ROBERT BAYLEY, CHAIR
Linguistics Graduate Program

RE: Linguistics Graduate Program Bylaws

Enclosed is a copy of the Linguistics Graduate Program bylaws as approved by Graduate Council on April 6, 2018. These bylaws are now the revised, official document for the Linguistics Graduate Program and will be posted on the Office of Graduate Studies program webpage:

https://grad.ucdavis.edu/programs/glin

Thank you for your efforts on behalf of graduate education.

Sincerely,

[Signature]

Nicole Baumgarth, Chair
Graduate Council

c: Amanda Kimball, Graduate Studies Analyst
   Stephanie Fallas, Graduate Program Coordinator
Linguistics Graduate Program Bylaws

Administrative Home: Department of Linguistics
Revision date(s): 11/20/2017, 3/8/18
Graduate Council Approval: 04/06/2018

Article I. Objective

A. Degree(s) offered by the program: Ph.D. and M.A.

B. Discipline: The graduate program in linguistics is based in the Department of Linguistics and is devoted to the analysis of languages, as pertaining to linguistic theory, language learning and use in individuals and societies, and computational, cognitive, and neural models of linguistic knowledge.

C. Mission of the Program: The mission of this graduate program is to establish and administer courses of graduate instruction in linguistics, to provide for mentoring and research supervision of students studying for graduate degrees in linguistics, and to advance the scientific study of language.

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. Active research appropriate to the disciplines encompassed by the program.

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

B. Voting rights

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

C. Application for membership

1. Faculty may apply for program membership by submitting a CV and cover letter to the chair of the Department of Linguistics.

2. Anticipated contributions that graduate faculty members are expected to perform as a member

   a. Active role in the administration of the graduate program by serving on graduate program 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 graduate level instruction, as appropriate, in addition to research instruction  
c. Service on dissertation committees and qualifying, comprehensive, and preliminary examination committees  

D. 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 not afforded the right to vote on policy and bylaw issues related to the program.  

E. Review of Membership  

The criteria for reviewing members of the program are the same for all members. Each faculty member’s contributions to the program shall be reviewed once every three years for the purpose of identifying faculty members who are not providing a minimal level of service to the program.  

This review will be conducted by the Graduate Program Committee, who will review on a yearly basis one-third of the membership. The review will focus on the areas defined in Section C.2 above, “Anticipated Contributions by Members.”  

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.  

F. Membership Appeal Process  

If membership is denied or not renewed, faculty can appeal to the Graduate Program Committee for reconsideration. Applicants denied membership or renewal of membership by the Graduate Program Committee 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 Department Chair and the Graduate Program Committee.  

Article IV. Graduate Program Chair  

A. Chair appointment process  

The Department Chair administers this departmentally-based graduate program. The Chair may delegate the day-to-day responsibilities of the graduate program to one or more faculty members of the program. However, even with the delegation of responsibilities, the Department Chair is the official, graduate program Chair. The Department Chair should notify the Office of Graduate Studies of the name of the faculty to whom they have delegated duties.  

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 Program 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 (including the block grant and the administrative budget); 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 advisers for appointment.

Article V. Committees

Graduate Program Committee

The Graduate Program Committee shall consist of the chair of the program, who serves as chair of the committee, plus three faculty members, one graduate adviser, and one student appointed annually by the Graduate Student Association. 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 Graduate Program Committee shall be elected for a three-year term, which is renewable two times. Two of these members shall be elected each year.

To elect members of the program to serve on the Graduate Program Committee, nomination shall be made either by e-mail or from the floor at the annual Spring Quarter meeting of the program. 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 program 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. Ties will be resolved by lot. Election results shall be communicated to the members of the program promptly. Elected members shall assume their duties on July 1.

The principal duties of the Graduate Program Committee shall be to determine and implement policy for the good of the program, and to represent the interests of the program generally to various universities and other agencies. The Graduate Program Committee is also responsible for advising the Chair in the distribution of Block grant and work study funds, and for the annual review of program members (see Article II, E). In addition, the Graduate Program Committee shall be responsible for (a) analysis of the results of any placement or English language examinations for new entering students and determination of what remedial actions may be needed, (b) the approval of research advisers, (c) the recommendation of Ph.D. qualifying exam committees, (d) the active overview of the status of student financial support during their entire period of study, (e) the coordination of any changes in funding which may occur, and (f) distribution to faculty and students of the Graduate Council Mentoring Guidelines and, when needed, modification to fit the specific circumstances of the program.
A graduate student specializing in a specific area(s) of research is expected to identify and approach a faculty member whose research areas include or are closely related to the student’s area(s), to explore whether the faculty member is available to serve as her/his advisor. It is assumed that, generally, graduate students can successfully find their research advisors themselves. When a student is unable to find a research advisor, the Graduate Program Committee will work with the student and appropriate faculty members to determine a research advisor.

The Chair of the Graduate Program 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 disciplinary issues related to students.

The Graduate Program 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 program.

The Graduate Program Committee shall fill interim vacancies for the remainder of the current year.

Admissions Committee

The Admissions Committee shall consist of the chair of the program or a designated member of the program, who is to serve as chair, and three other members of the program, two appointed by the chair, and one graduate adviser who is not serving on the Graduate Program Committee. The functions of this committee shall include admissions of students to the program, the preparation of recommendations of their financial support, nomination and ranking of students for consideration for university fellowships and awards, identification of students to receive tuition waivers, coordination of the hosting of selected applicants for visitation to the campus, and the development and administration of programs for increasing the number, quality and diversity of applicants to the program. The faculty members of the Admissions Committee shall serve for a three-year term.

Article VI. Student Representatives

Student representatives are to be appointed by the Graduate Student Association to the Student Mentorship Committee and the Graduate Program Committee. The student member of the Graduate Program Committee may attend the annual spring meeting, will serve a one-year term, with the possibility of reappointment, and will have voting rights on matters for which participation is not excluded by policy.

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
Advisers

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. There shall be at least a minimum number of advisers to meet the 15:1 advising ratio recommended by the Graduate Council. Graduate advisers are responsible for evaluating the adequacy of preparative course work, interpreting requirements and appointing guidance and comprehensive exam committees. One adviser will serve on the Graduate Program Committee and another on the Admissions Committee. A Master Adviser will be so designated by the Chair to serve as a resource for other advisers.

Article VIII. Meetings

The program Chair shall call an annual meeting during Spring quarter for the purpose of conducting an annual review of the scholarly progress and accomplishments of each student in the program, electing officers and conducting other business. The Chair shall be privileged to call other meetings in the interest of the program 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 online meeting 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 the motion is via e-mail or web-based technology: a) the motion may be introduced by 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 the quorum policy in Article IX. Program members may propose amendments by petition to the program Chair. The program Chair 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.