GRADUATE GROUP IN
TRANSPORTATION TECHNOLOGY AND POLICY
BY-LAWS
Administrative Home: Institute of Transportation Studies
Revised June 24, 1999; July 9, 2004
Approved by Graduate Council June 3, 2004
(Approval contingent upon revisions. Revisions made
and approved July 19, 2004.)

ARTICLE I – OBJECTIVE

The Graduate Group in Transportation Technology and Policy (hereafter referred to as the Group) promotes the multidisciplinary and interdisciplinary study of transportation technologies (including, but not limited to, vehicle propulsion and the science and engineering related thereto, emissions-related technologies, Intelligent Transportation Systems, traffic management systems, and Geographic Information Systems) and policies (at all levels of government, including, but not limited to, those relating to transportation technologies, environmental impacts, and urban planning). It includes the study of related areas such as statistics and econometrics for policy analysis; and market research, economics, and other behavioral sciences for the analysis of technology adoption and other travel behavior trends and responses.

The Group is organized primarily to establish and administer graduate training leading to the M.S. and Ph.D. degrees in conformance with the rules and procedures of the Office of Graduate Studies of the Davis Campus of the University of California.

However, since faculty with expertise in transportation technology, policy, and management on the Davis Campus are distributed among several departments, schools, and colleges, this Group also serves the indispensable function of arranging for their periodic assembly, of providing a forum for them and for others with related interests, and of representing the transportation technology, policy, and management area collectively to the campus administration and other academic groups.

Consequently, the organization and operational characteristics of the Group should be construed broadly enough to permit consideration of all academic aspects of this field and all other matters affecting the position and programs of this field on the Davis Campus.

ARTICLE II – MEMBERSHIP

Membership in the Group shall be drawn from those persons on the Davis Campus qualified to guide candidates for the M.S. and Ph.D. degrees in Transportation Technology and Policy, based on demonstrated expertise and research interests in the field. Eligible individuals include Academic Senate members, emeritus faculty, and Academic Federation members. Eligibility is not necessarily limited to these categories, since members of, e.g., the Management and Professional (MAP) series could also meet the key criterion of being “qualified … based on demonstrated expertise and research
interests...”. Emeritus faculty have the same rights, roles, and responsibilities of membership as any other member.

Faculty membership is conferred upon application to and with approval of the Executive Committee of the Group. Initial membership requires a stated commitment to the objectives of the Group, with a pledge to actively participate in the Program. Continued membership requires demonstration of commitment to the objectives of the Group through active participation in the Program. Active participation includes teaching regular or ad hoc courses or seminars relevant to the Program, advising students in the Program, serving on examination and dissertation/thesis committees, or serving on administrative committees of the Program. Faculty members will be evaluated by the Committee on Membership every 3 years according to the above criteria, and will be dropped from the Group if they have not engaged in at least one of the listed activities within the three-year period. Applicants denied admission to or retention of membership in the Group may appeal that decision to the Dean of Graduate Studies.

The Group will not accept as a student any person

(1) who simultaneously retains a part-time or full-time job in which s/he would be expected to make evaluations, recommendations, or decisions, or (directly or indirectly) supervises anyone who does those things, with respect to funding (a) proposals submitted by members of the Group or (b) proposals submitted by other parties in competition with proposals submitted by members of the Group; or

(2) whose spouse fulfills any of the conditions in (1).

Further, neither a student of the program, nor the spouse of a student in the program, can simultaneously be a contract monitor, or (directly or indirectly) supervise a contract monitor, of a project conducted by member(s) of the Group.

ARTICLE III – ORGANIZATION AND ADMINISTRATION

(1) The management of the Group shall be vested in an Executive Committee chaired by the Graduate Group Chair, and including four additional faculty elected from the Group membership, plus the student representative.

(2) The Secretary shall serve at the Group and Executive Committee meetings, and prepare and distribute minutes of meetings.

ARTICLE IV – GRADUATE GROUP CHAIR

The graduate group chair nomination process will be conducted in accordance with current Graduate Council and Academic Personnel Manual policies, APM Section UCD-245B. http://www.mrak.ucdavis.edu/web-mans/apm/245b.htm.
A “Nominating Committee” shall be named by the Executive Committee or Chair to solicit the names of nominees for Graduate Group Chair from the faculty and graduate students of the group. The names of the nominees indicating 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 two names to the Dean of Graduate Studies along with comments received on the nominees. The Group may express a preference and, if it does, should indicate the basis for determining that preference. After interviewing the nominees the Dean of Graduate Studies will forward his/her recommendation to the Chancellor. 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 shall be the chief officer and spokesperson for the Group and for the Executive Committee. S/he shall call and preside over meetings of these bodies (or be represented by the Vice-chair). S/he shall appoint, with approval of the Executive Committee, standing committees and special committees, and shall provide graduate adviser nominations to the Associate Dean of Programs, who will recommend to the Graduate Council Chair for appointment. The Chair shall maintain liaison with related groups on other campuses of the University and on the Davis Campus.

The Vice-chair shall serve as chief officer of the Group in the absence of, or when designated by, the Chair. As indicated in Article V(1)v, the Executive Committee shall select the Vice-chair, who will serve for one year.

ARTICLE V – COMMITTEES

The rules and policies of each committee shall be submitted to the Group for approval. The standing committees of the Group are:

(1) Executive Committee.

i. To ensure broad participation, the faculty members of the Executive Committee (including the Chair) shall collectively have the majority of their positions based in at least three different departments.

ii. The four faculty members of the Executive Committee (not counting the Chair and the student representative) shall be elected for two-year terms. Two members shall be elected in even-numbered years and two in odd-numbered years.

iii. Note: “(e-)mail” means “either regular mail or electronic mail.” Nominations for faculty membership on the Executive Committee shall be made either by (e-)mail or from the floor at the regular spring quarter meeting of the Group. Elections shall be conducted by (e-)mail ballot and completed at least two weeks before the end of the spring quarter. In the election, each member of
the Group shall vote for not more than the number of positions to be filled on a ballot provided, without weighting of choice. Those receiving the most votes, with possible exceptions arising from implementation of Article V(1)i of the By-Laws, will be declared elected. Ties will be resolved by a random process chosen by the Chair. Election results shall be mailed to the members of the Group promptly. Elected members shall assume their duties on July 1.

iv. The principal duties of the Executive Committee shall be to determine and implement policy for the good of the Group, and to represent the interests of the Group generally to various University and other agencies. The Executive Committee shall meet at least annually. Additional meetings, executive sessions, and conferences by e-mail or telephone may be held as deemed necessary, or upon petition by five faculty members of the Group. The Executive Committee shall fill interim vacancies on any committee (as appropriate) for the remainder of the current year.

v. By any method of its choosing, the Executive Committee shall select of and for itself, and for the Group, a Vice-chair and Secretary to serve for the ensuing year.

(2) Committee on Membership. The Committee on Membership shall consist of three members appointed by the Chair, serving two-year terms. It shall screen applications for faculty membership and make recommendations to the Executive Committee, which will approve or disapprove each recommendation. The Committee on Membership shall also review on a yearly basis the list of faculty members whose membership is up for renewal, and identify to the Executive Committee those who no longer meet the membership criteria set out in Article II.

(3) Committee on Educational Policy. The Committee on Educational Policy shall consist of the members of the Executive Committee, the graduate advisers, and the student representative, with their terms on the Committee coinciding with their terms in those respective offices. The function of this committee shall include consideration of course offerings, recommendations regarding the graduate program, supervision of teaching assignments, teaching experience of graduate students, and other educational matters requiring collective action/consideration.

(4) Committee on Admissions. The Committee on Admissions shall consist of the graduate advisers and the Vice-chair of the Group, with their terms on the Committee coinciding with their terms in those respective offices. The Vice-chair of the Group shall be the chair of the Committee on Admissions. The functions of this committee shall include recommendations to the Executive Committee for admission of students to the Group and for their financial support.
ARTICLE VI – STUDENT REPRESENTATIVE

The student member of the Executive Committee will represent student views to the Committee and the Group as a whole on matters relating to curriculum, by-laws, invitation of faculty members to join the group, and marketing the group. Student input is also appropriate on general policies relating to admissions and financial aid, and qualifications of prospective personnel. However, the student member will be excused from the Committee for any discussions relating to admission and financial aid decisions for specific students, salary discussions on personnel actions, and collective bargaining issues.

The term of office will be from July 1 to June 30 of the following calendar year. A maximum of two consecutive terms are possible, subject to re-election.

Criteria for eligibility are:

- a student in the Group;
- in or beyond second year (fourth quarter) of graduate school at UCD when term begins;
- making satisfactory academic progress; and
- UCD graduate GPA of 3.6 or higher.

The student representative will be elected by Group students during spring quarter.

ARTICLE VII – GRADUATE ADVISERS

The Chair of Graduate Council approves graduate adviser appointments. The Group Executive Committee will provide graduate adviser nominations to the Associate Dean for Graduate Programs. The Associate Dean will review and recommend nominees to the Chair of Graduate Council for appointment. Appointments are normally for a period of two years.

The Program Chair will designate one graduate adviser to be the Master Adviser, who will serve as an advising resource for other advisers and preside over meetings of the advisers as a group.

The Master Adviser will approve the composition of Master’s and PhD committees (oral exam, thesis, and dissertation committees), in keeping with guidelines published in the Group advising manual.

At the discretion of any graduate adviser, any admission decision may be put to a vote of the Group faculty as a whole.
ARTICLE VIII – MEETINGS

An annual meeting of the Group shall be held during the spring quarter. Other meetings may be called as frequently and for such purposes as deemed desirable by the Executive Committee, or by petition of at least five faculty members. Minutes of meetings shall be distributed within ten working days.

ARTICLE IX – QUORUM

All issues that require a vote must be voted on by 50+% of the eligible members. With the exception of amendments to the by-laws (see Article XI), passage requires support by 50+% of those voting. Voting may be conducted by e-mail.

ARTICLE XI – AMENDMENTS

Passage of amendments to the by-laws requires the support of at least a two-thirds majority of those voting.

All amendments and revisions to the by-laws must be submitted to Graduate Council for review and approval.