Article I. Objective

A. Degree(s) offered by the program: M.S. Plan II degree

B. Discipline: Environmental Policy and Management is the application of scientific knowledge to the development of sound environmental policies and natural resource management practices. The program stresses the interrelationships between society, economics, and the environment in developing sustainable solutions to environmental problems.

C. Mission of the Program: The Graduate Group in Environmental Policy and Management (GEPM) will function as a mechanism for curricular structure in training students in environmental policy and management at UC Davis and fosters interactions and collaborations among faculty pursuing applied environmental research through different academic departments. The GEPM offers the M.S. Plan II degree only, but can be pursued concurrently with other graduate degree programs.

Article II. Membership

A. Criteria for Membership in the Graduate Program

1. Appropriate academic and teaching title.

   Members must hold an appropriate academic title as outlined in Graduate Council Policy, GC Policy 1998-02. The revised policy is available here: http://gradstudies.ucdavis.edu/graduate-programs/policies

2. Active research appropriate to the discipline(s) encompassed by the program.

   Membership is independent and separate from academic department appointments. Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration to membership in the group.
Faculty having active research, strong interest and expertise in environmental policy and management, and whose appointment authorizes the direction of graduate work, may be elected to membership in the Group by the Executive Committee.

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 Emeritie/ae, 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).

3. Voting rights.

All members are eligible to vote on graduate program matters. See GC2011-04, Policy on Quorum, Voting Rights and Responsibility.

B. Application for membership.

1. How faculty may apply:

Interested faculty may submit an application for membership to the GEPM Executive Committee, indicating a willingness to contribute to the Group as defined below in Section B.2. A CV should be enclosed. Applications for membership are reviewed by the Executive Committee to assure that Candidates have a documented record of high-quality scholarly activity (re: training, expertise, and program focus). Factors considered include, but are not limited to: degree training, titles of recent publications, journals published in, titles of grant proposals, teaching EPM courses. Both the quality of the scholarship and its relevance to the field of environmental policy and management are evaluated. The Executive Committee will vote on membership applications at meetings, or via e-mail. A simple majority will determine approval of membership. Membership shall be in accordance with Academic Senate and Graduate Council guidelines.

2. Anticipated contributions that graduate faculty members will perform as a member.

Members are expected to contribute to the GEPM in ways beyond supervising graduate students. Contributions include: the teaching of EPM courses, service on committees (Executive, Admissions, Seminar, Guidance, Practicum, Policy Clinic), and other service deemed appropriate by the Executive Committee. Each member is also expected to offer an EPM 290, or accepted substitute, once every four years.

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 program
activities (including meetings and administrative committees), may teach graduate courses, and may serve on student committees. Emeritus faculty ARE afforded the right to vote on policy, bylaws and issues related to the program, provided they inform the GEPM in writing of their desire to vote.

D. Review of Membership

The criteria for reviewing members of the program are the same for all members. Each faculty member’s contributions to the GEPM shall be reviewed once every three years for the purpose of identifying faculty members who are not providing a minimal level of contribution to the Group. This review will be conducted by the GEPM Executive Committee.

The review will focus on four areas: a) mentorship of GEPM students, b) participation in the GEPM workload in the classroom teaching mission of the Group and committee work, c) professional productivity in the field of Environmental Policy and Management, and d) administrative service to the Group. 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.

E. Membership Appeal Process

Membership applications or applications for membership renewal that are denied may be appealed in writing to the Executive Committee. 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 program and its activities will be vested in the Group Chair and an Executive Committee.

Article IV. Graduate Program Chair

A. Chair appointment process

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) and will then forward his/her recommendation to the Chancellor for 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

The Chair: a) provides overall academic leadership for the program; b) develops and implements policies for the program; c) represents the interests of the program to the campus and University administrators; d) calls and presides at meetings of the Executive Committee; e) calls and presides at meetings of the program; f) is responsible for coordinating all administrative matters with the Office of Graduate Studies; g) manages the budgets of the program; h) submits course change or approval forms; i) is responsible for the accuracy of all publications related to the program including web pages and catalog copy; and j) nominates graduate advisors for appointment.

A Vice-Chair shall be elected by the Group for a two-year term. Election will be conducted at the Annual Spring meeting of the GEPM or by e-mail. The Vice Chair serves as chief officer of the Group in the absence of the Chair, for less than a quarter. If the Chair is absent from campus for more than a quarter, the Chair appointment procedures will have to be followed.

Article V. Committees

Executive Committee

The Executive Committee shall consist of five voting members: the Group Chair, Vice-Chair, two faculty members elected by the Group, and one GEPM graduate student appointed by the Chair. The Group Chair shall serve as Chair of the Executive Committee.

Candidates for the two faculty memberships may be self-nominated, or nominated by the GEPM members at large. Election to faculty membership to the Executive Committee will take place at the Annual Spring Meeting. The two candidates with the majority of votes, of eligible members present, will be elected for a two-year term.
The election of the Vice-Chair shall also take place during the Annual Spring Meeting (see section IV-B).

The two elected executive committee faculty members and the elected Vice-Chair shall take office on July 1 following election or at a different date if a vacancy exists, but the two-year term of office will in any case be counted from July 1 following election. The Group Chair is empowered to fill vacancies by appointment for the unexpired terms of members of the Executive Committee. Executive Committee members may be re-elected for a second term, but must take a “break” after two consecutive terms.

Meetings of the Executive Committee shall be held at least once per quarter at the call of its Chair. Additional meetings may be called as needed.

As deemed necessary by the Executive Committee or in response to membership concerns, the Executive Committee will provide consideration of changes in policy governing the GEPM and make recommendations of "minimum requirements for degrees". The Executive Committee is responsible for: evaluation of faculty applications for membership; faculty membership reviews/renewals; approval of changes to the GEPM curriculum (i.e. educational policy); and as necessary, evaluation of any issues brought to the attention of the Executive Committee by the membership. The Executive Committee is responsible for appointment of subcommittees (Admissions/Fellowship and Comprehensive Exam) and matters in which authority has been delegated by the Group.

**Admissions and Fellowship Committee**
The Admissions and Fellowship Committee shall consist of the Vice Chair of the program and will be composed of at least three faculty members and two external advisors (e.g., from agencies, NGOs, or consulting firms). The external advisors input is advisory, with the graduate faculty having the final say in admissions. The committee will nominate and rank students for consideration of university fellowships and awards and identify students to receive tuition waivers. The Chair of the committee is the Vice-Chair of the graduate group. The Executive Committee appoints the remaining members to the committee. The Vice Chair communicates the recommendations of the admissions committee to the chair for approval. Committee members are recommended for a two-year term.

**Comprehensive Exam Committee**
The program will establish a comprehensive exam committee (CEC) each year. The CEC shall consist of three faculty members appointed by the chair for 1 year terms. The Chair of the CEC shall be an Executive Committee member. This committee is responsible for evaluating students’ (1) Practicum Proposal; (2) Professional Development Plan; (3) Practicum Report; and (4) Policy Clinic Report. At least one member of the CEC should be a Graduate Academic Advisor (with signature authority for the GEPM).
Article VI. Student Representatives

Unless otherwise specified, Student Representatives are elected representatives of the graduate program, approved and appointed to appropriate committees by the GEPM Chair. The Chair will solicit nominations from the students followed by electronic distribution of an anonymous ballot (e.g. administered using Qualtrics). The nominee(s) with the largest number of votes will be appointed as Representative(s). The Representative(s) serve as voting members of the Executive Committee in all matters except those under the jurisdiction of the Academic Senate. Student representatives to the Admissions and Awards Committees are voting members of those committees. Student representatives may be excused from committee meetings as necessary (e.g., confidential matters, group financial issues, collective bargaining issues, etc.).

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, during rankings of existing students for funding, and for disciplinary issues related to students.

Article VII. Graduate Advisors

Students will be advised by (a) the program staff (graduate group chair and program academic coordinator) and (b) their faculty advisor. The GEPM chair and program academic coordinator are principally responsible for interviewing and evaluating incoming students with respect to their professional aspirations. The program staff and faculty advisors will discuss with the students their quantitative tools needs to recommend elective courses (e.g. in quantitative methods).

Graduate Academic Advisers (GAAs) for GEPM are listed on the Graduate Studies’ program page: https://grad.ucdavis.edu/programs/gepm. GAAs are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. Each summer the Chair of the program will recommend graduate advisers to the Office of Graduate Studies for review and appointment for (typically) a two year term. GAAs have program signature authority to approve forms, petitions, and nominations of student committees. GAAs also consult with students applying for admission, provide coursework and mentor guidance for students before and after candidacy.

Article VIII. Meetings

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.

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 at any time. Anonymous balloting will be conducted electronically via an anonymous voting web platform and administered by the Group Chair.

If the motion is via e-mail or web-based technology: a) the motion may be introduced by the executive committee or the Chair, b) 7 days must be provided for expression of opinions about the proposal prior to the acceptance of votes, and c) the program must allow 7 days for votes to be returned or before the "polls are closed.

Article X. Order of Business for Meetings

Meetings shall follow Robert’s Rules of Order.

Article XI. Amendments

Amendments to these bylaws may be made in accordance with program’s quorum policy in Article IX. Program members may propose amendments by petition to the program Chair. The program Chair, or relevant program committee, may ask for revisions from the faculty who submitted proposed amendments before forwarding the revisions to the membership for review and voting. Quorum, voting and passage is prescribed in Article IX. 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.