BY-LAWS

GRADUATE GROUP IN MICROBIOLOGY

ARTICLE I: Purpose

The Graduate Group in Microbiology shall establish and administer a graduate program of instruction and research leading to the Master of Science degree (Plan I and Plan II) and the Doctor of Philosophy degree in microbiology. The interdisciplinary and diverse nature of academic and research interests of the faculty participating in the Graduate Group assures rigorous training for all graduates in microbiology.

ARTICLE II: Membership

Members of the Group are actively engaged in teaching and research in microbiology and deemed qualified by the Executive Committee, independent of their department appointment or academic senate membership.

Persons desiring to become a Member of the Group may submit a Curriculum Vitae to the Chairperson of the Group listing their qualifications and stating reasons for wanting to become a Member. These applicants will be evaluated in terms of their research interests, research support, current teaching commitments and potential for graduate student guidance. Each individual's potential for contributing to the curriculum of the Group and graduate student advising will also be considered.

Individual membership in the Group shall be reviewed triennially by the Executive Committee; each year one-third of the Members shall be reviewed. To maintain membership, Members must have an active research program, participate in directing the research of graduate students (including rotational training), teach regular graduate level courses germane to microbiology (excluding 290C and 299 listed courses), and serve on administrative or student evaluation committees of the Group. At the time of written notification of review, Members shall supply to the Executive Committee written documentation of their involvement in research training, committee service, and teaching. A Member may resign by written request submitted to the Chairperson of the Group.

ARTICLE III: Committee Structure

A. Executive Committee

Management of the Graduate Group shall be vested in the Executive Committee. An election for members of this committee shall be held at least three weeks before the end of the Spring Term of each odd-numbered year. Election results shall be announced to the Group membership by mail and the newly elected members shall serve a term of two years; members can be elected to serve consecutive terms on the Executive Committee. Interim vacancies in membership of the Executive Committee shall be filled by appointment by the existing Committee.

The Executive Committee shall consist of eight elected faculty members, plus the Chairperson of the Group and a graduate student representative. To ensure broad participation, two members of the Executive Committee shall be elected from faculty in Departments associated with each of the following professional schools and undergraduate colleges: School of Medicine; School of Veterinary Medicine; College of Agriculture and Environmental Sciences; Division of Biological Sciences (Colleges of
Letters and Science and of Agriculture and Environmental Sciences). A non-voting representative to the Executive Committee shall be elected by members of the Microbiology Graduate Students Association. The Graduate Group chair is nominated by the Executive Committee and the nomination, once approved by the members, sent forward to the Graduate Division. The Chair is appointed by the Chancellor and serves as Chair of the Executive Committee.

The principal responsibilities of the Chairperson of the Executive Committee are to provide academic and administrative leadership to the Group as delineated by the Graduate Council.

The functions of the Executive Committee are: (1) to act as representative in official matters pertaining to the Group, both within and outside of the University; (2) to establish Group policy concerning graduate curriculum and student admissions; (3) to review membership in the Group and maintain a list of active members; (4) to oversee administrative and clerical matters related to activities of the Group; and (5) to appoint members to subcommittees of the Group including (a) Admissions, (b) Educational Policy, and (c) Student Welfare and Advising.

B. Admissions Committee

An Admissions Committee shall be appointed by the Executive Committee to recruit and evaluate student applicants to the Group.

The Admissions Committee shall consist of seven members, including one member each from Departments affiliated with the School of Medicine, the School of Veterinary Medicine, College of Agriculture and Environmental Sciences and Division of Biological Sciences, two members from the Executive Committee, and one member from the Microbiology Graduate Student Association. Committee members shall serve a term of two years; each year half of the Committee members shall retire and their places shall be filled by new appointees. Members can be appointed to consecutive terms. A Chairperson and a Vice-Chairperson shall be appointed; the Vice-Chairperson shall succeed the Chairperson during the normal Committee membership rotation. The Chairperson functions as the Admissions adviser of the Admissions Committee, and in their absence, the Chairperson of the Group, shall have the signature authority of recommending graduate student admission to the Graduate Division.

The procedures used to evaluate initial applicants shall be decided by the Admissions Committee, but shall include ranking according to GPA and university affiliation, letters of recommendation, student statement of research and intellectual goals and scores on the verbal, quantitative and analytical sections of the GRE. The Admissions Committee shall evaluate applications from graduate students-in-residence requesting change of major or degree objective on the basis of criteria similar to those of initial applicants.

C. Committee on Educational Policy

A Committee on Educational Policy shall be appointed by the Executive Committee to: (1) define and periodically review a graduate curriculum that presents fundamental concepts of modern microbiology; and (2) recommend procedures for, and administration of, the Master of Science degree Plan II final examination and the examinations leading to advancement to candidacy in the Doctor of Philosophy degree program.
The Committee on Educational Policy shall consist of seven members, including one member each from Departments affiliated with the School of Medicine, School of Veterinary Medicine, College of Agriculture and Environmental Science, and Division of Biological Sciences, two members from the Executive Committee, and one non-voting member from the Microbiology Graduate Student Association. Committee members shall serve a term of two years; each year half of the committee members shall retire and their places shall be filled by new appointees. Members can be reappointed for consecutive terms. A Chairperson and a Vice-Chairperson shall be appointed; the Vice-Chairperson shall succeed the Chairperson during the normal committee membership rotation. The Chairperson and Vice-Chairperson of the Committee on Educational Policy, and in their absence, the Chairperson of the Group, shall have signature authority of recommending membership on examination committees to the Graduate Division.

The Committee on Educational Policy shall broadly define the criteria for successful performance in the examination for the Master of Science degree, Plan II. The Committee on Educational Policy shall define the rigor, comprehensive topics, format, and criteria for successful completion of the examinations in the program leading to advancement to candidacy for the Doctor of Philosophy degree.

D. Committee on Student Welfare and Advising

A Committee on Student Welfare and Advising shall be appointed by the Executive Committee to coordinate orientation activities for first year students, to provide advice in academic planning to first year and continuing graduate students, and to evaluate and rank fellowship and financial aid applications of continuing students in the Group.

The Committee on Student Welfare and Advising shall consist of six members, including one member each from departments affiliated with the School of Medicine, School of Veterinary Medicine, College of Agriculture and Environmental Science, and Division of Biological Sciences, one member from the Executive Committee, and one non-voting member from the Microbiology Graduate Students Association. The two members from the professional Schools of Medicine and Veterinary Medicine shall be appointed Advisers for students with interest in medical or veterinary medical systems or with major professors from Departments affiliated with those Schools. The two members from the undergraduate College of Agriculture and Environmental Sciences and Division of Biological Sciences shall be appointed Advisers for students with research interests in basic microbial systems or with major professors from Departments affiliated with those colleges. *The Advisers and Committee members shall serve for three years; they may be reappointed for consecutive terms. The Chairperson of the Committee shall be the member appointed from the Executive Committee. (*Advisers are appointed by the Dean of Graduate Studies for one year renewable terms. The number of advisers will fluctuate with the number of students.)

ARTICLE IV: Meetings

A regular meeting of the Graduate Group shall be held annually during the spring quarter. The Chairperson of the Executive Committee shall call meetings of the Group as are deemed necessary or desirable by the Executive Committee. The Chairperson shall call a special meeting of the Group at any time he or she is so requested by written notice from five or more members of the Group. Meetings shall be conducted in accordance with generally accepted procedures including a review of the minutes of the
previous meeting, report of the Executive Committee, reports of the subcommittees, unfinished business and new business. At meetings, twenty-five (25) percent of the members of the Group in residence shall constitute a quorum for the conduct of business.

Minutes of each meeting shall be the responsibility of the Chairperson and shall be distributed to the membership within twelve calendar days following the meeting.

**ARTICLE V: Amendments**

Approval of changes in these by-laws shall require a two-thirds majority of the votes cast. Proposed changes shall be submitted to the membership for mail ballot or for vote at a meeting of the Group provided written notice of the proposed changes are sent to the Members of the Group at least one week prior to the date of the meeting.

October 19, 2000