March 3, 2016

To: ROBERT BELL, Communication Department Chair

From: KYAW THA PAW U, Graduate Council Chair

Re: COMMUNICATION GRADUATE PROGRAM BYLAWS

Enclosed is a copy of the Communication Graduate Program Bylaws as approved by Graduate Council on February 25, 2016. These bylaws are now the revised, official document for the Communication Graduate Program and will be posted on the Office of Graduate Studies program webpage:

https://gradstudies.ucdavis.edu/programs/qcmn

Thank you for your efforts on behalf of graduate education.

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Enclosure

c: Graduate Program Staff Cat Huff
Communication Graduate Program Bylaws

Administrative Home: Department of Communication
Revision date(s): 12/8/2015
Graduate Council Approval: 2/25/2016

Article I. Objective

A. Degree(s) offered by the program: M.A., Ph.D.

B. Discipline: The discipline of Communication examines how messages in various mediated and unmediated contexts are produced, used, and interpreted within and across different channels and contexts. The effects of communication on an individual’s cognitive and psychological states, behavior, and social-political institutions are central concerns of the field. The ultimate objective is the development of empirically grounded theories of communication and the application of these theories to the problems that affect individuals, groups and societal institutions.

C. Mission of the Program: The mission of the Communication Graduate Program is to promote research and understanding of human communication and to train qualified students to pursue careers in research and teaching within and beyond higher education.

Article II. Membership

A. Criteria for Membership in the Graduate Program

1. Appropriate academic and teaching title.

   Members must hold an appropriate academic title as outlined in Graduate Council Policy, GC1998-02, “Policy on Membership in Graduate Programs”.

2. Active research appropriate to the discipline encompassed by the program.

   Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration to membership in the program. However, faculty with appointments in the Department of Communication have automatic membership in the program.

3. Voting rights.

   All members of the Graduate Program are eligible to vote on graduate program matters. Non-departmental members of the Graduate Program may participate in graduate matters only and do not have voting rights regarding departmental personnel actions, departmental budget decisions, including departmentally-funded employment and fellowships, undergraduate program matters, or other departmental matters. See GC2011-04, Policy on Quorum, Voting Rights and Responsibility.
B. Application for membership

1. How faculty may apply:

   Non-departmental Academic Senate faculty may self-nominate or be nominated by an existing member of the Graduate Program. Nominators must submit a cover letter, CV, and other relevant information to the Department Chair. These materials will be reviewed by the Membership Committee. If the Membership Committee decides that the nominee meets the criteria described in Article IIA1 and IIA2, the nomination will be provided to the full Program membership, and the Department Chair shall initiate a vote. Appointments of new members require majority vote of the entire membership of the Graduate Program.

2. Anticipated contributions that Graduate faculty members are expected to perform as a member.

   a. Active role in the administration of the Graduate Program by serving on Graduate Program administrative committees; as a graduate adviser (not to be confused with a major professor); or as an administrative officer of the Program.
   
   b. Providing graduate-level instruction, as appropriate, in addition to research mentorship.
   
   c. Service on dissertation/thesis committees and qualifying examination/master’s comprehensive examination committees.

C. Emeritus Status

Emeritus faculty with active research programs may remain members of the Program and are afforded the following rights: they may attend and participate in Program activities (including meetings and administrative committees), may teach graduate courses, and may serve on student committees. Emeritus faculty are not afforded the right to vote on policy and bylaw issues related to the Program.

D. Review of Membership

The criteria for reviewing members of the Program are the same for all members. Each faculty member’s contributions to the Program shall be reviewed once every three years for the purpose of identifying faculty members who are not providing a more specific level of service to the Program.

This review will be conducted by the Membership Committee members, who shall review on a three-year cycle, those whose terms have ended. The review will focus on the areas defined in Section B above, “Anticipated Contributions by Members.” Minimal criteria for continuing membership are participation in two or more of the following:

Active engagement with graduate students, direction of or assistance in graduate student research, teaching graduate courses or upper-division courses with enrolled graduate students, service on Graduate Program committees.

Faculty whose record reflects poor performance in any of these areas will not be reviewed or will have a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.
At the request of the Chair of the Department of Communication or the Chair of the Executive Committee, a review of any member of the Graduate Program may be initiated at any time outside of the normal three-year cycle with the same potential outcomes.

E. Membership Appeal Process

If membership is denied or not renewed, faculty can appeal to the Executive Committee for reconsideration. A written statement containing a rebuttal of the reasons for denial must accompany the appeal and turned in within 30 days of written notice of denial. Applicants denied membership or renewal of membership by the Executive Committee 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 the Department Chair and the Executive Committee.

Article IV. Graduate Program Chair

A. Chair appointment process

The Department Chair administers the departmentally-based Graduate Program. The Chair may delegate the day-to-day responsibilities of the Graduate Program to one or more faculty members of the Program. However, even with the delegation of responsibilities, the Department Chair is the official, Graduate Program Chair. The Department Chair notifies the Office of Graduate Studies of the name of the faculty to whom they have delegated duties.

B. Duties of the Chair

The Chair: a) provides overall academic leadership for the Program; b) develops and implements policies for the Program; c) represents the interests of the Program to the campus and University administrators; d) calls and presides at meetings of the Executive/Program Committee; e) calls and presides at meetings of the Program; f) is responsible for coordinating all administrative matters with the Office of Graduate Studies; g) manages the budgets of the Program; h) submits course change or approval forms; i) is responsible for the accuracy of all online and offline publications related to the Program; and j) nominates graduate advisers for appointment.

Article V. Committees

Executive Committee

The members of the Executive Committee include the Committee Chair, two other members of the Program, and one non-voting student representative.

The Committee Chair and the two faculty program members are appointed by the Chair of the Department of Communication. Appointment within the Department of Communication is neither expected nor required to be a faculty committee member of the Executive Committee. Committee members shall typically be appointed to serve three-year terms that begin on July 1 and end on June 30. The Chair of the Department of Communication has the discretion to make appointments of a shorter duration. To the extent possible, the Department Chair shall
stagger appointments to the Executive Committee such that the term of only one committee member shall expire in any given academic year. The Graduate Program Chair has the right to replace a member of the Executive Committee before the end of the member’s term for cause. The non-voting student representative is appointed by the Chair of the Department of Communication upon recommendation of the Graduate Student Organization.

The Executive Committee is responsible for providing leadership and administrative direction with the objective of maintaining the highest academic standards for graduate education in communication.

The Executive Committee shall meet at least quarterly. Additional meetings and executive sessions may be held as deemed necessary. The Chair of the Executive Committee may rule that an item of business is inappropriate for discussion in the presence of the student representative. That item of business will then be discussed in the absence of the student member of the Committee. More generally, the chair of any committee with a student member must excuse the student representative from meetings during discussion about personnel actions or disciplinary issues relating to faculty, during evaluation and rankings of prospective or existing students, and for disciplinary issues related to students.

The Executive Committee will also serve as the Program’s Membership, Bylaws, Admissions, and Curriculum Committees.

**Membership Committee**

The Executive Committee will serve as the Program’s Membership Committee. The Committee on Membership shall review on a yearly basis those whose three-year term has ended in addition to new applicants.

**Bylaws Committee**

The Executive Committee will serve as the Program’s Bylaws Committee. In this capacity, the Committee is responsible for periodic review of the program’s Bylaws to ensure that these are in accordance with policies established by the Graduate Council. A majority vote is required for the Committee to recommend changes in the Bylaws to the full membership of the Program.

**Admissions Committee**

The Executive Committee will serve as the Program’s Admissions Committee. The functions of this committee shall include recruiting and admission of students to the Program, as well as nomination and ranking of students for consideration of financial support, including departmental and University fellowships and awards.

**Curriculum Committee**

The Executive Committee will serve as the Program’s Curriculum Committee. In this capacity, the Committee is responsible for coordinating the curricular requirements of the Program with regard to course scheduling and curriculum-educational policies, evaluating the relevance and value of potential courses for inclusion in the Program, and communicating to students the availability of courses relevant to each specialization represented in the Program, forwarding revised degree requirements to the Graduate Council for review and approval.
Ad Hoc Committees

The Program Chair is empowered to establish ad hoc committees as necessary to study, review, and report to the Graduate Program on topics and issues important to the successful administration and management of the Program.

Article VI. Student Representatives

The Graduate Student Organization shall elect one non-voting student representative to the Executive Committee. The student representative is appointed to the Executive Committee by the Chair of the Department of Communication. The student representative will serve a one-year term and may be reappointed for another year. The student representative is not afforded voting rights.

Article VII. Graduate Advisers

Graduate advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Chair of the Program will recommend graduate advisers to the Office of Graduate Studies for review and appointment for a two-year term.

Graduate Advisers serves as representatives of the Graduate Program in its dealings with graduate students in the Program, with the following specific duties: to keep track of the progress of each graduate student in the Program; to provide advice on how the student may best satisfy the requirements of the Program; to determine whether and how graduate student work satisfies Program requirements; to administer required examinations; to advise the Communication Department concerning scheduling of courses relevant to the Graduate Program; to communicate to students their standing in the Program.

Article VIII. Meetings

The Graduate Program Chair shall call an annual meeting during Spring Quarter for the purpose of electing officers and conducting other business. Meetings will be scheduled via email with a two-week notice, except for urgent matters determined by Chair of the Graduate Program or the Executive Committee Chair. The Chair shall be privileged to call other meetings in the interest of the Program. Faculty not on campus may participate by teleconference, e-mail, or other available technology.

Article IX. Quorum

All issues that require a vote must satisfy these conditions:
- Voted on by 50+% of the membership
- Concerning Graduate Program matters other than amendment/revision of bylaws, passage requires a 50+% supporting vote of the members voting.
- Concerning amendments and revision of bylaws, passage requires a 2/3rds + supporting vote of the members voting.

BALLOTING
Balloting to establish/revise bylaws or graduate program policy can be done either in a meeting of the program, via e-mail, or other web-based balloting technology. The balloting may be done either publicly (such as a voice vote or show of hands), or anonymously. Any
member can make a public or confidential request to the program chair for anonymous balloting at any time.

If via e-mail or web-based technology: a) the bylaws must state how motion may be introduced (e.g. by an executive committee, a percentage of membership, etc.), b) the bylaws must clarify how an anonymous vote will be administered, and c) 7 days must be provided for expression of opinions about the proposal prior to the acceptance of votes, and the program must allow 7 days for votes to be returned or before the "polls are closed.

Article X. Order of Business for Meetings

• Calling the Meeting to Order. The Program or Executive Committee Chair may not call a meeting to order until a quorum is present.

• Committee Reports. The first substantive item of business shall be the hearing of reports from established committees and special committees (such as ad hoc committees). The Chair shall determine the order in which these reports are given. Reports are generally for information only.

• Unfinished Business. Following the hearing of reports, the Chair shall re-introduce any unfinished business matters from the previous meeting. Unfinished Business may include any matter from the previous meeting that was on the agenda but not reached for discussion; was postponed for later discussion; or was left pending.

• New Business. After unfinished business matters have been addressed, members may introduce any new item for the consideration of the Graduate Program. As a courtesy, members intending to introduce new business items are expected to notify the Chair of their intentions prior to the meeting.

• Closing the Meeting. The Program or Executive Committee Chair shall close the meeting once all new business matters have been discussed or in response to a motion to close the meeting that is seconded and supported by a majority vote.

Article XI. Amendments

• Amendments to these bylaws must be approved in compliance with the Graduate Program’s quorum policy.

• Proposed Amendments: Amendments to these bylaws may be proposed by any member of the Graduate Program. Proposed amendments must be submitted electronically to the Chair of the Executive Committee.

• Publicity: Amendments shall be circulated to the faculty via e-mail.

• Voting Procedures: Voting on any proposed amendment shall take place no earlier than three weeks and no later than six weeks following its submission to the Executive Committee Chair. A quorum vote of all members of the Graduate Program shall be required for passage. Voting shall take place in a meeting of the Program faculty, with proxy votes allowed for members unable to attend.

• Review and Approval: All amendments and revisions must be submitted to the Graduate Council for review and approval.