Graduate Program in Chemistry Bylaws

Administrative Home: Chemistry
Revised: 29-May-2012; June 11, 2012;
01/06/2017 – further revised 05/16/2017
Approved by Graduate Council: June 16, 2017

ARTICLE I. OBJECTIVE

The Graduate Program in Chemistry (GPC), a departmentally-based graduate program, is organized primarily to establish and administer graduate teaching and research leading to the M.S. and Ph.D. degrees in Chemistry (with emphasis in Analytical, Biological, Inorganic, Organic, and Physical Chemistry as well as Chemical Physics) and the M.S in Pharmaceutical Chemistry, in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California.

Discipline: Chemistry is the science concerned with the composition, structure, and properties of matter, as well as the changes it undergoes during chemical reactions. Disciplines within chemistry are traditionally grouped by the type of matter being studied or the kind of study. These include inorganic chemistry, the study of inorganic matter; organic chemistry, the study of organic matter; biochemistry, the study of substances found in biological organisms; physical chemistry, the energy related studies of chemical systems at macro, molecular and sub molecular scales; analytical chemistry, the analysis of material samples to gain an understanding of their chemical composition and structure; pharmaceutical chemistry, at the intersection of chemistry and pharmacology.

Mission: A primary function of the GPC is to provide a focus for research in Chemistry by facilitating the research interaction of students, postdoctoral scholars, and faculty. The GPC will serve for the periodic assembly of faculty and for collectively representing the discipline to the University administration and other academic groups. The Ph.D. program is characterized by its flexibility, and the wide-ranging interests of the faculty, which provide outstanding opportunities for research projects on the forefront of science.

ARTICLE II. MEMBERSHIP

A. Criteria for Membership in the Graduate Program

1. Members must hold an appropriate academic title as (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. Membership in the GPC will be limited to faculty associated with UC Davis who are qualified on the basis of disciplinary expertise, research area, and accomplishments to guide graduate students or postdoctoral scholars in Chemistry. Faculty holding appointments in the Department of Chemistry have automatic membership rights in the GPC. Non-departmental faculty whose appointment authorizes the direction of graduate work may be elected to membership in the GPC.

3. Applicants must be presently involved in one or more major research efforts in Chemistry.
4. It is essential that each member have an active and productive program of research that meets the expectations of the University of California in order to provide appropriate guidance to graduate students. This can best be demonstrated by several recent research papers on chemistry subjects that have been published in appropriate refereed journals. Recent success in obtaining extramural research grants or other evidence of an active research program may also be used to establish this point.

5. There must be evidence that the applicant can provide an appropriate research environment for graduate students and also that the applicant will participate in GPC activities directed toward graduate education and training.

6. All members are eligible to vote on graduate matters; however, Emeritus faculty and members from departments other than Chemistry may participate in graduate matters only, and will not have voting rights regarding department personnel actions, department budget decisions or undergraduate matters, per Academic Senate Rule 55.

7. A member may resign at any time by writing a letter of resignation to the Chair of the Executive Committee.

8. Non-departmental faculty membership in the GPC is encouraged as a mechanism to enrich this departmentally based Graduate Program in Chemistry, provided that the membership is not larger than approximately one fifth of the total membership.

9. Memorandum of Understanding
In accord with the by-laws defined in the Criteria for Membership in the Graduate Program in Chemistry members with departmental appointments outside of the Department of Chemistry shall demonstrate to the GPC Executive Committee that the GPC member:
   1. Has ongoing extramural grant support been sufficient to provision a GPC-related project(s) as well as the GPC graduate student(s) associated with that project(s). The GPC member will provide a complete dossier to the GPC Chair.
   2. Regularly publishes chemistry-related research in appropriate peer reviewed journals.
   3. Provides an appropriate research environment for GPC graduate students.
   4. Undertakes teaching assignments as invited that benefit the GPC.
   5. Regularly serves as a major professor to GPC graduate students.
   6. Serves on standing committees and ad hoc committees for the GPC.
   7. Serves on qualifying and thesis committees of GPC graduate students.
   8. Participates in the first year graduate student class CHE-293, Introduction to Chemistry Research.
   9. Attends the annual GPC faculty meeting.
   10. Lists ‘Department of Chemistry’ as student’s affiliation on publications that are authored or co-authored by a student in the Chemistry Graduate Program.

Demonstrations 1-10 above convey the non-Departmental member’s commitments and contributions to the GPC. Failure to meet normative standards in any of these demonstrations will provide grounds for non-renewal of GPC membership.

Per requirements for GPC membership (see C. GPC Membership Renewal Process on page 4) the membership review criteria for departmental members and non-departmental members are the same. While departmental members of the GPC are reviewed as a normal part of the University merit and promotion process the GPC Executive Committee requires that the non-Departmental GPC members:
A. Provide documentation demonstrating items 1-10 above at three-year intervals thereafter.
B. The GPC Executive Committee will contact the GPC member by email well in advance of upcoming membership review to: (1) request the documentation mentioned in A; (2) schedule the membership review.

B. GPC Application Process

1. Interested faculty may self-nominate or be nominated by a current GPC faculty member at the beginning of Winter quarter. A nomination will consist of a letter to the Department Chair expressing interest in becoming a member, verifying their ability and willingness to meet the criteria for membership, and a copy of the applicant’s curriculum vitae, publication list, extramural grant support, and any other relevant information.

2. It is the responsibility of the applicant to start the application process.

3. GPC applications will be accepted and reviewed by the Executive Committee under the direction of the Membership Chair. Positive appraisal by the Executive Committee will result in the formation of an ad hoc Membership Committee [Membership Chair (non-voting) plus three ad hoc members], selected by the Membership Chair, charged with evaluating the applicant and presenting the candidate to GPC membership by letter detailing the merits of GPC membership. Negative Executive Committee appraisal will be communicated to the applicant in writing along with notification that appeal can be made to the GPC chair. After positive review by the Executive Committee and positive appraisal by the ad hoc Membership Committee, the applicant will be invited to give a GPC Seminar. After that seminar, applicant materials along with the ad hoc Membership Committee appraisal letter will be made available to all GPC members and a vote will be called (email or mail ballot). Ratification by a two-thirds positive majority of voting GPC members (with 50%+ participation; is required for GPC membership.

4. Members are expected to contribute significantly to the training of graduate students or postdoctoral scholars in Chemistry.
   a. Members must actively serve willingly as advisors; on standing committees or ad hoc committees for the GPC; as a graduate adviser (not to be confused with being a major professor); or as an administrative office for the program.
   b. Continuing members should have demonstrated willingness of service on dissertation/thesis and qualifying examination committees of the graduate students in the GPC.
   c. Providing graduate level instruction, as appropriate, should include participation in relevant graduate courses (Chemistry 200 series of courses and Chemistry 390), including lecture, laboratory, or seminar courses in addition to providing research instruction.

5. As negotiated with the Chair, non-Departmental GPC faculty may engage in undergraduate teaching, ranging from instructor of record to team-teaching duties, in the Department of Chemistry.

6. Membership must be renewed every three years as outlined in II C. GPC Membership Renewal Process.

7. In the case of an applicant’s denial of renewal of membership in the GPC, appeal can be made to the GPC Chair, and a final appeal can be made to the Dean of Graduate Studies.

8. Specific GPC Membership Application Instructions to Candidate
As part of the application process, the Membership Chair will provide the applicant with this document. In turn, the applicant will provide the Membership Chair with…

...(a) a letter, addressed to the GPC Chair, expressing intent to apply and verifying ability and willingness to meet the criteria for membership (as listed in II A. Criteria for Membership).

...(b) a curriculum vitae, publication list, and extramural grant support.

...(c) a brief, written comment on the applicant’s plans to contribute to GPC-based teaching.

...(d) a brief, written comment on the applicant’s plans regarding GPC student mentorship.

Additionally, the applicant will give a departmental seminar as arranged by the Membership Chair.

In calling for the applicant vote from the GPC Membership, the Membership Chair will provide all of this information, together with the ad hoc Membership Committee recommendation letter, to the GPC Membership. Ratification by a two-thirds positive majority of voting GPC members (with 50%+ participation) is required for GPC membership.

C. GPC Membership Renewal Process

It is Graduate Council Policy that all members hold equal rights and responsibilities, including voting rights (except that non-departmental faculty may only vote on graduate program specific matters) and the criteria used to evaluate or review members are identical for all. It is GPC policy that membership review criteria apply equally to both departmental members and non-departmental members.

That said, there are separate review/renewal procedures for departmental and non-departmental members: departmental members of the GPC are reviewed as a normal part of the University merit and promotion process using the same review criteria as non-departmental members. To maintain membership in the GPC, departmental GPC members must receive merit advancement or a positive review at least every five years.

Non-departmental members of the GPC will be reviewed as outlined below.

1. The Executive Committee shall review on a yearly basis, in the Fall quarter, one-third of the non-departmental membership. As part of the renewal process renewing non-departmental members will provide: a letter to the Department Chair expressing their intent to renew, verifying their ability and willingness to meet the criteria for membership (as listed in II A. Criteria for Membership), and will include a copy of the applicant’s curriculum vitae, publication list, extramural grant support, and any other relevant information (to include GPC grad students, service on thesis, dissertation, and qualifying committees, any GPC committee service, GPC-based graduate and undergraduate teaching).

2. An ad hoc Membership Committee will be formed [Membership Chair plus three ad hoc members] by the Membership Chair to evaluate the merit package of non-departmental applicants and present an evaluation letter to the GPC membership summarizing the merits of continued GPC membership.

3. It is the responsibility of the renewal applicant to provide documentation to the membership committee for evaluation.
4. The Membership Committee will make the applicant’s review file and *ad hoc* Membership Committee recommendation letter available to GPC membership on all renewal actions. A simple majority vote of GPC members is required for GPC membership renewal.

5. Non-renewal of membership may be based on any of the following:
   a. Inadequate GPC research program,
   b. Inadequate GPC teaching service,
   c. Inadequate service on GPC student committees such the qualifying exam, thesis, and dissertation committees,
   d. Inadequate external support for GPC students,
   e. Inadequate participation in GPC administration, f.
   Inadequate mentorship of GPC students.

6. Notification of terminated membership will be provided in writing by the Executive Committee as coordinated by the Membership Chair. An invitation to provide counterargument and/or additional supporting information for the Executive Committee to review for reevaluation will be extended in that letter. A final appeal can be made to the Dean of Graduate Studies.

7. If GPC membership for a given faculty person terminates (status then changes from GPC faculty to non-GPC faculty), any GPC graduate students working with the non-GPC faculty will be allowed to continue their graduate studies in the non-GPC faculty’s group. In such a case, major professor signature requirements on Graduate Studies forms will require non-GPC faculty as well as GPC Chair co-signature. The non-GPC faculty must assure that such graduate students fulfill all GPC degree requirements.

8. **GPC Membership Renewal Instructions for non-departmental members**

   As part of the renewal process, the *Membership Chair* will provide the applicant with the following instructions. In turn, the renewal applicant will provide the *Membership Chair* with…

   …(a) a letter, addressed to the *GPC Chair*, expressing intent to renew and verifying ability and willingness to meet the criteria for membership (as listed in **II A. Criteria for Membership**).

   …(b) a current merit package, which includes a curriculum vitae, publication list, and extramural grant support, and items (c) through (f) below.

   …(c) a comprehensive list of GPC graduate students (from initial membership to present) and a comment on GPC student mentorship during the current membership cycle (i.e., last three years).

   …(d) a list of service on GPC thesis, GPC dissertation, and GPC qualifying exam committees during the current membership cycle (i.e., last three years).

   …(e) a list (with comment) of GPC committee service during the current membership cycle (i.e., last three years).

   …(f) a list (with comment) of GPC-based teaching during the current membership cycle (i.e., last three years).
In calling for the renewal vote from the GPC faculty, the Membership Chair will provide all of this information, together with the ad hoc Membership Committee recommendation letter, to the GPC membership. A majority of GPC members is required for GPC membership renewal.

D. Emeritus

A member who retires from UCD may elect to continue active participation in the program by submitting an application for membership (as described above with the exception that a GPC Seminar will not be required). Once membership is re-established, Emeritus faculty members may teach graduate courses as deemed appropriate by the GPC Chair or designee, and may serve on administrative and student committees. Emeritus faculty may participate and vote in graduate matters only.

ARTICLE III. ADMINISTRATION

The administration of the GPC and its activities are vested in the Graduate Program Chair and the Executive Committee, under the auspices of the Department Chair.

ARTICLE IV. GPC PROGRAM CHAIR

A. Appointment of the GPC Chair. The Department Chair is Chair of the graduate program. The day-to-day responsibilities are delegated by the Department Chair to a GPC Chair for a period of one year, renewable. The GPC Chair shall serve as chief officer of the GPC in the absence of, or when requested by, the Department Chair. The GPC Chair serves as Chair of the Executive and Graduate Affairs Committees.

B. Duties of the GPC Chair. The duties of the GPC Chair are delegated by the Department Chair. Duties include providing academic leadership for the GPC; calling and presiding over meetings of the members; coordinating administrative matters with the Office of Graduate Studies; and maintaining liaison with professional organizations of Chemists. The Department Chair represents the interests of the GPC to campus and university administrators.

C. GPC Administration and Delegation of Duties. The GPC Chair administers a departmentally based graduate program, under the auspices of the Department Chair. The Chair may delegate the day-to-day responsibilities of the graduate program to one or more GPC Members. However, even with the delegation of responsibilities, the GPC Chair is the official Graduate Program Chair. The Department Chair should notify the Office of Graduate Studies the name of the faculty whom they have delegated duties.

ARTICLE V. COMMITTEES

1. Executive Committee

   APPOINTMENT:
   The committee is chaired by the GPC chair and is comprised of the GPC Admissions Chair, the GPC Membership Chair, one member of Graduate Affairs, and two at large (one of these coming from the non-departmental faculty) GPC members appointed by the Department Chair for one-year renewable terms; all members are voting members except the Department MSO and Student Affairs Officer(s) who serve as ex-officio, non-voting members.

   DUTIES:
1. To determine and implement policy and program changes for the good of the Program.
2. To provide an initial review of GPC membership applications.
3. To provide renewal review of non-departmental GPC membership.
4. To represent the interests of the GPC to various University communities and other agencies.

2. Membership Chair

**APPOINTMENT:**
The Department Chair will appoint a Membership Chair for a two-year term (non-renewable).

**DUTIES:**
1. The Membership Committee Chair will, at the behest of the Executive Committee, convene and chair (but as a non-voting member) a committee composed of the chair and three *ad hoc* members charged with evaluating the applicant (new or renewing) and presenting the candidate to the GPC membership by letter detailing the merits of GPC membership.
2. Manage non-departmental membership issues pertaining to the:
   a. review and update of files,
   b. scheduling of membership seminars and reviews for that academic year,
   c. initiating of new and renewal membership review procedures.

3. Graduate Admissions Committee

**APPOINTMENT:**
The committee, appointed by the Department Chair, is comprised of at least four GPC members (one year renewable terms) plus the Admissions Advisor (who serves as Chair of the Graduate Admissions Committee) and the GPC’s Student Affairs Officer(s). The committee consists also of one student representative recommended by the graduate student membership and appointed by the Department Chair for a one-year term. All members are voting members except the SAO and student representative who serve as ex-officio, non-voting members.

**DUTIES:**
1. To review and recommend admission and fellowship applications to Graduate Studies.
2. To recruit graduate students; may enlist the services of any member of the GPC in this effort.
3. The student member attends Graduate Admissions Committee meetings as invited by the Admissions Advisor and will actively participate in the planning and execution of annual recruitment events.

4. Graduate Affairs Committee

**APPOINTMENT:**
The committee is comprised of the Graduate Advisors, the GPC Chair, who serves as Chair of the Graduate Affairs Committee, one at-large non-Departmental GPC member, and the GPC’s Student Affairs Officer(s). All members are voting members except the SAO who serves as a ex-officio, non-voting member.

**DUTIES:**
1. To develop, maintain, and recommend curricular policy to the Executive Committee.
2. To supervise teaching assignments and teaching experience of graduate students.
3. To develop and maintain uniform academic guidance policy.
4. To oversee other educational matters requiring collective action or consideration.
5. To recommend to Graduate Studies the composition of committees administering the qualifying examination for advancement to Ph.D. candidacy, and thesis/dissertation committees. Thesis/Dissertation committees shall be comprised of at least three members, two of whom
should usually be members of the GPC at the time the Committee is established. The major professor (thesis mentor) of each student enrolled in the GPC must be a member of the GPC (see C.6 regarding terminated GPC faculty membership).

ARTICLE VI. STUDENT REPRESENTATIVES

The Department Chair appoints student representatives to committees. The chair of any committee with student members must excuse the student representatives from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty or staff, during rankings of existing students for funding, and for disciplinary issues related to students.

A student representative will be appointed to serve one one-year term on the Graduate Admissions Committee but may be reappointed for an additional term. Students are ex-officio and non-voting members; however, their representation of student perspectives will be taken into account by Committee members. The student representative will be invited to attend annual meetings.

ARTICLE VII. GRADUATE ADVISORS

Graduate advisors are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Chair of the Department of Chemistry will recommend graduate advisors (note: Graduate Advisors are GPC members appointed by the Department Chair in the sub-areas of Analytical, Biological, Inorganic, Organic, and Physical Chemistry to serve for two-year renewable terms; the Department Chair will work to promote continuity with staggered appointments) to the Office of Graduate Studies for review and appointment for two-year terms. The number of advisors shall be based on program enrollment. Graduate advisors are responsible for evaluating the adequacy of preparative course work, interpreting requirements, appointing guidance committees, recommending exam committees, and monitoring GPC graduate student progress through the completion of all degree requirements. Advisors are also members of the Graduate Affairs Committee.

ARTICLE VIII. MEETINGS

A GPC faculty meeting will be held at least once a year in the Fall quarter. The Chair of the Department will call additional meetings of the program as deemed necessary. Additional meetings may be called by the Executive Committee or by petition to the Department Chair by five or more GPC members. Notification will be emailed at least two weeks before the meeting. GPC members not on campus may participate by telephone. Minutes of meetings shall be distributed within 2 weeks of the date of the meeting. The Executive Committee shall meet at least quarterly. Additional meetings and executive sessions may be held as deemed necessary.

ARTICLE IX. QUORUM

All issues that require a vote must be voted on by at least 50% of the active members, and passage requires a 66+% supporting vote of the quorum. 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 or anonymously (any member can make a public or confidential request to the program chair for anonymous balloting at any time). Motions for bylaw changes may be introduced by the Executive committee. For electronic voting, seven days will be provided for expression of opinions about the proposal prior to the acceptance of votes, and seven days will be allowed for votes to be returned before the polls are closed.
ARTICLE X. ORDER OF BUSINESS

GPC meetings will follow the “Robert's Rules of Order.”

ARTICLE XI. AMENDMENTS

Amendments to these bylaws may be made in accordance with program’s quorum policy. All amendments and revisions must be submitted to the Graduate Council for review and approval. Changes in the bylaws will become effective upon approval by the Graduate Council. GPC members may propose amendments by petition to the GPC Chair. The GPC Chair may ask for revisions from the faculty who submitted proposed amendments before sending forward to the GPC for review and voting. Voting on amendments will take place after suggested amendments to the bylaws have been circulated to faculty via email. Amendments to the bylaws must be passed by quorum of the GPC in an email or mail ballot.