September 25, 2008

PROFESSOR THOMAS GORDON, Chair
PROFESSOR BRUCE KIRKPATRICK, Chair
Graduate Program in Plant Pathology

RE: Graduate Program in Plant Pathology Bylaws

Dear Professors:

At its meeting of September 24, 2008, Graduate Council considered and approved the graduate program in Plant Pathology’s December 2007 revision of its bylaws.

Attached is a copy of the bylaws reflecting Council’s approval date and should be retained in your files and used for future revisions.

Graduate Council wishes to thank you for your patience in this matter.

Sincerely,

[Signature]

JOHN F. GUNION, Chair
Graduate Council

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cc: Elizabeth Jeffery, Graduate Program Staff Coordinator
Plant Pathology Graduate Program Bylaws
Administrative Home: Department of Plant Pathology
Revision Date: 12-5-07
Graduate Council's Approval Date: 9-24-08

Article I. Objective

The Graduate Program in Plant Pathology is a departmentally-based graduate program offering the M.S. (Plan I and Plan II) and Ph.D. degrees in Plant Pathology. The Program offers training in identification and understanding of plant pathogens and the management of plant diseases, genetic structure of plant and microbial populations, soil and rhizosphere microbiology, and the molecular mechanisms of plant-microbe interactions. The primary mission of the graduate program is to produce scholars and teachers with the Ph.D. degree who are fully equipped for successful careers in research universities, teaching institutions, government or non-profit research, or industry.

Article II. Membership

A. Criteria for Membership in the Graduate Program

Hold an appropriate academic title as a member of the Academic Senate or the Academic Federation of the University of California. All members of the Department of Plant Pathology who hold an appropriate academic title are automatically a member of the Graduate Program.

Have an active program of research or scholarship commensurate with the expectations of the University of California.

Voting Rights: All active members are eligible to vote.

B. Application for Membership

Applications for membership in the Graduate Program are to be made to the Plant Pathology Graduate Affairs Committee. The Committee will review the application and report to the graduate program membership, as a whole, for their review and vote. Approval of membership requires a 2/3 majority vote of the graduate faculty.

The following criteria will be used to determine the appropriateness of an applicant’s membership in the Graduate Program:

a) The relevance of the applicant’s research program to the discipline of Plant Pathology.
b) The ability of the applicant to serve effectively as a major professor in the discipline of Plant Pathology
c) The applicant’s scholarly expertise and activity in the discipline of Plant Pathology
Evidence of the above is to be provided by a bibliography of published works in the field of plant pathology, a description of teaching activities pertinent to plant pathology, a track record of participation in graduate student and postdoctoral training, a list of advising or teaching-related administrative duties performed by the applicant for his or her department, the College or the campus during the past three years.

C. Emeritus faculty

Emeritus UC Davis faculty members are eligible to apply for membership in the Graduate Program in Plant Pathology under the criteria of section D, below. Current membership as an active member of the faculty does not continue automatically upon attaining emeritus status but requires an application for renewal of membership and approval thereof. Emeritus faculty who are members of the Graduate Program may on vote on matters related to the Program.

D. Review of Membership

Renewal of membership in the graduate program will be automatic for faculty with appointments in the Department of Plant Pathology. Faculty with appointments in other departments and programs will be periodically reviewed for continuation of membership, with reviews occurring on a three-year cycle.

Minimal criteria for continuing membership requires satisfaction of one or more of the following criteria: 1) direction of or assistance in direction of graduate student research, 2) teaching in graduate courses or upper-division courses in plant pathology, including the graduate seminar courses (e.g. PLP 290C, PLP 290), 3) service on Graduate Program committees, 4) participation in planning for and administration of the Plant Pathology Graduate Program, 5) an active and productive research program with a substantial component of work of direct relevance to plant pathology.

E. Membership Appeal Process

Membership or renewal of membership denial may be appealed to the Department Chair in writing and will be considered by the Graduate Affairs Committee. A written statement containing a rebuttal of the reasons for denial must accompany the appeal within 30 days of written notice. Applicants may make a final appeal to the Dean of Graduate Studies.

ARTICLE III. Administration

The administration of the program and its activities are vested in the Department Chair and the Graduate Affairs Committee.
ARTICLE IV. Graduate Program Chair

The Department Chair is the official graduate program Chair and has final responsibility for the graduate program; however, s/he may delegate the responsibility for all operational aspects of the graduate program to a member of the program, henceforth the Graduate Program Chair.

The duties of the Department Chair are to: a) provide overall academic leadership for the program; b) oversee development and implementation of program policies; c) represent the interests of the program to the campus and University administrators; d) call and preside at meetings of the program e) submit course change or approval forms; f) coordinate the program’s graduate course teaching assignments with relevant department chairs; g) manage the budgets of the program; h) nominate graduate advisers for appointment. i) preside at meetings of the Graduate Program Committee; j) be responsible for coordinating all administrative matters with the Office of Graduate Studies. The department Chair delegates responsibility for items i) and j) to the Graduate Program Chair.

Article V. Committees

Graduate Affairs Committee

Graduate Affairs Committee is appointed by the Department Chair and will be composed of four faculty members and one student. The Chair of the Committee will be a member of the Department of Plant Pathology. Other faculty members on the Committee will reflect the diversity of faculty participating in the program. Faculty members will serve a renewable three-year term. All faculty members have voting rights. One student representative will serve a one-year renewable term.

The Committee advises the Chair in administering all aspects of the graduate program, including membership review and changes in program curriculum and policy.

Article VI. Student Representatives

Membership in the Plant Pathology Graduate Student Organization (PPGSO) is open to any graduate student enrolled in the Plant Pathology Graduate Program. In consultation with the PPGSO, the Department Chair will appoint one graduate-student representative to the Graduate Affairs Committee. Student representatives serve a one-year renewable term and may vote on issues where this is deemed appropriate by the chair of the committee.

The Chair of any committee with student members must excuse the student representatives from meetings during discussions about other students, personnel actions, disciplinary issues relating to faculty or students, or during rankings of existing students for funding.
Article VII. Graduate Advisors

Graduate Advisers are appointed for two years, in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Department Chair nominates advisers to the Office of Graduate Studies. There are three Graduate Advisers.

Duties: The Graduate Advisers serve as representatives of the Graduate Program in its dealings with graduate students in the program, with the following specific duties: to keep track of the progress of each graduate student in the Program; to provide advice, in consultation with the thesis advisor, on how the student may best complete the requirements of the Program; to determine whether and how graduate student work satisfies Program requirements; to administer required examinations; to communicate to students their standing in the Program.

Article VIII. Meetings

Meetings will be held at least once a year, with the annual meeting held spring quarter. The Chair of the Department shall call regular and special meetings of the program as are deemed necessary or desirable. Faculty members can petition for additional meetings provided three or more members are signatories to the petition. Notification will be emailed at least two weeks before the meeting. Faculty not on campus may participate by conference call or internet connection.

Article IX. Quorum

Any issue requiring a vote must be voted upon by more than 50 percent of the eligible voting members, and passage requires more than 50 percent of the members voting. Voting may be done in a meeting (with proxy voting permitted for absent members) or by electronic mail ballot.

Article XI. Amendments

Amendments to the bylaws may be proposed by any faculty member of the Graduate Program to the Graduate Affairs Committee. The text of amendments will be circulated by email to the graduate program faculty with a minimum of one week in advance of any vote. Amendments are subject to the approval of 2/3rds of program faculty members. All amendments and revisions to the bylaws must be submitted to Graduate Council for review and approval. Changes in the bylaws will become effective upon approval by Graduate Council.