ARTICLE I: OBJECTIVE

A. Degrees offered: M.S. and Ph.D. in Atmospheric Science.

B. Disciplines

In the Graduate Group in Atmospheric Science (hereinafter called the “Group”), students may place emphasis on one or more of the following fields: air quality and atmospheric chemistry, biometeorology, micrometeorology, boundary layer meteorology, numerical weather prediction, remote sensing, climate dynamics, air-sea interaction, large scale dynamics, and mesoscale meteorology.

C. Mission

The Group shall provide students with broad training in the physics and chemistry of the atmosphere as well as expertise in their particular field within atmospheric science.

ARTICLE II: MEMBERSHIP

A. Criteria for membership in the Group

1. Membership in the Group shall be open to faculty who have expertise, research, and/or accomplishments in the disciplines of Atmospheric Science. 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. Members of the Group are expected to have an active commitment to graduate education in Atmospheric Science, to be qualified to guide candidates toward graduate degrees in Atmospheric Science, to maintain active programs of research or scholarship commensurate with the expectations of the University, and to participate in the activities of the Group. Membership is based on disciplinary expertise and is independent of departmental appointments.

3. All active members of the Group are eligible to vote.
B. Application for membership

1. Faculty may nominate themselves for membership in the Group. In addition, any Group member may nominate other faculty for membership in the Group. Nominations shall be submitted through the Graduate Group Chair to the entire Group membership for approval, and members shall be approved by a quorum. Applications for membership consist of a brief letter indicating a willingness to contribute to the Group as noted in Article II.B.2. and a curriculum vita.

2. Anticipated contributions of members of the Group include:

- Performing research and graduate instruction in Atmospheric Science.
- Providing guidance to graduate students by serving on M.S. and Ph.D. student committees or by serving as a mentor or major professor.
- Contributing to the recruitment of new graduate students and admissions decisions.
- Service on dissertation/thesis and/or qualifying examination/Master’s examination committees.
- Service on administrative committees of the Group and attending meetings.
- Participating in the Group’s student seminars, social functions, meetings, field trips, retreats.

C. Emeritus status: Emeritus faculty may remain members of the Group with voting rights.

D. Review of membership

1. Each year, one third of the Membership will be reviewed for continuation of membership. The review shall be conducted by the Executive Committee.

2. Minimum criteria for continuation of membership are participation in one or more of the Anticipated Contributions, listed above.

3. Members who are judged to be inactive shall be notified that their membership is not being renewed as of the end of the academic year.

E. Membership Appeal Process

Membership applications or membership renewals that are denied may be appealed in writing to the Executive Committee. 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 Group and its activities shall be vested in the Group Chair and the Executive Committee.

ARTICLE IV: GRADUATE GROUP CHAIR

A. Graduate Group Chair (hereinafter referred to as “Chair”) appointment process.

The Chair shall 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 shall be named by the Executive Committee to solicit from the faculty and graduate students of the Group names of nominees for Graduate Group Chair. Those nominated shall then be contacted regarding their willingness to serve. The names of the nominees who have indicated a willingness to serve shall then be submitted to the Group’s faculty and graduate students for comments. All comments shall remain confidential.

The Nominating Committee shall forward at least one name to the Dean of Graduate Studies along with all comments received on the nominee(s). All comments solicited from faculty and students of the Group shall be treated as confidential information by the Group’s Nominating Committee and by the Office of Graduate Studies.

If the Group submits more than one nominee, it may express a preference and, if it does, should indicate the basis for determining that preference. After interviewing the nominee(s), the Dean of Graduate Studies shall forward his/her recommendation to the Chancellor. The normal term of the Chair’s appointment is three years, however, what is recommended shall be based on the nominees’ willingness to serve.

B. Duties of the Chair

- Provide overall academic leadership for the program.
- Develop and implement policies for the program.
- Represent the interests of the program to the campus and University administrators, and the Dean of Graduate Studies.
- Facilitate nomination of new members to the Group.
- Call and preside at meetings of the Executive Committee and of the Group.
- Be responsible for coordinating all administrative matters with the Office of Graduate Studies.
- Be responsible for the accuracy of all publications related to the program, including Web pages and catalog copy.
- Nominate members to the Admissions Committee for appointment.
- Nominate graduate advisers to the Office of Graduate Studies for appointment.
- Serve on Admissions and Executive Committees.
- Serve as the substitute for the Graduate Adviser or Admissions Adviser, when needed.
ARTICLE V: COMMITTEES

A. Executive Committee

1. The Executive Committee shall consist of the Group chair, the Graduate Adviser and the Admissions Adviser; all are voting members. If one of these people is unable to serve, the Group chair may name a replacement. Normally, membership will be for three years. The graduate staff coordinator (administrative) shall serve as an ex officio, non-voting member.

2. Meetings of the Executive Committee shall be held at the call of its Chair. Additional meetings may be called as needed.

3. The Executive Committee administers and carries on the activities of the Group, oversees the modification of the Group’s mentoring guidelines and application within the program, conducts periodic reviews of members, maintains a current list of members, appoints standing and ad hoc committees, and assures the maintenance of high standards of performance by Group members in both instruction and research.

4. The Executive Committee will coordinate the distribution of the Group’s funding.

B. Admissions Committee

1. The Admissions Committee shall consist of a minimum of three members appointed by the Executive Committee. Membership may overlap wholly or in part with that of the Executive Committee. Appointments are normally for three years. All members are voting members.

2. Membership shall include the Admissions Adviser, who serves as chair.

3. The Chair of the Graduate Group shall serve on the Admissions Committee.

4. The Admissions Committee is responsible for reviewing of M.S. and Ph.D. applications in full consultation with the members of the Group.

ARTICLE VI. STUDENT REPRESENTATIVES

The Chair, upon recommendation of the program’s graduate students, may appoint student representatives to ad hoc committees. The chair of any committee with student members must excuse the student representatives from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty or staff, during rankings of existing students for funding, and for disciplinary issues related to students.
ARTICLE VII: GRADUATE ADVISERS

A. Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Executive Committee shall provide a recommendation to the Chair for nomination(s) for appointment of a Graduate Adviser to the Office of Graduate Studies, each with a term of service of three years (renewable).

B. Duties and responsibilities of the Graduate Adviser

- Serve as member of the Executive Committee.
- Organize a fall orientation meeting for new students.
- Determine the prerequisite (undergraduate) course work that must be completed by the M.S. and Ph.D. students who do not have sufficient academic background in Atmospheric Science.
- Advise graduate students on a regular basis concerning degree requirements and appropriate course options.
- Approve elective courses chosen by students.
- Assist students in the selection of members of qualifying examination, thesis, and dissertation committees. Certify that students have completed the necessary ASGG coursework before they take the qualifying exam or advance to candidacy.
- Formally nominate the members of the qualifying examination committee for Ph.D. candidates for approval by the Dean of Graduate Studies.

ARTICLE VIII: GRADUATE ADMISSIONS ADVISER

A. The Graduate Admissions Adviser is appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Executive Committee shall provide nominations for appointments of one Graduate Admissions Adviser to the Office of Graduate Studies with a term of service of three years (renewable).

B. As chair of the Admissions Committee, the Graduate Admissions Adviser is responsible for review, evaluation and recommendations of M.S. and Ph.D. applications.

C. Organize with the help of departmental staff visits to campus of prospective ASGG students

ARTICLE IX: MEETINGS

The Chair shall call an annual meeting of the Group in the Fall quarter. The Chair may call special meetings as deemed necessary or desirable by the Executive Committee. A special meeting of the Group can be invoked by a petition of three or more Group members. The date and time of the annual or any special meetings shall be announced to members by e-mail at least one week before the meeting, members away from campus may participate by teleconference or web conference.
ARTICLE X: QUORUM

A quorum for decisions that require a vote consists of 50+% of the eligible members. Passage requires 50+% supporting vote of members voting, with balloting either in a meeting of the Group or by e-mail. If via e-mail, a one-week time period must be allowed for expression of opinions about the issue prior to the acceptance of votes. Votes shall then be accepted for a period of at least two days before the votes are counted.

ARTICLE XI: AMENDMENTS AND REVISIONS

Amendments and revisions to the bylaws may be proposed by any Group member and submitted to the Executive Committee for Group approval. The Executive Committee shall review the proposed changes, and balloting shall be either by e-mail or at a Group meeting. Amendments and revisions to the bylaws must be approved by a quorum and submitted to Graduate Council for review and approval.