Graduate Group in Clinical Research
Bylaws

Administrative Home: Clinical and Translational Science Center, School of Medicine
Revision date(s): 1/16/2019
Graduate Council Approval: June 11, 2019

Article I. Objective

A. Degree(s) offered by the program: Master of Advanced Studies (M.A.S.)

B. Discipline: The Clinical Research Graduate Group is an interdisciplinary graduate group in clinical and translational research.

C. Mission of the Program: The Graduate Group in Clinical Research (hereafter referred to as the Group) is organized primarily to establish and administer graduate education leading to the Master of Advanced Study degree in Clinical Research, in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California.

Article II. Membership

A. Criteria for Membership in the Graduate Program

1. Appropriate academic and teaching title.

   Members must hold an appropriate academic title as (a) a member of the Academic Senate of the University of California (including 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).

2. Active research appropriate to the discipline(s) encompassed by the program.

   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 resident members are eligible to vote on graduate program matters, except as
   restricted by Academic Senate Bylaw 35.C. See GC2011-04, Policy on Quorum, Voting
   Rights and Responsibility.

B. Application for membership.

1. How faculty may apply:

   Potential graduate group members may apply or be nominated by a member of the
   Group. Qualifications for admission to membership shall be determined by the Group.
   The Executive Committee serves as the Membership Committee and will review and
   approve applications based on candidate qualifications. Committee decisions about
   Group membership will be circulated for review and approval to the entire Group. All
   members are eligible to vote. The qualifications shall include:
   a. Evidence of the capacity to perform independent clinical research
   b. Willingness to contribute to the development and teaching of the clinical research
      curriculum at the graduate level, including serving as senior research mentor and/or
      advisory committee member
   c. Willingness to contribute to the mentorship and professional development/ career
      advising of clinical research graduate students
   d. Willingness to contribute to the activities of the Group by serving on standing and ad
      hoc committees

2. Anticipated contributions that graduate faculty members will perform as a member.
   a. Active role in the administration of the graduate program by serving on graduate
      program administrative committees; as a graduate adviser (not to be confused with
      being a major professor); or as an administrative officer of the program.
   b. Providing graduate level instruction, as appropriate, in addition to research
      instruction.
   c. Service on dissertation/thesis and qualifying examination/master's comprehensive
      examination committees.

C. Emeritus Status.

   Emeritus faculty may retain membership, with voting privileges, as long as they are
   actively involved and engaged in the program (advising, teaching or serving as a
   senior research mentor or professional and career development advisor).

D. Review of Membership

   Membership will be reviewed every three years, with approximately one-third reviewed
   per year, by the Membership Committee. Maintenance of membership will require
   evidence and demonstration of ongoing Group participation by performing at least two
   of the following three activities during the period under review:

   • Development of and/or teaching the clinical research curriculum at the graduate
     level
• Service as senior research mentor and/or advisory committee member, including professional and career development advising
• Participation and contribution to the activities of the Group by serving on standing and/or ad hoc committees, with all members having to participate in at least one Group activity per year

Committee decisions about Group membership will be circulated for review and approval to the entire group.

E. Membership Appeal Process

Individuals denied membership or renewal of membership may appeal directly to the Executive Committee by contacting the Group chair. The Chair will review all appeals and present them to the Executive Committee for resolution. The Group chair will respond for the Group and notify all applicants who have filed an appeal. 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 program and its activities will be vested in the Group Chair and an Executive Committee.

Article IV. Graduate Program Chair

A. Chair appointment process

Graduate Group Chair:
The Chair will be 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" will be 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 will then be contacted regarding their willingness to serve. The names of the nominees who have indicated a willingness to serve will then be submitted to the Group’s faculty and graduate students for comments. All comments will remain confidential.

The Nominating Committee will forward 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 will be 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 may 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) and will then forward his/her recommendation to the Chancellor for 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

The Chair: a) provides overall academic leadership for the program; b) develops and implements policies for the program; c) represents the interests of the program to the campus and University administrators; d) calls and presides at meetings of the Executive/Program Committee; e) calls and presides at meetings of the program; f) is responsible for coordinating all administrative matters with the Office of Graduate Studies; g) manages the budgets of the program; h) submits course change or approval forms; i) is responsible for the accuracy of all publications related to the program including web pages and catalog copy; and j) nominates graduate advisers for appointment.

C. Vice Chair

The Graduate Group Vice Chair will be selected by and from the voting members of the Executive Committee, with the proviso that the Graduate Group Chair cannot also be the Vice Chair.

The duties of the Vice Chair include: a) assisting the Chair in activities and in Chair’s absence presiding over meetings and b) serving as chief officer of the Group in the absence of the Chair, for less than a quarter. If the Chair will be absent from campus for more than a quarter, the Chair appointment procedures must be followed.

Article V. Committees

Executive Committee

The Executive Committee shall consist of the chair of the program, who serves as chair of the committee, plus three faculty elected from the membership, two ex officio members, and one non-voting student representative.

The ex officio members shall include the Executive Associate Dean and the Senior Associate Dean for Research of the School of Medicine, or their designees, as non-voting members.

The remaining three members of the Executive Committee will be elected in staggered three-year terms. Election of new members to the Executive Committee will be held during the spring quarter of each year by electronic ballot. Nominees will be solicited from the Group membership by the Executive Committee. The electronic ballot will list all nominated candidates who are willing to serve. Members may vote for one or more candidates up to the number of vacancies. The candidates with the highest number of votes will be declared to be elected.

The Executive Committee will also serve as the Nominations Committee and will solicit nominations for the Executive Committee Elections. When an insufficient number of nominations is received for Executive Committee membership, the Chair shall have the authority to nominate as many Group members as is minimally necessary to satisfy the aforementioned provision.

All terms will be of three-year duration except the student representative term which will be limited to no more than two years. If more than one vacancy is to be filled at a given election, then the candidate with the highest number of votes will be elected for three years, and the remaining candidate(s) will be elected for two years or one year. Unscheduled vacancies
will be filled in mid-year if needed, by appointment by the Executive Committee. Members so elected will serve until the next regular election. All members of the Graduate Group are eligible to vote.

The Executive Committee may call for a vote of the Group membership on other matters on which consultation with the Group as a whole is deemed necessary.

A quorum of the Executive Committee will consist of at least three voting members.

Duties of the Executive Committee will include the following:

- Approval of new members and review of continuing members for retention in the Group
- Upon recommendation from the Educational Policy and Curriculum Development Committee, submission of curriculum changes to Graduate Council for review and approval
- Appointment of members to committees as required
- Handling of other Group issues as needed

**Educational Policy Committee**

The Chair and members of this committee will be appointed annually by the Chair of the Group in consultation with the Executive Committee, with the Chair of this committee being one of the elected members of the Executive Committee. Generally, faculty committee members will serve for three years and may be appointed for more than three years.

This committee will consist of five members, including the Chair, and a non-voting student representative. It is charged with making recommendations regarding the educational policy and curriculum development of the Group, including courses and degree requirements. The Committee’s recommendations will be forwarded to the Executive Committee for review and comment. Proposed changes will be circulated to the entire graduate group membership for discussion and vote. These recommendations will be reviewed by the Executive Committee before being submitted to Graduate Council for approval.

Other activities will include the following:

- Assisting in developing, coordinating, and facilitating the Group’s series of integrated workshops and seminars
- Evaluating the final capstone project of each student for degree completion

**Admissions Committee**

The Chair and members of this committee will be appointed annually by the Chair of the Group in consultation with the Executive Committee, with the Chair of this committee being one of the elected members of the Executive Committee. Generally, faculty committee members will serve for three years and may be appointed for more than three years.

This committee will consist of four members, including the Chair, and a non-voting student representative. It is charged with making recommendations regarding the admission of students and financial assistance for students in the Group. Other activities include student mentorship, making recommendations regarding the mentored research component of the program, including pairing students with mentors, and mentor/mentee orientation.
Article VI. Student Representatives

The Chair will appoint, upon recommendation from the graduate students, one representative to serve on the Executive Committee, the Education Policy Committee and the Admissions Committee after an election. The Student representatives will be non-voting members of the committees. During an election, students may self-nominate. If no students are nominated by the graduate student group, Faculty members may nominate students for the roles. Student representatives may serve for up to two years.

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 relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

Article VII. Graduate Advisers

Graduate advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Chair of the program will recommend graduate advisers to the Office of Graduate Studies for review and appointment for a two year term. There shall be at least a minimum number of advisers to meet the 15:1 advising ratio recommended by the Graduate Council. The Graduate Adviser is responsible for assuring that each student meets the curriculum requirements for the Masters of Advanced Study degree in Clinical Research. The Graduate Adviser has latitude in interpreting curriculum requirements relative to the experience, academic and research background of each student.

Article VIII. Meetings

A meeting of the Group shall be held at least once a year, during the spring quarter. The Group Chair will call meetings. A meeting may also be called by action of the Executive Committee or by petition of at least five members of the Group. To call a meeting by petition, five members of the Group must submit a written request to the Group Chair. The Chair will notify the Executive Committee and follow the procedure for notifying Group members.

Group members will be notified via e-mail at least 30 days prior to a meeting. Members who cannot be present on site may participate via a tele/video conference link, if available.

Article IX. Quorum

All issues that require a vote must be:

- Voted on by 50+% of the eligible membership
- On graduate program 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 balloting is conducted via e-mail or web-based technology, 10 days must be provided for expression of opinions about the proposal prior to the acceptance of votes; the program must allow 14 days for votes to be returned or before the “polls are closed.”
Article X. Order of Business for Meetings

N/A

Article XI. Amendments

The Bylaws of the Group may be amended in the following manner:

- A ballot will be circulated to all members of the Group stating the proposed amendment(s), including material to be added to or deleted from the Bylaws.
- The e-mail or hard-copy mail-in ballot will be circulated ten days before the deadline for voting on the amendment.
- The amendment passes only if it is approved by at least two-thirds of the membership.
- The Executive Committee shall administer and oversee the balloting and inform the Group of the outcome.
- All amendments and revisions must be submitted to Graduate Council for review and approval.

Article XII. Compliance with ASR 600(B)

When students in the Clinical Research Graduate Group simultaneously hold faculty appointments, compliance with ASR 6000(B) will be maintained by adherence to the following two requirements:

(1) Faculty members who are students will recuse themselves, until the degree is granted, from any decisions within their department that affect other members of the Group.

(2) All members of the department who influence or control decisions of the Group will recuse themselves on such matters as they affect student(s).