CLAIRE GOLDSTEIN, CHAIR
French Graduate Program

ELIZABETH SPILLER, DEAN
College of Letters & Sciences

RE: French and Francophone Studies Program Bylaws

Enclosed is a copy of the French and Francophone Studies Graduate Program bylaws as approved by Graduate Council on February 8, 2018. These bylaws are now the revised, official document for the Graduate Program and will be posted on the Office of Graduate Studies program webpage:

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

Please be advised that Graduate Council in a separate action supported the name change from "Graduate Program in French" to the "Graduate Program in French and Francophone Studies". However, formal approval for this name change must still be obtained from the Chancellor (or designee) at UC Davis, as well as the UC-wide CCGA. Relevant documents in support of seeking these approvals have been sent on.

Graduate Council approved the bylaws now in order to not delay their implementation and in anticipation that the name change will be approved. Once formally approved by CCGA, the bylaws will be in effect and the program may carry the new name. In the meantime please continue to identify the program as the "Graduate Program in French"

Thank you for your efforts on behalf of graduate education.

Sincerely,

Nicole Baumgarth, Chair
Graduate Council

Cc: Amanda Kimball, Graduate Studies Analyst
    Nancy Masson, Graduate Group Coordinator
    Heidi Parks, Executive Assistant to Dean Spiller
    Mani Tripathi, Associate Dean for Research, College of Letters and Science
    Mark Sablay, Assistant to Associate Dean Tripathi's
French and Francophone Studies Bylaws

Administrative Home: Department of French & Italian
Revision date(s): 10/13/2017
Graduate Council Approval: 02/08/18

Article I. Objective

A. Degree(s) offered by the program: MA, PhD

B. Discipline: French and Francophone Studies

C. Mission of the Program: The graduate program provides students with a strong base of knowledge in French and Francophone Studies, encompassing the areas of literature, culture, film, and linguistics. Students are encouraged to develop a firm foundation in both historical and critical studies, with a particular emphasis on interdisciplinary research. Faculty interests such as art history, comparative literature, critical theory, cultural linguistics, discourse analysis, film studies, philosophy, visual studies, and women’s studies ensure that students are exposed to a broad array of interdisciplinary approaches. In addition to the formal training in their specific area of specialization, students also receive training in foreign language pedagogy and are closely supervised as they teach the lower-division language courses.

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, GC1998-02, “Policy on Membership in Graduate Programs”.

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

   Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration to membership in the program. However, faculty with appointments in the French wing of the Department of French & Italian have automatic membership rights in the program.
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:
   Applicants must be nominated by a current member in order to be considered for membership. The materials required for the application include a CV, cover letter, and relevant publications in the field of French and Francophone Studies. Application materials should be submitted to the Department Chair, who arranges for the materials to be reviewed by all members. A vote is conducted using an electronic ballot, and the Department Chair communicates the decision directly to the applicant.

2. Anticipated contributions that graduate faculty members perform as a member.
   a. Active role in the administration of the graduate program by serving on graduate program administrative committees; as a graduate advisor (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/thesis and qualifying examination/master’s comprehensive examination committees.

C. Emerita Status.
   Emeritus faculty with active research programs may remain members of the program and are afforded the following rights: they may teach graduate courses when invited by the Department Chair and may serve on student committees with approval from the Department Chair. Emerita faculty are not afforded the right to vote on policy and bylaw issues related to the program. They are, however, granted voting rights on the qualifying and thesis committees on which they serve.

D. Review of Membership
   The criteria for reviewing members of the program is the same for all members. Each faculty member’s contributions to the program are 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 is conducted by the Graduate Program Committee, which reviews approximately one-third of the membership on a yearly basis. The review focuses on the areas defined in Section B above.

   Faculty whose record reflects poor performance in any of these areas are 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
   If membership is denied or not renewed, faculty can appeal to the Dean of Graduate Studies.
Article III. Administration

The administration of the program and its activities is vested in the Department Chair (who also serves as the Graduate Program Chair but may delegate that role to another colleague, usually the Graduate Advisor), the Graduate Advisor, and the Graduate Program Committee.

Article IV. Graduate Program Chair

A. Chair Appointment Process

The Department Chair administers a departmentally-based graduate program and is therefore the Graduate Program Chair. The Department Chair may delegate the day-to-day responsibilities of the graduate program to another member of the program, usually the Graduate Advisor. However, even with the delegation of responsibilities, the Department Chair retains his or her role as the official Graduate Program Chair. The Department Chair should notify the Office of Graduate Studies if he or she chooses to delegate duties to another faculty member.

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 Graduate 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; 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. All of these duties except (j) may be delegated to another member of the program, usually the Graduate Advisor.

Article V. Committees

Graduate Program Committee

The Graduate Program Committee consists of the Department Chair (who normally serves as Committee Chair) and the Graduate Advisor (who may also be delegated to serve as Committee Chair), plus two rotating appointments: one additional member of the graduate program faculty (to be selected by the Department Chair), and one student representative (to be selected by the students in the program). All members have voting rights except the student representative. The term for the rotating committee appointments is one year, with the understanding that renewals are likely for graduate faculty.

The principal duties of the Graduate Program Committee are to determine and implement policy for the good of the program; to represent the interests of the program generally to various universities and other agencies; to advise the Department Chair on the distribution of block grant and work study funds; to review on a yearly basis approximately one-third of the membership, in addition to new applicants; and to review course offerings and make recommendations regarding graduate curriculum.

The Graduate Program Committee meets at least quarterly. Additional meetings and
executive sessions may be held as deemed necessary. Vacancies are filled as they arise.

**Admissions and Fellowship Committee**

The Admissions and Fellowship Committee consists of all members of the program. The functions of this committee include admission of students to the program; preparation of recommendations for their financial support; and nomination and ranking of students for consideration of university fellowships and awards. The committee will be chaired by the Graduate Program Chair, who is also the Department Chair. However, the Department Chair may choose to delegate the Graduate Chair role to another member of the graduate faculty (usually the Graduate Advisor) and may ask that person to chair the committee in his/her stead.

**Article VI. Student Representatives**

Only the Graduate Program Committee has a student member. The student member is selected by a vote of the graduate student body and serves a non-renewable, one-year term. The Committee Chair ensures that the student member is excused from any discussion regarding other students (especially funding decisions or disciplinary issues) or regarding personnel actions or disciplinary issues relating to faculty.

**Article VII. Graduate Advisors**

The Graduate Advisor is appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Department Chair recommends a Graduate Advisor to the Office of Graduate Studies for review and appointment for a two-year term. The Graduate Advisor is responsible for overseeing the day-to-day operations of the graduate program, providing advising support to first-year and continuing students, and serving as a resource in case of student concerns. The Graduate Advisor is expected to meet quarterly with advisees. The student/advisor ratio should not be greater than 15:1. If the ratio exceeds 15:1, the Department Chair should appoint two Graduate Advisors and split the workload between them.

**Article VIII. Meetings**

The Department Chair calls an annual meeting of all program members during spring quarter for the purpose of reviewing graduate student progress and conducting other business. The Department Chair is privileged to call other meetings in the interest of the group and must do so at the written request of three or more members. Notification is emailed at least two weeks before the meeting. Faculty not on campus may participate by teleconference or other available 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 the amendment or 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 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 are conducted informally unless the Department Chair deems that a formal procedure is required.

**Article XI. Amendments**

Amendments to these bylaws may be made in accordance with the program’s quorum policy in Article IX. Program members may propose amendments by petition to the Department Chair. The Department Chair may ask for revisions from the faculty who submitted proposed amendments before forwarding the revisions to the membership for review and voting, as prescribed in Article IX. All amendments and revisions must be submitted to the Graduate Council for review and approval; changes in the bylaws become effective upon approval by the Graduate Council.