**Designated Emphasis Program in the Biology of Vector-borne Diseases Bylaws**

Administrative Home: Center for Vector-borne Diseases  
Revision Date: June 12, 2007  
Approved by Graduate Council: June 21, 2007  

**Article I. Objective**

**A. Specialization:**

The Designated Emphasis in Biology of Vector-borne Diseases (hereinafter referred to as the DE) is organized to establish and administer graduate teaching, research, and indicate a specialization in the biology of vector-borne diseases for established Ph.D. degree programs. The DE will be administered in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California. The DE will indicate that the recipient of the Ph.D. in one of the affiliated graduate programs has received additional training in the biology of vector-borne diseases.

**B. Affiliated Ph.D. programs:**

- College of Agricultural and Environmental Sciences: Graduate Program in Entomology
- School of Medicine: Graduate Group in Microbiology
- School of Veterinary Medicine: Graduate Groups in Comparative Pathology, Immunology, and Epidemiology

**C. Mission of the DE:**

The mission of the Designated Emphasis in Biology of Vector-borne Diseases is to promote graduate training in the biology and interactions of vectors and pathogens of public and animal health. The DE considers all academic aspects of Biology of Vector-borne Diseases and serves as the focal point for graduate students, who are in different graduate programs, and studying the biology of vector-borne diseases.

**Article II. Membership**

**A. Criteria for Faculty Membership in the DE**

The DE shall consist of those persons associated with UC Davis qualified to guide candidates for the Ph.D. degree with specialization in Biology of Vector-borne Diseases. Members must be a member of an affiliated graduate group or program, have an active research program, and indicate their desire to participate in the activities of the DE. Members must have an appropriate academic title consistent with Graduate Council’s policy on Membership on Graduate Programs. Faculty members must an active research program in Biology of Vector-borne Diseases.
or closely related discipline in the general areas in infectious diseases such as epidemiology, biostatistics and Geographic Information Systems (GIS) commensurate with the program and expectations of the University of California.

All active members of the DE are eligible to vote.

**B. Application for membership**

1. Faculty associated with an affiliated graduate group/program 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:
   - A member should have an active research program in the biology of vector-borne diseases.
   - Contribute to the graduate teaching program, which can include presentation of guest lectures in graduate courses oriented toward Biology of Vector-borne Diseases.
   - Serve on thesis and examination committees; act as a thesis adviser to students in Biology of Vector-borne Diseases;

C. Emeritus professors have full voting rights and participation in the DE provided they have active status in one of the affiliated graduate groups/programs.

D. The Executive Committee shall review current members once every three years to determine if they meet the criteria for active status. A probationary period of up to one (1) year may be allowed for a member who failed to meet the minimum membership requirements.

E. Membership will be denied if the applicant is not a member of one of the affiliated graduate groups/program. If a faculty person is denied membership the applicant may in writing appeal to the Executive Committee for reconsideration. If the Executive Committee further denies membership the person may use the final appeal to the Dean of Graduate Studies.

**Article III. Administration**

The administration of the DE and its activities will be vested in an Executive Committee, chaired by the DE Chair and four faculty members and one graduate student.
Article IV. DE Chair

A. Chair appointment process

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 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 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 of 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.

B. Duties of the Chair are listed below:

The Chair shall be the chief officer and spokesperson for the DE and the Executive Committee and provide overall academic leadership for the DE. The Chair will call and preside at meetings of the Executive Committee and of the DE (all faculty members of the DE) at least once annually during the winter quarter.

In addition the Chair will verify the faculty members of the DE, serve as the Graduate Advisor, develop and implement policies for the DE, represent the interests of the DE to the campus and University administrators, responsible for coordinating all administrative matters with the Office of Graduate Studies, responsible for the accuracy of all publications related to the DE including web pages and catalog copy, meet annually with the chairs of the affiliated programs, develop and maintain liaisons with Biology of Vector-borne Diseases programs on other campuses of the University and with related groups on the Davis campus that have interests in Vector-borne diseases, and represent the DE in negotiations for new faculty recruits in disciplines closely related to Biology of Vector-borne Diseases.
Article V. Executive Committee

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 the campus, various universities and other agencies. The Executive Committee shall consist of the Chair plus four faculty members and one student and will meet quarterly.

To ensure broad participation, the Executive Committee shall have members chosen from at least three affiliated programs including at least one member each from the College of Agricultural and Environmental Sciences, School of Veterinary Medicine and the School of Medicine. The Executive Committee shall also have a student member elected by students grouping the DE. The student representative will serve for two years, have no voting rights and will be excused from meetings covering confidential personnel topics. The MSO of the Center for Vector-borne Diseases will attend the Executive Committee meetings to take minutes. The MSO will have no voting rights.

The faculty members of the Executive Committee shall be elected for three-year terms. Initially the Executive Committee membership will be selected from the DE Steering Committee.

Thereafter Executive Committee nominations shall be made either by mail or from the floor at the annual winter quarter meeting of the DE. Elections shall be conducted by mail or electronic-mail ballot within two weeks of the meeting. At election, each member of the DE shall vote for not more than the number of positions to be filled on a ballot provided, without weighing of choice. Those receiving the most votes, in compliance with the membership of the Executive Committee, will be declared elected. Election results shall be communicated to the members of the DE promptly. Elected members shall assume duties September 1st.

No member may serve more than two consecutive terms.

Duties of the Executive Committee:

1. The Executive Committee will be responsible for student admissions to the Biology of Vector-borne Diseases emphasis group in consultation with the student’s mentor and chairperson of the graduate group the student is registered with.

2. The Executive Committee will take whatever action is necessary to act on behalf of the DE during the year to define and implement the program. Specifically, the function of this committee shall include consideration of course offerings in Biology of Vector-borne Diseases and related disciplines, supervision of teaching assignments and teaching experiences of graduate students, review of admissions requirements, review of graduate student progress, and review of advising policy.
3. The Executive Committee will organize an annual research retreat for affiliated faculty and students. The retreat will include a student presentation competition and daytime presentation by a high profile visiting speaker who will also attend a dinner hosted by the students. The student presentations will be judged by a panel of group faculty members and the invited speaker.

4. The Executive Committee will advertise the purpose of this DE by an instructive web site that includes links to direct prospective students to affiliated graduate Ph.D. groups through which they could register.

5. The Executive Committee will explore means for obtaining funds from the University and sources outside the University to support Ph.D students in the DE and will distribute those funds to students.

Article VI. Student Representatives

One student representative (who shall be in good standing academically) shall be recommended annually by the Biology of Vector-borne Diseases DE graduate students and appointed by the Chair of the DE. Nominations will be solicited from all DE students. Elections shall be conducted by electronic-mail ballot submitted by the DE students at least one week prior to the Executive Committee meeting. Each student shall vote for only one representative. The student receiving the most votes will be recommended to the Chair.

A student representative may serve two terms. The Chair of the Executive Committee must excuse the student representative from meetings covering confidential personnel topics.

The student representative will be expected to communicate with the other DE students prior to and after each Executive Committee meeting to ensure the students are kept informed about issues affecting the DE and to give them an opportunity to convey information to the Executive Committee via the student representative.

Article VII. Graduate Advisers

The Chair of the DE will serve as the Graduate Adviser. The duties of the graduate adviser include: Approve the student’s application for the DE and the student’s course plan, assist in the interpretation of requirements for the DE; maintain a file on the student’s progress in the DE; approve the DE on the student’s Advancement to Candidacy form; approve the committee member who will examine on the DE for the Qualifying Exam; and approve the committee member who will read the dissertation for the Designated Emphasis.
Article VIII. Meetings

An annual meeting for all members called for by the DE Chair shall be held during the winter quarter. Other ad hoc meetings may be called as frequently and for such purpose as deemed desirable by the Executive Committee.

Additional meetings discussing matters not covered in the quarterly Executive Committee meetings will be scheduled upon petition by five or more members. Notification of the annual meeting of the DE, the Executive Committee and ad hoc meetings and purpose of meeting (agenda) will be made two weeks before meeting date via email.

A reminder via email will be sent automatically a week before meeting date. Minutes of meetings shall be distributed within ten days after the meeting took place. Faculty participation by faculty who are not on campus will be given the opportunity to teleconference and if video conferencing is absolutely necessary appropriate arrangements will be made.

Article IX. Quorum

Graduate Council has defined a minimum quorum. It specifies that all issues that require a vote must be voted on by 50% plus one of the eligible members. Passage requires a 50% plus one supporting vote by the quorum. Voting may be done by electronic-mail ballot. In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date.

Article X. Order of Business

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

1. Reading of the minutes,
2. Reports of officers,
3. Reports of standing committees,
4. Reports of special committees,
5. Unfinished business,

The Chair of the Executive Committee may rule that an item of business is inappropriate for discussion in the presence of the student representative. That item of business such as reviewing faculty membership will then be discussed in the absence of the student member of the Committee. In the event of adjournment before all business is complete, another regular meeting shall be held within fifteen days.
Article XI. Amendments

Amendments to the bylaws may be proposed by any faculty member in writing to DE Chair. The DE Chair will discuss the proposed amendment at the next Executive Committee quarterly meeting or call for a special Executive Committee meeting. If the Executive Committee agrees the amendment is worth considering the amendment proposal will be circulated via email to all faculty members for vote. Faculty will be required to vote within four weeks of the email. Amendment will pass by at least a two-thirds vote of a quorum electronic-mail ballot. All amendments and revisions must be submitted to Graduate Council for review and approval.