NICK ANDERSON, CHAIR  
Health Informatics Graduate Group  

RE: Health Informatics Graduate Group Bylaws  

Enclosed is a copy of the Health Informatics Graduate Group bylaws as approved by Graduate Council on May 29, 2020. These bylaws are now the revised, official document for the Health Informatics Graduate Group and will be posted on the Office of Graduate Studies program webpage:

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

Thank you for your efforts on behalf of graduate education.

Sincerely,

Carlee Arnett, Chair  
Graduate Council  

CC: Kelly Byrns, Graduate Group Coordinator  
     Jasmine Bonite, Project/Policy Analyst, Graduate Studies
Health Informatics Graduate Program Bylaws

Administrative Home: Department of Public Health Sciences
Revision date(s): 12/2/2019
Graduate Council Approval: May 29, 2020

Article I. Objective

A. Degree(s) offered by the program: Master of Science – Health Informatics

B. Discipline: The discipline of informatics drives innovation that is defining future approaches to information and knowledge management in biomedical research, clinical care, and public health. Informatics researchers develop, introduce, and evaluate new biomedical motivated methods in areas as diverse as data mining (deriving new knowledge for large databases), natural language or text processing, cognitive science, human interface design, decision support, databases, and algorithms for analyzing large amounts of data generated in public health, clinical research, or genomics/proteomics. The science of informatics is inherently interdisciplinary, drawing on (and contributing to) a large number of other component fields, including computer science, decision science, information science, management science, cognitive science, and organizational theory.

C. Mission of the Program: The Health Informatics program is highly interdisciplinary and designed to provide the skills, experiences and preparation for students to excel in positions in health care, leadership or research. Our faculty are based in the Division of Health Informatics, Department of Public Health Sciences, as well as in the Departments of Pathology and Laboratory Medicine, Pediatrics and Internal Medicine in the School of Medicine, in the School of Nursing, the College of Engineering Department of Computer Science and Department of Mechanical and Aeronautical Engineering, and in the School of Veterinary Medicine. Our faculty and research programs are diverse and expansive, and share a common focus of improving human health.

Article II. Membership

A. Criteria for Membership in the Graduate Program

1. Appropriate academic and teaching title.

   In accordance with the Graduate Council Policy on Membership in Graduate Programs (GC1998-02), members must hold an appropriate academic title as outlined in the Graduate Council Policy on Service on Advanced Degree Committees (GC 1998-01).

   Or

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.
B. Voting rights.

All members are eligible to vote on graduate program matters. See GC2011-04, Policy on Quorum, Voting Rights and Responsibility.

C. Application for membership.

1. How faculty may apply:
   Faculty may self-nominate themselves by notifying the Program Chair or Vice Chair of their interest to become a part of the Group. To complete the application process, all applicants to the Group must submit a membership application stating how they intend to contribute to the Group (i.e. teaching, advising, committee service, etc.) as well as their updated CV. The Chair will then decide to place the faculty member on a ballot for vote or not. The Chair or Vice Chair may nominate any faculty member they deem will serve to enhance the mission of the Health Informatics Program, and nominees will be voted on by all active members of the Group.

2. Anticipated contributions that graduate faculty members will perform as a member.

   Faculty should demonstrate commitment to the objectives of the Group through active participation in the Graduate Program. Active participation may be demonstrated with the following activities:
   • Teaching regular, graduate-level or ad hoc courses for the Program,
   • Delivering guest lectures or seminars for the Program,
   • Providing research instruction to students in the Program,
   • Serving as Graduate Advisor to students in the Program,
   • Serving on thesis committees for students in the Program,
   • Serving on administrative committees in the Graduate Group.

D. Emeritus Status.

Emeritus faculty who are actively involved in Informatics research 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 student committees. Emeritus faculty are afforded the right to vote on policy and bylaw issues related to the program.

E. Review of Membership

The criteria for reviewing members of the 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 program.

This review will be conducted by the Executive Committee, who will review on a yearly basis one-third of the membership. The review will focus on the areas defined in Section B. above, “Anticipated Contributions by Members.”

Faculty whose record reflects poor performance in any of these areas will be subject to non-renewal or to a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.
F. Membership Appeal Process

If membership is denied or not renewed, faculty can appeal to the Executive Committee for reconsideration. Applicants denied membership or renewal of membership by the E 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. The administration may include some of the following:

- Student Affairs Officers/Graduate Program Coordinators
- Director
- Assistant Director
- Administrative Assistants

Article IV. Graduate Program Chair

A. Chair appointment process

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 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 publication related to the program including web pages and catalog copy; and

j) nominates Graduate Advisors for appointment.

C. Vice Chair

The Chair of the Graduate Group in Health Informatics shall appoint the Vice Chair of the Graduate Group in Health Informatics from the Graduate Group faculty population. The Vice Chair shall serve for the same term as the Graduate Group’s Chair and have all voting rights as other members of the Health Informatics Graduate Group members.

The duties of the Vice Chair shall include:

a) Serving as a member of the Executive and Admissions and Awards Committees;

b) Representing the Chair in situations where the Chair is unavailable;

c) Assisting the Graduate Group Chair in group administrative activities, and in the Chair’s absence presiding over meetings;

d) Serving as chief officer of the Group in the absence of the Chair, for absences less than a quarter (APM UCD-245B). If the Chair will be absent from campus for more than a quarter, the Chair appointment procedures must be followed. as the chief officer of the Graduate Group if the Chair is absent for less than a quarter. If the Chair is absent from campus for more than a quarter, a new Chair must be appointed following the procedures in Article IV, part A.

Article V. Committees

Executive Committee

The Executive Committee shall consist of the Chair of the program, who serves as chair of the committee, the Vice-Chair, the Chair of the Admissions and Awards Committee, the Student Representative as well as five faculty elected from the membership. To ensure broad participation, the Executive Committee shall have members from at least three different schools represented within the Group (College of Engineering, School of Medicine, School of Nursing, School of Veterinary Medicine). All members have voting rights, except for the Student Representative. The faculty members of the Executive Committee shall be elected for a two-year term.

The five faculty members of the Executive Committee (with the exception of the Graduate Group Chair, and the Chair of the Admissions and Awards Committee), will be elected by the graduate group membership for two-year terms. Two members will be elected in even-numbered years, and three in odd-numbered years. The Student Representative will be elected by a vote of the students to serve a one-year term.

Election of faculty members of the Executive Committee: nomination shall be made either by e-mail or from the floor at the annual Spring Quarter meeting of the program. Elections shall be conducted by mail or electronic-mail ballot within two weeks of the annual Spring Quarter meeting. At election, each member of the program shall vote for not more than the number of positions to be filled on a ballot provided, without weighing of choice. Those receiving the most votes will be declared elected. Ties will be resolved by lot. Election results shall be communicated to the members of the program promptly. Elected members shall assume their
The principal duties of the Executive Committee shall be to determine and implement policy for the good of the program, and to represent the interests of the program generally to various universities and other agencies. The Executive Committee is also responsible for the approval of new members and review of all continuing members for retention in the Group.

The Chair of the Executive Committee may rule that an item of business is inappropriate for discussion in the presence of the student representative. That item of business will then be discussed in the absence of the student member of the Committee. More generally, the chair of any committee with a student member must excuse the student representatives from meetings during discussion about personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

The Executive Committee shall meet at least quarterly. Additional meetings and executive sessions may be held as deemed necessary, or upon petition by five members of the program.

The Executive Committee shall fill interim vacancies on any committee (as appropriate) for the remainder of the current year.

**Educational Policy Committee**

The Educational Policy Committee shall consist of the members of the Executive Committee, including the Student Representative, and the Graduate Advisors, with their terms on the Committee coinciding with their terms in those respective offices. The Program Chair shall also serve as the chair of the Committee on Educational Policy. All members of this committee, with the exception of the Student Representative, will have a vote on all committee matters. The Educational Policy Committee will meet at least annually. The functions of this committee will include:

- Determining and revising when necessary the requirements for the degree,
- Recommending course offerings;
- Supervising teaching assignments;
- Overseeing the modification of Graduate Council Mentoring Guidelines ([https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/mentoring.pdf](https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/mentoring.pdf)) to fit the specific circumstances of the program and distribution to students;
- Overseeing other educational matters requiring collective action/consideration

This Educational Policy Committee is also responsible for monitoring the normal progress of graduate students in the program. This task includes approval of student petitions for normal progress extensions and recommendations for dismissal, when appropriate.

**Admissions and Awards Committee**

The Admissions and Awards Committee shall consist of the Vice Chair of the Group, as well as up to four Group members who are not Graduate Advisors during their term on the Admissions and Awards Committee. The faculty members of the Admissions Committee shall serve for a two-year term and may serve up to 4 consecutive terms. The Admissions and Awards Committee will elect the Chair of the committee from among their members, and the
The committee chair will be an automatic member of the Executive Committee. All members of the Committee will have full voting rights.

The functions of this committee shall include the review of all applicants to the program, and recommendation to the Group Chair for admission of students and the preparation of recommendations of their financial support. Additionally, the committee members will nominate and rank students for consideration of university fellowships and awards as appropriate.

Article VI. Student Representatives

The Graduate Group in Health Informatics will request nominations for the student representative position each Fall Quarter from the full student population. Self and other nominations will be accepted for this role and the program staff will produce a ballot used to select the representative. If only one student is nominated or self nominates for the role, that student will be appointed as the student representative.

The elected representative will represent student views while serving on the Executive and Educational Policy Committees. The student representative will serve one year and may be reappointed by the students for a second term. The student representative will serve in an advisory capacity, as a non-voting member of the committees and Graduate Group. The student representative’s attendance is mandatory except when excused by the chair of the committee, but they may select a proxy representative if necessary for specific meetings. The term of office will be July 1 to June 30 of the following calendar year.

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.

Criteria for eligibility are:
- Current student enrollment in the Health Informatics Graduate Program, and
- Satisfactory academic progress at the time of elect and throughout his/her tenure as a student representative.

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 Chair of the Group will recommend Graduate Advisors to the Office of Graduate Studies for review and appointment for a two-year term. Sequential terms are allowed. There shall be at least a minimum number of advisors to meet the 15:1 advising ratio recommended by the Graduate Council. Graduate Advisors are responsible for evaluating the adequacy of preparative course work, interpreting requirements and appointing guidance and comprehensive exam committees. Graduate Advisors are expected to meet quarterly with advisees. If possible, the Thesis Advisor for a student should not serve as their Graduate Advisor.

Graduate Advisors will:
- Serve on Educational Policy Committee,
- Monitor the normal progress of graduate students in the Health Informatics program,
- Provide students guidance with regard to their individualized program, and
• Assist students with selection of their major professor and thesis committees.

The Group Chair will designate one Graduate Advisor to be the Master Advisor who will serve as an advising resource for other advisors and preside over meetings of the advisors as a group. The Master Advisor may serve for up to two consecutive two-year terms.

Article VIII. Meetings

The Graduate Group Chair shall call an annual meeting during Spring Quarter for the purpose of electing officers and conducting other business. The Chair may call other meetings in the interest of the Group and shall be required to do so at the written request of three or more members. Notification for all Graduate Group meetings will be emailed at least three weeks prior to the meeting and a remote participation option such as a video conference will be made available for all meetings.

Article IX. Quorum

All issues that require a vote must be:
• Voted on by 50+% of the 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.

The Program may conduct votes on program matters either in-person at a Graduate Group meeting, or via email. Prior to any request for votes via email, a minimum of 10 days will be provided for Graduate Group members to express opinions or provide feedback about the proposal. Following this time period, the Program will send a request for votes, and allow members a minimum of 14 days for voting.

Article X. Order of Business for Meetings

NA

Article XI. Amendments

Amendments to these bylaws may be made in accordance with program’s quorum policy in Article IX. Program members may propose amendments by petition to the program Chair. The 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 will become effective upon approval by the Graduate Council.