Designated Emphasis in Stem and Progenitor Cells (DESC) Bylaws
Administrative Home: School of Medicine
Graduate Council approval: February 22, 2010

I. Objective

The Designated Emphasis in Stem and Progenitor Cells (hereafter referred to as the DESC) is organized primarily to provide graduate training consistent with a specialization in stem and progenitor cells, and in conformance with the rules and procedures of the Office of Graduate Studies of the University of California, Davis (UC Davis) campus. Successful completion of the DESC will indicate that the recipient of the chosen Ph.D. degree program has received additional training in stem and progenitor cell biology.

Participating graduate programs include the following: Biomedical Engineering, Comparative Pathology, and Neuroscience. Chairs of other graduate groups may request inclusion in the DESC by petitioning the DESC Executive Committee and obtaining approval by the Graduate Council.

II. Membership

All active members are eligible to vote.

Criteria and Application for Membership: The DESC shall consist of persons associated with UC Davis qualified to guide candidates to degrees in stem and progenitor cell-related research. Program participants must be an active member of an affiliated Graduate Group or Department, have an active and funded research program in a related area, and be willing to participate in qualifying and dissertation committees, mentoring activities, seminars, and serve on standing and/or ad hoc committees of the DESC. Faculty can apply to the DESC at any time. A request for membership stating that the bylaws have been read and will be upheld, are to be sent to the DESC chair. Admission will be determined by a majority vote of the Executive Committee.

Emeriti Faculty: Emeriti faculty may participate in all activities of the DESC, with equivalent voting rights as regular faculty. The collective expertise of this group of faculty will be utilized for class instruction and committee service.

Verification of Membership: The Executive Committee will review one-third of the membership each year by requesting information pertinent to participation in the DESC. The committee is charged with determining if a member meets the guidelines at the time of review. An updated list of faculty members will be maintained on the DESC website (www.desc.ucdavis.edu). Continued membership is contingent upon the following: (1) member in good standing in a DESC-affiliated graduate group, and (2) performance of services to the DESC such as major professor, member of Executive Committee, provide graduate level instruction in core or related courses, serve on a qualifying examination committee as the DESC reviewer, and/or attend or assist with seminars and other special events.
Termination of DESC membership would result if (1) it was requested by the faculty member to the DESC Chair, or (2) failure to comply with the minimal requirements for membership during a three-year period. Notification of impending termination will be issued six months before termination.

**Membership Appeal Process:** An applicant or member who wishes to appeal denial of membership should provide documentation of participation to the Executive Committee, who will then reconsider the denial. Applicants denied membership or renewal of membership after this process may make a final appeal to the Dean of Graduate Studies. A faculty member may re-apply for membership if terminated.

**III. Organization and Administration**

The administration of the group and its activities will be vested in the Chair and the Executive Committee. The administrative home for the DESC will be the School of Medicine.

**IV. DESC Chair**

The Dean of Graduate Studies will appoint the Chair of the Designated Emphasis in DESC accordance with the policies and procedures of the Office of Graduate Studies.

The Executive Committee of the DE will act as the Committee for the Chair nomination process, to solicit nominations from the faculty of the DE, determine 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 candidate(s) 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 Dean may interview the nominee(s) and consult with the lead dean for the DE for consideration 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.

**Duties of the Chair:** The Chair of the DESC shall be Chair of the Executive Committee and the chief officer and spokesperson for the Executive Committee and DESC. The DE Chair will (1) verify the faculty members of the DE; (2) serve as graduate adviser; (3) provide overall academic leadership for the DE; (4) develop and implement policies for the DE; (5) represent the interests of the DE to the campus and University administrators; (6) call and preside at meetings of the Executive Committee and of the DE; (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 DE including web pages and catalog copy; (9) meet annually with the chairs of the affiliated programs.

V. Committees

Executive Committee: The Executive Committee is elected from the membership at a regular annual meeting of the DESC, from a pool of nominations of the members. The Chair of DESC is the Chair of the Executive Committee. The Executive Committee shall be composed of a Chair, Vice-Chair, and Secretary, all of whom have voting rights. A student representative (non-voting) will be appointed from a pool of nominations from the students or faculty. Members will serve for three year terms and may be reappointed for a second term.

Principal responsibilities of the Executive Committee shall be to determine and implement policy for the good of the DESC and represent the interests of the DESC to the graduate groups and programs participating in the DESC. The Executive Committee will be the membership committee for faculty, students and graduate groups, and determine educational policy (curriculum).

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

The Executive Committee shall adopt policies regarding admission of graduate students, consistent with the Graduate Council and the Office of Graduate Studies policies. The Executive Committee shall periodically review and report to the DESC membership on curriculum requirements.

VI. Student Representatives

A student representative shall serve as a non-voting student advocate on the DESC Executive Committee for a period of one academic year, which may be extended to a maximum of two years. The DESC Executive Committee will appoint a student representative from a pool of nominations (from students or faculty). Student representatives may not participate in discussions of collective bargaining issues. The student representative may also be excused from some Executive Committee meetings in which the discussion topic is not pertinent to student issues. The Chair of the Executive committee must excuse the student representatives from meetings covering confidential personnel topics.

VII. Graduate Advisor

The Chair of DESC will serve as the Graduate Adviser.

The duties of the Graduate Advisor are to:
(1) provide to each student the names of DESC faculty members to serve on qualifying examination committees, and shall communicate these names to the appropriate graduate program;

(2) review with each student on an annual basis his/her performance in the DESC and recommend to the associated graduate program for the continuation of the student in the DESC, his/her disqualification, or his/her continuation under probation. The advisor shall also recommend appropriate coursework for the student, as necessary.

VIII. Meetings

The DESC membership shall meet upon written call by the Chair, at least four weeks in advance of the meeting. The Chair shall call a meeting at least once annually in Fall Quarter. Other meetings may be called as deemed necessary by the Executive Committee. Minutes of the meeting shall be distributed to all faculty members in a timely manner.

Any active member of the DESC can petition for additional meetings by submitting a written request to the Chair, stating the proposed topic of discussion.

If members are away from campus, they may participate in the meeting by videoconference or by conference call. If faculty are away during a DE meeting, they may cast proxy votes, and submit comments to the Chair in advance.

The Chair of the DESC and the Chairs of the affiliated programs shall meet once yearly to discuss matters of importance to the DESC.

IX. Quorum

The DESC will abide by the directive of the Graduate Council for a minimum quorum. All issues that require a vote must be: (1) voted on by 50+% of the eligible members, (2) passage requires a 50+% supporting vote, and (3) vote may be done by electronic mail ballot.

X. Order of Business

At all convened meetings the order of business shall be as follows:
• Review minutes from prior convened meeting
• Report of officers
• Unfinished business
• New business

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

A. Amendments will be submitted to the Executive Committee for review; the Executive Committee may vote to distribute the Amendment to the DE faculty for a vote or to return the proposed amendment to the faculty sponsors for rewriting and clarification.

B. Amendments to these bylaws will be circulated by email.

C. Members will be given at least two weeks and not more than four weeks to vote on a proposed Amendment.

Passage of amendments to bylaws must satisfy the quorum rules. Amendments to and revisions of the bylaws must be approved by at least two-thirds of those voting in a ballot. All amendments and revisions must be submitted to Graduate Council for review and approval.