JOHN MARX, DEPARTMENT CHAIR
English

RE: English Graduate Program Bylaws

Dear Professor Marx:

Enclosed is a copy of the English Graduate Program Bylaws as approved by Graduate Council on December 2, 2016. These bylaws are now the revised, official document for the English Graduate Program and will be posted on the Office of Graduate Studies program webpage:

https://gradstudies.ucdavis.edu/programs/genl

Thank you for your efforts on behalf of graduate education.

Sincerely,

Nicole, Baumgarth, Chair
Graduate Council

Enclosure

c: Mark Jerng, Graduate Program Chair
    Darolyn Striely, Graduate Program Coordinator
    Amanda Kimball, Graduate Studies Project Analyst
Article I. Objective

A. The graduate program in English offers a Master of Arts degree in literature, a Master of Fine Arts degree in creative writing, and a Doctor of Philosophy degree in literature.

B. The graduate program in English is based in the English Department and devoted to the study of the literatures and cultures of the English language.

C. The mission of the English graduate program in literature is to teach students to produce original, professional scholarship and to become innovative, compelling teachers, in fields related to the history and cultures of the English language. Students who complete the M.F.A. degree in the creative writing program should produce a book-length work of original fiction, poetry, creative nonfiction, or other literary genre informed by the study of the history of literature.

Article II. Membership

A. Criteria for Membership in the Graduate Program

1. Members must hold an appropriate academic title as outlined in Graduate Council Policy, GC1998-02, “Policy on Membership in Graduate Programs”.

2. Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration to membership in the program. However, faculty with appointments in the English Department have automatic membership rights in the program.

3. All resident members are eligible to vote on graduate program matters. See GC2011-04, Policy on Quorum, Voting Rights and Responsibility.
B. Application for Membership

1. Nominations of prospective members to the English graduate program may be made by any member of the program. Election to the graduate faculty is by majority vote (51%) of the in-residence members of the graduate faculty. Members not in-residence may also vote; when any do, the basis for determining a majority vote will be the total number of in-residence members plus the number of members not in-residence who have voted.

2. It is expected that members of the graduate faculty will perform the following duties:
   a. Help to administer the graduate program by serving on graduate committees, and help to review the yearly applications for admission to the program;
   b. Teach graduate seminars, as appropriate, in addition to individual research instruction of graduate students;
   c. Serve on graduate preliminary examinations, qualifying examination committees, Ph.D. dissertation committees and/or on M.F.A. thesis committees.

C. Emeritus Status

All emeriti/emeritae may serve on student committees and may, at the invitation of the department chair, teach graduate courses.

D. Review of Membership

1. Membership will include periodic review for continuation of membership. Reviews will be conducted on a three-year cycle with one third of the membership reviewed each year.

2. Each departmental faculty member’s contributions to the program shall be reviewed based on the outcome of the most recent merit/promotion package of the department member. The purpose is to identify faculty members who are not providing a minimal level of service to the program. The review will focus on the areas defined in Section II.B.2. Faculty whose record reflects poor performance in any of these areas will be subject to non-renewal or to a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.

3. Membership renewal for non-departmental members will be based on a review every three years based on contributions to the areas defined in II.B.2
E. Membership Appeal Process

1. Membership denial may be appealed to the English graduate committee. A written statement containing a rebuttal of the reasons for denial must accompany the appeal within 30 days of written notice of denial.

2. Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.

Article III. Administration

A. Final responsibility for the graduate program is vested in the department faculty.
B. The administration of the program and its activities are vested in the Department Chair and the Graduate Program Committee.
C. The Graduate Program Committee shall have advisory responsibility for operational aspects of the graduate program, including curriculum, allocation of fellowships, examinations, and admissions. The creative writing sub-committee shall have advisory responsibility for those aspects of the graduate program that are specific to the MFA in creative writing, in consultation with the Chair and the Graduate Program Committee.

Article IV. Graduate Program Chair

A. Chair appointment process

The program is administered by the English Department Chair, who shall serve as official Graduate Program Chair. The department Chair may delegate day-to-day responsibilities of the graduate program to the faculty Graduate Advisers.

B. Duties of the Chair

The duties of the Chair are to:
(a) provide overall academic leadership for the program;
(b) oversee development and implementation of program policies;
(c) represent the interests of the program to the campus and University administrators;
(d) be responsible for coordinating administrative matters with the Office of Graduate Studies;
(e) manage the budgets of the program;
(f) submit course change and approval forms;
(g) be responsible for the accuracy of publications related to the
program;
(h) coordinate the program’s graduate seminar teaching assignments with relevant department chairs or graduate advisers;
(i) nominate graduate advisers for appointment.
Article V. Committees

A. Graduate Program Committee.

The Graduate Program Committee shall consist of the literature Graduate Adviser (chair of the committee), four or five additional Academic Senate faculty members (including the Director of the Creative Writing Program), two graduate student representatives (non-voting) and the staff Graduate Counselor (non-voting). Members of the graduate program committee are appointed by the Chair of the English Department, in consultation with members of the graduate faculty. All members of the graduate faculty, departmental and extra-departmental, are eligible to serve on the graduate committee. The graduate program committee coordinates with the Chair in administering all aspects of the program and recommends changes in program curriculum and policy. This committee also functions as the admissions and fellowship committee. Faculty members of the graduate program committee serve a one-year term, renewable. The student representatives serve a one-year term, also renewable.

B. Membership and Chair’s Advisory Committee.

The chair of the Committee is the Department Chair, ex officio. Committee members serve a one-year term, which may be renewed, and are appointed by the English Department Chair. Each member of the committee has a single vote. The committee receives and reviews new member nominations and makes recommendations regarding membership.

Article VI. Student Representatives

In consultation with the EGSA (English Graduate Student Association), two student representatives are appointed by the English Department Chair to the Graduate Program Committee. The term is one year, renewable, and is non-voting. The Chair of any committee with student members must excuse the student representatives from meetings during discussion of other students, personnel actions or disciplinary issues relating to faculty, rankings of existing students for funding, and for disciplinary issues related to students.
Article VII. Graduate Advisers

A. The Graduate Advisers are nominated by the English Department Chair, in consultation with the graduate program faculty, and are appointed by the Dean of Graduate Studies.

B. There are two Graduate Advisers, one primarily administering the literature program, the other primarily administering the creative writing program. Among their responsibilities is overseeing the academic advising of students by the English department faculty.

C. The term of service for each Graduate Adviser is two years, and may be extended by a further one to two years by agreement between the Department Chair and the Graduate Adviser.

D. The Graduate Advisers serve as representative of the graduate program in its dealings with graduate students in the program. Advisers are responsible for the following duties: developing a plan of study for each student; tracking the progress of each graduate student in the program; providing advice on how students may best complete program requirements; administering examinations; advising the Chair concerning scheduling of graduate seminars.

E. The Graduate Adviser with primary responsibility for the literature program serves as chair of the graduate committee, including its admissions and fellowships responsibilities.

Article VIII. Meetings

Meetings of the graduate faculty shall be held as needed, but no less than once per year, with a regular annual meeting at the beginning of fall quarter. Additional meetings will be called by the graduate advisers in consultation with the Chair and the departmental faculty as a whole. A quorum for a meeting is a majority (50+%) of the members of the graduate faculty.
Article IX. Quorum

The English graduate program follows the Graduate Council’s quorum policy. Any issue requiring a vote must be voted upon by 50+% of the eligible members, and passage requires 50+% of the members voting. Voting may be done in a meeting (with proxy voting permitted for absent members) or by electronic mail.

Article X. Amendments

A. These bylaws may be added to, amended, or repealed by a 2/3 vote of all in-residence Academic Senate members of the Department of English, provided a written notice of the proposed change has been sent to all eligible voters at least seven days prior to the day of the department meeting at which the vote is taken. A vote may also be taken by an electronic or paper mail ballot, provided the five-day notification requirement is observed. Academic Senate members of the department not in-residence are eligible to vote in the manner prescribed in Section II.B.1 above. All amendments and revisions must be submitted to the Graduate Council for review and approval.

B. Balloting to establish/revise bylaws or graduate program policy can be done either in a meeting of the program, via e-mail, or other web-based balloting technology. The balloting may be done either publicly (such as a voice vote or show of hands), or anonymously. Any member can make a public or confidential request to the program chair for anonymous balloting or e-balloting at any time. If anonymity is required for email or web-based balloting, that will be ensured by oversight of the English Department Chair’s office staff. 7 days will be provided for expression of opinions about the proposal prior to the acceptance of votes, and the program allows at least 7 days for votes to be returned or before the polls are closed.