Energy Graduate Group (EGG) Program Bylaws

Administrative Home: UC Davis Energy Institute

Created: September 18, 2014 (Revised: November 25, 2014)

Graduate Council’s Approval Date: ________

ARTICLE I. Objective

The Energy Graduate Group (EGG) is a campus-wide graduate program offering the M.S. (Plan I and Plan II) and Ph.D. degrees in Energy. The mission of the EGG is to provide an integrated program of graduate education in energy and related fields that will lead to M.S. and Ph.D. degrees in one of the two following disciplines: (1) Energy Science and Technology, and (2) Energy Policy and Management. Distinctive features of the program will be a focus on renewable energy systems, transportation fuels, and energy efficiency with general training in energy, leading to improved environmental and economic performance and sustainable design.

ARTICLE II. Membership

A. Criteria for Membership in the Energy Graduate Group

1. Disciplinary expertise, research area and accomplishments:

   Eligibility for membership in the EGG is governed by the UC Davis Graduate Council’s “Policy on Membership in Graduate Programs” [GC1998-02 (rev. 03, May 16, 2014)]. The current Graduate Council policy can be found online at the following URL: http://gradstudies.ucdavis.edu/sites/default/files/upload/files/grad-council/gc1998-02-membership-in-graduate-programs.pdf

   Membership in the EGG will be limited to faculty of the University of California and affiliated National Laboratories who are qualified under University regulations to guide candidates towards graduate degrees in Energy and who participate in the activities of the EGG. Membership is based on disciplinary expertise and is independent of specific department appointment or Academic Senate membership.

   Members must hold an appropriate academic title, such as but not necessarily limited to:

   (a) A member of the Academic Senate of the University of California (includes Professors, Lecturers with Security of Employment, Professors in Residence, Professors of Clinical “__”, Professors Emeritus/a, and Research Professors),

   (b) Adjunct Professor,

   (c) Lecturer (without Security of Employment), or

   (d) Lecturer Without Salary.

   Academic staff with primary appointments as Cooperative Extension Specialists or in the Professional Research series are not eligible to be members of graduate programs unless they also hold an appropriate instructional title (normally Lecturer Without Salary).

2. Active Research:

   Members must be engaged in active research in an area related to energy science, engineering, technology, policy, law, or management.

3. Voting Rights:
All active members are eligible to vote.

B. Application for Membership

1. Process:
A faculty member wishing to join the EGG may apply directly for membership or may be nominated by a current EGG member. The Membership Committee will evaluate each candidate as per the guidelines stated in Article II.B.2 of the EGG Bylaws. The Membership Committee’s evaluation of the faculty application, the faculty applicant’s curriculum vitae, and a ballot will be sent to all active members of the EGG. Nominees will be deemed elected upon receiving a 2/3 majority vote of all members voting. Upon the election of a new member, said person will be sent a letter of invitation by the Graduate Program Chair and will be considered a member only in the event of an affirmative reply.

2. Evaluation Criteria:
The following criteria will be used to determine the appropriateness of an applicant’s membership in the EGG:

   (a) The relevance of the applicant’s research program to the fields of either (1) Energy Science and Technology or (2) Energy Policy and Management.

   (b) The ability of the applicant to serve effectively as a major professor in the fields of either (1) Energy Science and Technology or (2) Energy Policy and Management under the regulations of the University of California.

   (c) The applicant’s scholarly expertise and activity in the fields of either (1) Energy Science and Technology or (2) Energy Policy and Management.

C. Emeritus Status
UC Davis faculty members are eligible to apply for membership in the EGG under the criteria set forth in Article II.B.2 of the EGG Bylaws. Status as an active member of the EGG does not continue automatically upon attaining faculty emeritus status but requires an application for renewal of membership and approval by a 2/3 majority vote of the active EGG membership.

D. Review of Membership
Continuation of active EGG membership is based on the same criteria set forth in Article II.B.2. of the EGG Bylaws as criteria for initial membership in the EGG. The EGG will conduct reviews of membership on a three-year cycle with one third of the membership reviewed each year. Membership in the EGG may be reconsidered in the event that an individual no longer satisfies the criteria for initial membership as set forth in Article II.B.2 of the EGG Bylaws. Membership in the EGG may then be discontinued by a simple majority vote of all members voting.

E. Membership Appeal Process
A denial of membership pursuant to Article II.B.1. of the EGG Bylaws or a discontinuation of membership pursuant to Article II.D. of the EGG Bylaws may be appealed to the Graduate Program Chair in writing and will be considered by the Graduate Affairs Committee. A written statement containing a rebuttal of the reasons for denial must accompany the appeal within 30 days of written notice of the denial or discontinuation of membership in the EGG. Applicants may make a final appeal of the denial or discontinuation to the Dean of Graduate Studies.
ARTICLE III. Administration
The administration of the EGG program and its activities are vested in the Graduate Program Chair and an Executive Committee.

ARTICLE IV. Graduate Program Chair

A. Chair Appointment Process
The Graduate Program Chair (or Chair) will be appointed in accordance with the Academic Personnel Manual policy UCD-245 B and the policies and procedures of the Graduate Council and the Office of Graduate Studies.

A **Nominating Committee** will be named by the Executive Committee to solicit, from active faculty and graduate student members of the group, names of nominees for the position of Graduate Program Chair. Those nominated will then be contacted regarding their willingness to serve. The names of the nominees who have indicated a willingness to serve will then be submitted to faculty and graduate student members of the EGG for comment. All comments will remain confidential.

The Nominating Committee will forward two names to the Dean of Graduate Studies along with all comments received on the nominees. All comments solicited from faculty and students of the EGG will be treated as confidential information by the Group’s Nominating Committee and the Office of Graduate Studies.

The Group may express a preference for Chair and, if it does, should indicate the basis for determining that preference. After interviewing the nominees, the Dean of Graduate Studies will forward his/her recommendation to the Chancellor. The normal term of the Chair’s appointment is three years, however the Dean of Graduate Studies may recommend a shorter term based on the nominee’s willingness to serve.

B. Duties of the Chair
The duties of the Chair are to:

1. Provide overall academic leadership for the program;
2. Oversee, develop and implement policies for the program;
3. Represent the interests of the program to the campus and University administrators;
4. Call and preside at meetings of the program;
5. In consultation with the Executive Committee appoint such standing and ad hoc committees as deemed necessary to properly administer the activities of the Program, with standing committees normally to include the Graduate Affairs, Student Admissions, and Membership Committees;
6. Coordinate all administrative matters with the Office of Graduate Studies;
7. Manage the budgets of the program;
8. Submit course change or approval forms, and
9. Be responsible for the accuracy of all publications related to the program including web pages and catalog copy.

ARTICLE V. Committees

1. Executive Committee:
The administration of the EGG program and its activities will be vested in an Executive Committee. The committee will coordinate with the Chair in administering the EGG program and oversee the modification of the EGG program’s mentoring guidelines and application within the program. The committee will consist of the Graduate Advisor, the Graduate Admissions Advisor, and a third member appointed by the Chair. The Graduate Advisor will serve as the Chair of the Executive Committee. The Graduate Staff Coordinator will be a non-voting member of the Executive Committee. Unless otherwise serving as an active member of the Executive Committee, the Director of the UC Davis Energy Institute will serve as an ex-officio member of the Executive Committee.

The principal responsibilities of the Executive Committee are to:

(a) Administer the graduate program, including the approval of all individual programs of study (POS) and graduate course approval forms;

(b) Nominate Thesis Committee (M.S. Plan I) membership (to include three members, including the Major Professor as Chair, will be recommended by the student) to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy;

(c) Appoint Comprehensive Examination Committees (M.S. Plan II);

(d) Nominate Qualifying Examination Committee (Ph.D.) membership (to include five faculty members and not to be chaired by the student’s Major Professor) to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy;

(e) Nominate Dissertation Reading Committee (Ph.D.) membership (to include three faculty members and typically Chaired by the student’s Major Professor) to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy;

(f) In consultation with the Chair of the EGG program, appoint such standing and ad hoc committees as deemed necessary to properly administer the activities of the Program; and

(g) Make decisions regarding financial support of students including decisions concerning the allocation of fellowship funding.

Standing committees normally include the Graduate Affairs, Student Admissions, and Membership Committees:

2. Graduate Affairs Committee:

The Graduate Affairs Committee will be chaired by the Graduate Advisor. The committee will consist of four members, including a graduate student representative, and will have the following responsibilities:

(a) To prepare recommendations, as needed, regarding minimum requirements for graduate degrees and other programmatic proposals for consideration by the members of the EGG Program;

(b) To review and recommend revision to the membership, as needed, of the Energy Graduate Group curriculum;

(c) To review petitions from graduate students; and

(d) To assist in the recruitment of graduate students.
Recommended revisions to the EGG Program curriculum must be approved by simple majority vote of the membership.

3. **Student Admissions and Membership Committee:**

This committee will consist of four members appointed by the Executive Committee and will be chaired by the Graduate Admissions Advisor. The committee will be responsible for the recruitment of graduate students to the EGG program, the evaluation of their applications, and making admissions recommendations. In addition, the Student Admissions and Membership Committee will be responsible for screening applications for membership in the EGG Program and for reviewing membership in the EGG Program.

**ARTICLE VI. Student Representatives**

Any graduate student enrolled in the Energy Graduate Group is eligible for membership in the Energy Graduate Student Organization (EGSO). In consultation with the EGSO, the Chair will appoint one graduate student representative to the Graduate Affairs Committee. Student representatives will serve a one-year renewable term and may vote on issues when deemed appropriate by the Chair.

The Chair of any committee with student members must excuse the student representatives from meetings during discussions about other students, personnel actions, disciplinary issues relating to faculty or students, or during rankings of existing students for funding.

**ARTICLE VII. Program Advisors**

Program Advisors are appointed in compliance with the policies of procedures of the Graduate Council and the Office of Graduate Studies. If possible, a student’s thesis/dissertation advisor should not serve as their Program Advisor. Program Advisors are appointed for two years, in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Chair nominates advisors to the Office of Graduate Studies. There will be at least two Program Advisors for the Energy Graduate Group: one serving as Graduate Advisor, the other serving as Graduate Admissions Advisor.

The Program Advisors will serve as representatives of the EGG Program in its dealings with graduate students in the program, with the following specific duties:

1. **Graduate Advisor:**
   
   (a) Chair the Graduate Affairs Committee;
   (b) Keep track of the progress of each graduate student in the EGG Program;
   (c) Provide advice, in consultation with the thesis advisor, on how the student may best complete the requirements of the EGG Program;
   (d) Determine whether and how graduate student work satisfies the EGG Program requirements;
   (e) Administer required examinations; and
   (f) Communicate to students their standing in the EGG Program.

2. **Graduate Admissions Advisor:**

   (a) Chair the Student Admissions and Membership Committee;
   (b) Manage student recruitment activities for the EGG Program; and
ARTICLE VIII. Meetings
The Energy Graduate Program will have one annual meeting in Fall quarter. The Chair will call regular and special meetings of the program as deemed necessary or desirable. Faculty members can petition the Chair for additional meetings. Petitions to which three or more members are signatories will automatically generate a call to the membership for a special meeting. Notification of any meeting will be emailed at least two weeks before the meeting. Members not on campus may participate by conference call or other virtual interaction (e.g. video link or webcast) in which the member’s direct participation can be officially recorded.

ARTICLE IX. Quorum
A quorum for the purpose of amending the bylaws, establishing graduate program membership, or establishing graduate program policy must be greater than 50% of the members who are eligible to vote. Balloting can be done either in a meeting of the group, by e-mail, or by another commonly accepted method of online balloting if previously approved by the Executive Committee. If balloting by e-mail or by other method of online balloting, at least seven calendar days will be allowed for expression of opinions about the proposal and formal vote.

ARTICLE X. Order of Business for Meetings
The program does not have a set format for meetings.

ARTICLE XI. Amendments
Amendments to the EGG Bylaws may be proposed by any active faculty member of the Energy Graduate Group program. The EGG Bylaws may be amended by the approval of a simple majority of the members who are eligible to vote. Written notice of a proposed amendment will be sent to each active member of the EGG Program at least ten (10) calendar days prior to a meeting at which the proposed amendment is to be discussed. All amendments and revisions to the EGG Bylaws must be submitted to Graduate Council for review and approval. Changes in the EGG Bylaws will become effective upon approval by Graduate Council.