

PHARMACOLOGY AND TOXICOLOGY GRADUATE GROUP BY-LAWS

Administrative Home: Department of Environmental Toxicology

Revised April 22, 2004

Graduate Council's Approval Date: June 3, 2004

(Approved contingent on minor revisions. Revisions made and approved July 9, 2004.)

Article I. Objective

The Graduate Group in Pharmacology and Toxicology (hereafter referred to as the Group) is organized primarily to establish and administer graduate training leading to the Master of Science and Doctor of Philosophy degrees in Pharmacology and Toxicology, in conformance with the rules of the Office of Graduate Studies of the Davis Campus of the University of California. While the Group trains graduate students for both the M.S. and Ph.D. degrees, students with an M.S. degree goal are an exception. They are admitted on a case-by-case basis and recruitment efforts target only potential Ph.D. degree candidates.

Article II. Membership

A. Elected by the membership, new members of the Group shall consist of U.C. Davis faculty (including adjunct, in residence and the research series) who are qualified to guide candidates for the M.S. or Ph.D. degrees in Pharmacology and Toxicology. Members in good standing will have independent research programs and be willing to participate in the teaching program and Group administration.

B. Faculty can apply for membership by initiating direct contact with the Program Administrator or an existing member of the Graduate Group. Alternatively, an existing member of the Group can initiate contact with a qualified faculty and nominate the candidate for membership. Considering the broad interdisciplinary focus of the Group, faculty with an active research program in a biomedical discipline are encouraged to apply. It is incumbent on the applicant to describe the relevance of their research and teaching goals to the broader missions of the Graduate Group. It is also understood that application to the Group indicates the applicant is willing to contribute to the missions of the Group, including research training of graduate students, teaching, and administration of the Group. Applications for membership shall be processed by the Membership Committee in accordance with the provisions of Article V.B.2. The entire Group will be invited to vote by electronic mail ballot on candidates nominated by the membership committee. Election to membership shall require the approval of at least 67 per cent of the ballots cast. A minimum of 50 percent plus 1 of the Group members must submit ballots for an election to be valid. The Dean of Graduate Studies is the last appeal a faculty person has pertaining to membership.

C. When requested at three-year intervals, members shall provide the Membership Committee with evidence of continued participation in Group activities. Members must show participation in all of the following areas:

1. A list of publications during the past three years describing relevant research and presented in refereed journals and any other evidence of an active research program (e.g., grant support).
2. Courses that a member participates in which are pertinent to the training of students in Pharmacology & Toxicology. Included in the typical contribution would be the training of graduate and postdoctoral fellows and participation in courses of potential interest to Pharmacology & Toxicology graduate students.
3. Administrative activities performed for the Group. In addition to serving on qualifying and thesis committees, a member is expected to be willing to serve on standing and on *ad hoc* committees for the Group.
4. Residency requirements. There must be evidence of an appropriate research environment and of interaction with Group activities, especially for graduate training.

D. Emeritus participants are encouraged to attend all social functions, symposia, and public lectures wholly or partially sponsored by the Group. Emeritus members are also encouraged to attend the annual meeting. They may also serve on qualifying examination committees as well as thesis and dissertation committees.

Article III. Organization & Administration

The administration of the Group and its activities will be vested in an Executive Committee consisting of six Group members and chaired by the graduate group chair.

Article IV. Graduate Group Chair

A. The Group Chair shall be the chief officer and spokesman for the Group and for the Executive Committee. The Chair shall call and preside over meetings of these bodies (or be represented by the Vice Chairperson).

B. The graduate group chair nomination process will be conducted in accordance with current Graduate Council and Academic Personnel Manual policies, APM Section UCD-245B. <http://www.mrak.ucdavis.edu/web-mans/apm/245b.htm>.

1. A "Nominating Committee" will be named by the Executive Committee or Chair to solicit the names of nominees for Graduate Group Chair from the faculty and graduate students of the group. The names of the nominees indicating a willingness to serve will then be submitted to the Group's faculty and graduate students for comments. All comments will remain confidential.

2. The Nominating Committee will forward two names to the Dean of Graduate Studies along with comments received on the nominees. The Group may express a preference and, if it does, should indicate the basis for determining that preference. After interviewing the nominees the Dean of Graduate Studies will forward his/her recommendation to the Chancellor. The normal term of the Chair's appointment is three years, however what is recommended will be based on the nominee's willingness to serve.

C. The Chair shall appoint, with the approval of the Executive Committee, chairpersons of standing committees and members of *ad hoc* committees, and shall forward adviser nominees to the Associate Dean of Graduate Studies who will recommend to the Chair of Graduate Council for appointment.

D. Vice Chair

1. The Executive Committee shall select from its members a Vice Chair to serve for the ensuing academic year.

2. The Vice Chair shall serve as chief officer of the Group in the absence of, or as designated by, the Chair. The Vice Chair shall call for nominations, arrange elections and supervise their conduct, and submit matters to the Group requiring its decision. The Vice Chair will also serve as Secretary

a. The Secretary shall serve at Group and Executive Committee meetings, and prepare and distribute minutes of meetings.

Article V. Committees

Each standing committee shall have as its chairperson a member of the Executive Committee. The standing rules and policies of each committee shall be submitted to the Executive Committee for approval.

A. Executive Committee

1. The Executive Committee will consist of a seven-member committee. One will be the Graduate Group Chair and the other six members will be elected from the membership.

- a. Broad participation of all the member schools and colleges on the Executive Committee are encouraged.
- b. Each member of the Executive Committee shall be elected for a term of two (2) years. Three members shall be elected in even numbered years and three in odd numbered years. No elected member may serve more than two (2) consecutive terms.

2. Nomination and election shall be made by electronic mail and completed during the Spring Quarter. At election, each member of the group shall vote for not more than the number of positions to be filled. Those receiving the most votes shall be declared elected. The term of office of the new Executive Committee shall commence on July 1, following the Spring Quarter election.

- a. Election Results shall be announced by electronic mail and at the Annual Meeting. Following the annual meeting the Chairperson shall convene the Executive Committee for the coming year and supervise the election of officers. With the approval of the incoming Executive Committee, the Chairperson shall appoint chairpersons-elect of the standing committees.

3. The principal duties of the Executive Committee shall be to determine and implement policy for the Group, to receive and act upon petitions from students and faculty and to represent the interests of the Group to various universities and other organizations.

- a. The Executive Committee shall meet at least quarterly; such meetings shall be announced by e-mail so that members of the Group may present matters requiring Executive Committee or Group attention. Additional meetings may be held as necessary or upon petition of at least five members of the Group.
- b. The Executive Committee shall fill interim vacancies in its membership for the remainder of the current year.

B. Committee on Membership

1. The Committee on Membership shall consist of the chairperson and two voting members. The chairperson of the committee will appoint the members. The committee shall be appointed in July of each year for a term of 1 year.

2. The Committee shall screen applications for membership, provide pertinent information on membership application to the Group, and within one month of receipt, submit applications of qualified candidates to the Group for approval.

3. The Committee shall review one-third of the membership list annually on a rotating basis and submit to

the Executive Committee the names to be removed from the membership roll.

C. Committee on Educational Policy

1. The Committee on Educational Policy shall consist of the chairperson and five or more voting members: at least two of the Graduate Advisers and at least two members appointed by the chairperson of the committee. In addition, two representatives of the graduate students in Pharmacology and Toxicology shall serve on the Committee. The committee shall be appointed in July of each year for a term of 1 year.

2. The functions of the Committee shall include consideration of graduate course offerings in Pharmacology and Toxicology, recommendations regarding the graduate program in Pharmacology and Toxicology, assignment of members to Qualifying Examination Committees, and supervision of teaching assignments and teaching experience of graduate students.

D. Committee on Admissions, Recruitment and Fellowships

1. The Committee on Admissions, Recruitment and Fellowships shall consist of the Chairperson, six voting members, the Chairperson of the Executive Committee (*ex-officio*), and a representative graduate student from the Group as a voting member. At least two of the voting members shall be the official Graduate Advisers of the Graduate Group; the chairperson of the committee shall appoint at least three additional voting members. The committee shall be appointed in July of each year for a term of 1 year.

2. The Committee shall process all applications for admission to graduate study in Pharmacology and Toxicology, inviting review of applications by members of the Group.

3. The Committee shall work to recruit applicants identified as excellent candidates. Specific activities shall include:

- a. Development and implementation of a plan for recruiting applicants for the doctoral program who have demonstrated intellectual excellence in prior academic and/or research activities or who have superior scores in the Graduate Record Examination.
- b. Exploration of appropriate means of obtaining financial support for doctoral students from the University, individual Group members and sources outside the University community.
- c. Matching of accepted applicants with a Group member contact, organizing visits to the campus of prospective students and following-up on the outcome of recruitment activities.
- d. The Committee shall also carry out recruiting activities, which implement the policies of the University.

4. The Committee shall recommend modifications in standards and procedures for admission, such recommendations to be submitted to the membership of the Group for approval.

Article VI. Student Representatives

The committee chair (Educational Policy or Admissions) will solicit student volunteers to serve as student representatives. The committee chair will appoint the number of students appropriate for their committee (see Article V). Students who are not making adequate academic progress will not be eligible to serve as Student Representatives. Student representatives will serve as voting members of their committees. The student representatives will be excused from collective bargaining issues, personnel actions, salary discussions, and financial aid decisions for specific students.

Article VII. Graduate Advisers

A. Annually, the Executive Committee shall recommend to the Associate Dean for Programs the appointment of four (4) Graduate Advisers representing the range of interests of the Group. The associate dean will review and recommend nominees to the Chair of Graduate Council for appointment. The Chair of Graduate Council approves graduate adviser appointments.

B. Each Graduate Adviser shall evaluate the transcripts of incoming students and establish specific programs to satisfy the didactic requirements of the Group, and shall advise graduate students within his/her jurisdiction in accordance with the regulations of the Office of Graduate Studies and the Group.

C. The term for the appointment of a Graduate Adviser is two years and may be renewed annually for up to six continuous years.

Article VII. Meetings

An annual meeting shall be held during the end of Spring Quarter at which time the Chairperson-elect shall announce to the membership the officers of the Executive Committee, the chairpersons of the standing committees and the nominees for Graduate Advisers for the coming year. Other meetings may be called as deemed desirable by the Executive Committee or upon petition of five members of the Group. Minutes of meetings shall be distributed to the membership within ten working days following each meeting.

Roberts' rules of order, except when inconsistent with the By-Laws of the Group, shall govern the meetings of the Group and committees.

Article VIII. Order of Business

A. At all regular meetings, the suggested order of business shall be as follows:

1. Reading of minutes
2. Reports of officers
3. Reports of standing committees
4. Reports of special committees
5. Unfinished business
6. New business

B. In the event of adjournment before all business is complete, another regular meeting shall be held within ten days.

Article IX. Quorum

A quorum for the purpose of modifying by-laws or establishing graduate group policy must be greater than 50% of the non-emeritus faculty members who are eligible to vote. Faculty members are ineligible to vote when they are on sabbatical. Passage of proposals will require a minimum of 50% +1 of the members who actually vote. (Definition in accordance with Policy approved by Graduate Council on March 10, 2000.)

Article X. Amendments

The By-Laws may be amended by a two-thirds majority, at any meeting, or by electronic mail ballot, when a quorum is achieved. All amendments and revisions must be submitted to Graduate Council for review and approval.