- b. Providing graduate-level instruction in any core course or elective in which enrollment is predominantly by GGE students or in a course that has substantial epidemiology content.
 - c. Service on dissertation/thesis and qualifying examination/master's comprehensive examination committees.
 - d. Offering an EPI290 seminar at least one every nine academic quarters in which s/he is in residence.
- C. Emeritus Status. Emeritus faculty who are members of the group are afforded full rights. Emeritus faculty who are no longer active members of the group may attend and participate in Group activities, including meetings, but are not afforded the right to vote on policy and Bylaws issues related to the Group.
- D. Review of Membership. The minimum level of involvement required to maintain membership in the Group includes at least two of the four categories under Article II.B.2. If an active faculty member does not demonstrate having been involved in at least two of the four areas during a three-year review period, s/he will be placed on probation for one year during which s/he can demonstrate activity in at least two of the four areas. Failure to do so will result in dismissal from the Group. Special circumstances will be considered on an individual basis. Under this minimum level of involvement to maintain membership in the Group, an active faculty member who has a strong research program in epidemiology but does not advise or teach GGE students will need to demonstrate other service to the Group in at least two of the four areas described in Article II.B.2. The criteria for reviewing members of the program is the same for all members.
- E. Membership Appeal Process. If membership is denied, the denied applicant may request consideration by the membership. If the denied application for membership is submitted to the group for a vote, a 50+% majority of the total group membership is required for admission. Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.

Article III. Administration

The administration of the program and its activities will be vested in Group Chair and its Executive Committee. The Chair is the chief officer and spokesperson for the Group and the Executive Committee. Management of the Group shall be open and democratic.

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 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 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) who 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.

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 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.

C. Vice Chair

The Vice Chair will serve as chief officer for the Group in the absence of the Chair, for less than a quarter. If the Chair will be absent from the campus for more than a quarter, the Chair appointment procedures must be followed.

The Executive Committee will select one of its elected members for a three-year term as Vice Chair of the Group. The Vice Chair is responsible for maintaining Group documents such as Degree Requirements and Bylaws. S/he shall also serve as secretary at Group and Executive Committee meetings, be responsible for preparation and distribution of minutes of meetings in consultation with the chair, call for nominations for committee appointments, and arrange and supervise balloting for the Executive Committee, changes to the Bylaws and other policy changes made by the Group.

Article V. Committees

A. Executive Committee

The Executive Committee is composed of nine persons: five elected members with at least two members whose appointments are in the School of Medicine, at least two whose appointments are in the School of Veterinary Medicine, and at least one member whose appointment is in a School or College other than the Schools of Medicine and Veterinary Medicine. The Chair of the Executive Committee is the Group Chair as an ex-officio member, one of the Graduate Advisers is an ex-officio member and two students are members.

Elective members of the Executive Committee shall serve three-year terms and may be reelected for one additional three-year term. No member may serve more than two consecutive terms. Elections shall be held each year during the Spring Quarter for terms beginning September 1. The election of the five members will ideally be staggered so that at least one member will be elected in each of three consecutive years. All members except the Graduate Adviser and the student have voting rights.

Interim vacancies on the Executive Committee shall be filled by election, unless the vacancy period is three months or less. In this case the Executive Committee shall fill interim vacancies in its membership as necessary. Substitute members serve until return of the original member, unless the term has expired upon his/her return.

The principal duties of the Executive Committee are to instruct standing committees and review their activities, and to consult with the Chair regarding Group operational and policy issues. The Executive Committee shall meet at least quarterly (excluding summer); additional meetings may be held as necessary, or upon petition of at least five members of the Group. All meetings of the Executive Committee shall be announced so that members of the Group may present matters requiring Executive Committee or Group attention. Issues forwarded through the standing committees are subject to discussion and ratification by majority vote of the Group membership. Actions taken by the Executive Committee may be called into question by ballot of the Group within 10 days following distribution of the Executive Committee minutes, upon petition of at least five members of the Group.

B. Curriculum and Educational Policy Committee

The Committee will include a minimum of 10 members, of whom six will be instructors of record for the Group's core courses, an ex-officio Graduate Adviser, and one Group student. The membership of the committee will also include two non-IORs whose service on the Committee will generally be for three years with an option of a one-term renewal. The Chair of the Committee will be appointed by the Group Chair in consultation with the Executive Committee. All members except the Graduate Adviser and the student have voting rights.

While the focus of the Curriculum and Educational Policy Committee will be maintenance and coordination of the core courses, it will also oversee other aspects of the program including degree requirements, elective courses, areas of emphasis, and thesis and dissertation research.

C. Graduate Advisers Committee

The Graduate Advisers will be composed of all Graduate Advisers. It will include a minimum of three appointed members with at least one member whose appointment is in the School of Medicine, one member whose appointment is in the School of Veterinary Medicine, and at least one whose appointment is in a School or College other than the Schools of Medicine and Veterinary Medicine. The Chair of the Committee is appointed by the Group Chair in consultation with the Executive Committee.

The Graduate Advisers Committee meets regularly to review advising practices, non-routine student cases, and establish advising policies and annually to review and assess the academic progress of all students in the Group. All members of the Committee have voting rights. Decisions of the Committee regarding policies and procedures, and appointment of preliminary oral exam committees are based on majority vote.

The Graduate Advisers will select one each of their number to serve on the Executive, Curriculum and Educational Policy, and Admissions and Awards Committees. The Adviser serving on the Admissions and Awards Committee is delegated the authority for recommending student admissions to the Group. If a difference arises between recommendations of the Admissions Committee and the Graduate Adviser with signature authority regarding students to be offered admission to the Group, the Group Chair will be informed and will make the final recommendation.

D. Admissions and Awards Committee

The Committee consists of Group members and a non-voting, ex-officio Graduate Adviser. The Committee will have a minimum of three members appointed whose appointments are in different Schools or Colleges. Service on the Committee will generally be for three years with an option of a one-term renewal, but may be for shorter periods to allow for individual member needs. Terms of service may be staggered. The Chair of the Committee will be appointed by the Group Chair in consultation with the Executive Committee. All Committee members have voting rights.

The Committee develops and regularly updates criteria for admission of students and screens application in consultation with the Executive Committee and membership. The Committee makes decisions concerning admissions and the awarding of block grants, scholarships and fellowships to new and continuing students.

E. Recruitment Committee

The Committee will have a minimum of two members appointed whose appointments are in different Schools or Colleges. One of the members will be a member of the Admission and Awards Committee, and at least one student member will be included.

Service on the Committee will be for three years with an option of a one-term renewal, but may be for shorter periods to allow for individual member needs. Terms of service may be staggered. The Chair of the Committee will be appointed by the Group Chair in consultation with the Executive Committee. All members except the student have voting rights.

The Committee shall be responsible for arranging a recruitment day for students being admitted to the Group, for sending invitations to recruitment day, for obtaining funds from Graduate Studies for the event, and for identifying a faculty mentor for each prospective student to meet and contact following his/her attendance at the recruitment event.

F. Membership Committee

The Committee will have a minimum of two members appointed whose appointments are in different Schools or Colleges. Service on the Committee will generally be for three years with an option of a one-term renewal, but may be for shorter periods to allow for individual member needs. Terms of service may be staggered. The Chair of the Committee will be appointed by the Group Chair in consultation with the Executive Committee. All members have voting rights.

This Committee develops and regularly updates criteria for Group membership (with the approval of the Executive Committee and the Group faculty), reviews applications for membership, and reviews Group members for continued membership.

G. Seminar Committee

The Committee will have a minimum of two members appointed whose appointments are in different Schools or Colleges and two non-voting student members. Service on the Committee will generally be for three years with an option of a one-term renewal, but may be for shorter periods to allow for individual member needs. Terms of service may be staggered. The Chair of the Committee will be appointed by the Group Chair in consultation with the Executive Committee. All members except the students have voting rights.

The Seminar Committee plans and conducts the seminars.

H. Prequalifying Written Examination Committee

The Committee will have a minimum of two members appointed whose appointments are in different Schools or Colleges. The Committee consists of appointed Group members and a non-voting student member who has advanced to candidacy. Service on the Committee will generally be for three years with an option of a one-term renewal, but may be for shorter periods to allow for individual member needs. Terms of service may be staggered. The Chair of the Committee will be appointed by the Group Chair in consultation with the Executive Committee. All members have voting rights.

The Committee solicits examination questions from Group members, administers the examination, and any make-up examination, including arranging for grading of questions and determination of whether students have passed the examination.

Article VI. Student Representatives

The Chair of the Group, on the advice of the Executive Committee, will annually appoint two student representatives who have been nominated by the students currently enrolled in the Group to be participating but non-voting representatives at meetings of the Executive Committee and the Group. Student representatives shall be appointed as non-voting members of the Executive, Curriculum and Educational Policy, Recruitment, Seminar, and Prequalifying Written Exam Committees. The student members of these committees will be selected to reflect the full diversity of Group students.

The Chair of any Committee with student members must excuse the student members from meetings during discussion of 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 policies and procedures of the Graduate Council and the Office of Graduate Studies. The Chair in consultation with the Executive Committee will recommend Graduate Advisers to the Office of Graduate Studies for review and appointment for a three-year term. Graduate Advisers are responsible for evaluating the adequacy of preparatory course work, interpreting requirements and appointing guidance, comprehensive and qualifying examination committees and thesis and dissertation committees. If possible, the student's thesis or dissertation chair should not serve as their Graduate Adviser. See Article V.C for further information regarding the number of the Graduate Advisers, their term of service, duties and committees that they are required to serve on.

Article VIII. Meetings

The Group arranges periodic meetings of its members, provides a forum for them and for others with an interest in epidemiology, and represents epidemiologists collectively to the University administration and other academic groups.

A general faculty meeting shall be held each quarter. Other meetings may be called as frequently and for such purposes as deemed desirable by the Group Chair or Executive Committee or upon petition by five members of the Group.

Minutes of the quarterly meetings shall be distributed to the Group faculty within two weeks of the meeting for consideration and comment. Notification of meetings will be made by e-mail sent to member at least two weeks in advance of the meetings. Faculty may participate in meeting via teleconference.

Article IX. Quorum

All issues that require a vote must be voted on by 50+% of the membership and must

received 50% support of members voting on matters other than amendment/revision of the Bylaws. On amendments and revision of the Bylaws passage requires two-thirds support of members voting. Balloting can be done either in a meeting of the Group or via e-mail. If via e-mail, 10 days must be provided for the expression of opinions about proposals prior to the acceptance of votes. The Group must allow 14 days for votes to be returned or before the "polls close."

Article X. 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 five members of the Group. Amendments to the By-Laws must be circulated to the membership by mail or e-mail. See Article IX for details concerning balloting. Amendments and revisions will to the Bylaws must be approved by a two-thirds majority vote of those voting, providing a quorum was met, and submitted to Graduate Council for review and approval.