ARTICLE I. OBJECTIVE

The mission of the Department of Applied Science is to create and disseminate knowledge and tools in intellectual areas at the interfaces between the engineering, mathematical, physical, and biological sciences. We develop these interfaces using approaches primarily derived from applied mathematics and physics. We create knowledge and tools through excellence in research in partnership with students. We disseminate knowledge through undergraduate and graduate education and by performing service to industry, government, and society.

The Graduate Program in Applied Science ("Program") is organized to establish and administer a graduate program of instruction and research leading towards MS and PhD degrees in Applied Science in conformance with the regulations of the Graduate Division of the University of California, Davis.

ARTICLE II. MEMBERSHIP

Membership in the Program shall be limited to faculty of the University of California who are qualified to guide candidates towards MS and PhD degrees in Applied Science 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. It is expected that all faculty within Applied Science will be members of the Graduate Program.

1. Any member of the faculty at the University of California, Davis may apply for membership in the Program. The Membership Committee shall evaluate each candidate using the guidelines stated in Article II(2). Upon the election of a new member, said person shall be notified by the Graduate Program Chair and be considered a member from that time.

2. Membership requirements
   a. Members are required to provide evidence of independent research in Applied Science commensurate with the expectations of the University of California as outlined in APM 210-d (2);
   b. Members serving as major professors are required to:
      i. Provide graduate students with specific requirements for achieving their desired degree objective in a timely manner.
      ii. Complete a written annual Progress Report Form before the end of each Spring quarter for each of his/her graduate students, and submit it to the Program Chair.
      iii. Be responsible for timely reports to the Graduate Advisors on the progress, potential problems or other extraordinary concerns of their students.
      iv. Honor written financial agreements made with graduate students.
   c. Members are expected to have the ability to:
      i. Provide graduate-level instruction.
      ii. Advise and mentor Applied Science graduate students. This includes serving on masters or doctoral examination and guidance committees.
      iii. Contribute to the activities of the Program by serving on standing and ad hoc committees.
      iv. Participate in recruitment of new graduate students to the Program.
      v. Strive to acquire and maintain funding for the support of his/her graduate students. If funding for a research project is prematurely terminated, the graduate-program member must inform affected students as soon as possible.

3. Membership will be evaluated every three years by the Membership Committee. Maintenance of membership will require continuing evidence of conducting independent research in Applied Science, plus a demonstration during the period of review of at least two out of the following three items:
   a. Teaching Applied Science graduate-level courses.
   b. Advising Applied Science graduate students at the MS and/or PhD level.
   c. Participating in Program activities, such as described in Article II, 2c iii-v.

4. Qualified non-members of the Program can serve as members (but not as chair) of guidance, qualifying examination, and thesis/dissertation committees, subject to restrictions imposed by Graduate Studies and/or a majority vote of program members.
5. Applicant denied membership or renewal of membership may use the final appeal to the Dean of Graduate Studies.

ARTICLE III. ORGANIZATION AND ADMINISTRATION OF THE PROGRAM

The home of this Program is the Department of Applied Science and the Chair of the Department of Applied Science, or designate appointed by the Department Chair, is the Graduate Program Chair. The Graduate Program Chair has the responsibility for admissions after recommendations are received from the Graduate Study Committee. The administration of the program and its activities will be vested in an Executive Committee consisting of five program members and chaired by the graduate program chair.

ARTICLE IV. GRADUATE PROGRAM CHAIR

The Department Chair administers the Graduate Program. The Chair may delegate the day-to-day responsibilities of the Graduate Program to one or more faculty members.

ARTICLE V. COMMITTEES

1. Executive Committee. Administration of the Program and its activities will be vested in an Executive Committee.
   a. The principal responsibilities of the Executive Committee are:
      i. Assist the Program Chair in administering the Graduate Program.
      ii. Make fellowship decisions upon recommendation of the Admissions and Fellowship Committee.
      iii. Appoint standing and ad hoc committees as it deems necessary to properly administer the activities of the Program. The standing committees are the Membership Committee, the Admissions and Fellowship Committee, the Educational Policy and Curriculum Committee, the Committee of Graduate Advisors, and the Qualifying Examination Committee. The charges to these committees are described below.
   b. Membership of the Executive Committee:
      i. Chair: Graduate Program Chair.
      ii. Two program members elected by the Program Faculty. Each of these members will serve a two-year term, with the terms staggered so that each year one member is elected.
      iii. The Graduate Advisors as ex officio voting members.
      iv. Graduate staff representative(s) (administrative/non-voting)

2. Membership Committee.
   a. The responsibilities of the Membership Committee are:
      i. Screening of applications for membership in the Program. Membership in the Program shall be approved by unanimous agreement of the Membership Committee. When the Membership committee does not reach unanimous agreement, the application will be sent to all the Program members, and the majority will determine the approval of membership.
      ii. Reviewing members of the Program at three-year intervals to maintain membership. A majority vote of the Membership Committee is required for maintenance of membership. When a member fails to receive this approval, s/he may appeal the decision. The appeal will be sent to all the Program members, and the majority will determine the renewal of membership.
   b. Membership of the Membership Committee shall be appointed annually by the Executive Committee.

3. Recruitment, Admissions and Fellowship Committee.
   a. The responsibilities of the Admissions and Fellowship Committee are:
      i. Assist in the recruitment of graduate students.
      ii. Make recommendations to the Program Chair and Executive Committee on admissions.
      iii. Make recommendations to the Program Chair and Executive Committee on fellowships, teaching assistantships, and other forms of financial aid.
   b. Membership of the Admissions and Fellowship Committee shall be appointed annually by the Executive Committee.

4. Educational Policy and Curriculum Committee.
   a. The responsibilities of the Educational Policy and Curriculum Committee include:
      i. Prepare recommendations, as needed, regarding requirements for graduate degrees and other programmatic proposals for consideration by the faculty of the Program.
      ii. Annually review the Applied Science graduate curriculum.
iii. Prepare recommendations as needed for policies for the conduct and administration for the Program.

b. Membership of the Educational Policy and Curriculum Committee shall be appointed annually by the Executive Committee. The Program Graduate Advisors appointed by Graduate Studies shall be ex-officio voting members.

ARTICLE VI. STUDENT REPRESENTATIVES

A student representative shall be elected by the graduate students. The student must be advanced to candidacy to hold the position of student representative. The student representative attends all meetings of the Graduate Program. The student representative must be excused from meeting during discussion about other student, personnel actions or disciplinary issues related to faculty, during rankings of existing student for funding, and for disciplinary issues related to students.

ARTICLE VII. GRADUATE ADVISERS

The Chair of Graduate Council approves graduate adviser appointments. The Graduate Program Chair will provide nominations to the Associate Dean for Graduate Programs. The Associate Dean will review and recommend nominees to the Chair of Graduate Council for appointment.

ARTICLE VIII. MEETINGS

The Program Chair shall schedule at least one meeting per academic year and may schedule other meetings as required. Notice and agenda shall be given of such meetings to all Program members a minimum of ten instructional days in advance. Meetings may also be called by any five Program members; the Program Chair shall schedule such a meeting within 10 instructional days after a call for such a meeting.

ARTICLE IX. QUORUM

1. A quorum shall consist of at least 50% of the Program membership in residence at UCD at the time of the meeting.
2. Action by the Program to admit members, adopt curricula and educational policies and other actions except for amendments to the bylaws shall require a simple majority of those voting. Balloting may be conducted either in a meeting of the Program Faculty or by email. If voting is to occur by mail or email, then at least seven calendar days shall be allowed for the voting to occur.

ARTICLE X. AMENDMENTS

1. These bylaws may be amended by the approval of two-thirds of all members in residence at UCD during the consideration of the bylaw change.
2. All bylaw amendments shall be considered by mail or e-mail ballot. Written notice of the balloting and a copy of the proposed amendment shall be sent to each member of the Program at least ten calendar days prior to the voting deadline.
3. All amendments and revisions must be submitted to Graduate Council for review and approval.