October 16, 2008

PROFESSOR HEARNE PARDEE, Chair
PROFESSOR LUCY PULS, Chair
Graduate Program in Art (Studio)

RE: Graduate Program in Art (Studio) Bylaws

Dear Professors Pardee and Puls:

At its meeting of October 15, 2008, Graduate Council considered and approved the Graduate Program in Art (Studio) bylaws.

Attached is a copy of the bylaws reflecting Council’s approval date. A copy should be kept in the program files, made available to the members, and be used for future revisions of the bylaws. The Office of Graduate Studies will also keep a copy.

Graduate Council wishes to thank you for your patience in this matter.

Sincerely,

JOHN F. GUNION, Chair
Graduate Council

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cc: Ariel Collatz, Graduate Program Staff Coordinator
Art Studio Graduate Program Bylaws
Administrative Home: Department of Art/Art History/TCS
Revised: June 1, 2007
Graduate Council Approval: October, 15, 2008

Article I. Objective

A. The Art Studio graduate program offers an MFA degree--which is the terminal degree in Art Studio.

B. Discipline: The program is a department-based program established to administer graduate instruction and research leading to the Master of Fine Arts degree. The fine arts program is intended for studio artists and is a two-year program of study. The student may work in a specific area throughout the graduate program or explore a range of practices in a variety of media. Students are encouraged to explore what works most effectively for their artistic expression.

C. Our mission is:
   To attract students with the highest creative potential and provide them with a rigorous program of sustained artistic development.
   To encourage independent research activities and exchange of ideas among all areas of the program, which includes painting, sculpture, ceramics, printmaking, photography and time-based media and combinations thereof.
   To provide a supportive work environment to help students explore new understandings within the ever-expanding field of contemporary visual culture.
   To work closely with students through regular critiques and reviews to assess both conceptual and material development of each student's work in preparation for their final thesis exhibition.

Article II. Membership

A. Criteria for Membership in the Graduate Program:

1. Members in the Program must hold an appropriate academic title as a member of the Academic Senate of the University of California or as Lecturer, Specialist, Researcher or Professor Emeritus. Variable unit courses, including 299 courses, must be actively supervised by an officer of instruction who holds a lecturer or professorial title.

2. Members must have an active interest in Art Studio and be engaged in an active research that meets the expectations of the University of California in order to provide appropriate guidance to graduate students. All members are considered equal.
Any faculty from departments other than the Art Studio department who wish to participate in the Graduate Program are required to have appropriate art related affiliation, research or expertise, either in the area of contemporary art practice or theory of visual culture.

3. All active members are eligible to vote.

B. Application for membership:

1. Membership is automatic for faculty within the Art Studio department. Faculty members outside the department may apply by self-nomination or nomination by an existing member, and must be approved by a vote of the membership.

2. Anticipated Contributions of Members:
   • Participate in the mid year (fall and winter quarter) reviews and the final MFA thesis review (spring).
   • Take on a rotating three-year assignment as Graduate Advisor.
   • Participate in graduate instruction, and independent study, including course work at the 200 level.
   • Participate in admission and curriculum committees.

C. Emeritus Status:
Emeriti can teach within the program and serve on various student committee service roles, as they wish. It is not a requirement but left up to the Emeriti. Emeritus faculty members do not participate in the voting for graduate critiques or in other graduate program matters.

D. Review of Membership:
A periodic review for continuation of membership will occur every three years and a decision is made by the Membership Committee. Minimal participation to remain an active member includes: being present at all graduate reviews scheduled throughout the year, and at the annual admission review of potential graduates applicants.

E. Membership Appeal Process:
Should there be any applicants denied membership or renewal of membership, applicants may submit a written appeal to the Chair, and should that be denied, a final appeal can be made to the Dean of Graduate Studies.

Article III. Administration

The administration of the program and its activities will be vested in the Program Chair, the Graduate Adviser, the membership, and the Art Studio Department.
Article IV. Graduate Program Chair

A. The Department of Art Chair is the Chair of the Art Studio Graduate Program. The Chair may delegate the day-to-day responsibilities of the program to one or more faculty members of the program.

B. Duties of the Chair:
   a. Overall academic leadership for the program;
   b. Development and implementation of policies for the program;
   c. Representing the interests of the Art Studio program to the campus and University administrators.
   d. Overall responsibility for departmentally based graduate program.
   e. Nomination of Graduate Advisor for appointment.

V. Committees

1. Membership Committee
   The Membership Committee consists of all active members and the Chair of the Program. The Membership Committee conducts reviews of membership using criteria described in Section II above and maintains a current list of members. All members are eligible to vote. The Chair of the Committee is the Chair of the Program.

2. Admissions Committee
   The Admissions Committee consists of all active members, the Chair of the Program and the Staff Academic Coordinator. The Committee coordinates with the Program Chair to review student applications for admissions and applicant files for block grant awards and other financial assistance, and to oversee TA and RA and AI appointments for new students. All members are eligible to vote. The Chair of the committee is Graduate Adviser.

3. Curriculum and Courses Committee
   The Curriculum Courses Committee consists of all active members, the Chair of the program and the Staff Academic Coordinator. The committee reviews curricular requirements and the courses used to fulfill those requirements. The Chair of the committee is the Graduate Adviser.

VI. Student Representatives

The program does not appoint students representatives to Program committees due to the small size of the program.

VII. Graduate Advisers

A. Graduate Adviser appointments will be made in accordance with policies and procedures of the Graduate Council and the Office of Graduate Studies. One Graduate Advisor is appointed for a term of 3 years, and may be reappointed.
The Graduate Advisor serves as chair of the Admissions Committee and the Curriculum and Courses Committee.

B. Duties of the Graduate Advisor:
   a. Provides advice to students on the completion of program requirements.
   b. Responds to applicant and student appeals.
   c. Tracks student progress and submits yearly progress reports to students and the Office of Graduate Studies.
   d. Coordinates graduate programs course teaching assignments and mentoring program.
   e. Coordinates graduate reviews and meetings of the Faculty Committees.
   f. Serves as chair of Curriculum and Courses Committee and Admissions Committees.
   g. Submission of Course change or approval forms.
   h. Coordination of administrative matters with Staff Academic Coordinator and the Chair of the Department.
   i. Responsible for accuracy of all publications related to the program including web pages and catalog copy.
   j. Serves as liaison with the Office of Graduate Studies including attending Graduate Programs Chairs meetings.

VIII. Meetings

Meetings are held with the faculty as a whole. Meetings are scheduled for the entire year in advance. Meetings are later designated as graduate program or department meetings according to the needs of the program and members are notified by e-mail. Special meetings will be called by the Chair as deemed necessary and members will be notified by e-mail.

IX. Quorum

All issues that require a vote must be voted on by 50% plus one of the eligible members, and passage requires a 50% plus one approval among those who voted. Voting may be done by email ballot.

X. Amendments

Amendments to these Bylaws may be made in accordance with the voting procedure specified in Section IX above. Members can propose revision to the bylaws by responding to a call for agenda items e-mailed to faculty before meetings. All amendments and revisions must be submitted to Graduate Council for review and approval. Changes in the Bylaws will become effective upon approval by Graduate Council.