TO: NING PAN, Graduate Group Chair

FROM: KYAW THA PAW U, Graduate Council Chair

RE: TEXTILES GRADUATE PROGRAM BYLAWS

Enclosed is a copy of the Textiles Graduate Group Bylaws as approved by Graduate Council on June 15, 2016. These bylaws are now the revised, official document for the Textiles Graduate Group and will be posted on the Office of Graduate Studies program webpage:

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

Thank you for your efforts on behalf of graduate education.

Sincerely,

Kyaw Tha Paw U, Chair
Graduate Council

/jg

Enclosure

c: Nicole Rabaud, Graduate Program Coordinator
    John King, Graduate Studies Director of Analysis and Policy
    Trina Giardino, Graduate Studies Administrative Analyst
TEXTILES GRADUATE PROGRAM BYLAWS
Current administrative home: Division of Textiles and Clothing
Revision date: 02/2014, 02/2016
Graduate Council Approval: 06/15/2016

ARTICLE I: OBJECTIVE
A. Degree offered: M.S. in Textiles
B. Discipline: Textile Science deals with the technical, economic and consumer issues related to manufacturing, performance, distribution & trading of textile products.
C. Mission: The mission of the Graduate Program in Textiles is to advance through teaching and research programs the frontiers of the natural and social science aspects of textiles, and to educate graduate students in the natural and social science aspects of textiles with a sense of professionalism and community.

ARTICLE II: MEMBERSHIP
A. Criteria for Membership in the Graduate Program
   1. Appropriate academic and teaching title.
      Members must hold an appropriate academic title as (a) a member of the Academic Senate of the University of California (includes Professors, Lecturers with Security of Employment, Professors in Residence, Professors of Clinical Practices, Professors Emeritus/a, and Research Professors), (b) Adjunct Professor, (c) Lecturer (without Security of Employment) or (d) Lecturer Without Salary. Academic staff with primary appointments as Cooperative Extension Specialists or in the Professional Research series are not eligible to be members of graduate programs unless they also hold an appropriate instructional title (normally Lecturer Without Salary).
   2. Active research appropriate to the discipline(s) encompassed by the program.
      Members must demonstrate active research activities in some aspect of textiles, and Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration to membership in the program.
   3. Voting rights.
      All members are eligible to vote on graduate program matters.

B. Application for membership
   1. A faculty may self-nominate or be nominated by an existing member, and the process and materials required (i.e. a CV and cover letter submitted to the program chair or executive committee), those members of the Academic Senate and those holding Lecturer titles with active interests in some aspect of textiles. Applications for group membership are submitted to the Executive Committee. A majority favorable vote of the Executive Committee shall approve the membership in the group.
   2. Anticipated contributions of each member include: Graduate instruction in or areas closely aligned with textile sciences. Service on thesis and examination committees. Service as a major professor and as a mentor to graduate students. Contribution to the recruitment of new graduate students and admissions decisions. Service on Group administrative committees, as a graduate adviser, or as an administrative officer of the Group. Participation in Group seminars, social functions, meetings and retreats.
C. Emeritus Status
A member who retires from UCD may elect to continue active participation in the program. A Professor Emeritus/Emerita may teach graduate courses as deemed appropriate by the program, and may serve on administrative and student committees. Emeritus faculty may participate and vote in graduate matters only, and will not have voting rights regarding department personnel actions, department budget decisions or undergraduate program matters.

D. Review of Membership
The Executive Committee shall conduct a review of all Group members, including emeritus faculty, every five years. Members will be reviewed based upon their contributions to the Group as stated in Article II, B & C above. The Executive Committee shall provide a checklist based on Article II. C activities to members to indicate their individual contributions and return it to the Group Chair. Non-contributing members shall be encouraged to increase participation to maintain their membership. Failure to return a checklist by the established deadline may result in non-renewal.

The criteria for reviewing members of the program is the same for all members.

E. Membership Appeal Process
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 Group Chair and an 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 names of nominees for Graduate Group Chair from the faculty and graduate students of the group. 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 at least one name 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.

If the Group puts forward more than one nominee, it may express a preference for one and, if it does, should indicate the basis for determining that preference. The nominee(s) may be interviewed by the Dean of Graduate Studies (or delegate) and will then forward his/her recommendation to the Chancellor for appointment. The normal term of the Chair’s appointment is three years, however what is recommended will be based on the nominees’ willingness to serve.
The Chair is elected by the group for a term of three years, after which s/he may be re-elected. Candidates are nominated by a committee appointed by the Chair.

A. Duties of the Chair
   The Chair: a) provides overall academic leadership for the program; b) develops and implements policies for the program; c) represents the interests of the program to the campus and University administrators; d) calls and presides at meetings of the Executive/Program Committee; e) calls and presides at meetings of the program; f) is responsible for coordinating all administrative matters with the Office of Graduate Studies; g) manages the budgets of the program; h) submits course change or approval forms; i) is responsible for the accuracy of all publications related to the program including web pages and catalog copy; and j) nominates graduate advisers for appointment.

B. Vice Chair
   None.

ARTICLE V: COMMITTEES

A. Executive Committee:
   The Executive Committee consists of the Chair and two other members of the Group. The two members are elected for a three-year period. They are nominated by a committee appointed by the Chair. The Executive Committee guides the Group on matters of policy and administration in meeting the objectives of the group, consistent with policies and requirements of the Graduate Studies and the University.

B. Admissions Committee
   The Admissions Committee shall consist of the Chair, faculty members, appointed by the Chair, and the staff graduate coordinator (ex-officio and non-voting). The Admissions Committee is responsible for review and evaluation of applications and recommendations for admission.

C. Scholarship Committee:
   The Scholarship Committee shall consist of faculty members appointed by the Chair, and the staff graduate coordinator (ex-officio and non-voting). The Scholarship Committee shall report scholarship data to the Group at annual meetings.

Article VI. Student Representatives
   All graduate students in the GTXC group are invited to attend the annual meeting to voice their concerns and opinions. However, the Chair will excuse the students 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.

ARTICLE VII: GRADUATE ADVISERS:

Graduate advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Chair of the program will recommend graduate advisers to the Office of Graduate Studies for review and appointment for (typically) a two-year term. Graduate advisors are responsible for evaluating the adequacy of preparative course work, interpreting requirements and appointing
guidance and comprehensive exam committees (if applicable). If possible, the thesis/dissertation adviser for a student should not serve as their Graduate Adviser.

ARTICLE VIII: MEETINGS

The Graduate Program Chair shall call at least one regular meeting of the Program each academic year and special meetings as deemed necessary or desirable by the Graduate Affairs Committee. Additional meetings can be called by petition of at least one quarter of the members. Members who are away from campus may participate via teleconference.

ARTICLE IV: QUORUM

All issues that require a vote must be voted on by 50+% of the membership

• On graduate program matters other than amendment/revision of bylaws: passage requires a 50+% supporting vote of the members voting.

• On amendments and revision of bylaws: passage requires a 2/3rds supporting vote of the members voting.

BALLOTING

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. Any member can make a public or confidential request to the program chair for anonymous balloting at any time.

If balloting is performed via e-mail or web-based technology, then the following actions will be done:

• A motion may be introduced by the executive committee.

• Measures will be taken so an anonymous vote can be administered.

• Seven (7) days will be provided for expression of opinions about the proposal prior to the acceptance of votes, and the program must allow seven (7) days for votes to be returned or before the polls are closed.

ARTICLE X. ORDER OF BUSINESS FOR MEETINGS

ARTICLE XI: AMENDMENTS

Amendments and revisions to the bylaws must be approved by a 2/3rds majority vote of those voting, provided a quorum was met, and submitted to Graduate Council for review and approval.