BYLAWS OF THE GRADUATE GROUP IN PLANT BIOLOGY

Administrative Home: Division of Biological Sciences

Revision Date: July 2004
Previous Revision Date: August 1999

Article I. Objective

The Graduate Group in Plant Biology (hereafter referred to as PBGG) shall coordinate and direct graduate studies in the field of Plant Biology. The primary mission of PBGG is to promote and administer the teaching, training, and research of graduate students in plant biology. PBGG is responsible for establishing the requirements for preparation and training of candidates for the degrees of Master of Science and Doctor of Philosophy under the rules of Graduate Studies at the University of California, Davis. A secondary but equally important mission of PBGG is to serve as an organizing focus for research in plant biology on the Davis campus by sponsoring activities that promote productive interactions among graduate students, postdoctorals, and faculty.

Article II. Membership

A member of the faculty or staff with a strong interest in plant biology and whose appointment authorizes the direction of graduate students may be elected to membership by the Executive Committee of PBGG. This includes Academic Senate members and Academic Federation members with a courtesy teaching appointment (e.g., lecturer). Academic Federation members who are paid from soft-money funds or whose appointment at the University is not reasonably certain for a period of five years from the present must enter co-major professor arrangements with regular faculty in order to sponsor Ph.D. and M.S. students.

A. Initial Application for Membership

Prospective members shall submit an application form in writing to the Executive Committee of PBGG. Applicants will describe their willingness to participate in PGBB activities, research areas, and reasons for applying to PBGG. Furthermore, applicants will provide current curriculum vitae listing their educational background and training, current research interests, current teaching responsibilities and interests, and publications. Applicants must provide evidence of an appropriate research training environment for graduate students. Membership will be granted to those individuals whose applications are approved by the Membership Committee and the Executive Committee.

B. Renewal of Membership

On a three year cycle, each member will be reviewed by the Membership Committee. Criteria for renewing membership are defined below.
1. Members must be active in the profession of plant biology, broadly defined, as signified by publication and other professional activities.

2. Members are expected to teach courses in plant biology.

3. Members must actively participate in group activities such as serving on a PBGG administrative committee or being the instructor-in-charge of a PBGG course.


5. Service on M.S. Orals/Thesis Committees and on Ph.D. Dissertation Committees for one's own students does not discharge one's responsibilities to the Group. Members who are not participating in group teaching and administration beyond service as major professor to one or more students, will be subject to non-renewal.

**Article III. Organization and Administration**

Administration of the program and its activities is vested in an Executive Committee consisting of ten program faculty and chaired by the graduate program chair.

A. Composition

1. Chair of the Graduate Group, who is appointed by the Dean of Graduate Studies.

2. The Master Adviser, whose appointment is recommended by the Executive Committee. The Master Adviser serves as a liaison between the Graduate Division, the PBGG Chair and the area of specialization Graduate Advisers on matters of student affairs, assists Graduate Advisers with questions involving academic questions, chairs the Committee of Graduate Advisers, and coordinates the orientation for new students each Fall. The minimum term is three years.

3. The Chairs of the following standing committees: Admissions, Educational Policy, Fellowship, and Membership. Chairs of these committees are selected by the previous year’s Executive Committee.

4. Four members elected by the PBGG faculty. Elected member will serve two year terms, and two members will be elected each year.

5. One student recommended by the Plant Biology Graduate Students Association and approved by the Executive Committee

B. Duties of the Executive Committee

1. Be responsible for the preparation of candidates for advanced degrees.
2. Appoint chairs of the standing committees and their members.

3. Nominate Academic Advisers. The Chair of Graduate Council approves Graduate Adviser appointments. The Executive Committee of PBGG will provide nominations to the Associate Dean for Graduate Programs. The Associate Dean will review and recommend nominees to the Chair of Graduate Council for appointment.

4. Make final decisions on membership in the group

5. Review By-Laws and propose necessary amendments

6. Act on petitions from individual students involving exceptions to the requirements of the group

7. Review those students whose progress is not considered satisfactory by the adviser, the major professor or any other member of the Group.

Article IV. Graduate Program Chair

A. Appointment

The graduate group chair nomination process will be conducted in accordance with current Graduate Council and Academic Personnel Manual policies, APM Section UCD-245B. http://www.mrak.ucdavis.edu/web-mans/apm/245b.htm.

A Nominating Committee is named by the Executive Committee to solicit names of nominees for Graduate Group Chair from the faculty and graduate students of the group. The names of the nominees indicating a willingness to serve will then be submitted to the PBGG faculty and graduate students for comments. All comments remain confidential.

The Nominating Committee forwards two names to the Dean of Graduate Studies along with comments received on the nominees. The PBGG may express a preference and, if it does, should indicate the basis for determining that preference. After interviewing the nominees the Dean of Graduate Studies forwards his/her recommendation to the Chancellor. The normal term of the Chair’s appointment is three years, however what is recommended will be based on the nominee’s willingness to serve.

B. Duties

1. Serve as Chairperson of the Executive Committee.

2. Preside over the meetings of the Executive Committee and the Group.
3. Call an annual meeting, and submit a report to the Group.

4. Make appointments to fill temporary vacancies on the Executive Committee.

5. Act on behalf of the Group in all matters delegated to the Chairperson by the Group, the Executive Committee, these By-Laws, the Graduate Council, or the Dean of Graduate Studies.

**Article V. Committees**

Chairs and the members of standing committees are appointed by the Executive Committee. Student representatives to standing committees are nominated by the Plant Biology Graduate Student Association and approved by the Executive Committee.

A. Admissions Committee

1. Composition
   a. The Admissions Committee consists of a Chair, at least three faculty members, and a student representative. Each area of specialization in the group should be represented by at least one faculty member on the committee.

2. Duties
   a. Annually review the current Announcement of the Group and all material designed to publicize the programs of the Group.
   b. Review applications for student admission
   c. Work with PBGG Chair and Fellowship Committee Chair to identify support for incoming students
   d. Prepare a report on admissions to be presented at the annual meeting.

B. Educational Policy Committee

1. Composition
   a. The Educational Policy Committee consists of a Chair and three faculty members. Each area of specialization in the group should be represented by at least one faculty member on the committee.

2. Duties
   a. Monitor the curriculum and evaluate requirements for students in each specialty area.
b. At least every three years, evaluate the curriculum and propose changes in
   the curriculum if warranted.

c. Approve new PBGG courses and evaluate existing courses.

d. Evaluate and, if necessary, propose changes for the Qualifying
   Examination.

C. Fellowship Committee

1. Composition
   a. The Fellowship Committee consists of a Chair and three faculty members.
      Each PBGG area of specialization should be represented by at least one
      faculty member on the committee.

2. Duties
   a. Evaluate student applications for University fellowships, research grants,
      and travel awards.

D. Membership Committee

1. Composition
   a. The Membership Committee will consist of a Chair and two faculty
      members.

2. Duties
   a. Evaluate applications for membership.
   b. Review one-third of the continuing members each year.

E. Committee of Graduate Advisers

1. Composition
   The Committee of Advisers is chaired by the Master Adviser and consists of all
   Graduate Advisers for PBGG. Graduate advisers are recommended by the
   Executive Committee in consultation with the Master Adviser and approved by
   the Dean of Graduate Studies. There should be at least one adviser for each area
   of specialization and a sufficient number in each area such that no adviser will be
   responsible for more than ten students. A Graduate Adviser shall normally serve
   for a three-year term.

2. Duties
   a. Coordinate appointment of Guidance Committees for each advisee.
   b. Meet with the student and his/her Guidance Committee to appraise the
student's preparation and determine courses which must be taken to satisfy the academic requirements of PBGG and of the area of specialization.

c. Ensure that students take their Qualifying Examination before the end of their seventh quarter.

d. With the Guidance Committee or Dissertation Committee, evaluate annually the progress of students assigned to them and refer files of students not making satisfactory progress toward degree objectives to the Executive Committee.

e. Ensure that students who have advanced to Candidacy meet with their Dissertation Committees at least annually.

f. Present proposed Qualifying Examination committees to the Executive Committee for their advisees.

F. Seminar Committee

1. Composition
   The Admissions Committee consists of a Chair, three faculty members, and a student representative. Each area of specialization in the group should be represented by at least one faculty member on the committee.

2. Duties
   Organize and operate the PBGG Friday Seminar Series and be in charge of the accompanying course, PBI 290B.

G. Recruiting Committee

1. Composition
   a. The Recruiting Committee consists of a Chair and two to five student representatives.

2. Duties
   a. Annually review the current Announcement of the Group and all materials designed to publicize the programs of PBGG. Develop a recruitment plan to attract top-quality graduate students.

   b. Organize recruiting visits by applicants to campus.

Article VI. Meetings

An meeting of PBGG is held annually, usually during Spring quarter. Special meetings of PBGG shall be called by the Chair at his/her discretion or upon written request of ten members
of the group. The Chairperson must call a meeting within two weeks of the date of submission of the request.

Twenty percent of the members of the Group shall constitute a quorum for the transaction of business at annual or special meetings.

The Executive Committee shall meet once during each regular quarter and in addition as often as may be required.

All issues that require a vote must be voted on by 50+% of the eligible members and passage requires a 50+% supporting vote per Graduate Council (http://gradstudies.ucdavis.edu/gradcouncil/bylaws.pdf). Voting may occur by e-mail ballot.

**Article VII. Amendments to the By-Laws**

All amendments and revisions to these by-laws must be submitted to Graduate Council for review and approval.