Designated Emphasis in Biophotonics and Bioimaging (DEBB)  
Bylaws

Administrative Home: Department of Biomedical Engineering

Graduate Council’s Approval Date: April 10, 2015

I. Objective

The Designated Emphasis in Biophotonics and Bioimaging (hereafter referred to as the DE) is organized primarily to administer graduate student training in conjunction with Ph.D. granting programs, so as to have an emphasis in the degree consistent with the topic of Biophotonics, in conformance with the rules and procedures of the Office of Graduate Studies of the Davis Campus of the University of California.

It shall be the function of the DE to advance and promote biophotonics and bioimaging research and teaching on the Davis campus, to establish standards and policies for the curriculum in biophotonics and bioimaging science, and to review at periodic intervals the manner in which these activities are carried out.

However, since the members of this DE on the Davis Campus are distributed among several departments, schools and colleges, this DE also serves the indispensable function of arranging for their periodic assembly, of providing a forum for them and for others with interests in biophotonics and bioimaging, and of representing biophotonics and bioimaging collectively to the University administration and other academic groups. In particular, this DE will serve the campus needs for graduate education in Biophotonics and Bioimaging. At the onset, it affiliate graduate programs will be the Biomedical Engineering, the Electrical and Computer Engineering, Physics, Computer Science, Neuroscience, Materials Sciences and Engineering, Biophysics, and Chemical Engineering. However, we envision the DE to include several other graduate groups/programs within the College of Engineering, College of Letters & Science, School of Medicine, College of Agricultural and Environmental Sciences, and School of Veterinary Medicine. Consequently, the organization and operational characteristics of the DE should be construed broadly enough to permit consideration of all academic aspects of this field of science and other matters affecting the position and programs of this discipline on the Davis Campus.

II. Membership

The DE shall consist of persons belonging to the Academic Senate or Academic Federation of the university who are actively interested in biophotonics science and who are qualified to direct graduate study and research in this field. DE members should be active members of Graduate Programs (refers to “departmentally-based programs” and “graduate groups”) associated with this DE.
The DE lists three criteria, any one of which will be sufficient, for membership: (1) Being an instructor who teaches one or more graduate courses (lecture, laboratory and/or seminar courses) in the areas of his/her graduate program with a connection to the topic of this DE. (2) Being a faculty member who serves as a faculty advisor, co-advisor, or member of the qualifying and dissertation committees of graduate students enrolled in the DE. (3) Being a faculty member with an active program in biophotonics and bioimaging related research (photonics, optics, signal/image processing, photonic materials, molecular imaging, etc.) as demonstrated by a track record of publications in either optics, photonics or biophotonics, or bioimaging journals and/or is an active member of professional societies advancing optics and photonics such as SPIE, OSA, IEEE, IOP, LIA, and APS.

Criteria for retention of membership will be similarly evaluated. Satisfying any one of the three criteria suffices for continuation. Furthermore, faculty members of the DE are expected to be principal mentors or dissertation committee chairs contributing to the training of graduate students and/or postdoctoral scholars in the areas of biophotonics and bioimaging.

Membership shall be reviewed every three years (with one-third of the membership being reviewed each year). The Membership Committee is charged with determining if a member still meets the membership guidelines at that time. When the membership of a person on the Membership Committee is to be considered for renewal, the Executive Committee will make the decision.

An appeal process for those denied initial application or continuation of membership includes the following steps: (1) Personal appeal with substantiating documentation to the Executive Committee. (2) Evaluation and decision rendering by the Executive Committee. (3) The last appeal would be to the Dean of Graduate Studies.

Emeritus faculty members are welcome to apply for DE membership. The criteria for qualification for membership will be based on interest, ability to sponsor graduate students for research projects, and a willingness to serve on various committees as requested. Emeritus DE members will be afforded all voting rights of the regular members.

III. Organization & Administration

The governing group of the DE in Biophotonics and Bioimaging shall be composed of the Chair and two additional members elected by the membership. This group shall have the responsibility for establishing the curriculum, the requirements for admission, as well as nominating committee members to serve on qualifying examinations and dissertation committees.

IV. DE Chair
The Chair of the DE shall be nominated by the membership for a period of three years. The Chair shall be appointed by the Dean of Graduate Studies upon an advisory vote of the membership of the DE. The Chair of the DE shall be chair of the Executive Committee and the chief spokesperson for the DE. The Chair of the DE also serves as the Graduate Adviser, and has the responsibility of interacting with graduate advisors of the participating Graduate programs.

V. Committees

Executive Committee

The governance of the DE shall be vested in an Executive Committee of three faculty members elected from the membership at a regular annual meeting of the DE. The Executive Committee makeup shall be composed of the Chair of the DE and two additional faculty members. The two additional faculty members shall be nominated by the membership and appointed by the Chair of the DE for a period of two years. The final composition of the Executive Committee shall account for a balanced representation of distinct graduate groups/programs affiliated with the DE. Two members shall represent engineering/physical sciences and one member shall represent life/medical sciences. To assure continuity in leadership only one committee member shall be replaced per year.

The Executive Committee shall meet at least once each academic quarter upon call by the Chair. Additional meetings and executive sessions may be held as deemed necessary by the Chair, or upon petition by five members of the DE.

The principal duties of the Executive Committee shall be to determine and implement policy for the good of the DE and to represent the interests of the DE generally to participating graduate programs of the University.

The Executive Committee shall pass on the qualifications of prospective faculty members of the DE, as indicated above.

The Executive Committee shall adopt policies regarding the admission of graduate students, consistent with the Graduate Council’s official statement General Admissions Policies and Procedures. The Executive Committee shall only recommend the details of the minimal curriculum required of all graduate students and shall periodically review and report to the DE membership on the curriculum requirements. Final approval is by the Graduate Council.

The Executive Committee shall issue a statement on graduate training in Biophotonics and Bioimaging on the Davis campus and review the program description in the U.C. Davis General Catalog every other year.

The Executive Committee shall make, through its Chair, a yearly report to associated graduate programs on the status of graduate training within the DE.
Committee on Membership:

The Chair of the Membership Committee shall be nominated by the DE faculty and appointed by the Chair of the DE. The Chair of the Membership committee shall be one of the two appointed members of the Executive Committee. Two other faculty members of this committee will be appointed by the Chair of the Membership Committee. The committee will serve for a period of two years. The Membership Committee shall screen applications for faculty membership and make recommendations as to acceptability to the DE, review DE faculty members every three years, and interact with associated graduate programs to identify students suitable for admission to the DE. This Committee also acts as the student recruiting committee for the DE.

Committee on Educational Policy (CEP):

The Chair of the Educational Policy Committee shall be nominated by the DE membership faculty and appointed by the Chair of the DE. Three other members of this committee will be appointed by the Chair of the Education Policy Committee and a graduate student member will be appointed by the Chair of the DE. The final composition of the Educational Policy Committee shall account for a balanced representation of distinct graduate groups/programs affiliated with the DE. The Committee will serve for a period of two years. The CEP shall consider course offerings in the DE in Biophotonics and Bioimaging, and make appropriate recommendations for changes in course content as well as instructors in charge. The student member of this committee serves to provide input and coordination in the conduct of the seminar/discussion series.

VI. Student Representatives

Students of the DE are invited to the annual general meeting of the DE. In consultation with the President of the UC Davis Optics Club, the Chair of the DE will appoint one student to each of the CEP for input into student-related topics. However, students may not participate in discussion dealing with collective bargaining issues.

VII. Graduate Adviser

The duties of the Graduate Adviser include:

a. Recommend for each student, the names of DE faculty members to serve on the qualifying examination committees, and to transmit these names to the appropriate graduate program. Except in special cases, if the student has selected a faculty member to guide his/her research, that faculty member will not be recommended to serve on the qualifying examination committee.

b. Approve the plan of study for each student enrolled in the DE, review with each student of the DE annually his/her performance and recommend to the associated
graduate program for the continuation of the student in the DE, his/her dismissal, or his/her continuation under probation.

VIII. Meetings

The DE membership shall meet upon written call by the Chair, who shall call a meeting at least once each year. Other meetings may be called as frequently and for such purpose as deemed desirable by the Executive Committee. Minutes of the meetings shall be distributed within ten working days.

Any active member of the DE can petition for additional meetings by submitting a written or electronic request to the Chair of the DE for such a meeting, stating the proposed topic of discussion. The meeting will be called by the Chair upon finding a satisfactory time and venue.

IX. Quorum

50+% of the members of the group shall constitute a quorum for conduct of business. In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date.

X. Order of Business

At all regular meetings, the suggested order of business shall be as follows:

- Reading of Minutes
- Reports of Officers
- Reports of Standing Committees
- Reports of Special Committees
- Unfinished Business
- New Business

In the event of adjournment before all business is complete another regular meeting shall be held within ten days.

XI. Amendments

Amendments to the bylaws may be made by at least a two-thirds of those voting in a mail ballot. All amendments and revisions must be submitted to the Graduate Council for review and approval (Graduate Council quorum policy of March 10, 2000 states that the quorum for modifying by-laws must be greater than 50% of the non-emeritus faculty members who are eligible to vote. Passage of the proposals must require a minimum of 50% + 1 of the members who actually vote).