Article I. Objective

A. Specialization:
The Designated Emphasis Program in Biotechnology (hereafter referred to as the DEB or the DE) is organized primarily to indicate a specialization in Biotechnology for established Ph.D. degree programs and will be administered by the UC Davis Biotechnology Program, in conformance with the policy and procedures of the Graduate Council and the Office of Graduate Studies, of the University of California, Davis campus. Successful completion of this Program will indicate that the recipient of the established Ph.D. degree has received additional training in Biotechnology. These individuals will receive a DEB notation on their diploma and transcripts upon completion.

B. Affiliated Ph.D. programs:
Agricultural and Environmental Chemistry; Biochemistry and Molecular Biology; Biological Systems engineering; Biomedical Engineering; Biophysics; Cell & Developmental Biology; Chemical Engineering; Chemistry; Civil and Environmental Engineering; Comparative Pathology; Entomology; Genetics; Immunology; Materials Science and Engineering; Mechanical and Aeronautical Engineering; Food Science; Microbiology; Molecular, Cellular and Integrative Physiology; Nutritional Biology; Pharmacology & Toxicology; Plant Biology; Plant Pathology; and Statistics.

C. Mission of the DEB:
- To coordinate and provide cross-disciplinary training in critical areas of biomolecular research
- Promote interdisciplinary research environments that integrate basic biological science with engineering and computational disciplines
- To provide cross-disciplinary training/trainee experience in a biotechnology company or cross-college laboratory

Article II. Membership

A. Criteria for Faculty Membership in the DE in Biotechnology

1. The Program will consist of those faculty associated with the Davis campus qualified to guide candidates to degrees in biotechnology-related areas of research and be willing to participate in the activities of the DE.
2. Faculty must be a member of an affiliated Graduate Group or Program, and have an active research program. Membership must include at least one member from each of the approved affiliated Ph.D. programs.

Voting Rights: All active members are eligible to vote.

B. Application for membership

1. Faculty may apply for membership by self nomination or be nominated by an existing member. Applications must be submitted to the Executive Committee of the DE. Admissibility will be determined by a majority vote of the Executive Committee.

2. New members are expected to participate in the following:
   - Active role in the administration of the DE by serving on the DEB Executive Committee or by providing extramural funding for graduate students in the DE.
   - Providing graduate level instruction, as appropriate, in addition to research instruction. Examples of DEB courses: MCB 263, MCB 282; MCB/ECH 294 and GGG296 (or approved bioethics course).
   - Service on dissertation and examination committees.
   - Attendance at the annual biotechnology training retreat (at least once within a three year period); informal chalk talks; and/or the Current Progress in Biotechnology seminar; etc.

C. Emeritus Status

Emeriti faculty associated with the DE may continue as a voting member as well as participate in teaching courses related to the Designated Emphasis in Biotechnology, as long as they have active status in one of the affiliated graduate group/programs.

D. Verification of Continued Membership

The Executive Committee shall review members once every three years to determine if they meet the criteria for active status. Continued membership in the DEB is contingent upon:

1. Member must be in a DEB-affiliated graduate program.

2. Active participation of at least one of the following:
   - Active role in the administration of the DE by serving on the DEB Executive Committee or by providing extramural funding for graduate students in the DE.
   - Providing graduate level instruction, as appropriate, in addition to research instruction.
   - Service on dissertation and examination committees.
Attendance at the annual biotechnology training retreat (at least once within a three year period); informal chalk talks; and/or the Current Progress in Biotechnology seminar; etc.

Termination of DEB faculty membership:
- At the request of the faculty member to the DEB chair
- Failure to meet the minimum requirements for DEB membership during the previous three-year period will result in termination.
- A probationary period of up to six months may be allowed for a member who failed to meet the minimum membership requirements. If, at the end of the probationary period, the criterion has not been met, notification of termination will be issued.
- A faculty member may reapply for membership after termination.

E. Membership Appeal Process

Faculty denied membership or renewal of membership may appeal the decision by sending a letter to the DEB Executive Committee. A majority vote by the DEB Executive Committee is required to reinstate the faculty member. Applicants denied membership or renewal of membership may use the final appeal to the Dean of Graduate Studies.

Article III. Administration

The administration of the DE in Biotechnology and its activities will be vested in the Chair and the Executive Committee.

Article IV. DE Chair

The Dean of Graduate Studies appoints Chairs of Designated Emphasis Programs, in accordance with the policies and procedures of the Office of Graduate Studies.

The Executive Committee of the DEB will act as the Committee for the Chair nomination process, to solicit nominations from the faculty of the DEB, determines whether the nominees are willing to serve, and solicit comments from the DE faculty on the suitability of the nominees that are willing to serve.

The Executive Committee will forward candidates for Chair to the Dean of Graduate Studies along with all comments received from the faculty during the nomination and consultation process. All comments solicited from faculty of the group will be treated as confidential information by the DE’s Nominating Committee and by the Office of Graduate Studies.

The DE membership may express a preference and, if it does, should indicate the basis for determining that preference. The Associate Dean for Programs will interview the nominees and consult with the lead dean for the DE before forwarding a
recommendation to the Dean of Graduate Studies for consideration 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.

Duties of the Chair:
1. Verify the faculty members of the DEB
2. Serve as the Graduate Advisor
3. Provide overall academic leadership for the DEB
4. Develop and implement policies for the DEB
5. Represent the interests of the DEB to the campus and University administrators
6. Call and preside at the meetings of the Executive Committee and of the DEB
7. Be responsible for coordinating all administrative matters with the Office of Graduate Studies
8. Be responsible for the accuracy of all publications related to the DEB, including web pages and catalog copy
9. Meet annually with the chairs of the affiliated programs

Article V. Executive Committee

The Executive Committee will consist of the Chair, three DEB faculty, a student representative, and the DEB Program Coordinator, who will serve as an ex officio member.

The faculty members of the Executive Committee shall be elected for a three year term by a majority vote of the DEB faculty. The student representative shall serve as a non-voting student advocate on the Committee for a period of one academic year, which may be extended to a maximum of two years.

To ensure broad participation, the Executive Committee shall have at least two members from two departments different from that of the Chair. During the transition of the Chair, there may be a case in which only one Executive Committee member may be from a Department different from that of the Chair. This requirement may be postponed until the election of an Executive Committee member who would replace the member from the Chair's Department.

Nominations for the Executive Committee shall be made by the faculty of the DEB Program by email during the third year of the tenure of the Executive committee members. Elections shall be conducted by email ballot and completed at least two weeks prior to the end of the spring quarter. The elected members shall assume their duties on July 1. Faculty member(s) selected by the Executive Committee will fill any vacancies.

The principal duties of the Executive Committee shall be to determine and implement policies for the good of the DE, review of membership, curriculum and educational policy development and serve on fellowship selection committees for affiliated training grants. The Executive Committee shall meet at least twice a year.
Article VI. Student Representatives

The Chair, upon recommendation of the DEB graduate students, appoints a student representative to the Executive Committee. The student representative will be an advocate for the concerns of the students in the DEB program.

The Committee Chair must excuse the student representative from meetings covering confidential personnel topics. The student representative may also be excused from some Executive Committee meetings, in which the discussion topic is not pertinent to student issues.

Article VII. Graduate Advisors

The Chair of the DE will serve as the Graduate Advisor. The duties of the Graduate Advisor include:
1. Approve the student’s application for the DE and the student’s course plan;
2. Assist in the interpretation of requirements for the DE;
3. Maintain a file on the student’s progress in the DE;
4. Approve the DE on the student’s Advancement to Candidacy form;
5. Approve the committee member who will examine on the DE for the Qualifying Exam;
6. Approve the committee member who will read the dissertation for the Designated Emphasis.

Article VIII. Meetings

A. An annual meeting of the DE will be normally held in Fall Quarter. The Chair of the DE shall call the meeting. More frequent communication will be done via email.
B. The Chair or Executive Committee may call a special meeting as deemed necessary or by petitioned of five or more faculty members.
C. Notification of meetings will be via email, at least one month in advance.
D. Faculty may participate in the annual meeting from off campus by telephone (speaker phone).

Article IX. Quorum

Graduate Council has defined a minimum quorum and the DE in Biotechnology will follow these rules. All issues that require a vote must be:

1. Voted on by 50+% of the eligible members
2. Passage requires a 50+% supporting vote.
3. Voting may be done by E-mail ballot. In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date.
Article X. Amendments

Amendments to the bylaws must be approved by a quorum vote and submitted to Graduate Council for review and approval. The following procedures will be used:

A. The proposed amendment(s) will be developed by the Executive Committee or proposed by at least two faculty of the DE.
B. The amendment(s) will be circulated to the faculty via email for review. The voting period will be two weeks and may be done by E-mail ballot.