

# **Biological Systems Engineering Graduate Program Bylaws**

**Administrative home: Department of Biological and Agricultural Engineering**

**Bylaws revised April 29, 2002**

**Bylaws approved by UC Davis Graduate Council on May 13, 2002**

## **ARTICLE I: OBJECTIVE**

The Graduate Program in Biological Systems Engineering (“Program”) is organized to establish and administer a graduate program of instruction and research leading to M.S., M.E., D.E. and/or Ph.D. degrees in Biological Systems Engineering in conformance with the regulations of Graduate Studies of the University of California, Davis.

## **ARTICLE II: MEMBERSHIP**

1. Membership in the Program shall be limited to faculty of the University of California who are qualified to guide candidates towards graduate degrees in Biological Systems Engineering and who participate in the activities of the Program. Membership is based on disciplinary expertise and is independent of specific department appointment or Academic Senate membership.
2. A faculty member wishing to join the Program may apply directly for membership or may be nominated by a Program member. The Membership Committee shall evaluate each candidate as per the guidelines stated in Article II.3. The Committee’s evaluation, a vitae, and a ballot will be sent to members of the Program. Nominees shall be deemed elected upon receiving a majority vote of all members voting. Upon the election of a new member, said person shall be sent a letter of invitation by the Graduate Program Chair and be considered a member only in the event of an affirmative reply.
3. Membership requirements/expectations include the following:
  - a. Having an active research program in Biological Systems Engineering commensurate with the expectations of the University of California.
  - b. Taking an active role in the administration of the graduate program by serving on Program administrative committees.
  - c. Providing graduate level instruction, where appropriate.
  - d. Advising and mentoring Biological Systems Engineering graduate students. This includes serving on guidance, thesis/dissertation, and qualifying exam committees.
4. Continuation of membership is based on the same criteria listed above (II.3). The Membership Committee will conduct reviews on a three-year cycle with one third of the membership reviewed each year. Membership may be reconsidered in the event that an individual no longer satisfies the criteria. Membership may then be discontinued by a majority vote of all members voting.

5. Non-members of the Program can serve as members (but not as chair) of guidance, thesis/dissertation, and qualifying exam committees, subject to restrictions imposed by Graduate Studies.
6. Emeritus status (non-voting) may be given by action of the Membership Committee without regard for the above criteria (II.3).
7. Members will be considered non-voting while they are on leave (e.g. sabbatical) from the university.

### **ARTICLE III: ORGANIZATION AND ADMINISTRATION OF THE PROGRAM**

1. The Chair of the Department of Biological and Agricultural Engineering is the Graduate Program Chair, although the Department Chair may delegate that responsibility to the Graduate Adviser for the Program.
2. The administration of the Program and its activities shall be vested in an Executive Committee. The committee shall consist of the Graduate Adviser, the Graduate Admissions Adviser, and a third member appointed by the Department Chair. The Graduate Adviser will serve as the chair of the Executive Committee. The Graduate Staff Adviser will be a non-voting member of the Executive Committee.
3. The principal responsibilities of the Executive Committee are:
  - a. To administer the graduate program, including the approval of all programs of study (POS) and graduate course approval forms.
  - b. To appoint such standing and ad hoc committees as it deems necessary to properly administer the activities of the Program. Standing committees normally include the Graduate Studies, Student Admissions, and Membership Committees.
4. The Graduate Studies Committee shall be chaired by the Graduate Adviser. The committee shall consist of four members, including a student representative, and shall have the following responsibilities:
  - a. To prepare recommendations, as needed, regarding minimum requirements for graduate degrees and other programmatic proposals for consideration by the members of the Program.
  - b. To review and revise, as needed, the Biological Systems Engineering graduate curriculum.
  - c. To review petitions from graduate students.
  - d. To assist in the recruitment of graduate students.
5. The Student Admissions Committee shall consist of four members and be chaired by the Admissions Adviser. The committee shall be responsible for the recruitment of graduate students to the program, the evaluation of their applications, and making admissions decisions.
6. The Membership Committee shall consist of three members and be chaired by the Graduate Adviser. The committee shall be responsible for screening applications for membership in the Program and for reviewing membership in the Program.

#### **ARTICLE IV: MEETINGS**

The Program Chair shall call for a regular yearly meeting of the Program during the Fall Quarter and also special meetings as deemed necessary or desirable by the Executive Committee. Additional meetings can be called by petition of at least one quarter of the members. A majority of the Program members who are eligible to vote shall constitute a quorum of the Program.

#### **ARTICLE V: VOTING**

A quorum for the purpose of amending the bylaws, establishing graduate program membership, or establishing graduate program policy must be greater than 50% of the members who are eligible to vote. Balloting can be done either in a meeting of the group or by e-mail. If by e-mail, at least seven calendar days will be allowed for expression of opinions about the proposal.

#### **ARTICLE VI: AMENDMENTS**

These By-Laws may be amended by the approval of over 50% of the members who are eligible to vote. Written notice of a proposed amendment shall be sent to each member of the Program at least ten calendar days prior to a meeting at which the amendment is to be proposed and discussed. Amended bylaws will be submitted to Graduate Council for review and approval.