Article I: Objectives

1) 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. The program will emphasize 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.

2) 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, in conformance with the regulations of the Graduate Council of the University of California at Davis. The M.S. student will have the option to either emphasize research or application of knowledge of child development--based upon a solid foundation of training in research and evaluation procedures. Doctoral students will be trained in basic or applied research relevant to understanding life-span human development.

3) The Group will be administratively housed in the Division of Human Development and Family Studies (HDFS), Department of Human & Community Development.

Article II: Membership

1) Eligibility for membership in the Group shall be contingent upon an individual’s a) holding an appropriate academic title (according to Graduate Council Guidelines of 12 Feb., 2001), b) having an active program of research or scholarship--commensurate with University of California expectations--that addresses, or is intimately related to, some aspect of human development, c) expressed willingness to contribute to the functioning of the Group, as detailed in paragraph 2, below, and d) election to membership as detailed in paragraph 3, below.

2) Contributions to the functioning of the Group expected for maintenance of active membership shall involve at least two of the following activities within any three-year period:
a) Mentoring a member student, or serving on a thesis, dissertation, or Ph.D. qualifying examination committee or M.S. comprehensive examination committee.

b) Serving on a standing, administrative committee of the Group such as the Admissions, or Executive committees, or as a Graduate Adviser;

c) Providing a relevant Graduate level course of instruction, in addition to research instruction, that is open to Graduate Group students;

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 Group graduate course.

3) The Executive Committee of the Group shall act as a membership committee and will be charged with receiving and acting upon applications for membership (paragraph 4, below) and the task of evaluating the contributions of existing members (paragraph 6, below). Faculty interested in joining the group may apply directly for consideration for membership by submitting a written (or emailed) statement of interest and a vita to the Group Chair (as chair of the Committee). In addition, the Executive Committee shall examine the expertise and interests of other faculty in order to identify promising candidates for membership in the Group; to inform those deemed appropriate for membership of the Groups' activities, and to invite them to apply for membership. Any member of the Group also may present a nomination for membership with the consent of the person nominated.

4) 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 Assistant. A vote of the Group members shall then be taken by mail or any other confidential means. Such nominees shall be deemed elected upon receiving a majority of the votes cast (but with the assent of no fewer than half of the membership), and will be sent a letter informing them of their election.

5) Group members who attain Emeritus or Research Professor status shall not be counted in computing a quorum for Group business such as modifying by-laws or Group policy in the annual Group meetings. Although members with Emeritus or Research Professor status are excused from the service requirements set forth in paragraphs 2a-d of this article, their continuing participation in Group educational and administrative functions is welcome.

6) Except for members with Emeritus of Research Professor status, the Executive Committee shall review each member's activities once every three years. The review shall evaluate whether the individual has met the criteria set forth in paragraph 2, above, within the preceding three year period.
7) Members who have fulfilled these requirements at the time of review shall receive letters from the Chair acknowledging their contributions. Continued membership for those who have not fulfilled these requirements shall be evaluated in terms of anticipated future performance of these responsibilities, and the Chair shall provide the member with a written reminder of the expectations for continued membership. For those who have not fulfilled these expectations in the previous three year period, subsequent reviews shall be held annually until such time as the requirements are being met; if the inactivity in Group functions persists over two such annual reviews, the Executive Committee shall consider termination of membership. Termination shall be effected by a majority vote of the Executive Committee. Such a decision may be appealed to the membership of the Group, which shall decide the appeal at the next annual meeting. Final appeal of a decision to terminate membership may be made to the Dean of Graduate Studies.

8) Each faculty member of the Group shall be available to serve as a mentor/major professor in his or her area of specialization. Prior to a student's advancement to candidacy, mentors may be changed upon request of either the student or faculty member so long as the student is in good academic standing.

Article III: Organization and Administration

1) The administration of the Group and its activities shall be vested in a Group Chair and an Executive Committee consisting of 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; and Graduate Advisers of the two group programs as ex officio members. The Chair of the Group will be the Chair of the Executive Committee.

Article IV: Graduate Group Chair

1) Before the end of the term of the current Group Chair, the Executive Committee, acting as a nominating committee, shall solicit the names of nominees for the Graduate Group Chair from the faculty and graduate students of the Group. 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.

2) The Executive Committee will forward two names to the Dean of Graduate Studies along with comments received on the nominees. The Group may express a preference and, if it does, should indicate the basis for determining that preference. After interviewing the nominees, the Dean of Graduate Studies will forward his/her recommendation to the Chancellor. The normal term of the Chair's appointment is three years, however what is recommended will be based on the nominee's willingness to serve.
Article V: Committees

1) The Executive Committee

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.

a) The principal responsibilities of the Executive Committee shall be the following:

i) To elect from its faculty members a vice-Chairperson. The vice-Chair will have signature authority in the absence of the Group Chairperson.

ii) To serve as a membership committee for the Group: To review the contributions of members as detailed in Article II, paragraph 2 above, and to ensure that eligible, potential members are invited to apply for membership in the Group, and to maintain a current list of members.

iii) To keep the membership and students apprised of the administrative activities of the Group and any decisions regarding Group functioning. If support staff is unavailable to carry out these functions, to appoint from among its members (including ex officio faculty members) a Secretary to record and distribute the minutes of the Executive Committee meetings and the Group meetings to the membership via e-mail. The Secretary shall have a one-year term.

iv) To decide upon the appropriate allocation of the funds awarded to the Group to support its activities. If support staff is unavailable to assist in carrying out these functions, to appoint from among its members (including ex officio faculty members), a Treasurer, to monitor the
budget allotted for Group functioning and to be responsible for ensuring that the appropriate committees receive funding for their activities as determined by the Executive Committee. The Treasurer shall have a one year term.

v) To nominate, via the Group Chair, to the Graduate Council, at least two Graduate Advisers for each degree program. The Chair of Graduate Council approves graduate adviser appointments. Advisers so appointed shall be ex officio members of the Executive Committee, unless already elected to membership.

vi) To appoint such standing committees and ad hoc committees as it deems necessary to properly administer the activities of the Group. The Executive Committee shall solicit volunteers from among the membership and when possible, ensure that the composition of standing committees has representation from at least two participating departments and includes at least one student representative chosen from a slate nominated by the students.

vii) In consultation with the appropriate Graduate Adviser, the Executive Committee shall nominate to Graduate Council faculty to serve as a) Chairperson or major professor and b) members for each student's Ph.D. qualifying examination and/or M.S. comprehensive examination and/or Dissertation/Thesis Guidance Committee.

b) Meetings of the Executive Committee shall be held at least once per quarter. Additional meetings can be held at the call of the Group Chair, or at the request of 3 members. One meeting shall be held at least two weeks prior to the annual meeting of the Group. The Group Chair shall preside over these meetings.

c) A quorum for conducting Group business shall be no fewer than half plus one of the voting Executive Committee membership.

d) Vacancies on the Executive Committee shall be filled by appointment by the Group Chair.

2) The standing committees of the Group each shall be chaired by an elected member of the Executive Committee and consist of at least one other faculty member from the Group who has agreed to serve on that committee and a student representative chosen by the Executive Committee from among students who have volunteered to serve. Faculty membership terms are two years. The standing committees shall be as follows:

a) **Admissions and Fellowships:** This committee shall make admissions decisions; in addition to its Chair, it shall include at least one Graduate Adviser from the M.S. and one from the Ph.D. program, one additional faculty member, and a student member. The Admissions committee shall provide interested faculty with opportunities for input as it evaluates applicants and selects the following year's students. It shall ensure that applicants selected
for admission "match" the program and its faculty, and that at least one faculty member of the Group is willing and able to mentor any student admitted to the program. With the student member present, the criteria for awarding support for new and continuing students shall be discussed and decided. With the student representative excused, the committee faculty members shall review and rank student applications for Campus and Group fellowships and support, and allocate such funds as are available for such purposes. It shall determine the support packages to be offered for recruiting new students selected for admission, and which of these students should be considered for subsidized visits to campus.

b) **Colloquium:** This committee shall include at least one faculty in addition to its Chair, and up to two student members. It shall be responsible for arranging and coordinating presentations by outside scholars, and for the regular presentations of "brown bag" seminars by Group students and faculty. It shall recommend special speakers and invitations to the Executive Committee, and shall decide how best to allocate the funds made available to it for these purposes by the Executive Committee.

c) **Recruitment:** This committee shall include at least one faculty in addition to its Chair and up to two student members. It shall be responsible for advertising the Groups' programs to prospective student applicants. It shall be responsible for allocating 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 shall coordinate the planning activities for prospective new students who are selected to visit the campus. It shall make recommendations to the Executive Committee regarding such other recruitment-related activities as would benefit the Group's programs.

d) **Curriculum:** This committee shall include, in addition to its Chair, at least one of the Graduate Advisers from each degree program, one other faculty member, and a student member. It shall be responsible for reviewing existing curriculum requirements and, as deemed advisable, preparing recommendations regarding modifications to enhance the quality of the curricular degree requirements for the two programs for submission, via the Executive Committee, to Graduate Council for approval. It shall consider and prepare announcements for the University General Catalog and distribute announcements of the Office of Graduate Studies pertaining to graduate study and research in Child and Human Development. This committee's faculty members shall be responsible for reviewing and approving 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.
e) **Examinations:** In addition to its Chair, this committee shall include at least one other faculty member and a student member who has successfully completed the examination. It shall be responsible for the format, content, and administration of the Ph.D. preliminary examinations and the M.S. comprehensive examination for students pursuing Plan II. This committee shall also be responsible for periodically reviewing the format and administration of the examinations and recommending to the Executive Committee such modifications as are deemed advisable to improve the quality of the degree programs. It shall solicit from the membership questions for the examinations, references for the reading lists recommended for preparation for the examinations, and select the readings and compile such lists. The faculty members of the committee shall be responsible for choosing the questions to be administered, the administration of the examination, and for distributing the examination answers to the relevant faculty for grading. The faculty members of the committee shall be responsible for the collection of the examination grades and computing the overall evaluation of student examination performance.

**Article VI: Student Representatives**

1) At least one student, nominated from student volunteers from among both degree programs' Graduate Student Organizations, shall be selected by the Executive Committee to serve on each Group committee. (If the students so decide, they may organize as a single, representative group).

2) Student committee members may not participate in discussions dealing with collective bargaining issues, and will be asked to leave meetings prior to any such discussions.

**Article VII: Graduate Advisers**

1) The Chair of Graduate Council approves graduate adviser appointments. The Group Executive Committee shall provide nominations, from among Group members agreeing to serve for each degree program, via the Group Chair, to the Associate Dean for Graduate Programs. The Associate Dean will review and recommend nominees to the Chair of Graduate Council for appointment. Graduate Advisers normally serve two-year terms.

2) Graduate Advisers shall fulfill the duties as outlined in the UCD Graduate Studies Handbook. They shall also assist the Admissions Committee in identifying appropriate, potential faculty mentors for student applicants.
Article VIII: Meetings

1) The Group Chair shall call such regular and special meetings of the Group as are deemed necessary or desirable by the Executive Committee. The Group Chair shall call at least one regular meeting per year; this meeting to be held during the spring quarter.

2) The Group Chair shall call a special meeting of the Group at any time s/he is so requested by the written notice of three or more members of the Group.

3) Meetings shall be conducted in accordance with generally accepted procedures.

Article IX: Quorum

A quorum for the purpose of determining or modifying Group policy shall be 50% +1 of the faculty who are members and are eligible to vote (Art. II, 5, above). Balloting may be either by e-mail or in person during a meeting of the Group. If the ballot is conducted by e-mail, there shall be at least one week during which the membership can express opinions on the proposal before the vote is cast; the "polling period" shall last no more than 5 days past the end of the period for posting comments.

Article X: Amendments

1) Amendments to the bylaws may be proposed to the membership by a majority vote of the Executive Committee or by written request of three members of the Group.

2) The bylaws may be amended by an affirmative vote of 50% +1 of the Group faculty membership eligible to vote.

3) Amendments must be made available to the membership via e-mail at least two weeks prior to a vote; votes may be taken at Group meetings or via e-mail. All amendments and revisions must be submitted to Graduate Council for review and approval.