DIANA CASSADY, CHAIR  
Public Health Sciences Graduate Group  

RE: Public Health Sciences Graduate Group Bylaws  

Enclosed is a copy of the Public Health Sciences Graduate Group bylaws as approved by Graduate Council on April 17, 2020. These bylaws are now the revised, official document for the Public Health Sciences Graduate Group and will be posted on the Office of Graduate Studies program webpage:  

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

Thank you for your efforts on behalf of graduate education.

Sincerely,

Carlee Arnett, Chair  
Graduate Council

CC: Jasmine Bonite, Project/Policy Analyst, Graduate Studies  
Leah Galasso, Graduate Group Coordinator
Public Health Sciences Graduate Group Program Bylaws

Administrative Home: Department of Public Health Sciences, School of Medicine
Revised: 3/12/2020
Graduate Council’s Approval Date: 04/17/20

Article I. Objective

A. Degree offered: The Graduate Group in Public Health (GGPH) offers a Master of Public Health (MPH) degree and Doctor of Philosophy (PhD degree), in conformance with the rules and procedures of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California. The MPH is a professional degree, rather than an academic degree, and is a joint program of the School of Medicine and the School of Veterinary Medicine on the University of California, Davis campus.

B. Discipline: Public health is the organized efforts of society to provide and maintain conditions conducive to good health for all. The basic scientific disciplines of public health include epidemiology, biostatistics, social and behavioral sciences, health services administration, and environmental health sciences.

C. Mission: Our mission is to develop the public health leaders of the future by providing a high-quality MPH and PhD degree programs in partnership with the public health community.

Article II. Membership

A. Criteria for Membership

1. Appropriate academic and teaching title: Members must: hold an appropriate academic title as defined in the Graduate Council Policy for Membership in Graduate Programs and the Graduate Council Policy for Service on Advanced Degree Committees.

2. Active research appropriate to the discipline(s) encompassed by the program: Members may include individuals who are not members of the Academic Senate. Membership is independent and separate from academic department appointments and is based upon disciplinary expertise and active research and, participation in the graduate group so members throughout campus are eligible for consideration to membership in the group. Members should be active in research in their specific core public health discipline or related discipline.

3. Voting Rights: All members are eligible to vote in the Graduate Group.

B. Application for Membership

1. Application Process: Potential members may be nominated by an existing member or may nominate themselves. The names, qualifications, and CVs of applicants will be made available to members for comment. After consideration of these comments, the Executive Committee votes to approve or reject the application for membership.

2. Anticipated contributions of members:
   a. Active role in the administration of the graduate group by serving on graduate group administrative committees; as a graduate advisor (not to be confused with being a major professor); or as an administrative officer of the program.
   b. Providing relevant graduate level instruction, as appropriate, in addition to research education.
   c. Service on dissertation/thesis or qualifying examination/master’s comprehensive examination committees.
C. 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 graduate group activities (including meetings and administrative committees), may teach graduate courses, and may serve on student dissertation, thesis and exam committees. Emeritus faculty ARE afforded the right to vote on policy and bylaw issues related to the program.

D. Review of Membership: Membership will be reviewed on a three-year cycle by the Executive Committee, with approximately one-third of the membership reviewed each year. Maintenance of membership requires contribution in at least one of the following areas over a three-year period:

1. Active role in the administration of the graduate group by serving on at least one administrative committee
2. As a student graduate advisor or practicum-site preceptor
3. As an instructor or lecturer in course work instruction to MPH and/or PhD students through Department of Public Health Sciences Courses or related courses in other academic units, including independent study and directed research courses.
4. As a member of an oral qualifying exam or thesis/dissertation committee

Members not meeting this criterion will be placed on probation for one year, during which time they will be expected to meet membership criteria. Members failing to meet membership criteria during the probationary year will not have their membership renewed. Members wishing to relinquish their membership may do so by communicating their intent in writing to the Graduate Group Chair.

E. Membership Appeal Process: If membership or renewal of membership is denied, the denied applicant may request consideration by graduate group members. If the denied application for membership is submitted to the faculty for a vote, a majority vote of the total graduate group faculty membership in support of the denied candidate is required for admission. 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 graduate group and its activities will be vested in an Executive Committee, consisting of at least six program members and chaired by the Graduate Group Chair.

Article IV. Graduate Group 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), who and will then forward his/her
recommendation to the Chancellor for appointment. The normal term of the Chair’s appointment is three years; however, the recommended term will be based on the nominees’ willingness to serve.

B. Duties of the Graduate Group Chair:
   a) provide overall academic leadership for the group;
   b) develop and implement policies for the group;
   c) represent the interests of the group to the campus and University administrators;
   d) call and preside at meetings of the Executive Committee;
   e) call and preside at meetings of the group’s faculty;
   f) be responsible for coordinating all administrative matters with the Office of Graduate Studies;
   g) manage the budgets of the group;
   h) submit course change or approval forms;
   i) be responsible for the accuracy of all publications related to the group, including web pages and catalog copy;
   j) coordinate graduate group’s course teaching assignments with relevant department chairs;
   k) nominate graduate adviser for appointment;
   M) establish permanent or ad hoc committees as needed

Article V. Committees

There shall be 4 standing committees:
- Executive
- Education Policy & Curriculum Development
- Admissions
- Recruitment

A. Executive Committee
The Executive Committee shall consist of the chair of the graduate group, who serves as chair of this Committee, plus six faculty elected from the membership, plus the Master Adviser and one student appointed annually by the Graduate Student Association. To ensure broad participation, the Executive Committee shall have members from at least three different departments (tri-department rule) including at least one member each from the School of Veterinary Medicine and from the School of Medicine and one member from another school or college. All members have voting rights, including the student representative, unless the student does not participate in the discussion due to the nature of the item (see below). The faculty members of the Executive Committee shall be elected for a three-year term, which is renewable three times. Two members shall be elected each year such that two members may rotate on or off each year. Representatives from the California Department of Public Health and local health departments will be appointed as guests in an ex officio capacity, without voting privileges.

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 group. 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 group 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. Election results shall be communicated to the members of the group promptly. Elected members shall assume their duties on July 1.

The principal duties of the Executive Committee shall be to determine and implement policy for the good of the graduate group, and to represent the interests of the group generally to various
universities and other agencies. The Executive Committee is also responsible for approval and distribution of Block grant, campus fellowships and work study funds as recommended by the admissions committee.

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 performance or specific disciplinary issues related to students.

The Executive Committee shall also review on a yearly basis one-third of the membership in addition to new applicants. Representatives from the California Department of Public Health and local health departments may be appointed as guests in an *ex officio* capacity, without voting privileges.

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 group. The Executive Committee shall fill interim vacancies for the remainder of the current year.

B. **Educational Policy and Curriculum Development Committee**

The Educational Policy and Curriculum Development Committee shall consist of the members of the core course Instructors and two graduate advisers. The Chair of the graduate group shall appoint the Chair of the Committee on Educational Policy. The function of this committee shall include consideration of course offerings and recommendations regarding the curriculum and supervision of teaching assignments and teaching experience of graduate students. The faculty members of the Educational Policy Committee will serve for a three-year term renewable three times. Representatives from the California Department of Public Health and local health departments may be appointed as guests in an *ex officio* capacity, without voting privileges.

i. **Student Affairs ad hoc committee** - An ad hoc committee comprised of the Graduate Group Chair, the Chair of the Educational Policy & Curriculum Development Committee and all faculty who regularly serve as graduate advisers and major professors shall be responsible for: (a) the assignment of all students to research advisers, (b) approval of the adviser’s recommendation for student Ph.D. qualifying exam committees, (c) the active overview of status of student financial support during their entire period of study, (d) annual evaluation of student performance, (e) the coordination of any changes in funding which may occur, and (f) oversee: (i) modification of Graduate Council Mentoring Guidelines, (ii) their adoption by the program, and (iii) distribution and notification to the students and faculty of where the guidelines are posted."

C. **Admissions Committee**

The Admissions Committee shall consist of the Vice Chair of the program (if applicable), five members appointed by the Chair of the Graduate Group for three-year terms, and one student appointed by the Student Association. The Chair of the graduate group shall appoint the chair of the Committee on Admissions. The functions of this committee shall include review of applications for admissions to the graduate group, and the preparation of recommendations of their financial support. The faculty members of the Admissions Committee shall serve for a three-year term, renewable three times.

Representatives from the California Department of Public Health and local health departments may be appointed as guests in an *ex officio* capacity, without voting privileges.
D. Recruitment Committee
The Recruitment Committee shall consist of three members appointed by the Chair of the graduate group for three-year terms renewable three times; two students appointed by the Graduate Student Association; and, two program alumni appointed by the Graduate Group Chair. Alumni will serve in an advisory capacity and cannot vote. The Chair of the Recruitment Committee is an Executive Committee member appointed by the Chair of the graduate group. The functions of the committee are to coordinate the hosting of selected applicants for visitation to the campus, to develop and administer programs for increasing the number, quality and diversity of applicants to the program, and to generate suitable brochures and web sites to provide information to prospective applicants. Representatives from the California Department of Public Health and local health departments may be appointed as guests in an *ex officio* capacity, without voting privileges.

Article VI. Student Representatives

A. Committee Appointment Process: The Graduate Group Chair will consult with the students regarding membership on the various program Committees.

B. Committees on which students serve: Students will serve on the following committees:
   1. Executive Committee
   2. Educational Policy & Curriculum Development Committee
   3. Admissions and Advancement Committee
   4. Recruitment Committee
   5. Ad hoc committees as appointed by Graduate Group Chair

Generally, each committee will have one student representative. No student may serve on more than two committees simultaneously

C. Term of service and reappointment: Students serve for a term of one year, with the potential for reappointment.

D. Voting Rights: Students may vote unless excused by the Committee Chair from the discussion.

E. Attendance at annual meetings of the program: Student representatives may attend annual meetings of the program.

F. Student recusal from selected matters: The Chair of any committee with student members must excuse the student representatives from meetings during discussion about other students, the content of written examinations, 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 Adviser

Graduate adviser are appointed in compliance with the policies and procedures of the Graduate Council and Graduate Studies. The Chair of the program will recommend graduate adviser to Graduate Studies for review and appointment for a two-year term. At least a minimum number of adviser will be appointed to meet the 15:1 advising ratio recommended by the Graduate Council. Graduate adviser are responsible for evaluating the adequacy of preparative course work, interpreting requirements and appointing guidance and comprehensive exam committees. Graduate Adviser are expected to meet quarterly with advisees. If possible, the thesis/dissertation adviser for a student should not serve as their Graduate Adviser. The adviser(s) are required to serve on the Educational Policy Committee. A Master Adviser will be so designated by the Chair to serve as a resource for other adviser and will serve on the Executive Committee.
Article VIII. Meetings

A. Graduate Group Annual Meeting:
The Group Chair shall call an annual meeting during Spring quarter for the purpose of electing officers and conducting other business. The Chair shall be privileged to 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 will be emailed at least two weeks before the meeting. Faculty not on campus may participate by teleconference or other availability technology.

Article IX. Quorum

Refer to GC2011-04, Policy on Quorum, and Voting Rights and Responsibilities for the full policy.

MINIMUM QUORUM REQUIREMENT FOR A VOTE
• A quorum for the purpose of establishing/modifying bylaws or establishing/revising graduate program policy: passage requires approval by greater than 50% of the non-emeritus faculty members who are eligible to vote.

MINIMUM AFFIRMATIVE VOTE NEED TO PASS A MOTION
• On graduate program matters other than amendment/revision of bylaws: passage requires a 50+% supporting vote of the members voting. Thus, passage of such motions will require support by a minimum of 25+% of the membership.

Voting may be by email or written ballot. If balloting is conducted via e-mail or web-based technology, 10 business days must be provided for expression of opinions about the proposal prior to the acceptance of votes; the program must allow 14 business days for votes to be returned or before the "polls are closed."

Article X. Order of Business

At all regular meetings, the normal order of business shall be:
1. Call to order
2. Approval of minutes
3. Report of Officers
4. Reports of Standing Committees
5. Reports of Special Committees
6. Unfinished Business
7. New Business
8. Adjournment

In the event of adjournment before all business is complete, another regular meetings shall be held on the next available date.

Article XI. Amendments

The Bylaws of the Group may be amended in the following manner:
A. Amendments to the bylaws may be proposed by any member of the Group by submitting the proposed amendment to the Group Chair. The Chair shall notify all members of the group of the proposed amendment. Members will be given the option of providing Pro and Con statements to be included on the ballot.

B. An email ballot will be circulated to all members of the Group a full week before the deadline for voting on the amendment. The ballot shall contain the proposed amendment(s), including material to be added or deleted from the Bylaws, as well as Pro and Con statements submitted
by voting members. The amendment passes only if it is approved by a quorum as defined in Article IX.

C. The Executive Committee shall administer and oversee the e-mail balloting and inform the Group of the outcome.

D. For amendments and revision of bylaws, passage requires a 2/3rds supporting vote of the members voting. Thus, passage of such motions will require support by a minimum of 1/3rd of the membership.

E. All amendments and revisions approved by the membership must be submitted to Graduate Council for review and approval.