March 20, 2009

PROFESSOR THOMAS STROHMER, Chair
Graduate Program in Mathematics

RE: Graduate Program in Mathematics Bylaws

Dear Professor Strohmer:

At its meeting of March 18, 2009, Graduate Council considered and approved the Graduate Program in Mathematics bylaws.

Graduate Council wishes to thank you for your patience in this matter, and on working out the membership details with Associate Dean Caswell-Chen. The Graduate Council has concurred with your opinion.

Attached is a copy of the bylaws reflecting Council's approval date. A copy should be kept in the program files, made available to the members, and be used for future revisions of the bylaws. The Office of Graduate Studies will also keep a copy.

Sincerely,

JOHN F. GUNION, Chair
Graduate Council

/aw

ENCLOSURE

cc: Celia Davis, Graduate Program Staff Coordinator
Article 1. Objective

A. Degrees Offered: M.A. and Ph.D. in Mathematics
B. Mission of the Program: To establish and administer graduate training leading to the M.A. and Ph.D. degrees in Mathematics, in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis campus of the University of California. Secondary purposes are 1) to facilitate research interaction with faculty members in related disciplines at UC Davis and 2) to provide a liaison with graduate programs in Mathematics at other UC campuses.

Article II. Membership

A. Criteria for membership in the Program.
   1. Members must hold an appropriate academic title as a member of the Academic Senate of the University of California, Davis (includes Professors, Lecturers with Security of Employment, Professors in Residence, Professors of Clinical “__”, Professors Emeritus/a, and Research Professors).
   2. All Academic Senate members of the Department of Mathematics in all ranks are automatically members of the Program.
   3. Members must be qualified to guide candidates towards graduate degrees in Mathematics by maintaining active programs of research or scholarship commensurate with the expectations of the University, and by participating in the activities of the Program.
   4. Academic Senate members from other than the Department of Mathematics are eligible for election to the Program through the process stated in Article II., Section B.
   5. Members of the Program are expected to actively participate in the mission and activities of the Program by:
      i. conducting independent research in Mathematics;
      ii. performing graduate instruction in Mathematics;
      iii. providing guidance to graduate students by serving on Ph.D. dissertation committees;
      iv. contributing to the recruitment of new graduate students;
      v. participating in the Master’s Comprehensive Examinations, Ph.D. Preliminary Examinations, and Qualifying Examinations.
   6. All members are eligible to vote. However, in accordance with Graduate Studies guidelines, members of the Program who do not hold academic appointments in the Department of Mathematics may participate in graduate matters only, will not have voting rights regarding department personnel actions, department budget decisions or undergraduate program matters.
B. Application for membership.
   1. Nomination of prospective members to the Program may be made by any
      member of the Program. After review and recommendation by the
      Graduate Program Committee (GPC) (see Article V, below), appointments
      of new members are made by majority vote of the membership of the
      Program.

C. Emeritus Members.
   1. Emeritus members retain the full privileges of membership provided they
      continue to meet the membership criteria as stated in Article II.

D. Renewal of Membership.
   1. Renewal of membership in the Program will be automatic for members of
      the Department of Mathematics.
   2. Renewal of membership for faculty in the Program who are not members
      of the Department of Mathematics shall be reviewed every three years.
      Renewal of membership is predicated on evidence of continuing activity
      in the areas listed in Article II., Section A.5.

E. Membership Appeal Process.
   1. Membership denial may be appealed to the Graduate Program Committee
      (GPC). A written statement containing a rebuttal of the reasons for denial
      must accompany the appeal within 30 days of written notice of denial.
   2. Applicants denied membership or renewal of membership 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 Chair of the
Department of Mathematics and the GPC.

Article IV. Graduate Program Chair

A. The Chair of the Department of Mathematics is the official Program Chair and
   has final responsibility for the Program. However, s/he may delegate the day-
   to-day responsibilities of the Program to the Department Vice-Chair for
   Graduate Affairs.

B. Duties of the Chair:
   1. Provide overall academic leadership for the Program
   2. Develop and implement policies for the Program
   3. Represent the interests of the Program to the campus and University
      administrators
   4. Act as Chair of the Graduate Program Committee (GPC) and call and
      preside at meetings of the GPC
   5. Be responsible for coordinating all administrative matters with the Office
      of Graduate Studies
   6. Manage the budgets of the Program
7. Be responsible for the accuracy of all publications related to the Program including web pages and catalog copy
8. Coordinate department’s Teaching Assistants and Associates In Mathematics, consulting the Department Chair as needed
9. Nominate Graduate Advisers for appointment (see Article VII)
10. Act as non-voting member of the Executive Committee of the Graduate Group in Applied Mathematics.

Article V. Committees

A. Graduate Program Committee (GPC).
   1. GPC has responsibility for membership in the Program, graduate student admissions and recruitment, financial aid, review of degree requirements and programs of study, administration of MA Comprehensive Examination, the Ph.D. Preliminary Examination, and Qualifying Examinations, approval of new and revised graduate course descriptions, review of graduate student petitions, and all other matters related to graduate study in Mathematics. GPC members serve as the “initial adviser” for all incoming students (see Article VIII).
   2. The GPC is comprised of the following members:
      i. The Program Chair or her/his delegate (who serves as Chair of the GPC);
      ii. Four additional Program members, appointed by the Faculty Representative Committee (FRC) in accordance with the Mathematics Departmental Procedures. Appointments should be made late in the Spring quarter, following the election of the new FRC. The FRC decides appointments to the GPC based upon program member’s expressed interest and other departmental obligations.
      iii. The Chair of the Graduate Group in Applied Mathematics (non-voting);
      iv. A Graduate Student Representative, elected by the student-run Galois Group (non-voting);
      v. Student Services Manager and/or a designated co-staff member (non-voting)
   3. GPC members, other than its Chair, serve for one year. The FRC may reappoint members.

Article VI. Student Representative

A. A student representative elected by the student-run Galois Group, serves for one year as a non-voting member of GPC.
B. The Chair of any committee with student members must excuse the student representative from meetings during discussion about other students (for example, , funding, disciplinary issues, etc.), personnel actions or disciplinary issues relating to faculty, or on any other matter deemed sensitive and/or confidential.
C. In order to assure confidentiality, the student member is not included in the GPC email listserv (gpc@math.ucdavis.edu) but Staff are instructed to copy the student member in order to keep them informed.
Article VII. Graduate Advisers/Initial Advisers

A. Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. They have the authority to sign forms submitted to the Office of Graduate Studies.

B. There will be a minimum of two Graduate Advisers. The GPC Chair will be one of these Advisers and is the only Adviser with admissions signature authority. He/she will also nominate the other Graduate Adviser(s).

C. Term of service is two years and renewable.

D. The duties of the Graduate Advisers are to keep track of the progress of each graduate student in the Program; to provide advice on how the student may best complete the requirements of the Program; to determine whether and how graduate student work satisfies Program requirements; to communicate to students their standing in the Program.

E. The members of the GPC serve as Initial Advisers. Each year, the incoming students are assigned Initial Advisers, who advise on course selection, sign the quarterly Study Lists, discuss degree requirements and guide the student in the preliminary steps of finding a dissertation adviser.

Article VIII. Meetings

A. Meetings are called by the GPC Chair; however, any GPC member may petition the Chair for a meeting.

B. GPC meets at least once per quarter. The GPC Chair may call additional meetings, as necessary, to conduct matters of ordinary business.

C. In accordance with Departmental Procedures, meetings and agendas are announced via email at least three working days prior to the meeting.

D. Members may vote via email.

Article IX. Quorum and Voting

A. A quorum for conducting business at meetings of the GPC shall consist of a 50+% majority of the membership.

B. If a voting member is unable to attend a meeting, that member may provide another member with a written proxy for a particular meeting or agenda item.

C. Issues that require a vote must be passed by 50+% of the eligible members voting, provided a quorum is established.

D. Balloting can be done either in a meeting or via email.

Article X. Amendments of Bylaws

A. Amendments to these bylaws may be made in accordance with the quorum policy, and requires 2/3 majority of the vote to pass.

B. For the purpose of amending these bylaws, a quorum of the Program shall consist of 50+% of its non-emeritus faculty members.

C. Written notice by campus mail or email of proposed amendments must be distributed to all members of the Program at least ten calendar days prior to voting upon them.
D. Balloting may be conducted through a meeting of the Program or by email. In the latter case, email balloting should be open for at least seven calendar days to allow for the expression of opinions concerning the amendment.

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