Article I: Objective

The Graduate Group in Geography (hereafter designated Group or GGG) is organized primarily to promote graduate training leading to the Master of Arts and Doctor of Philosophy in Geography, in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis Campus, University of California. It is the responsibility of the GGG to establish standards and requirements for the M.A. and Ph.D. degrees in Geography, and to certify satisfactory completion of requirements by candidates.

Article II: Membership

A. Criteria for Membership in the Graduate Group

1. The graduate faculty of the GGG shall consist of members of the UCD Academic Senate, or persons who are authorized to conduct guidance of graduate work in accordance with the Graduate Council’s policy on Membership in Graduate Programs.

2. All active members are eligible to vote.

B. Application for Membership

1. Application for membership are submitted to the Chair of the GGG, then forwarded to the Executive Committee of the GGG for discussion and vote. If approved, by a majority vote of the Executive Committee, the applicant’s supporting materials shall be submitted to a mail ballot of the membership. A favorable vote of the majority of membership (51%) of the GGG shall constitute acceptance into the Group.

2. It is anticipated that a member of the graduate faculty will perform the following duties.
   a. Play an active role in the administration of the graduate program by serving on graduate program administrative committees; as a graduate adviser; or as an administrative officer of the program.
   b. Provide graduate level instruction, as appropriate, in addition to research instruction.
   c. Serve on dissertation and Ph.D. qualifying examination committees, as well as on Master’s comprehensive examination committees.
3. All active members are eligible to vote.

C. Emeritus Status
Members of the GGG, upon reaching emeriti status, shall retain Group membership with full voting rights.

D. Review of Membership

1. Membership activities will be reviewed every three years with a third of the membership being reviewed every year. The members under review will have an opportunity to write a self-statement for their role in the program for the previous three years.

2. Group members must demonstrate and maintain an active commitment to geography graduate education and research. Members are required to participate in at least one of the following activities:

   a. Serve as instructor of record for one of the core Geography classes (Geography 200A, 200B, 200C, or 200D) to the extent of providing at least 10 lecture hours per quarter, at least once every four years; (or)

   b. Serve as instructor of record for a graduate seminar in Geography at least once every four years; to qualify; (or)

   c. Serve as Master Graduate Advisor or Graduate Advisor; (or)

   d. Serve as Chair or member of a standing committee for the Group; (or)

   e. Participate in other Group-related service as defined by the Executive Committee, to include service on Ph.D. exam and dissertation committees, and Master’s exam committees.

E. Membership Appeal Process

1. Membership denial may be appealed to the Group’s Executive Committee. A written statement containing a rebuttal of the reason for denial must accompany the appeal within [insert time period three months] of written notice of denial.

2. Applicants denied membership or renewal of membership may use the final appeal to the Dean of Graduate Studies.
Article III: Administration

The administration of the graduate group and its activities will be vested in the Group Chair, the Vice-Chair, and the Executive Committee.

Article IV: Graduate Group Chair

The Chair will 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” will 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 will then be contacted regarding their willingness to serve. 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.

The Nominating Committee will forward two names to the Dean of Graduate Studies along with all comments received on the nominees. All comments solicited from faculty and students of the group will be treated as confidential information by the Group’s Nominating Committee and by the Office of Graduate Studies.

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 nominees’ willingness to serve.

Length of term. Two, three-year terms served consecutively is the maximum consecutive service for this office. With a break in service the member may again serve as Chair.
A. Duties as a Chair:

1. Provide leadership and administrative direction with the objective of maintaining the highest academic standards for geography graduate education.

2. Call and preside at meetings of the Executive Committee as needed, but not less than once per quarter;

3. Call and preside at meetings of the Graduate Group of Geography at least twice during the academic year (Fall and Spring Quarters, and at other times as needed);

4. Advising. The Chair is ultimately responsible for graduate student advising; with the Master Adviser assistance for the day-to-day advising responsibilities;

5. Submit course change or course approval forms; proof-read catalogue copy;

6. Assure that graduate geography courses, and courses required for the Masters and Ph.D. program in geography are taught on a timely basis; and

7. Provide leadership and administrative direction with the objective of maintaining the highest academic standards for geography graduate education.

B. Vice-Chair

1. Election and appointment. A candidate or a slate of candidates is nominated for Vice-Chair by the Group Executive Committee; the Group Vice-Chair is elected by the membership by mail ballot in compliance with the Group’s quorum policy.

2. Length of term. The normal term is for three years, after which the Vice-Chair can stand for re-election. Two three-year terms served consecutively is considered to be the maximum service for this office.

3. Duties as the Vice-Chair:

   a. Will serve as chief officer of the Group in the absence of the Chair, for less than a quarter. If the Chair will be absent from campus for more than a quarter, the Chair appointment procedures must be followed.

   b. Willingness to serve in other Group administrative activities as requested by Chair;
c. Work with the Chair to provide leadership and administrative direction with the objective of maintaining the highest academic standards for geography graduate education

Article V: Committees

A. Executive Committee:

1. Composition. The Executive Committee consists of the Group Chair, Group Vice-Chair, three at-large members, the Master Graduate Advisor, and the President of the Geography Graduate Student Association (GGSA) or designee.
   
   a. If the Master Graduate Advisor is elected to service on the Executive Committee, a new at-large member is to be elected.
   
   b. No more than two GGG faculty members from one department may serve on the Executive Committee at the same time.

2. Election and rotation onto the Executive Committee. Normally, one faculty member will be elected from the Group at large to the Executive Committee at the Fall Meeting each year and will serve a three-year term.

3. Rotation off the Executive Committee. After serving for three years on the Executive Committee, the at-large member with seniority will rotate off the Executive Committee each year after the Fall meeting.

4. The Executive Committee conducts the routine business of the Group including acting on student petitions, membership requests, and curriculum development.

B. Admission-Fellowship Committee

a. The Admission-Fellowship Committee shall consist of five voting members appointed annually. The Committee Chair will appoint four members of the Group to the committee, after consultation with the Group Chair and the Executive Committee. Selections will be guided to represent academic diversity and breadth within the Group.

b. The Admission-Fellowship Committee shall have a graduate student representative.

Duties of the Committee:

1. shall evaluate student applications, determine availability of departmental affiliations for the applicants, and shall recommend admission-denial to the Dean of Graduate Studies.
2. shall evaluate and rank applicants for scholarships-fellowships and Teaching Assistantships. The graduate student representative will be excused from those deliberations.

B. Membership Committee

1. The Executive Committee will serve as the Membership Committee and shall be responsible for the following:

a. shall establish clearly defined criteria for faculty election to membership regardless of department or research unit affiliation.

b. Identify prospective candidates for membership in the Group and issue invitations to join the Group.

c. Provide periodic review of the membership activity and service to the Graduate Group in Geography and provide a status report to the Executive Committee.

C. Curriculum Committee

1. The Executive Committee will serve as the Curriculum Committee and shall be responsible for the following:

a. responsible for program curriculum and policy

b. review and revise program curriculum and policy

c. Revisions and other changes to the curriculum will be submitted to the membership for a vote.

D. Ad hoc Committees

1. The Chair of Group at the direction of the Executive Committee shall appoint ad hoc committees to study, review, and report to the Executive Committee on topics or issues important to the successful administration and management of the Group.

Article VI: Student Representative

The Chair, upon recommendation of the program’s graduate students, appoints representatives to the Executive Committee and the Admissions Fellowship Committee.

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. Students are also excused for any discussion relating to collective bargaining and/or faculty reviews.

Article VII: Graduate Advisors

1. The Chair of the Group shall nominate a Master Graduate Advisor and one or more Graduate Advisors as required. Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies.

2. Graduate Advisor responsibilities are:
   
a. Keep and maintain student academic files;
b. Assist students to select courses;
c. Develop academic study plans;
d. Provide academic and professional advice;
e. Monitor student academic progress; and
f. Keep and maintain appropriate statistical summaries.

3. Advisor terms are for two-years and may be nominated for reappointment.

4. The Master Graduate Advisor shall report to the Group Chair, and will coordinate activities with the Graduate Advisors to evaluate adequacy of preparative course work, interpret academic requirements, and recommend appointment of guidance committees to the Group Chair and examination committees to the Dean of Graduate Studies.

5. The Master Graduate Advisor will call and preside at meetings of all Graduate Advisors as required, but not less than once per year in the Fall Quarter.

Article VIII: Meetings

A. Regular meets of the Graduate Group in Geography shall be held twice yearly, during the Fall and Spring Quarters.

   1. Other meetings of the Group may be called as necessary when deemed desirable by the Executive Committee

B. The Chair of the Group is required to call a meeting of the full membership at the written request of ten percent or more of Group members.

C. Minutes of all meetings shall be taken and distributed to the membership within ten working days following the meeting.
D. Faculty are notified of meetings electronically when they are away from campus. The faculty will notify the Chair of the Group electronically of their voting preferences while away from campus.

Article IX: Quorum

A. For the purpose of conducting business a quorum of the Graduate Group in Geography is defined:
   a. voted on by 50+% of the eligible members.(mail or email ballot)
   b. passage requires a 50+% supporting vote of the members voting (mail or email ballot).

   In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date.

Article XI: Amendments

A. The Executive Committee may propose an amendment to the bylaws. Any Group member may submit a proposed amendment to the Chair of the Group.

B. Amendments to the Group by-laws shall be made in conformance with the Group’s quorum policy for voting and a 51 percent of the members voting by mail or email ballot for approval. Members shall be given a period of 14 days from the date of mailing (or emailing) to return ballots.

C. All amendments and revisions must be submitted to Graduate Council for review and approval.