PROFESSOR LYNN ROLLER, Director
Art History Graduate Program

RE: Approved Bylaws – Graduate Program in Art History

The Bylaws Committee has completed their review of the bylaws for the Graduate Program in Art History. Graduate Council considered and approved these bylaws at their meeting on June 21, 2007.

Attached is a copy of the Committee’s June 18, 2007 memo to Council outlining their review of the bylaws and recommendation for approval; and a copy of the bylaws reflecting Council’s approval date. An electronic copy of these documents will be emailed to you to be retained in your files and used for future revisions.

Sincerely,

Shrini Upadhyaya, Chair
Graduate Council

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cc: Kathy Garcia
Carla Lacey
Ariel Abbott-Penny
June 18, 2007

PROFESSOR SHRINI UPADHYAYA, Chair
Graduate Council

RE: Bylaws – Graduate Program in Art History

Dear Professor Upadhyaya,

The Bylaws Committee has completed their review of the bylaws for the Graduate Program in Art History and is transmitting them to Graduate Council for final review and approval.

The program revised their bylaws to comply with the Program Review Process.

Sincerely,

[Signature]

Walter Leal, Chair
Bylaws Committee

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Enclosure
Article I. Objective

A. The departmentally-based graduate program in Art History offers a Master of Arts degree.

B. Discipline: Art History is the study of the historical meaning of human-created visual and material form, particularly as it is developed by artists, architects, urban planners, and other designers. Art History emphasizes both visual and verbal literacy. It also emphasizes visual analysis as a core element of critical thinking, as well as other types of formal analysis. The interdisciplinary reach of Art History encompasses literature, history, anthropology, sociology, philosophy, gender studies, critical theory, and cultural studies.

C. Mission of the Program: The program in Art History offers studies leading to the Master of Arts degree in Art History under Plan I (thesis option) as preparation for professional work or further graduate study.

Article II. Membership

A. Criteria for Membership in the Graduate Program:

1. All Academic Senate faculty in the Art History Program in the Department of Art and Art History are members of the Graduate Program.

2. Faculty with appointments in departments or programs other than Art History who 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 are eligible for membership in the Art History graduate program, if they possess scholarly expertise and a record of accomplished research in an area within the discipline of art history. Such members must have an active scholarly interest in some aspect of Art History and an active research program that meets the expectations of the University of California in order to provide appropriate guidance to graduate students.

3. Voting rights: All active members of the Graduate Program are considered equal and are eligible to vote.
B. Application for membership:

1. Faculty with appointments in units other than Art History may apply by self-nomination or by nomination by an existing member, and will be admitted to the graduate program upon majority vote of the Graduate Program members.

2. Members of the Graduate Program in Art History will contribute to the program by providing graduate-level instruction and service on thesis committees. They will also perform an active role in the administration of the program by serving:

   - on graduate program administrative committees, or
   - as graduate adviser (not to be confused with being a major professor), or
   - as administrative officers of the program

C. Emeritus Status:

Emeriti are eligible to be members of the graduate program according to the same guidelines as other eligible faculty members.

D. Review of Membership:

Renewal of membership is the graduate program will be automatic for faculty with appointments in Art History. Faculty with appointments in other departments and programs will be periodically reviewed for continuation of membership, with reviews occurring on a three-year cycle.

1. Non-Art History members will be evaluated according to their service to the program by the standard for active research and service. Minimal participation will be defined as teaching one graduate course or serving on one graduate thesis committee during the review period.

2. Membership will be terminated if a faculty member does not meet the minimum level of participation for three years running.

E. Membership Appeal Process

1. Membership denial may be appealed to the Program Chair in writing and will be considered by the Executive Committee at the next regularly scheduled meeting.

2. 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 an Executive Committee chaired by the Graduate Program Chair.
Article IV. Graduate Program Chair

A. Chair appointment process

The Graduate Program Chair in Art History administers the graduate program. The Chair may delegate the day-to-day responsibilities of the graduate program to one or more faculty members of the program. The Program Director is the official, Graduate Program Chair.

B. Duties of the Graduate Program Chair

- provides overall academic leadership for the program
- develops and implements policies for the program
- represents the interests of the program to the campus and University administrators
- calls and presides at meetings of the Executive Committee
- calls and presides at meetings of the program
- is responsible for coordinating all administrative matters with the Office of Graduate Studies
- manages the budgets of the program
- officially submits course changes and course approval forms
- is responsible for the accuracy of all publications related to the program, including web pages and catalog copy
- coordinates the program’s graduate-course teaching assignments with relevant department chairs
- nominates the Graduate Adviser for appointment

Article V. Committees

A. Executive Committee

The Executive Committee is comprised of the whole membership of the Graduate Program faculty and two non-voting student representatives. Student representatives will serve a one-year term. The Executive Committee will determine the strategic plan of the Graduate Program, oversee its administration, assess its effectiveness, make modifications of its curriculum and mentoring guidelines, and review the applications, nominations, and continued eligibility of members. As necessary, and at its discretion, the Executive Committee may appoint individual faculty members who will be primarily responsible for coordinating the following managerial functions:

1. Graduate Administration Coordinator (the Graduate Adviser): Oversees the curriculum, mentoring, and progress of continuing students, and assists in the process of determining curriculum changes.

2. Recruitment, Admissions, and Fellowships Coordinator: Oversees application procedures, recruitment of graduate students, admissions, and the appointment of student financial support.
3. Lectures and Programs Coordinator: Develop and supervise an annual lecture series and/or related extracurricular activities. These activities may include workshops, panels, receptions, master classes or individual guest lectures, separate from any initiatives undertaken by the Graduate Student Organization.

The Coordinators will serve for a three year term and report to the Executive Committee.

**B. Constitution of Committees**

The Coordinators, as nominated by the Graduate Program Chair and appointed by the Executive Committee, will work with the Executive Committee, unless a subcommittee is deemed necessary. At its discretion, the Executive Committee may create subcommittees to perform additional functions. The constitution of any additional committees will be drawn from the membership of the Graduate Program.

**Article VI. Student Representatives**

Two graduate-student representatives, nominated by the Graduate Student Organization, will serve on the Executive Committee. Additional student representatives may be required to provide a presence at any further meetings called by the various coordinators.

Appointments of the student representatives will be for one year. They will serve as liaisons to their peers and will be consulted by the faculty, and will be asked to represent student needs, concerns, and opinions, but they do not have voting authority. The Coordinator of any committee with student members must excise the student representatives from meetings during discussions about other students, personnel actions, disciplinary issues relating to faculty or students, or during rankings of existing students for funding.

**Article VII. Graduate Adviser**

The Graduate Adviser is nominated by the Graduate Program Chair in consultation with the Executive Committee, in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Graduate Program Chair will provide nominations to the Office of Graduate Studies.

A single Graduate Adviser is appropriate to the current size of the Graduate Program in Art History. The term of service will be three years. The Graduate Adviser is responsible for supervising and assisting with the progress of students toward the degree. The Graduate Adviser will also serve as the Graduate Administration Coordinator.
Article VIII. Meetings

The membership of the Graduate Program will convene at least once per quarter. Meetings will be called by the Graduate Program Chair. If agenda items proposed by any faculty member cannot be accommodated within the regular quarterly schedule, an additional meeting may be called by the Graduate Program Chair or by petition of two graduate program faculty. Faculty and graduate students will be notified of all meetings by email.

Article IX. Quorum

The Program will conform to the criteria set by the Graduate Council for a minimum quorum defined as 50+% of eligible faculty. Passage of a measure requires a 50+% supporting vote of faculty present.

Article X. Order of Business for Meetings

Minutes will be taken and distributed within two weeks of meeting date. A written record will be kept of votes taken. Roberts’ Rules of Order will apply to the conduct of meetings.

Article XI. Amendments

Amendments to the bylaws may be proposed by any faculty member of the Graduate Program. Proposed amendments must be seconded by a member of the Executive Committee before being presented for a vote. The text of amendments will be circulated by email a minimum of one week in advance of a vote. Amendments are subject to the approval of 50+% of eligible faculty. All amendments and revisions to the bylaws must be submitted to Graduate Council for review and approval.