TONYA KUHL, CHAIR  
Chemical Engineering Graduate Program

KAREN MCDONALD, CHAIR  
Chemical Engineering Graduate Program

RE: Chemical Engineering Graduate Program Bylaws

Enclosed is a copy of the Chemical Engineering Graduate Program bylaws as approved by Graduate Council on November 1, 2019. These bylaws are now the revised, official document for the Chemical Engineering Graduate Program and will be posted on the Office of Graduate Studies program webpage:

https://grad.ucdavis.edu/programs/gech

Thank you for your efforts on behalf of graduate education.

Sincerely,

Carlee Arnett, Chair  
Graduate Council

CC: Jasmine Durias, Office of Graduate Studies Project Analyst  
Grace Woods, Graduate Program Coordinator
Article I. Objective

A. Degree(s) offered by the program: The Graduate Program in Chemical Engineering offers the following degrees in conformance with the regulations of the Graduate Council and the Office of Graduate Studies of the University of California, Davis: Master of Science, Plan I, Master of Engineering Plan II, and Doctor of Philosophy.

B. Discipline: Chemical Engineering is the profession in which knowledge of mathematics, chemistry, and other basic sciences gained by study, experience and practice is applied with judgement to develop economic ways of using materials and energy for the benefit of society.

C. Mission of the Program: The mission of the Chemical Engineering Graduate Program at the University of California, Davis is to advance, through teaching and research programs, the frontiers of chemical engineering and biochemical engineering, and to educate students with a sense of professionalism and community.

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 outlined in Graduate Council Policy, GC1998-02, “Policy on Membership in Graduate Programs”.

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

Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration for membership in the program. However, faculty with appointments in the Chemical Engineering department have automatic membership rights in the program.

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:
   Any member of the Chemical Engineering Graduate Program may nominate a faculty member to become a member of the Program. Nominees must meet the criteria as described in Article II.A. A nomination will consist of a letter to the Graduate Program Chair expressing the reasons why the membership is being proposed, a letter from the nominee outlining his or her interests and expected contributions to the program and a copy of the nominee's curriculum vitae. The application will be sent to all the Program members, and the majority will determine the approval of membership. Voting on membership will be done using a secure web-based voting system. Upon election of a new member, said person will be sent a letter of invitation by the Graduate Program Chair and be considered a member only in the event of an affirmative reply.

2. Anticipated contributions by members
   a. Playing an active role in the administration of the graduate program by serving on graduate program administrative committees, as a Graduate Advisor, or as an administrative officer of the program.
   
   b. Providing graduate level instruction, as appropriate, in addition to research instruction and graduate student mentoring.
   
   c. Serving on dissertation/thesis committees, preliminary exam committees, and Qualifying Examination committees. (A faculty member may not serve as a member of the Qualifying Examination committee for his/her own student in Chemical Engineering).
   
   d. Participating in the recruitment of graduate students to the Chemical Engineering graduate program.

Members serving as Major Professors are required to:

   e. Honor the financial offer made to new graduate students working under the direction of the faculty member. The Graduate Program provides the details of the financial offer to the faculty adviser, and the faculty member should not accept students on unfunded projects. During a hiatus in extramural support, the faculty adviser should consult with the Department Chair and Graduate Program Chair for a possible bridge loan or Teaching Assistant/Associate-In funding. It is the responsibility of the faculty adviser to inform the graduate student if extramural funding for the student’s research project is in jeopardy. At least six months of advance notice should be given to the Department Chair, Graduate Program Chair, and the student so that other funding alternatives can be explored.

   f. Provide graduate student advisees with specific requirements for achieving their desired degree objective in a timely manner. The Graduate Program goal for time to degree for the Ph.D. is twelve academic quarters (summer are not counted in this total) for full-time students. To achieve this goal, the member must assist the student in progressing through the program and at least annually evaluate the student’s progress in research and in meeting program milestones. The student and the faculty adviser should collaboratively define success for the project chosen.
g. Maintain a mutually agreeable schedule of advising conferences with each advisee, including assigning S/U grades for ECH 299 units each quarter, and an annual review (currently the online Student Progress Assessment (SPA)) with the advisee and the entire dissertation/thesis committee. When assigning U grades for ECH 299, a written progress report must be completed that describes the reasons for the unsatisfactory performance, specific actions that need to be taken for improvement in dissertation/thesis research progress, coursework, or other program requirements, and any recommended coursework. After the Qualifying Exam, points raised by the Qualifying Exam committee should be discussed with the advisee and the entire dissertation committee. The annual review should include discussion of the progress, direction, and duration of the project, and should ensure that the objectives regarding time-to-degree are attainable. The result of this annual review should take the form of a formal report to be acknowledged by the student within two weeks of receipt. Marginal or unsatisfactory progress reports (annual or quarterly) must be submitted by the program to the Dean of Graduate Studies.

B. Emeritus Status

Emeritus faculty with active research programs may remain members of the program and are afforded the following rights: they may attend and participate in program activities (including meetings and administrative committees), may teach graduate courses, and may serve on graduate student examination, thesis and dissertation committees. Emeritus faculty are not afforded the right to vote on policy and bylaw issues related to the program.

C. Review of Membership

The criteria for reviewing members of the Graduate Program is the same for all members. Each faculty member’s contributions to the program shall be reviewed once every three years for the purpose of identifying faculty members who are not providing a minimal level of service to the Graduate Program. This review is conducted by the Graduate Affairs Committee (defined in Article V. A.). Members may not vote for themselves. The review will focus on the areas defined in Section B. 2. above, “Anticipated contributions by members.” A majority vote of the eligible voters of the Graduate Affairs Committee is required for maintenance of membership. Faculty whose record reflects poor performance in at least one area (a, b, c, or d) will be subject to non-renewal or to a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.

E. Membership Appeal Process

Terminated members or those denied membership are notified in writing of the decision and given an opportunity to provide a counter argument and to provide additional supporting information. This appeal is sent to the entire membership of the Graduate Program, and the majority of the membership determines whether to uphold or overturn the termination/denial via an online vote. If membership is denied or not renewed, faculty can appeal to the Graduate Affairs Committee for reconsideration. 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 Department Chair and the Graduate Affairs Committee.

Article IV. Graduate Program Chair

A. Chair appointment process

The Chair of the Department of Chemical Engineering administers the Graduate Program. The Department Chair delegates the day-to-day responsibilities of the Graduate Program to the Graduate Program Chair. However, even with the delegation of responsibilities, the Department Chair is the official, graduate program Chair. The Department Chair notifies the Office of Graduate Studies of the name of the faculty to whom they have delegated duties.

B. Duties of the Graduate Program Chair

The Program Chair:
- provides overall academic leadership for the program;
- develops and implements policies for the program;
- represents the interests of the program to the college, campus and University administrators;
- calls and presides at meetings of the Graduate Affairs Committee;
- calls and presides at meetings of the Graduate Program;
- is responsible for coordinating all administrative matters with the Office of Graduate Studies;
- serves as the primary responsible party for graduate program review;
- submits course change or approval forms;
- is responsible for the accuracy of all publications related to the program including web pages and catalogue copy;
- facilitates the matching of all graduate students to Major Professors with the Department Chair.

Article V. Committees

A. Graduate Affairs Committee

The committee is comprised of the Graduate Program Chair, who serves as the chair of the committee, plus at least three faculty who are appointed by the Department Chair to represent research areas of the program as listed under “Research” on the Chemical Engineering website. The appointments are for one year and can be renewed up to five years based on mutual agreement with the member, the Graduate Program Chair, and the Department Chair that the member is carrying out the duties of membership to the committee in a satisfactory manner.

The duties of the committee include:
- assisting the Graduate Program Chair in administering the graduate program;
- making fellowship decisions;
- deciding on Graduate Program faculty admission policy;
- appointing standing and ad hoc committees as it deems necessary to properly administrate the activities of the Graduate Program;
- reviewing petitions from graduate students that do not fall in the jurisdiction of the Graduate Advisers (see Article VII);
f. actively participating in the recruitment of graduate students;
g. making recommendation to the Graduate Program Chair on admissions;
h. maintaining a quorum to conduct business; (All members have equal voting rights in the Graduate Affairs Committee; a quorum is a simple majority of the committee.)
i. administering the applications for membership and membership renewals (see Article II);
j. considering course offerings and recommendations regarding the graduate program and supervision of teaching assignments and teaching experience of graduate students;
k. analyzing the academic records of new entering students and determining what remedial actions may be needed.

Article VI. Student Representatives

Graduate students in the Graduate Program have organized a Chemical Engineering Graduate Student Organization (GSO) that serves as the liaison between graduate students and faculty/staff. The GSO nominates one of its officers to serve as the graduate student representative to the Graduate Program faculty. This student representative is invited to meetings of the Graduate Program faculty. However, the student representative is excused from any portion of the meetings involving discussion about other students, personnel actions or disciplinary issues relating to faculty, rankings of existing students for funding, and for disciplinary issues related to students. The student representative does not have voting rights.

Article VII. Graduate Advisors

Graduate advisors are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Department Chair of the Graduate Program will recommend graduate advisors to the Office of Graduate Studies for review and appointment for a two-year term. There shall be at least a minimum number of advisors to meet the 15:1 graduate student to faculty advisor ratio recommended by the Graduate Council.

Each Graduate Advisor is responsible for the following:

a. reviewing the program of study for the graduate students who have been assigned to him/her;
b. reviewing and acting on petitions submitted by graduate students such as those to drop or add courses to take courses on an S/U basis; making recommendation on petitions of graduate students to drop or add courses beyond the fifth week of classes;
c. reviewing and approving graduate student petitions for Planned Educational Leave (PELP);
d. reviewing and approving petitions for advancement to candidacy for the Master’s degree and recommendations for the composition of committees for Master’s theses or comprehensive examinations;
e. recommending, after consultation with the graduate student and the student’s major professor, the composition of the Qualifying Examination committee;
f. recommending, after consultation with the graduate student and the student’s major professor, the composition of the dissertation committee;
g. reviewing and approving petitions for advancement to candidacy for the doctoral degree;
h. carrying out periodic review of assigned graduate students’ progress towards degree objectives, and in particular, reviewing an annual report with the Office of Graduate Studies concerning each student’s progress towards completion of
degree requirements;
  i. determining whether a programmatic requirement has been met by the completion of an equivalent course taken at another institution, in consultation with the instructor of the equivalent UC Davis course.

**Article VIII. Meetings**

The Chair of the Graduate Program calls an annual meeting during Spring Quarter for the purpose of providing program updates and discussing issues related to the program. The Chair is privileged to call other meetings in the interest of the program and must do so at the written request of three or more members. Notification is emailed at least two weeks before the meeting. Faculty not on campus may participate by teleconference or other available technology.

**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 2/3rd supporting vote of the members voting.

If balloting is conducted via e-mail or web-based technology: a) the motion may be introduced by the Graduate Affairs Committee or 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 for Meetings**

N/A

**Article XI. Amendments**

Amendments to these bylaws may be made in accordance with the Graduate Programs’ quorum policy in Article IX. Program members may propose amendments by petition to the Graduate Program Chair. The Graduate 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.