By-Laws, UC Davis Program in International Nutrition

Preamble

The University of California, Davis (UCD) has established a Program in International Nutrition (PIN) to promote and facilitate training, research, and service activities related to the field of international nutrition. For the purposes of this Program, international nutrition is defined as all aspects of human nutrition of particular importance to populations of low-income, developing countries and to disadvantaged populations of more affluent countries. Implicit in this definition is the recognition that these populations are especially vulnerable to undernutrition and overt deficiency diseases. Moreover, nutritional status in these settings is often conditioned by a variety of environmental factors, including high rates of infection and, possibly, exposure to environmental pollutants. Because improvements in these nutritional conditions will depend on close interactions among social, behavioral, and biological scientists, as well as program planners and policy makers, this interdepartmental program strongly encourages inter-disciplinary communication, training, and research activities.

The specific objectives, membership criteria, organization, and activities of the PIN are described herein, as follows:

1. Objectives of the PIN

   a. To offer an educational program for graduate students and post-doctoral fellows on issues of human nutrition relevant to individuals and populations of economically less-developed countries;

   b. To conduct basic and applied research related to these same topics;

   c. To provide technical assistance to national governments and international agencies concerned with food and nutrition policies of low-income countries;

   d. To foster collaborative interchange of students and faculty between UCD and research and training institutions of low-income countries.
2. Membership criteria, privileges, and responsibilities

a. Faculty

(1). Core Faculty

Members of the UCD faculty (including both members of the Academic Senate, appointees in the Professional Series, and Adjunct Professors) and members of the faculty of other UC campuses are welcome to apply for core membership in the PIN if they have a serious interest in international nutrition issues, as defined above, and a willingness to contribute to the sustenance of the Program. Evidence of this interest in international nutrition will be: 1) previous publications and/or currently active research in this area, 2) supervision of graduate students or fellows working on international nutrition problems, and/or 3) regular attendance at the PIN seminar.

Any UCD faculty member desiring to join the PIN should present his or her resume to the Executive Committee (EC) for review of the candidate's former and current research and teaching activities relevant to international nutrition. Those candidates whose resumes suggest a serious commitment to international nutrition will be encouraged to make a presentation in the PIN seminar and to continue participating in the seminar as much as possible. At the end of the quarter those candidates who wish to continue participating in the PIN will be reviewed by the EC for membership in the Program. The EC members will indicate their acceptance of the new member by a simple majority vote. The list of core members will be reviewed every three years to assure that the members are complying with the responsibilities of membership, as described below.

Special privileges offered to PIN core faculty members include: 1) eligibility for available financial support to facilitate initiation of new research projects of interest to the Program, 2) access to administrative services of the Program for assistance with the preparation of research proposals, 3) participation in the selection of students to receive available fellowship support through the Program, and 4) participation in the definition of the full scope of programmatic activities.

Responsibilities of core faculty members include: 1) regular attendance at the PIN seminar and periodic presentation to the seminar, 2) participation in required and elective courses of the Program, 3) guidance of graduate students of the Program, 4) contribution to PIN committee activities, and/or 5) assistance with fund-raising tasks.

(2). Affiliated Faculty

Members of the UCD faculty (including members of the Academic Senate, appointees in the Professional Series, and Adjunct Professors) who desire an affiliation with the PIN (such as participation in seminars or individual research projects), but who do not fulfill all the criteria for core membership or who prefer not to take on the responsibilities of core faculty
members, will be accepted as affiliated faculty members. There are no specific requirements for affiliated membership, other than the individual's desire to be identified as such. Likewise, there are no specific privileges of affiliated membership other than the recognition that is provided on PIN documents.

b. Students

Graduate students may apply for membership to the PIN either at the time of applying for admission to a specific graduate program or after arrival at UCD. Students will be eligible for membership if they have a serious interest in international nutrition, as demonstrated by the facts that they 1) plan to enroll in the core courses required for the Designated Emphasis in International Nutrition, including regular participation in the PIN seminar, 2) intend to complete their thesis research activities in this field, and 3) include at least one faculty member of the PIN on their guidance and thesis committees.

Privileges granted to student applicants and members of the PIN are: 1) assistance with the application process, 2) eligibility for available fellowship support from the Program (see separate guidelines for award of fellowships), 3) access to "start-up" research funds, as these become available to the Program, 4) access to the laboratory facilities and computer center of the PIN and to available consultation in these areas, and 5) invitation to participate in all programmatic activities of the PIN. Doctoral students who successfully complete the Designated Emphasis in International Nutrition and pass the respective qualifying examination will receive certification of this Designated Emphasis on their diploma.

Students will be expected to complete the core courses of the Designated Emphasis in International Nutrition and to participate regularly in the PIN seminar. Student participation will be reviewed annually by the EC to assure that the students are progressing satisfactorily according to the expectations of the Program.

c. Postdoctoral fellows/visiting scientists

Post-doctoral fellows and visiting scientists may apply for membership to the PIN either at the time of applying for admission to a specific graduate program or after arrival at UCD. Fellows will be eligible for membership if they are studying with a faculty member of the PIN and plan to participate regularly in the PIN seminar. Privileges of fellows will be similar to those of graduate students, although financial support for stipends and research activities will be limited to graduate students until more resources are available to the Program.

3. Organization of the PIN

a. Selection of officers and Executive Committee

The PIN is managed by a Director, Associate Director, and Executive Committee. The selection of the officers and Executive Committee members and their specific tasks are described below.
With the creation of an Organized Research Unit (ORU) in International Nutrition, the responsibility of naming a Director of the ORU rests with the Vice-Chancellor for Research. The directors of ORUs are appointed for five-year terms of office. Official policy states that the members of the respective program will be consulted before the formal appointment is made.

The Director of the PIN will appoint the Associate Director, who will serve for the same period of time.

The Executive Committee (EC) of the PIN will be composed of all core faculty members of the Program and one student member of the Designated Emphasis (DE) in International Nutrition. The student member will be elected in the Spring quarter by all students currently enrolled in the DE and will serve for one full academic year (July-June). Reelection will be permitted at the discretion of the eligible voting students.

b. Responsibilities of Director

(1). To provide leadership, both internally at UCD as well as nationally and internationally, in the definition of the special concepts, issues, and activities of international nutrition and in the representation of these same interests to the academic community and to the public at large.

(2). To manage the daily activities of the PIN, including recruitment of and correspondence with prospective students, tracking of applications, communication with participating graduate programs, communication with University authorities, disbursement of travel awards, and supervision of the Program office.

(3). To organize and chair semi-annual meetings of the EC, or more frequently as needed.

(4). To prepare the annual budget and work plan for review and approval by the EC.

(5). To prepare an annual progress report.

(6). To communicate with current and potential future international collaborating centers.

(7). To raise financial support for Program activities and to represent the PIN to extramural funding agencies.

c. Responsibilities of Associate Director

(1). To assist the Director with all above tasks.

(2). To act in place of the Director during his or her absence.
d. Responsibilities of Executive Committee

(1). To work with the Director and Associate Director in planning the activities of the PIN.

(2). To review the annual work plan and budget.

(3). To review student applicants to the Program and select those to receive available fellowship support.

(4). To review proposals for pilot research projects and select those to receive available PIN funding.

(5). To review resumes of potential new core faculty members and to vote on their acceptance into the Program.

(6). To review Program-related activities of core faculty and student members.

(7). To communicate with current and potential future international collaborating centers.

(8). To raise financial support for Program activities and to represent the PIN to extramural funding agencies.

4. Amendment of by-laws

Amendments to the existing by-laws can be proposed at any time by any core faculty member of the PIN. The amendment will then be considered by the EC. Amendments that are approved by majority vote of the EC will then be presented to the full core faculty membership for their consideration. The amendments will be adopted as new by-laws if they are approved by a majority vote of the full core faculty membership.