

# Graduate Group in Human Development Bylaws

*Administrative Home:* Department of Human Ecology

*Revision date(s):* 11/6/2013

*Graduate Council Approval:* pending

## Article I. Objective

- A. Degree(s) offered by the program: The Group will administer interdisciplinary programs of instruction and research leading to the M.S. in Child Development or to the Ph.D. in Human Development.
- B. Discipline: The graduate group emphasizes the interaction between biological processes and the contexts in which behavioral development takes place. The course offerings and research activities of the group will be broadly based and will draw upon the interests and expertise of faculty members in a variety of disciplines such as Anthropology, Education, Genetics, Human Development, Physiology, Nutrition, Pediatrics, Psychiatry, Public Health, and Psychology.
- C. Mission of the Program: The objectives of the Graduate Group in Human Development (hereinafter referred to as the Group) are to provide postgraduate-level education relating to the theories, methods and current empirical findings that provide an interdisciplinary basis for developing new and/or applying existing knowledge of human behavioral development within a context, e.g., the family, school settings, different (sub) cultures.

## Article II. Membership

- A. Criteria for Membership in the Graduate Program
  - 1. Appropriate academic and teaching title.

Members 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 appropriate to the discipline(s) encompassed by the program.

Membership is independent and separate from academic department appointments. Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration to membership in the group.

3. Voting rights.

All resident members are eligible to vote on graduate program matters. See *GC2011-04, Policy on Quorum, Voting Rights and Responsibility*.

B. Application for membership.

1. How faculty may apply:

When an eligible person has expressed interest in membership, a summary of the applicant's qualifications shall be made available to all members of the Group by e-mail with the applicant's statement of interest. A complete vita shall be made available in the office of the Group Graduate Coordinator. A vote of the Group members shall then be taken by email or any other confidential means. Such nominees shall be deemed elected upon receiving a majority of the votes cast and will be sent a letter informing them of their election. Results will be de-identified by the Graduate Coordinator prior to Group notification.

2. Anticipated contributions that graduate faculty members will perform as a member.

a. Active role in the administration of the graduate program by serving on graduate program administrative committees; as a graduate adviser (not to be confused with being a major professor); or as an administrative officer of the program.

b. Providing graduate level instruction, in addition to sponsoring individual study (299s), that is open to Human Development Graduate Group students.

c. Mentoring a member student, or serving on a thesis, dissertation, or Ph.D. qualifying examination committee or M.S. comprehensive examination committee.

d. Submitting and grading Ph.D. preliminary examination or M.S. comprehensive examination questions, or presenting in a Group colloquium, or guest lecturing in a graduate group course.

C. Emeritus Status.

Emeritus faculty with active research programs may remain members of the program and are afforded the following rights: they may attend and participate in program activities (including meetings and administrative committees), may teach graduate courses, and may serve on student committees. Emeritus faculty are not afforded the right to vote on policy and bylaw issues related to the program.

D. Review of Membership

The criteria for reviewing members of the program is the same for all members. Each faculty member's contributions to the program 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 program. A minimal level of activity is defined as involvement in at least two activities detailed in Article II.B.2 within any three-year period.

This review will be conducted by the Executive Committee, who will shall review on a yearly basis one-third of the membership. The review will focus on the areas defined in Section II.B.2. 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

If membership is denied or not renewed, faculty can appeal to the Executive Committee for reconsideration. Applicants denied membership or renewal of membership by the Executive Committee 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 the Group Chair and an Executive Committee.

### **Article IV. Graduate Program 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 of the group 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/Program 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

1. The Vice Chair is elected by the Executive Committee for a two-year term of service.
2. The Vice Chair is a voting member of the Executive Committee.

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

## **Article V. Committees**

### **Executive Committee**

The Executive Committee shall consist of the chair of the program, who serves as chair of the Executive Committee, and no fewer than five faculty members of the Group, each of whom shall chair a standing committee, and serve for staggered, two-year terms. Two graduate student representatives, one from the MS program in Child Development, and one from the Ph.D. program in Human Development, Graduate Advisers of the two group programs, and the Chairperson of the Division of HDFS in the host Department shall serve as ex officio members. All members have voting rights, including the student representatives, unless the student does not participate in the discussion due to the nature of the item (see below). The faculty members of the Executive Committee shall be elected for a three-year term, which is renewable two times. Two members shall be elected each year.

Faculty members of the Executive Committee shall be elected by a majority vote of the Group from among those members who have been nominated to serve, agreed to stand for election, and have been elected according to the procedures detailed below. They shall serve staggered, two-year terms, at least two members normally being elected in one year, and three in the next year. The Group Chair shall announce openings for committee chairpersons and request nominations of candidates for the Executive Committee from the membership in the beginning of the spring quarter; nominations shall be submitted to the Committee at least five weeks before the end of the spring quarter. Nominees shall be contacted to ensure that they are willing to serve. The slate of candidates willing to serve shall be announced by the Executive Committee to the membership of the Group via e-mail. The ballot shall include the names of those nominated by the membership and/or proposed by the Executive Committee, who nominated them, and who so consent, together with a brief summary of each candidates' qualifications, including past service to the Group. Elections shall be conducted by mail or any other confidential means and shall be completed two weeks following the nomination period. Election shall be based on the number of votes received; ties in the election results shall be resolved by majority vote of the Executive Committee. Election results shall be announced to the membership by e-mail. Newly elected Executive Committee members shall assume their duties on July 1.

The principal responsibilities of the Executive Committee shall be:

- A. To elect from its faculty members a Vice-Chair.
- B. To serve as a membership committee.
- C. To keep the membership and students apprised of the administrative activities of the group and any decisions regarding group functioning.
- D. To decide upon the appropriate allocation of the funds awarded to the group to support its activities including Graduate Fellowship (formally the Block Grant) and Work Study funds.
- E. To nominate, via the Group Chair, to the Graduate Council, at least two Graduate Advisers

for each degree program. Advisers so appointed shall be ex officio members of the Executive Committee, unless already elected to membership.

F. To appoint such standing committees and ad hoc committees as deemed necessary to properly administer the activities of the Group.

G. To review and approve recommendations made by the Admissions Committee regarding new student admissions for the coming year.

H. To review the records of Ph.D. students who have failed to achieve a minimally acceptable overall grade when taking the preliminary examination for the first time to determine whether to recommend dismissal from the program or to permit the student to re-take the examination.

I. The Executive Committee shall meet at least quarterly. Additional meetings and executive sessions may be held as deemed necessary, or upon petition by five members of the program.

#### Admissions and Fellowships

This committee shall make admissions recommendations to the Executive Committee. In addition to its Chair, it shall include at least one Graduate Adviser, one additional faculty member, and a student member. The Admissions committee shall provide interested faculty with opportunities for input as it evaluates applicants and shall determine that at least one faculty member of the Group is willing and able to mentor any student admitted to the program. The committee will determine the criteria for awarding support for new and continuing students. The committee reviews and ranks student applications for fellowships and support. In consultation with the Group Chair, the Committee determines the support packages to be offered for recruiting new students for admission. The Committee determines which students should be considered for subsidized visits to campus, submits the call for applications, and reviews and approves student applications for travel grants.

#### Colloquium Committee

This committee shall include at least one faculty member in addition to its Chair, and up to two student members. The Colloquim Committee is responsible for arranging and coordinating presentations by outside scholars, and for the regular presentations of "brown bag" seminars by Group students and faculty. It recommends special speakers to the Executive Committee, and determines how best to allocate funds made available to it for these purposes by the Group Chair.

#### Recruitment and Events Committee

The Recruitment and Events Committee includes at least one faculty and up to two student members. The committee is responsible for advertising the Groups' programs to prospective student applicants and for utilizing the funds allocated by the Executive Committee to develop and maintain the Group's web sites, to mail brochures, and perform other recruitment-related activities. In collaboration with the Admissions Committee, it coordinates the planning activities for prospective new students who are selected to visit the campus and makes recommendations to the Executive Committee regarding other recruitment-related activities that benefit the Group's programs.

## Curriculum Committee

The Curriculum Committee includes the committee chair, at least one of the Graduate Advisers from each degree program, one other faculty member, and a student member. It is responsible for reviewing existing curriculum requirements and recommending curriculum changes to the Executive Committee. The committee is responsible for announcements and updates for the University General Catalog and for announcements to the Office of Graduate Studies pertaining to graduate study and research in Child and Human Development. The committee is responsible for reviewing and approving Masters students' study plans and Ph.D. students' proposed "focal programs" and ensuring that students are receiving appropriate mentoring according to the relevant guidelines as set forth by Graduate Council.

## Examinations Committee

Membership includes the committee chair and the option to have at least one other faculty member. The committee is responsible for the format, content, and administration of the Ph.D. preliminary examinations. This committee periodically reviews the format and administration of the examinations and recommends to the Executive Committee modifications that would improve the quality of the degree programs.

## **Article VI. Student Representatives**

Two student representatives, one each from the MS and PhD groups when possible, are selected by their peers in the Human Development Graduate Group and approved by the Executive Committee to serve on Group committees for a one-year term. Students may be reappointed to a second term. Student representatives serve on the Executive, Admissions and Fellowships, Colloquium, Curriculum and Recruitment committees. Student representatives have full voting rights unless the nature of the item under discussion is ruled inappropriate by the Chair of that committee. Examples include 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. Student representatives are invited to attend the annual Group meeting.

## **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. The Chair of the program will recommend graduate advisers to the Office of Graduate Studies for review and appointment for a two year term. There shall be at least a minimum number of advisers to meet the 15:1 advising ratio recommended by the Graduate Council. Graduate advisors are responsible for evaluating the adequacy of preparative course work, interpreting requirements and nominating guidance and comprehensive exam committees. Graduate Advisers are expected to meet quarterly with advisees. If possible, the thesis/dissertation adviser for a student should not serve as their Graduate Adviser. An adviser is required to serve on the Admissions and Fellowship Committee and the Curriculum Committee. A Master Adviser will be so designated by the Chair to serve as a resource for other advisers.

## **Article VIII. Meetings**

The Group Chair shall call an annual meeting during Spring quarter for the purpose of electing officers and conducting other business. 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 five or more members. Notification will be emailed at least two weeks before the meeting. Faculty not on campus may participate by teleconference or other available technology.

#### **Article IX. Quorum**

All issues that require a vote must be:

- Voted on by 50+% of the membership
- On graduate program matters other than amendment/revision of bylaws: passage requires a 50+% supporting vote of the members voting.
- On amendments and revision of bylaws: passage requires a 2/3rds supporting vote of the members voting.

If balloting is conducted via e-mail 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."

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

Meetings shall follow Robert's Rules of Order.

#### **Article XI. Amendments**

Amendments to these bylaws may be made in accordance with program's quorum policy in Article IX. Program members may propose amendments by petition to the program Chair. The program Chair, or relevant program committee, may ask for revisions from the faculty who submitted proposed amendments before forwarding the revisions to the membership for review and voting. Quorum, voting and passage is prescribed in Article IX. All amendments and revisions must be submitted to the Graduate Council for review and approval; changes in the bylaws will become effective upon approval by the Graduate Council.