ARTICLE I. OBJECTIVE

A. Degrees offered: The Graduate Group in Biomedical Engineering administers graduate education leading to the Master of Science and Doctor of Philosophy degrees in Biomedical Engineering, in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the University of California, Davis.

B. Discipline: Biomedical Engineering integrates engineering with the biological and medical sciences, including the modeling of biological systems and the design of devices and procedures useful for human and veterinary medicine.

C. Mission: The mission of the Biomedical Engineering Graduate Group is to provide the highest standard of student education, research, and service in the area of biomedical engineering. The multidisciplinary character of biomedical engineering and administrative structure as a graduate group offer unique opportunities to fulfill this mission. The educational mission is served by capitalizing on the expertise of faculty from diverse disciplines to develop a curriculum focusing on the application of engineering principles and practice to medicine and biology. The research mission of the program is to encourage and support collaborative research designed to produce new knowledge about fundamental mechanisms in the life sciences and to bond basic and clinical research to provide new knowledge for improving health care by way of device development and innovative medical technology.

ARTICLE II. MEMBERSHIP

A. Criteria for Membership in the Graduate Group

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 Group
   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.

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
   Any member of the Group may submit to the Chair of the Executive Committee a written nomination for membership including the qualifications of the nominee. Alternatively, a person desiring to become a member of the Group may submit an application to the Chair providing his or her qualifications for membership. In either case, the nominee must submit a statement agreeing to contribute to the group as listed below. Nominations and applications shall be either approved or denied by the Executive Committee, and the person nominated or applying shall be notified by the Executive Committee of the decision.

2. Expected Contributions by Members
   a. Providing an appropriate research environment for graduate students in the graduate group
   b. Regularly publishing in peer reviewed journals that represent scholarly areas consistent with the programmatic themes of the BMEGG
   c. Participating in graduate student recruitment activities
   d. Undertaking teaching assignments, as invited and in consultation with the Chair, that benefit the BMEGG. The specific expectation is that the faculty member teaches one course (two units, or its equivalent, e.g., guest lectures) each three-year term. Examples include: serving as the IOR for the BIM 290 1-unit seminar at least two quarters over three years; serving as the IOR for a 2-or-more-unit BMEGG degree core or elective course at least once over three years; providing the equivalent of 20 50-minute lectures in BMEGG degree core or elective course over three years.
   e. Regularly serving as the major professor (i.e., research advisor) for graduate group students
   f. Serving on qualifying and thesis committees of graduate group students
   g. Providing additional service in one or more of the following ways:
      i. Serving as an advisor
      ii. Serving as a member of the Executive Committee
      iii. Serving as a member of the Graduate Admissions Committee
      iv. Serving as a member of the Curriculum Committee
      v. Serving as a podium/poster reviewer for the annual BMEGG Student Conference
      vi. Serving on campus graduate student fellowship review committee

C. Emeritus Status

Emeritus faculty may retain the full privileges of membership, including voting privileges, provided that they continue to meet the above membership criteria.

D. Review of Membership

Each faculty member’s contributions to the BMEGG shall be reviewed once every three years for the purpose of identifying faculty members who are no longer active participants in the Group.
This review is conducted by the BMEGG Executive Committee. The review focuses on the items mentioned in the Expected Contributions section in article II-B.

E. Membership Appeal Process

Applicants denied membership or renewal of membership may appeal to the Dean of Graduate Studies.

ARTICLE III. ADMINISTRATION

The administration of the program and its activities is vested in the Group Chair and an Executive Committee.

ARTICLE IV. GRADUATE GROUP CHAIR

A. Chair Appointment Process

The Chair is 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” is 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 are contacted regarding their willingness to serve. The names of the nominees who have indicated a willingness to serve are submitted to the Group’s faculty and graduate students for comments. All comments remain confidential.

The Nominating Committee forwards 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 are 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 will have the right to 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 forwards his/her recommendation to the Chancellor for appointment. The normal term of the Chair’s appointment is three years, however what is recommended is based on the nominees’ willingness to serve. The Chair may serve up to two terms if reappointed.

B. Duties of the Chair

The principal responsibilities of the Chair are to 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 Graduate Group; f) be responsible for coordinating all administrative matters with the Office of Graduate Studies; g) manage the budgets of the Graduate 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 Biomedical Engineering graduate course teaching assignments with appropriate department chairs; and k) nominate graduate advisors for appointment (see Article VII).
ARTICLE V. COMMITTEES

A. Executive Committee

1. An Executive Committee of ten members including the Chair and Advisors shall assist the Chair in the administration of the Graduate Group and its activities. At least three members must be chosen from the group of faculty holding 50% or greater appointments in the Department of Biomedical Engineering and at least three from other departments represented in the membership of the Group. To ensure broad representation, not more than two of the latter three shall be from any one academic department and at least one member shall be from a department that is part of the School of Medicine or the School of Veterinary Medicine.

2. The elected members of the Executive Committee shall be elected from the membership of the Group, three each year in the Spring term. Executive Committee members are elected for three year terms. There is no limit as to the number of terms a member can be elected. Nominations to the Executive Committee may be made by any member of the Group.

3. Election of members to the Executive Committee shall be by e-mail ballot and shall be completed at least three weeks before the end of the Spring Quarter. Ties in election results shall be resolved by the Executive Committee. If the number of nominees corresponds to the number of vacancies, then a ballot is not required and the nominees will be considered elected to serve on the Executive Committee. Election results shall be announced to the membership by e-mail. Newly elected members shall assume their duties on July 1 and shall serve three-year terms.

4. Individual vacancies on the Executive Committee shall be filled by appointment by the Chair. An appointed member shall serve the remainder of the unexpired regular term.

5. The principal responsibilities of the Executive Committee are:

   a. To advise the Chair on matters of policy and practice in meeting the objectives of the Group, consistent with the policies of the Graduate Council and regulations of the Office of Graduate Studies.

   b. To carry on the activities of the Group, and encourage development of the graduate program in Biomedical Engineering. In carrying out this responsibility, the Executive Committee shall 1) provide a forum for dissemination of research in biomedical engineering at UC Davis by organizing symposia; 2) promote interaction among Group members by coordinating the biomedical engineering seminar held at least during one quarter of each academic year; and 3) identify and actively cultivate sources of financial support.
c. To periodically evaluate and develop the graduate courses, the curriculum in Biomedical Engineering, and to act on changes suggested by the Curriculum Committee.

d. To approve allocations of student support recommended by the Graduate Admissions Committee.

e. To review membership in the Group and, by additions and deletions as defined in Article II, maintain a broad and active group in this field.

f. To establish and maintain liaison with groups interested in biomedical engineering on other campuses of the University and with related groups at UC Davis.

B. Graduate Admissions Committee

This committee shall consist of a minimum of four members, one of whom shall serve as Chair of the committee. The Admission Committee Chair and members are appointed annually by the Chair of the Graduate Group. The duties of the committee shall be as follows: 1) to actively recruit highly qualified students by nationally advertising the program and personally contacting outstanding prospects; 2) to review applications for admission and make acceptance recommendations to the Graduate Group Chair; 3) to recommend allocation of Graduate Program Fellowship Allocation funds to individual applicants following criteria established and approved by the Executive Committee; and 4) to nominate outstanding applicants for campus and extramural fellowship programs. It is the responsibility of the Graduate Group Chair to act upon the recommendations of the Admission Committee and make acceptance recommendations to the Dean of Graduate Studies.

C. Curriculum Committee

This committee shall consist of five members, one of whom shall serve as Chair of the committee. The Chair and members are appointed annually by the Chair of the Graduate Group. Curriculum Committee members are appointed for a one year term. There is no limit as to the number of terms a member can be appointed. The duties of this committee are to review class evaluations, evaluate the curriculum, and recommend changes in the Biomedical Engineering graduate courses and curriculum to the Executive Committee.

ARTICLE VI. STUDENT REPRESENTATIVES

A minimum of two BME graduate students shall be appointed to serve as Student Members of the Group. The Chair of the Graduate Group, upon recommendation of the Biomedical Engineering Student Association (BESA) and the Graduate Group Staff Coordinator, appoints student representatives. Student representatives are appointed for a one year term. Student Members function as liaisons between BME graduate students and Group faculty. Student Members are charged with organizing periodic meetings between students and the Executive Committee to maintain an active dialog on all matters concerning graduate education. Student members are expected to attend the annual Group meeting and Executive Committee meetings, however they do not
have voting rights. 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 related to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

ARTICLE VII. GRADUATE ADVISORS

Graduate Advisors are appointed in compliance with policies and procedures of the Graduate Council and the Office of Graduate Studies. When selecting Graduate Advisors, nominations shall be solicited from Group members. The Chair, after consultation with the Executive Committee, recommends nominees to be forwarded to the Office of Graduate Studies for review and appointment. Advisors are appointed for 2 year terms. There is no limit as to the number of terms an advisor can be appointed. The goal is to have advisors from different research areas and a sufficient number of advisors to serve the needs of the students.

The duties of an advisor are: 1) to counsel students on remedial courses they are required to take in order to develop the appropriate expertise to pursue advanced study in biomedical engineering; 2) to advise students in choosing courses and developing study plans; 3) to approve individual preliminary study plans of students during their first quarter of enrollment; 4) to approve final programs of study for Masters students prior to advancement to candidacy and for Ph.D. students prior to their Qualifying Examination.

ARTICLE VIII. MEETINGS

The Chair shall call meetings of the Executive Committee and of the Group as deemed necessary or desirable by the Executive Committee. The Chair shall call one regular meeting of the Group per year, normally in the Spring Quarter. The Chair shall call a special meeting of the Group at any time when requested by written notice of five or more members of the Group. Notification must be emailed at least two weeks before the meeting. Faculty not on campus may participate remotely.

ARTICLE IX. QUORUM

All issues that require a vote must be:

- Voted on by 50+\% of the membership
- On graduate group 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

Meetings shall be conducted in accordance with parliamentary procedures. In the event of adjournment of a meeting before the business of the Group is completed, the meeting shall be continued within the next two weeks. The order of business at regular meetings shall be:
1. Approval of the minutes
2. Announcements by the Chair
3. Reports of Standing Committees
4. Reports of Special Committees
5. Unfinished business
6. New business

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 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 become effective upon approval by the Graduate Council.