Doctorate in Educational Leadership:
Capital Region Alliance (CANDEL)
Bylaws
Administrative Home: UC Davis School of Education
Revised: 2004; 2008
Approved by Graduate Council: March 18, 2009

Article I. Objectives

The Capitol Area North Doctorate in Educational Leadership (CANDEL) is offered by and comprises the University of California, Davis and Sonoma State University (Universities hereafter referred to as UCD and SSU respectively). It is a departmentally-based graduate program of instruction and research leading to the Doctor of Education degree in Educational Leadership, awarded in the names of the two universities and their respective systems, and in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California.

Discipline: This educational leadership program integrates educational theory, proven practice, and leadership competencies into a real-world, problem-based curriculum. The program uniquely positions graduates to manage the complexities of educational organizations, affect school change, and shape the educational policies that bear on the practice of public education. The program is organized according to four, overarching themes:

- Visionary Leadership and Management,
- Policy into Practice,
- Data for Decision Making, and
- Building Community in a Diverse Society.

Mission: The program is designed to produce exemplary educational leaders for schools and community colleges who are capable of envisioning and managing educational environments that promote learning, equity, and achievement for all students.

Article II. Membership

A. Criteria for Membership in the Graduate Program

1. Disciplinary expertise, research area, and accomplishments.
   Membership in the joint doctoral faculty (hereinafter referred to as “Joint Doctoral Faculty”) shall be confined to those personnel who:
   a. hold a Ph.D., Ed.D. or equivalent degree, and hold an appropriate academic title at UCD or SSU;
   b. 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). Although it is anticipated that most of the Joint Doctoral Faculty will be tenure-track faculty at UCD or SSU, individuals holding other academic and faculty titles on these campuses are eligible and will be considered for membership according to the same criteria (listed above) as tenure-track faculty;

c. engage in active research appropriate to the discipline(s) encompassed by the program: research related to educational leadership and at least one of the program’s four overarching themes of visionary leadership, policy into practice, data-based decision making, and building community in a diverse society.

2. **Voting Rights, per Graduate Council policy and Academic Senate Rule 55:**
   All active members are eligible to vote.

**B. Application Process**

1. A person desiring to become a member of the Joint Doctoral Faculty may submit an application to the Executive Committee for consideration and decision. Alternatively, any CANDEL faculty member may submit to the Executive Committee a written nomination for membership including the qualifications of the nominee. The person, nominated or applying, shall be notified by the Executive Committee of the decision.

2. Individuals shall submit a current CV and a letter describing the relevance of current and active research to the mission of the CANDEL program.

3. To become members, applicants must be willing to:
   a. serve on dissertation committees of member students,
   b. participate in the shared governance of the program,
   c. offer graduate instruction in the program,
   d. serve as academic advisers in their areas of specialization
   e. assist in the planning of program study for students assigned to them in the admissions process.

**C. Emeritus**

Emeriti faculty who were active members before retirement are eligible for continuing membership each three years, if they apply for continuing membership and meet any one of the criteria listed for continuing membership. All active members have voting rights.
D. Verification of Continued Membership

To maintain membership in the Joint Doctoral Faculty, a faculty member will be expected to maintain satisfactory participation in at least three of the four activities listed below, to at least the extent specified:

a. service on at least one new CANDEL dissertation committee every other year;
b. successful teaching of at least one regularly-scheduled CANDEL course every other year;
c. performance of some CANDEL administrative responsibilities every three years, e.g., service on the Admissions Committee;
d. attendance of at least 50% of all regularly scheduled CANDEL faculty meetings in the most recent three years.

Membership of the Joint Doctoral Faculty shall be reviewed annually by the Executive Committee, at which time members who are reaching the end of a three-year term will be so notified and invited to apply for continuing membership for three more years. Continuing membership will be approved or denied by the Executive Committee based on satisfactory performance of the criteria listed for continuing membership.

E. Membership Appeal Process

Individuals denied initial or continuing membership in the program may appeal that decision to the Co-Chairs, who will collectively review the case and render a decision. Final appeal regarding denial of membership or continuing membership may be submitted to the Dean of the School of Education (Sonoma State), and the Dean of the Office of Graduate Studies (UC Davis).

Article III. Administration

The Deans of the Schools of Education at UCD and SSU, or their designees, (hereinafter referred to as the Campus Administrators) are jointly responsible for the successful operation of CANDEL. In the case of UCD only, the Dean of the School of Education designates the Associate Dean for Academic Programs in the School of Education as the Campus Administrator for a four-year term, renewable each four years at the discretion of the Dean. All Campus Administrators are subject to the normal graduate policies and procedures as required by their respective UC/CSU systems.

Two faculty Co-Chairs (referred to as the Co-Directors) will be responsible for the day-to-day management of the program. The academic administration of the program will be vested in an Executive Committee composed of four members including the Co-Chairs.
Article IV. Program Chair

A. Appointment of the Co-Chairs

The two faculty Co-Chairs, appointed by their respective Campus Administrators, will be responsible for the day-to-day management of the program. Each Co-Chair is responsible to and reports to his/her designated Campus Administrator.

B. Duties of the Co-Chairs

1. Responsibilities include, but are not limited to:
   a. overall academic leadership for the program,
   b. coordination of administrative matters with the campus Office of Graduate Studies (or equivalent),
   c. representation of the interests of the program to the campus and University,
   d. oversight of the management of program budgets,
   e. consultation with the Joint Doctoral Faculty on curricular matters including development of program schedules, assignment of faculty, and the like,
   f. serve as a liaison between the administrative structure and the faculty members of the joint doctoral program,
   g. implementation of university and campus policies,
   h. submission of course change and approval forms,
   i. course scheduling and assignments of faculty to cover the teaching needs,
   j. coordination of CANDEL teaching assignments with relevant department chairs, and
   k. accuracy of all publications related to the program including web pages and catalog copy.

The Co-Chairs shall be voting members of the Joint Doctoral Faculty for the duration of their service as Co-Chairs. Although their participation is expected to meet the membership criteria, their membership is not subject to review by the Executive Committee.

Article V. Committees

A. Executive Committee

1. Appointment. The academic administration of CANDEL will be vested in an Executive Committee composed of four members, all of whom are eligible to vote on committee matters. The Co-Chairs will serve on the Executive Committee. The remaining two members, one from each campus, will be elected by the entire Joint Doctoral Faculty. The term of service for the elected members will be two years, consecutive terms limited to two.
2. **Chair and Meetings.** A committee Chair will be elected annually by the Executive Committee, consecutive terms limited to two. The Chair of the Executive Committee will call meetings of the Committee and preside at those meetings. The Executive Committee shall convene (in person or via distance-based technology) at least four times per year. At Executive Committee meetings, participation of at least three members, with at least one member from each campus represented (in person or via distance technology), shall constitute a quorum.

3. **Vacancies.** Individual vacancies on the Executive Committee shall be filled by appointment by the Co-Chair whose campus has lost a committee member. A member appointed to fill a vacancy shall serve the remainder of the unexpired regular term. In the event of a vacancy in a Co-Chair position, appointment of a replacement will be made by the respective Campus Administrator.

4. **Duties.** The principal responsibilities of the Executive Committee are to:
   a. advise the Co-Chairs concerning day-to-day administration of the program,
   b. prepare recommendations regarding program requirements, courses, operation, and other matters referred to it by the Co-Chairs or Campus Administrators,
   c. review the curriculum and propose curriculum revisions to the membership,
   d. review and decide on new member applications and nominations, and conduct periodic reviews of members,
   e. appoint the Admissions Committee and other committees as needed,
   f. review student petitions for exceptions and maintain active dialog with students concerning program operation, and
   g. oversee copy/announcements for the universities' General Catalogs, as well as for publications of the Schools of Education and UCD Graduate Studies and SSU Graduate Office pertaining to graduate study in Educational Leadership.

**B. Admissions Committee**

1. **Appointment.** Each year the Executive Committee will appoint an Admissions Committee of four faculty members who represent the range of interests in the Joint Doctoral Faculty. The Admissions Committee will consist of one member from each campus and two at-large, with at-large members not from the same campus. The Admissions Committee shall solicit faculty as they deem appropriate to assist in the admission process.

2. **Duties.** The Admissions Committee will review all applications, conduct interviews with, and recommend applicants for admission to the program.
Article VI. Student Representatives

1. **Appointment.** The Chair of the Executive Committee, upon recommendation of the program’s Graduate Student Organization, will appoint two student representatives, one with P-12 interests and one with community college interests, to function as liaisons between CANDEL graduate students and Joint Doctoral Faculty and administration. Term of service shall be one year, consecutive terms limited to three.

2. **Duties.** Student representatives are charged with organizing periodic meetings between students and the Executive Committee to maintain an active dialog on all matters concerning graduate education. The Chair of the Executive Committee may invite the student representatives to participate in regular Executive Committee discussions as appropriate.

3. 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, during rankings of existing students for funding, and for disciplinary issues related to students.

Article VII. Graduate Advisers

1. **Appointment.** Graduate Advisers will be appointed in compliance with the policies and procedures of the Graduate Council and the UC Davis Office of Graduate Studies. The Executive Committee will provide nominations to the Office of Graduate Studies. The UC Davis Co-Chair will serve as Graduate Adviser for the program. Additional Graduate Advisers will be nominated as deemed necessary by the Executive Committee. The term of service for these additional Graduate Advisers will be two years with ability for reappointment.

2. **Responsibilities.** Principal responsibilities of a Graduate Adviser will be to assist students in interpreting program requirements, advise students in considering program options, and review students’ petitions for exceptions to policy. Exceptions to policy recommended by a Graduate Adviser will be submitted for consideration to the Executive Committee (program policies) or the UCD Office of Graduate Studies (campus policies).

Article VIII. Meetings

The Co-Chairs shall call an annual meeting of the faculty membership, normally in the Spring quarter. Additional meetings may be called at any time it is so requested by written notice of five or more members. Notification of meetings shall be given at least one week beforehand, by electronic mail.

**Protocol:** Meetings shall be conducted in accordance with standard parliamentary procedures. In the event of adjournment of a meeting before business is completed, the meeting shall be continued within the next two weeks.
Article IX. Quorum

For the purpose of conducting business, more than 50% of the Joint Doctoral Faculty membership (in person or via distance technology) shall constitute a quorum and shall be empowered to take action on all matters except changes in these Bylaws. Passage of a proposal requires a majority greater than 50% of the votes cast.

Article X. Amendments

All proposed amendments and revisions must be submitted to the Executive Committee for review and then to the program faculty for review and approval. Changes in these Bylaws requires voting in compliance with the program’s quorum policy with a supporting vote of at least two-thirds of the votes cast, either by mail ballot or by vote at a meeting, provided that notice of such proposed changes shall have been sent to the members at least five working days prior to the date of voting. All amendments must be submitted to the UCD Graduate Council for review and approval.