To: MAGALI BILLEN, Geology Graduate Program Chair  
DAWN SUMNER, Geology Department Chair

From: KYAW THA PAW U, Graduate Council Chair

Re: GEOLOGY GRADUATE PROGRAM BYLAWS

Enclosed is a copy of the Geology Graduate Program Bylaws as approved by Graduate Council on March 17, 2016. These bylaws are now the revised, official document for the Geology Graduate Program and will be posted on the Office of Graduate Studies program webpage:

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

Thank you for your efforts on behalf of graduate education.

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Enclosure

c: Graduate Program Staff,  
Mandy Hanou
ARTICLE I. OBJECTIVE

A. Degrees offered: The Graduate Program in Geology (hereafter referred to as GPG) at UC Davis, a departmentally-based graduate program, is organized to establish and administer a graduate program of instruction and research leading to the MS and PhD degrees in Geology, in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California.

B. Discipline: Geology is a dynamic, interdisciplinary science that makes use of the basic principles of biology, chemistry, and physics in order to study the workings of the Earth and planets, as well as the history of the Earth and its inhabitants. The Earth and the life it supports comprise an integrated system of matter, forces, and processes that affect the composition of the atmosphere, oceans, crust, mantle, and core. Earth's landscapes, geography, climates, and resources are governed on geological time scales by heat from Earth's interior, energy from the sun, extraterrestrial events, and the chemical composition of our planet, as well as by the metabolic activities of living things. The historical perspective of the science, its integrative and interdisciplinary nature, its emphasis on linked, global-scale processes, and its focus on resources and the environment provide it a unique place in higher education and society today.

C. Mission: The mission of the Geology Graduate Program is to educate and train students for exceptional careers in education, research, and industry. Our program includes interdisciplinary research and teaching that brings the unique perspective of geology to scientific problems at many spatial and temporal scales. Students are provided with a diverse, collaborative, and flexible research environment integrating field, laboratory, experimental, theoretical, and computational approaches; highly individualized and interdisciplinary research mentorship; and excellent research facilities.

ARTICLE II. MEMBERSHIP

A. Criteria for Membership in the Graduate Program in Geology

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(s) encompassed by the program.

   Membership in the GPG will be limited to faculty associated with UCD who are qualified to guide students through the Geology M.S. and Ph.D. program. All senate faculty and emeriti who are members of the Department of Earth and Planetary Sciences will automatically be considered members of the GPG. Members must have an active interest in geological sciences and be engaged actively in research that meets the expectations of the University of California in order to provide appropriate guidance to graduate students.
3. Voting rights
All members, including Emeritus faculty, are eligible to vote on graduate matters; however, members from departments other than Geology may participate in graduate matters only, and will not have voting rights regarding department personnel actions, department budget decisions or undergraduate program matters.

B. Application Process
Interested faculty may self-nominate or faculty may be nominated by a current faculty member. A nomination will consist of a letter to the Chair Delegate of the program expressing interest in becoming a member, a willingness to contribute to the program as defined below, and include a copy of the applicant’s curriculum vitae. Each candidate will be evaluated by the GPG Executive Committee, who will then make a recommendation to members of the Program. Nominees will be deemed elected upon receiving a simple majority vote of the members of the GPG currently in residence. Upon the election of a new member, said individual will be sent a letter of invitation by the GPG Chair, and be considered a member only in the event of an affirmative reply.

The anticipated contributions the members will perform include one or more of the following:
   a. Active role in the administration of the graduate program by serving on 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 in the program, as appropriate, in addition to research instruction.
   c. Service on dissertation/thesis and qualifying examinations committees.

C. Emeritus
A member who retires from UCD may elect to continue active participation in the program until a request to be removed from membership is submitted to the GPG Executive Committee from the member. Emeritus members may teach graduate courses as deemed appropriate by the program, and may serve on administrative and student committees. All emeritus faculty may participate and vote in graduate matters.

D. Verification of Continued Membership.
The Executive Committee shall review one-third of the members each year to determine whether a member still meets the criteria for membership set out by these bylaws in Article II.A., above, over the span of the last three years, and anticipates future participation on committees, qualifying exam committees, or other administrative committees of the GPG.

Termination of membership is based on at least two of the following:
   a. Inactive research program
   b. No teaching appointment or service
   c. No service on student committees

Membership will be continued upon receiving a simple majority vote of the members present at a regular meeting.

E. Membership Appeal Process
Terminated members or those denied membership will be notified in writing of the decision and given an opportunity to counterargument by providing additional supporting information for the
Graduate Program Executive Committee to review for reevaluation. Applicants denied membership or members denied renewal of membership may make a final appeal to the Dean of Graduate Studies.

ARTICLE III. ADMINISTRATION

The administration of the Graduate Program in Geology is housed in the Department of Earth and Planetary Sciences and its activities will be vested in an Executive Committee, the Graduate Program Chair Delegate, and the Department Chair.

ARTICLE IV. PROGRAM CHAIR

A. Appointment of the Graduate Program Chair.
The Department Chair administers a departmentally-based graduate program. The Chair of the Department of Earth and Planetary Sciences delegates the day-to-day responsibilities of the graduate program to the Graduate Program Chair Delegate. However, even with the delegation of responsibilities, the Department Chair is the official, graduate program Chair.

B. Duties of the Graduate Program Chair Delegate:
1. Providing overall academic leadership for the program
2. Representing the interests of the program to campus and University administrators
3. Developing and implementing policies for the program
4. Calling and presiding over meetings of the Executive Committee as well as meetings of the membership
5. Being responsible for the accuracy of all publications related to the program including web pages and catalog copy
6. Nominating graduate advisers for appointment
7. Coordinating administrative matters with the Office of Graduate Studies
8. Monitoring the progress of graduate students in the program
9. Recommending Qualifying Examination and Ph.D. Committees
10. Managing the budget of the program

ARTICLE V. COMMITTEES

A. Committees.
1. Geology Graduate Program Executive Committee
   APPOINTMENT:
The committee is comprised of a minimum of three members, appointed by the Department Chair for a two-year term: Graduate Program Chair Delegate, the Graduate Advisor for Admissions, and the Graduate Advisor for Fellowship and Educational Policy. All members are voting members, and can be reappointed for additional terms. Vacancies on the Executive Committee will be appointed by the Department Chair.

   The Graduate Advisors also serve as Chairs of the Admissions Committee, and the Fellowship and Educational Policy Committee.

   DUTIES:
a. To appoint such standing committees and ad hoc committees as it deems necessary to properly administer the activities of the GPG, and to determine the number of members necessary for each of these committees.
b. To study and recommend policy and program changes relating to the graduate program.
c. To make recommendations relative to graduate program membership. The Chair Delegate receives requests for consideration for membership in the Geology Graduate Program and will then provide them to the Executive Committee for review, followed by presentation to the entire faculty for a vote.

2. **Admissions Committee**

   **APPOINTMENT:**
   The committee is comprised of at least two members. The Graduate Advisor for Admissions serves as Chair for a two-year term (reappointment for additional terms permissible, at the discretion of the Chair Delegate).

   **DUTIES:**
   a. To oversee the process of admitting graduate students to the Geology Graduate Program, in consultation with the remaining members of the GPG Executive Committee, as well as the remaining members of the Graduate Program in Geology.
   b. To review and recommend to Graduate Studies admission applications and various graduate student petitions.

3. **Fellowship and Educational Policy Committee**

   **APPOINTMENT:**
   The committee is comprised of at least two members. The Graduate Advisor for Fellowship and Educational Policy serves as Chair of the Committee for a two-year term (reappointment of additional terms permissible, at the discretion of the Chair Delegate).

   **DUTIES:**
   a. To develop and maintain uniform academic guidance policy, in consultation with the remaining members of the GPG Executive Committee.
   b. To oversee student financial support and develop plans for future allocations and assignments.
   c. To oversee Teaching Assistant appointments and Graduate Student Researcher appointments.
   d. To prepare recommendations, from time to time, regarding minimum degree requirements. All changes in requirements must be approved by GPG members (following the voting procedures outlined in sections VIII and IX below) prior to seeking approval from the Graduate Council.

**ARTICLE VI. STUDENT REPRESENTATIVES**

Student representatives to ad hoc committees will be appointed at the discretion of the GPG Executive Committee. Term of appointments are for the duration of the work of the ad hoc committee or up to one year, and may be approved for one additional year by the GPG executive committee. Student representatives are *ex-officio* and non-voting members; however, his or her representation of the student perspective will be taken into account by the Committee members. The Chair of any committee with student members must excuse the student representatives from meetings covering confidential personnel topics.
ARTICLE VII. GRADUATE ADVISORS

Graduate advisors are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Chair Delegate will recommend two graduate advisors to the Office of Graduate Studies for review and appointment for a two-year term. Graduate advisors are responsible for evaluating the adequacy of preparative course work, interpreting requirements, and recommending guidance and exam committees. Advisors also are members of the Executive Committee.

The principal responsibilities of the Graduate Advisor for Admissions are the following:
   a. To Chair the Admissions Committee, and serve as a member of the Executive Committee.
   b. To prepare and implement graduate recruitment initiatives.
   c. To evaluate new students for the GPG and to recommend students for admission.
   d. To assist and advise students in the development of a plan of study and to fulfill the duties of advisor as outlined in the Policy and Procedure Manual, University of California.
   e. To regularly evaluate the progress of students toward completion of GPG and University degree requirements (as approved by the Graduate Council) and to report the findings and related recommendations to the members of the GPG and to the Dean of Graduate Studies.

The principal responsibilities of the Graduate Advisor for Fellowship and Educational Policy are the following:
   a. To Chair the Fellowship and Educational Policy Committee, and serve as a member of the Executive Committee.
   b. To recommend and monitor financial support for GPG students and to coordinate administration of this support with members of the GPG.
   c. To assist and advise students in the development of a plan of study and to fulfill the duties of advisor as outlined in the Policy and Procedure Manual, University of California.
   d. To regularly evaluate the progress of students toward completion of GPG and University degree requirements (as approved by the Graduate Council) and to report the findings and related recommendations to the members of the GPG and to the Dean of Graduate Studies.

ARTICLE VIII. MEETINGS

Meetings will be held at least once a year, in the Spring Quarter. The Chair Delegate shall call regular and special meetings of the program as are deemed necessary or desirable. Program members can petition for additional meetings by petition of five or more members to the Chair Delegate. Notification will be emailed at least two weeks before the meeting. Faculty not on campus may participate by telephone or digital conference.

ARTICLE IX. QUORUM

All issues that require a vote must be voted on by 50+% of the active members, and passage requires a 50+% supporting vote of the members voting. Motions may be introduced by the executive committee or by a 50+% support of the membership. 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 (using paper ballots or electronically using the secure Earth and Planetary Sciences voting page (http://epsinfo.geology.ucdavis.edu/forms/voting/). 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

No set format for meetings will be adopted.

ARTICLE XI. AMENDMENTS

Amendments to these Bylaws may be made in accordance with program’s quorum policy. All amendments and revisions must be submitted to Graduate Council for review and approval. Changes in the GPG Bylaws will become effective upon approval by Graduate Council.

Faculty may propose amendments by petition to the GPG Chair Delegate. The Chair Delegate may ask for revisions from the faculty who submitted proposed amendments before sending forward to the program membership for review and voting. Voting on amendments will take place two weeks after suggested amendments to the bylaws have been circulated to faculty via email. Amendments to the bylaws must be passed by at least a two-thirds majority of those voting in a mail or electronic ballot.