Public Health Sciences Graduate Group Program Bylaws
Administrative Home: Department of Public Health Sciences, School of Medicine
Revised: 1/25/07; 8/27/10
Graduate Council’s Approval Date: June 10, 2013

Article I. Objective

A. Degree offered: The Graduate Group in Public Health (GGPH) offers a Master of Public Health (MPH) degree and Doctor of Philosophy (PhD degree), in conformance with the rules and procedures of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University Of California. The MPH is a professional degree, rather than an academic degree, and is a joint program of the School of Medicine and the School of Veterinary Medicine on the University of California, Davis campus.

B. Discipline: Public health is the organized efforts of society to provide and maintain conditions conducive to good health for all. The basic scientific disciplines of public health include epidemiology, biostatistics, social and behavioral sciences, health services administration, and environmental health sciences.

C. Mission: Our mission is to develop the public health leaders of the future by providing a high-quality MPH and PhD degree programs in partnership with the public health community.

Article II. Membership

A. Criteria for Membership

1. Appropriate academic and teaching title:
   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).

   **Academic staff with primary appointments as Cooperative Extension Specialists, Volunteer Clinical Faculty (VCF), 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 appropriate to the discipline (s) encompassed by the program:
   Members may include individuals who are not members of the Academic Senate. Membership is independent and separate from academic department appointments and is based upon disciplinary expertise and active research and, participation in the graduate group so members throughout campus are eligible for consideration to membership in the group. Members should be active in research in their specific core public health discipline or related discipline.

3. Voting Rights:
Appendix 6. Bylaws

All resident members are eligible to vote in the Graduate Group. Refer to GC2011-04, Policy on Quorum, and Voting Rights and Responsibilities for the full policy.

MINIMUM QUORUM REQUIREMENT FOR A VOTE
• A quorum for the purpose of establishing/modifyng bylaws or establishing/revising graduate program policy: passage requires approval by greater than 50% of the non-emeritus faculty members who are eligible to vote.

MINIMUM AFFIRMATIVE VOTE NEED TO PASS A MOTION
• On graduate program matters other than amendment/revision of bylaws: passage requires a 50+% supporting vote of the members voting. Thus, passage of such motions will require support by a minimum of 25+% of the membership.
• On amendments and revision of bylaws: passage requires a 2/3rds supporting vote of the members voting. Thus, passage of such motions will require support by a minimum of 1/3rd of the membership.

B. Application for Membership

1. Application Process: Potential members may be nominated by an existing member or may nominate themselves. The names, qualifications, and CVs of applicants will be made available to members for comment. After consideration of these comments, the Executive Committee votes to approve or reject the application for membership.

2. Anticipated contributions of members:
   a. Active role in the administration of the graduate group by serving on graduate group administrative committees; as a graduate adviser (not to be confused with being a major professor); or as an administrative officer of the program.
   b. Providing relevant graduate level instruction, as appropriate, in addition to research education.
   c. Service on dissertation/thesis and qualifying examination/master’s comprehensive examination committees.

C. Emeritus Status: Emeritus faculty with active research programs may remain members of the program and are afforded the following rights: they may attend and participate in graduate group activities (including meetings and administrative committees), may teach graduate courses, and may serve on student dissertation, thesis and exam committees. Emeritus faculty ARE afforded the right to vote on policy and bylaw issues related to the program.

D. Review of Membership: Membership will be reviewed on a three-year cycle by the Membership Committee, making recommendations to the Executive Committee, with approximately one-third of the membership reviewed each year. Maintenance of membership requires contribution in at least one of the following areas over a three-year period:

1. Active role in the administration of the graduate group by serving on at least one administrative committee
2. As a student graduate advisor or practicum-site preceptor
3. As an instructor or lecturer in course work instruction to MPH and/or PhD students through Department of Public Health Sciences Courses or related courses in other academic units, including independent study and directed research courses.

4. As a member of an oral qualifying exam or thesis/dissertation committee

Members not meeting this criterion will be placed on probation for one year, during which time they will be expected to meet membership criteria. Members failing to meet membership criteria during the probationary year will not have their membership renewed. Members wishing to relinquish their membership may do so by communicating their intent in writing to the Graduate Group Chair.

E. Membership Appeal Process: If membership or renewal of membership is denied, the denied applicant may request consideration by graduate group members. If the denied application for membership is submitted to the faculty for a vote, a majority vote of the total graduate group faculty membership in support of the denied candidate is required for admission. Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.

Article III. Administration
The administration of the graduate group and its activities will be vested in an Executive Committee, consisting of at least six program members and chaired by the Graduate Group Chair.

Article IV. Graduate Group Chair

A. Chair Appointment Process

Graduate Group Chair:
The 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 names of nominees for Graduate Group Chair from the faculty and graduate students of the group. 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 the Group’s faculty and graduate students for comments. All comments will remain confidential.

The Nominating Committee will forward at least one name to the Dean of Graduate Studies, along with all comments received on the nominees. All comments solicited from faculty and students of the group will be treated as confidential information by the Group’s Nominating Committee and by the Office of Graduate Studies.

If the Group puts forward more than one nominee, it may express a preference for one and, if it does, should indicate the basis for determining that preference. The nominee(s) may be interviewed by the Dean of Graduate Studies (or delegate), who and will then forward his/her recommendation to the Chancellor for appointment. The normal term of the Chair’s appointment is three years; however the recommended term will be based on the nominees’ willingness to serve.

B. Duties of the Graduate Group Chair:

a) provide overall academic leadership for the group;
b) develop and implement policies for the group;
c) represent the interests of the group to the campus and University administrators;
d) call and preside at meetings of the Executive Committee;
e) call and preside at meetings of the group’s faculty;
f) be responsible for coordinating all administrative matters with the Office of Graduate Studies;
g) manage the budgets of the group;
h) submit course change or approval forms;
i) be responsible for the accuracy of all publications related to the group, including web pages and catalog copy;
j) coordinate graduate group’s course teaching assignments with relevant department chairs;
k) nominate graduate advisors for appointment.
l) establish permanent or ad hoc committees as needed

C. Vice Chair (optional)
The Vice Chair will be nominated by the Group Chair from the Executive Committee and will be approved by a majority vote of the Executive Committee for a three year term. The name of the nominee indicating a willingness to serve will then be submitted to a vote of the entire Group. The duties of the Vice Chair includes:

- Serving as an ex officio member of the Executive Committee.
- Assisting GGPH Chair in group administrative issues activities, and in Chair’s absence preside over meetings.
- Serving as chief officer of the Group in the absence of the Chair, for absences less than a quarter (APM UCD-245B). If the Chair will be absent from campus for more than a quarter, the Chair appointment procedures must be followed.

Article V. Committees

There shall be 7 standing committees:
- Below is a list of suggested committees.
- List them here once the committees are finalized.

A. Executive Committee
The Executive Committee shall consist of the chair of the graduate group, who serves as chair of this Committee, plus six faculty elected from the membership, plus the Master Adviser and one student appointed annually by the Graduate Student Association. To ensure broad participation, the Executive Committee shall have members from at least three different departments (tri-department rule) including at least one member each from the School of Veterinary Medicine and from the School of Medicine and one member from another school or college. All members have voting rights, including the student representative, unless the student does not participate in the discussion due to the nature of the item (see below). The faculty members of the Executive Committee shall be elected for a three-year term, which is renewable three times. Two members shall be elected each year such that two members may rotate on or off each year. Representatives from the California Department of Public Health and local health departments will be appointed as guests in an ex officio capacity, without voting privileges.

Election of faculty members of the Executive Committee: nomination shall be made either by e-mail or from the floor at the annual Spring Quarter meeting of the group. Elections shall be conducted
by mail or electronic-mail ballot within two weeks of the annual Spring Quarter meeting. At
election, each member of the group 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 will be declared
elected. Election results shall be communicated to the members of the group promptly. Elected
members shall assume their duties on July 1.

The principal duties of the Executive Committee shall be to determine and implement policy for the
good of the graduate group, and to represent the interests of the group generally to various
universities and other agencies. The Executive Committee is also responsible for approval and
distribution of Block grant, campus fellowships and work study funds as recommended by the
admissions committee.

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 will then be
discussed in the absence of the student member of the Committee. More generally, The chair of any
committee with a student member must excuse the student representatives from meetings during
discussion about personnel actions or disciplinary issues relating to faculty, during rankings of
existing students for funding, and for performance or specific disciplinary issues related to students.

The Executive Committee shall meet at least quarterly. Additional meetings and executive sessions
may be held as deemed necessary, or upon petition by five members of the group. The Executive
Committee shall fill interim vacancies for the remainder of the current year.

B. Membership Committee
The Membership Committee shall consist of five members appointed by the Chair of the graduate
group for three-year terms, renewable three times. The Chair of the Membership committee is an
Executive committee member appointed by the Chair of the graduate group. The Committee on
Membership shall review on a yearly basis one-third of the membership in addition to new
applicants. Representatives from the California Department of Public Health and local health
departments may be appointed as guests in an ex officio capacity, without voting privileges.

C. Educational Policy and Curriculum Development Committee
The Educational Policy and Curriculum Development Committee shall consist of the members of the
core course Instructors and two graduate advisors. The Chair of the graduate group shall be the
Chair of the Committee on Educational Policy. The function of this committee shall include
consideration of course offerings and recommendations regarding the curriculum and supervision of
teaching assignments and teaching experience of graduate students. The faculty members of the
Educational Policy Committee will serve for a three-year term renewable three times.
Representatives from the California Department of Public Health and local health departments may
be appointed as guests in an ex officio capacity, without voting privileges.

D. Admissions Committee
The Admissions Committee shall consist of the Vice Chair of the program, five members appointed
by the Chair of the Graduate Group for three-year terms, and one student appointed by the Student
Association. The Vice Chair of the graduate group shall be the chair of the Committee on
Admissions. The functions of this committee shall include review of applications for admissions to
the graduate group, and the preparation of recommendations of their financial support. The faculty
members of the Admissions Committee shall serve for a three-year term, renewable three times.
Representatives from the California Department of Public Health and local health departments may be appointed as guests in an *ex officio* capacity, without voting privileges.

E. Student Affairs, Advising and Mentoring Committee
The Student Affairs, Advising and Mentoring Committee shall consist of the Chair of the graduate group, Vice Chair, graduate advisor(s) who shall be the chair of the Student Affairs Committee. The term of appointment encompasses the tenure of the Chair and advisors. This committee shall be responsible for: (a) the assignment of all students to research advisors, (b) approval of the advisor’s recommendation for student Ph.D. qualifying exam committees, (c) the active overview of the status of student financial support during their entire period of study, (d) annual evaluation of student performance, (e) the coordination of any changes in funding which may occur, and (f) oversee: (i) modification of Graduate Council Mentoring Guideline (http://gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf) to fit the specific circumstances of the program, (ii) their adoption by the program, and (iii) distribution and notification to the students and faculty of where the Guidelines are posted. Representatives from the California Department of Public Health and local health departments may be appointed as guests in an *ex officio* capacity, without voting privileges.

F. Fellowship Committee
The Fellowship Committee shall consist of three faculty members appointed by the Chair of the graduate group for three-year terms renewable three times. The Chair of the Fellowship Committee is an Executive Committee member appointed by the Chair of the program. The functions of the committee include nomination and ranking of students for consideration of university fellowships and awards and identification of students to receive tuition waivers. Representatives from the California Department of Public Health and local health departments may be appointed as guests in an *ex officio* capacity, without voting privileges.

G. Recruitment Committee
The Recruitment Committee shall consist of three members appointed by the Chair of the graduate group for three-year terms renewable three times, and two students appointed by the Graduate Student Association and program alumni. The Chair of the Recruitment Committee is an Executive Committee member appointed by the Chair of the graduate group. The functions of the committee are to coordinate the hosting of selected applicants for visitation to the campus, to develop and administer programs for increasing the number, quality and diversity of applicants to the program, and to generate suitable brochures and web sites to provide information to prospective applicants. Representatives from the California Department of Public Health and local health departments may be appointed as guests in an *ex officio* capacity, without voting privileges.

Article VI. Student Representatives

A. Committee Appointment Process: The Graduate Group Chair will consult with the students regarding membership on the various program Committees.

B. Committees on which students serve: Students will serve on the following committees:
1. Executive Committee
Appendix 6. Bylaws

2. Curriculum Committee
3. Admissions and Advancement Committee
4. Community Relations and Development Committee
5. Ad hoc committees as appointed by Graduate Group Chair

Generally each committee will have one student representative. No student may serve on more than two committees simultaneously.

C. **Term of service and reappointment**: Students serve for a term of one year, with the potential for reappointment.

D. **Voting Rights**: Students are non-voting members of the program committees.

E. **Attendance at annual meetings of the program**: Student representatives may attend annual meetings of the program.

F. **Student recusal from selected matters**: The Chair of any committee with student members must excuse the student representatives from meetings during discussion about other students, the content of written examinations, personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

**Article VII. Graduate Advisors**

Graduate advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Chair of the program will recommend graduate advisers to the Office of Graduate Studies for review and appointment for a two-year term. At least a minimum number of advisers will be appointed to meet the 15:1 advising ratio recommended by the Graduate Council. Graduate advisors are responsible for evaluating the adequacy of preparative course work, interpreting requirements and appointing guidance and comprehensive exam committees. Graduate Advisors are expected to meet quarterly with advisees. If possible, the thesis/dissertation advisor for a student should not serve as their Graduate Advisor. The advisor(s) are required to serve on Educational Policy, and the Student Affairs, Advising and Mentoring Committees. A Master Advisor will be so designated by the Chair to serve as a resource for other advisors and will serve on the Executive Committee.

**Article VIII. Meetings**

A. **Graduate Group Annual Meeting**: The Group Chair shall call an annual meeting during Spring quarter for the purpose of electing officers and conducting other business. The Chair shall be privileged to call other meetings in the interest of the Group and shall be required to do so at the written request of three or more members. Notification will be emailed at least two weeks before the meeting. Faculty not on campus may participate by teleconference or other availability technology.

**Article IX. Quorum**

All issues that require a vote must be:

- Voted on by 50+% of the membership
- On graduate program matters other than amendment/revision of bylaws: passage requires a
50+% supporting vote of the members voting.

- On amendments and revision of bylaws: passage requires a 2/3rds supporting vote of the members voting.

If balloting is conducted via e-mail or web-based technology, 10 business days must be provided for expression of opinions about the proposal prior to the acceptance of votes; the program must allow 14 business days for votes to be returned or before the "polls are closed."

A quorum is a majority (50+) of all members eligible to vote. Passage of substantive business requiring a vote of the membership as a whole requires at least an affirmative majority vote (50+) of all members voting. Voting may be by email or written ballot. At least one week response time is required.

**Article X. Order of Business**

At all regular meetings, the normal order of business shall be:

1. Call to order
2. Approval of minutes
3. Report of Officers
4. Reports of Standing Committees
5. Reports of Special Committees
6. Unfinished Business
7. New Business
8. Adjournment

In the event of adjournment before all business is complete, another regular meeting shall be held on the next available date.

**Article XI. Amendments**

The Bylaws of the Group may be amended in the following manner:

A. Amendments to the bylaws may be proposed by any member of the Group by submitting the proposed amendment to the Group Chair. The Chair shall notify all members of the group of the proposed amendment. Members will be given the option of providing Pro and Con statements to be included on the ballot.

B. An email ballot will be circulated to all members of the Group a full week before the deadline for voting on the amendment. The ballot shall contain the proposed amendment(s), including material to be added or deleted from the Bylaws, as well as Pro and Con statements submitted by voting members. The amendment passes only if it is approved by a quorum as defined in Article IX.

C. The Executive Committee shall administer and oversee the e-mail balloting and inform the Group of the outcome.

D. All amendments and revisions approved by the membership must be submitted to Graduate Council for review and approval.