Designated Emphasis in Human Rights Studies Bylaws

Administrative Home: Languages and Literature

Article I. Objective

A. The Designated Emphasis in Human Rights Studies (hereafter referred to as DEHR) provides graduate students in affiliated programs the opportunity to supplement their Ph. D. with a specialization in the academic study of Human Rights. At UC Davis, the academic study of Human Rights has emerged as a center of research and teaching excellence as evidenced by the work of the Human Rights Initiative and the establishment of the undergraduate interdisciplinary minor in Human Rights.

B. The current affiliated Ph. D. programs with the DEHR are: the Study of Religion, Spanish and Cultural Studies.

C. The mission of the DEHR is to promote and build capacity in the academic study of Human Rights and the training of graduate students in the field of Human Rights in Ph.D. programs throughout the campus.

Article II. Membership

A. Criteria for Membership in the DEHR

1. Membership in the DEHR shall be confined to those faculty members who have an interest and background in the academic study of Human Rights and who desire to participate in the designated emphasis, and who are willing to advise and guide the work of the DEHR's graduate students.

2. All active members are eligible to vote.

B. Applications for Membership

1. Any member of the DEHR may present nominations for membership at any regular meeting of the DEHR. A nominee shall be deemed elected upon receiving a majority vote at a regular meeting, provided a quorum was attained. Upon the election of a new member, said person shall be sent a letter of invitation by the Chair of the DEHR and may be considered a member in the event of an affirmative reply.

2. Anticipated contributions that members will perform may include:

   a. Active role in the administration of the DE by serving on the DE Executive Committee.

   b. Providing graduate level instruction to the DE, as appropriate, in addition to research instruction.

   c. Act as an adviser to students participating in the DE.

   d. Service on dissertation and qualifying examination committees. At least one faculty from the DE will serve on each student’s QE and Dissertation Committees.
C. Emeritus Rights Emeriti Professors participating in the DEHR have the same voting rights, duties and privileges as those who are not. Emeriti can continue to teach courses, advise students and to be members of Qualifying Examination and Dissertation Committees.

D. Verification of Continued Membership

Membership in the DEHR will be verified every three years by the Executive Committee; members will be evaluated on their contributions as defined in II.B.2. above. The Chair of the DEHR shall inform Graduate Studies of any changes in such membership.

E. Membership Appeal Process A faculty member that has been denied membership to the DEHR may appeal this decision by sending a letter to the Chair of the DEHR. Such appeal shall be discussed in a meeting of the DEHR membership as a whole, and will be decided by majority vote, assuming a quorum was attained. 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 DEHR and its activities will be vested in an Executive Committee, chaired by the DEHR Chair, and which includes at least 2 additional members.

Article IV. DEHR Chair

A. Appointment. The Dean of Graduate Studies appoints Chairs of Designated Emphasis Programs, in accordance with the policies and procedures of the Office of Graduate Studies and the Graduate Council. The Executive Committee of the DEHR will act as the Nominating Committee for the Chair, to solicit nominations from the faculty of the DEHR, determine whether the nominees are willing to serve, and solicit comments from the DE faculty on the suitability of the nominees that are willing to serve. The Executive Committee will forward candidates for Chair to the Dean of Graduate Studies along with all comments received from the faculty during the nomination and consultation process. All comments solicited from faculty of the DE will be treated as confidential by the DE’s Nominating Committee and by the Office of Graduate Studies. Should the DE membership put forward more than one nominee, it may express a preference for one nominee and, if it does, should indicate the basis for determining that preference. The Dean or her/his delegate will interview the nominee(s) and consult with the lead dean for the DE before finalizing the 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.

1. Verify the faculty members of the DEHR
2. Serve as graduate adviser for the DEHR
3. Provide overall academic leadership for the DEHR
4. Develop and implement policies for the DEHR
5. Represent the interests of the DEHR to the campus and University administrators
6. Call and preside at meetings of the Executive Committee and of the DEHR
7. Be responsible for coordinating all administrative matters with the Office of Graduate Studies
8. Be responsible for the accuracy of all publications related to the DEHR including web pages and catalog copy
9. Meet annually with the chairs of affiliated programs, or as often as needed to maintain a close collaboration

Article V. DEHR Executive Committee
A. The DEHR Executive Committee is constituted by the Chair of the DEHR (who is Chair of the Committee), two other members of the faculty of the DEHR, and one student currently enrolled in the DEHR.

B. DEHR Executive Committee faculty members will serve a three-year term and may be re-elected with no limitations.

C. The DEHR Executive Committee faculty members shall be elected by majority vote of all DEHR faculty members, assuming a quorum is attained. Nominations for faculty candidates for the DEHR Executive Committee shall be submitted to the Chair at least five weeks before the end of the spring quarter. Elections shall be conducted by mail/email and voting must be open for two weeks following the distribution of the ballot. Ties in the election results will be resolved by action of the Executive Committee. Election results will be announced to the membership by mail/email within one week of the close of voting. Newly elected members shall assume their duties on July 1.

D. Faculty vacancies on the DEHR Executive Committee may be temporarily filled by appointment by the Chair with the concurrence of a majority of the remaining members of the Executive Committee; temporary appointments should be for no more than one year.

E. The student representative is appointed by the DEHR Chair upon recommendation of the DEHR students, as specified below in Article VI.

F. All members of the DEHR Executive Committee have voting rights, including the student representative.

G. The principal duties of the DEHR Executive Committee are:

1. To appoint from among its members a Secretary. The duties of the Secretary shall be to record the minutes of the Executive Committee meetings and the DE membership meetings. Each member should serve as secretary for a one-year term.

2. To prepare recommendations, from time to time, regarding designated emphasis curriculum and admission requirements.

3. To consider and prepare announcements for the University General Catalog, Native American Studies webpage, and announcements of the Graduate Division pertaining to the DEHR.

4. To assist the Chair in verifying membership in the DE, and in advising students.

Article VI. Student Representatives

A. The Chair, upon recommendation of the DEHR graduate students, will appoint one graduate student representative to the Executive Committee.

B. The DEHR student will serve for two years on this Committee.

C. The same student can be re-appointed one additional term if the students request it and the Committee agrees upon it.
D. If the student representative graduates during his/her period of service or for any other reason cannot finish his/her term, the Chair of the DEHR will inform the DEHR students and they may recommend another representative.

E. The DEHR student representative will attend the meetings of the Executive Committee and the general annual meeting of the DEHR membership.

F. The DEHR student representative will have equal voting rights to faculty members of the DEHR during the annual meeting, and of the members of the Executive Committee.

G. The Chair of the Executive Committee must excuse the student representative from meetings covering confidential personnel topics or issues regarding student funding.

Article VII. Graduate Advisers

A. The Chair of the DEHR will serve as the Graduate Advisor of the DEHR.

B. Duties of the Graduate Adviser 1. To meet with the students interested in the DEHR and advise them on the steps needed to be admitted into DEHR and to complete the requirements.

2. To advise the students admitted into the DEHR about classes to take and about faculty members they can work with.

3. To sign the appropriate admission and completion forms for the DEHR.

4. To keep an accurate list of students admitted to the DEHR and of those already graduated with the DEHR.

Article VIII. Meetings

A. The DEHR Chair shall call such regular and special meetings of the DE as are deemed necessary or desirable by the Executive Committee. She/he shall call at least one regular meeting of the entire membership per year; this meeting shall be held during the first month of the fall quarter.

B. The notification of the meeting date will be done via e-mail at least two weeks prior to the meeting date.

C. The Chair shall call a special meeting of the DEHR at any time she/he is requested by the written notice of five or more members of the DEHR.

D. If a faculty member is away from campus and wishes to participate in the meetings, arrangements will be made for a video conference (e.g. via Skype).

E. Minutes or the meetings shall be distributed within twelve calendar days following the day of the meeting.

Article IX. Quorum

A. Fifty percent (50%) plus one of the members of the DE constitutes a quorum for carrying out the business of the DEHR.

B. When a vote is conducted, such votes will be gathered via secret ballot.
C. If a member is absent, she/he will be provided a ballot by mail/email and the ballot will be returned in a sealed envelop to the Secretary of the Executive Committee of the DEHR.

X. Amendments.

A. Amendments to the bylaws must be approved by a quorum vote.

B. Bylaws can be amended at any regular or special meeting provided a written notice of the amendment shall have been sent by mail/email to each member of the DEHR at least 12 calendar days prior to the meeting at which the amendment is to be made.

C. All amendments and revisions must be submitted to Graduate Council for review and approval.