Designated Emphasis in Host-Microbe Interactions Bylaws
Administrative Home: Office of the Dean, School of Veterinary Medicine

ARTICLE I. OBJECTIVE

The Designated Emphasis in Host-Microbe Interactions (DE-HMI) is organized primarily to indicate a specialization for established PhD programs and will be administered in conformance with the policy and procedures of the Graduate Council and the Office of Graduate Studies, of the University of California, Davis campus.

A. Specialization:

One of the most exciting frontiers of biomedical science lies in the complexity and consequences of host-microbe interactions. The DE in Host-Microbe Interactions (DE-HMI) targets student interest in cross-disciplinary training necessary to understand the dynamic interactions between hosts and microorganisms.

B. PhD Affiliations (Tentative, pending vote):

School of Veterinary Medicine: Graduate Group in Immunology, Graduate Group in Comparative Pathology

School of Medicine: Microbiology Graduate Group

C. Mission: To promote cross-disciplinary training for students interested in understanding the mechanisms underlying the dynamic interactions between hosts and microorganisms, whether their outcome is pathogenic or beneficial.

A fundamental challenge for all metazoans is to survive in a world teeming in microbes. Conversely, many microbes adapt to niches that are coupled intimately to multicellular hosts. One of the most exciting frontiers of science lies in the complexity of host-microbe interactions. Our program will provide a framework to gain better insight into the mechanisms that underlie these interactions by including the perspective of both host and microbe in the design and interpretation of investigations. Inherent to the complexity of host-microbe interaction is a need for cross-disciplinary approaches and insight, which include microbiology, immunology, and pathology. Many other fields of study are quite relevant to these host-microbe interactions, including nutrition, metabolism, physiology, biochemistry, cell biology, and genetics. The DE-HMI will foster cross-discipline collaboration and sharing of ideas to promote a rich environment for learning and research. Our program will target a need for students to become comfortable with thinking broadly and collaborating extensively to resolve fundamental issues related to host-microbe dynamics.
ARTICLE II. MEMBERSHIP

A. Criteria for Membership in the Designated Emphasis

1. Disciplinary expertise, research area, and accomplishments.

The DE shall consist of those persons associated with UC Davis qualified to guide candidates for the PhD degree with specialization in Host-Microbe Interactions according to this DE’s stated mission. Members must belong to an affiliated graduate group or program, have an active research program, and indicate their desire to participate in the activities of the DE.

All members of the program must hold an appropriate academic title as (a) a member of the Academic Senate of the University of California (includes Professors, Lecturers with Security of Employment, Professors in Residence, Professors of Clinical “__”, Professors Emeritus/a, and Research Professors), (b) Adjunct Professor, (c) Lecturer (without Security of Employment) or (d) Lecturer Without Salary. Academic staff with primary appointments as Cooperative Extension Specialists or in the Professional Research series are not eligible to be members of graduate programs unless they also hold an appropriate instructional title (normally Lecturer Without Salary). (See Graduate Council Policy on Membership in Graduate Programs, http://www.gradstudies.ucdavis.edu/gradcouncil/Membership_in_Graduate_Programs2006.pdf)

2. Active research-appropriate to the specialization encompassed by the DE.

Members may include individuals who are not members of the Academic Senate. Faculty affiliated with the DE will have an active program of research or scholarship commensurate with the expectations of the University of California.

3. All active members are eligible to vote.

B. Application Process

1. Faculty members associated with an affiliated graduate group may apply for membership by self-nomination or may be nominated by an existing member. An application consists of a letter of interest and a current CV. Applications must be submitted to the Executive Committee of the DE. Admissibility will be determined by a majority vote of the Executive Committee.

2. Faculty members are expected to contribute to the DE in any of the following ways:

   a. Serving an active role in the administration of the DE as a member of the DE’s Executive Committee.
b. Providing graduate level instruction, as appropriate, in addition to research instruction.
c. Serving on qualifying examination committees.
d. Serving as Chairs or members of Dissertation Committees.
e. Participating in DE-associated activities, courses, and journal clubs

C. Emeritus

Emeritus professors will have participation and voting rights, provided they have active status in one of the affiliated graduate programs.

D. Verification of Continued Membership.

The Executive Committee will review membership once every three years to determine if they meet the criteria for active status. A probationary period of up to one year may be allowed for a member who has failed to meet the expected contributions listed above in section B.2.

E. Membership Appeal Process

Membership will be automatically denied if the applicant is not a member of one of the affiliated graduate groups. Other applicants who are denied membership or denied renewal of membership may appeal to the Executive Committee in writing for reconsideration. If the Executive Committee upholds the denial of membership, the applicant can make a final appeal for membership to the Dean of Graduate Studies.

ARTICLE III. ADMINISTRATION

The administration of the DE and its activities will be vested in the Chair and the Executive Committee.

ARTICLE IV. CHAIR of the DE

A. Appointment of the Chair.

The Dean of Graduate Studies will appoint the Chair of the Designated Emphasis in accordance with the policies and procedures of the Office of Graduate Studies.

The Executive Committee will act as the Committee for the Chair nomination process. The Executive Committee will: solicit nominations from DE faculty, determine whether the nominee(s) are willing to serve, and solicit comments from the DE faculty on the suitability of the nominee(s) that are willing to serve.
The Executive Committee will forward the candidate(s) for Chair to the Dean of Graduate Studies along with all comments received from the faculty during the nomination and consultation process. The Office of Graduate Studies will treat all comments solicited from faculty of the group by the DE’s Nominating Committee as confidential information.

If there are multiple candidates, the DE membership may express a preference and, if it does, it should indicate the basis for determining that preference. The Associate Dean for Programs may interview the nominees and will consult with the lead Dean for the DE (the Dean of the School of Veterinary Medicine) before forwarding a recommendation to the Dean of Graduate Studies for consideration for appointment. The normal term of the Chair’s appointment will be three years, however what is recommended will be based on the nominees’ willingness to serve.

B. Duties of the Chair.

The Chair will be the Chief Officer and Spokesperson for the DE and the Executive Committee, and will provide overall academic leadership for the DE. The Chair will call and preside at meetings of the Executive Committee and of the DE in total at least once annually.

In addition, the Chair will verify the faculty members of the DE, develop and implement policies for the DE, represent the interests of the DE to the campus and University administrators, be responsible for coordinating all administrative matters with the Office of Graduate Studies, be responsible for the accuracy of all publications related to the DE including web pages, develop and maintain liaisons with similar programs on other campuses of the University of California and with related groups on the Davis campus that have interests in DE-HMI, and represent the DE in negotiations for new faculty recruits in disciplines closely related to this area of research.

ARTICLE V. EXECUTIVE COMMITTEE

A. Executive Committee Membership

The principal duties of the Executive Committee will be to determine and implement policy for the good of the DE, and to represent the interests of the DE to the campus, other universities and other agencies.

The Executive Committee will have four faculty members in addition to the DE Chair and one DE student member, for a total of six members. To ensure broad participation, at least two affiliated programs from at least two schools or colleges will have representation on the Executive Committee at any one time.
B. Election/Appointment Process.

The Executive Committee members will be nominated by the membership to the DE Chair. The DE Chair will then forward the list of candidates to the membership who will elect the Executive Committee by popular vote via electronic mail ballot.

The student representative will be chosen by a student-run election and subsequent approval by the Chair.

C. Executive Committee Membership Terms

Executive Committee faculty members will serve for three-year terms.

Student members will serve for a one-year term.

No member will serve for more than two consecutive terms.

D. Voting Rights

Each faculty member of the Executive Committee will have voting rights; the graduate student member will be a non-voting member of the Executive Committee.

E. Role and Function of the Executive Committee

1. The Executive Committee will be responsible for student admissions to the DE-HMI in consultation with the student’s mentor and the appropriate Graduate Group Chairperson.

2. The Executive Committee will act on behalf of the DE to define and implement the program and curriculum. Specific functions will include: consideration of course offerings and electives, as well as reviewing admissions requirements, graduate student progress, and advising policy.

3. The Executive Committee will act as the Membership Committee by evaluating and voting on faculty membership applications, as well as conduct the renewal membership on a three-year cycle.

4. The Executive Committee will be responsible for advertising the DE by at least maintaining a website linked to affiliated PhD programs and the Office of Graduate Studies.

5. The Executive Committee will explore means for obtaining funds from the University and sources outside the University to support PhD students in the DE, and will distribute those funds to students.

ARTICLE VI. STUDENT REPRESENTATIVES
The student member will serve one year on the Executive Committee; students may be reappointed for one additional year.

The student representative will have no voting rights and will be excused from meetings covering confidential personnel topics. The student representative will be expected to communicate with the other DE students prior to and after each Executive Committee meeting to ensure the students are kept informed about issues affecting the DE and to give them an opportunity to convey information to the Executive Committee via the student representative.

ARTICLE VII. GRADUATE ADVISER

The Graduate Adviser for each student will be assigned within the student's respective Graduate Group. The DE-HMI Chair will serve as DE Adviser. The duties of the DE adviser include:

• providing students with assistance in interpreting DE requirements
• approving DE course plans
• maintaining a file of each student’s progress
• approving DE Advancement to Candidacy and signing the appropriate form
• recommending approval of the DE representative for each student’s the qualifying exam and dissertation committee, respectively.

ARTICLE VIII. MEETINGS

One all-group meeting of the DE-HMI will be held annually.

The Executive Committee will meet at least annually. Other ad hoc meetings may be called by a faculty member of the DE-HMI for such purpose as deemed desirable by the Executive Committee or upon petition by five members of the DE.

A. Time

The annual meeting will typically be held in the Winter Quarter.

B. Convening the DE Meeting

The DE Chair will call the annual meeting.

C. Additional Meetings
Additional meetings to discuss matters not covered in the annual or ad hoc Executive Committee meetings will be scheduled upon petition to the Chair of at least two members.

D. Notification of Meetings

Notification of annual meetings, and additional all-group meetings, will be at least a month in advance of the meeting date; notification will be sent by email. Notification of Executive Committee and other meetings will be made at least two weeks prior to the meeting date.

E. Faculty Participation in Meetings

If faculty members are away from campus during a DE annual meeting, it is encouraged that they may participate by videoconference or by conference call.

ARTICLE IX. QUORUM

Graduate Council has defined a minimum quorum. It specifies that 50% plus one of the eligible members must vote all issues that require such a vote. Passage requires a 50% plus one supporting vote by the quorum. Voting may be done by electronic-mail ballot. In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date.

ARTICLE X. ORDER OF BUSINESS

For all regular meetings, the suggested order of business will be as follows:
- Review accomplishments since last meeting
- Verify goals for the present meeting
- Deal with action items
- Long term planning
- Set assignments to achieve new goals
- Verify date for next meeting

The Chair of the Executive Committee may rule that an item of business is inappropriate for discussion in the presence of the student representative. In such instances, the student representative will be asked to leave the room and the item will be discussed without a student representative. In the event of adjournment before all business is complete, another regular meeting shall be held within fifteen days.
ARTICLE XI. AMENDMENTS

All amendments and revisions to the bylaws must be approved by a quorum vote, and must be submitted to Graduate Council for review and approval.

Any faculty member may propose amendments to the bylaws in writing to the DE Chair. The DE Chair will discuss the proposed amendment with the Executive Committee or call for a special Executive Committee meeting. If the Executive Committee agrees that the amendment is worth considering, the amendment proposal will be circulated via email to all faculty members for vote. Members will be given at least two weeks and not more than four weeks to vote on a proposed Amendment.