

June 29, 2018

CAROLYN SLUPSKY, CHAIR
Nutritional Biology Graduate Group

RE: Nutritional Biology Graduate Group Bylaws

Enclosed is a copy of the Nutritional Biology Graduate Group bylaws as approved by Graduate Council on June 15, 2018. These bylaws are now the revised, official document for the Nutritional Biology Graduate Group and will be posted on the Office of Graduate Studies program webpage:

<https://grad.ucdavis.edu/programs/gnub>

Thank you for your efforts on behalf of graduate education.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Baumgarth". The signature is fluid and cursive, with a large loop at the end.

Nicole Baumgarth, Chair
Graduate Council

c: Amanda Kimball, Graduate Studies Analyst
Alisha Bartolomucci, Graduate Group Coordinator

Graduate Group in Nutritional Biology (GGNB) Bylaws

Administrative Home: Department of Nutrition

Revision date(s): 3/1/2018

Graduate Council Approval: 6/15/2018

Article I. Objective

- A. Degree(s) offered by the program: MS, PhD
- B. Discipline: The GGNB is multi-disciplinary incorporating diverse fields and techniques to study a broad array of topics from the impact of nutrition on cellular function, to nutrition in population- and community-based studies.
- C. Mission of the Program: The mission of the GGNB is to provide the next generation of MS and PhD scientists with the skills necessary to understand the multi-disciplinary and wide-ranging nature of nutrition and apply fundamentals to an array of topics from cellular studies to community- and population-based studies

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 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.

iii. Voting rights.

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

B. Application for membership

1. How faculty may apply

Applications are submitted to the Membership Committee for review for completeness and compliance with membership policies. If approved by a majority vote of the Membership Committee, the application packets shall be submitted to the membership to be voted on by e-mail/electronic ballot. A favorable vote by the majority of the membership voting shall constitute acceptance.

2. Anticipated contributions by members

Faculty members must perform service as part of their membership in the graduate group, which includes one or more of the following activities:

a. Active role in the administration of the graduate program by serving on graduate program administrative committees; service as a graduate advisor (not to be confused with being a major professor); or service as an administrative officer of the program

b. Providing graduate-level instruction (e.g., seminars, guest lectures, serving as instructor of record of a graded graduate level course)

c. Service on preliminary and/or qualifying examinations and/or master's comprehensive examinations, and dissertation/thesis committees

d. Service as a mentor to provide guidance, support and research advice to a graduate student in their area of study. Mentoring includes serving as a role model, advising a student on course work requirements, providing formal instruction, and helping students identify and achieve their individual short and long-term educational and career goals

C. Emeritus Status

Emeritus faculty 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 issues related to the program.

D. Review of Membership

The criteria for reviewing members of the program are the same for all members. Each faculty member's contributions to the program are 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 is conducted by the Membership Committee, reviewing on a yearly basis approximately one-third of the membership. The review focuses on the areas defined in Section B. above, "Anticipated Contributions by Members."

Faculty whose record reflects deficiencies in their service to the graduate group are

contacted by the Membership Committee and asked whether they wish to continue being members. If they reply that they no longer wish to be members they will be removed from the membership list. If they reply that they do wish to continue their membership they will be prompted to participate in service activities, with suggestions for specific ways in which they can participate. They are reviewed again in the following year to determine compliance. If their service continues to be deficient, they will be removed from the membership list.

E. 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 Executive Committee may make a final appeal to the Dean of Graduate Studies.

Article III. Administration

As a Graduate Group its administration and activities will be vested in the Group Chair, an Executive Committee, and several standing committees.

Article IV. Graduate Group Chair

A. Chair appointment process

The Chair is 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" is 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 are contacted regarding their willingness to serve. The names of the nominees who have indicated a willingness to serve are submitted to the Group's faculty and graduate students for comments. All comments remain confidential.

The Nominating Committee forwards 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 are treated as confidential information by the Group's Nominating Committee and 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 forwards his/her recommendation to the Chancellor for appointment. The normal term of the Chair's appointment is three years, however what is recommended is based on the nominees' willingness to serve.

B. Duties of the Chair

The Chair has the following duties: a) providing overall academic leadership for the program; b) developing and implementing policies for the program; c) representing the interests of the program to the campus and University administrators; d) calling and presiding at meetings of the Executive Committee; e) calling and presiding at meetings of the program; f) being responsible for coordinating all administrative matters with the Office of Graduate Studies; g) managing the budgets of the program; h) submitting course change or approval forms; i) being responsible for the accuracy of all publications

related to the program including web pages and catalog copy; and j) nominating graduate advisors for appointment.

C. Vice Chair

The Vice Chair serves as chief officer of the Group in the absence of the Chair, for less than a quarter. If the Chair is absent from campus for more than a quarter, the Chair appointment procedures will have to be followed.

- A. The Vice Chair is elected by the GGNB faculty. Candidates are nominated by the Executive Committee and elected by majority in an e-mail ballot.
- B. Term of service is three years, after which time (s)he may be re-elected.
- C. The duties of the Vice Chair are to assist the Chair in program leadership, and to serve as Acting Chair in the absence of the Chair for less than a quarter.

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, five faculty selected from the membership, plus the Master Advisor and one student appointed annually by the Chair. The student, as well as an appointed graduate student alternate, may be recommended by the GGNB Graduate Student Advisory Committee (GradSAC) leadership. The Department of Nutrition Chair is expected to serve on this committee. To ensure broad participation, the Executive Committee aims to include members from multiple different departments and Colleges. 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 selected for a three-year term, which is renewable two times. Graduate Student representatives are appointed annually.

Appointment of faculty members of the Executive Committee: faculty can make nominations, with selection by the Chair. Selection results must be communicated to the members of the program annually. Selected members assume their duties on July 1.

The principal duties of the Executive Committee are 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 responsible for distribution of block-grant and work-study funds by recommendations from the Financial Support 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 is 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 meets at least quarterly. Additional meetings and executive sessions may be held as deemed necessary, or upon petition by five members of the

program.

The Chair is expected to fill interim vacancies for the remainder of the current year.

Membership Committee

The Membership Committee consists of three members appointed by the Chair of the program for three-year terms, renewable two times. The Chair of the Membership committee is an Executive committee member appointed by the Chair of the program. The Committee on Membership reviews on a yearly basis approximately one-third of the membership in addition to new applicants.

Curriculum Committee

The Curriculum Committee is appointed by the Chair of the program and consists of 8 members, with at least one of the members from the Executive Committee and two of the members graduate advisors. The chair of the Curriculum Committee is an Executive Committee member. The function of this committee includes review of the preliminary examination, and consideration of course offerings and recommendations regarding the graduate program. A subcommittee of this membership makes up the Preliminary Examination Committee. The Preliminary Examination Committee is responsible for chairing the oral Preliminary Examinations, normally taken at the end of the first year by PhD students. The committee is also responsible for preparing and/or revising grading rubrics for this exam, as well as reporting to the Curriculum Committee for assessment of student learning outcomes. The faculty members of the Curriculum Committee serve for a three-year term renewable two times.

Admissions Committee

The Admissions Committee consists of the Chair of the program, an Admissions Committee Chair appointed by the program Chair, and five additional faculty members appointed by the chair for three-year terms. The functions of this committee include the evaluation of student applicants and recommendations (to the Dean of Graduate Studies) for admission of students to the program, and the preparation of recommendations of their financial support to the Financial Support Committee. The faculty members of the Admissions Committee serve for a three-year term renewable two times.

Advising Committee

The Advising Committee consists of the Chair of the program, at least four graduate advisors, and the Master Advisor who is the chair of the Advising Committee. The term of appointment encompasses the tenure of the Chair and advisors. This committee is responsible for (a) determination of what remedial actions may be needed if prerequisite coursework has not been completed; (b) assignment of all students to academic advisors; and (c) adoption by the program of Graduate Council Mentoring Guidelines (<http://gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf>), as well as distribution and notification to students and faculty regarding the site where the Guidelines are posted.

Financial Support Committee

The Financial Support Committee consists of three faculty members appointed by the Chair of

the program for three-year terms renewable two times. The Chair of the Financial Support Committee is an Executive Committee member appointed by the Chair of the program. The Department of Nutrition Chair is expected to serve on this committee. The functions of the committee include the following: (a) nomination and ranking of students for consideration of university fellowships and awards; (b) identification of students to receive tuition waivers; (c) active overview of the status of student financial support during their entire periods of study; and (d) assistance in the coordination of any changes in funding which may occur.

Recruitment Committee

The Recruitment Committee consists of three members appointed by the chair of the program for three-year terms renewable two times, and two students appointed by the GradSAC. The Chair of the Recruitment Committee is an Admissions Committee member appointed by the Chair of the program. 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.

Article VI. Student Representatives

Student members on the Executive, Curriculum, and Recruitment Committees are appointed by and according to the operating procedures of the GGNB GradSAC leadership annually. Student members have voting rights. The GradSAC President or an appointed alternate student attends the Annual graduate program faculty meeting.

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 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 program recommends 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 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, and, in consultation with the student and Major Professor, nominating qualifying exam committees, dissertation committees and thesis committees to the Dean of Graduate Studies. Graduate Advisors are expected to meet quarterly with advisees, and review student progress yearly. Whenever possible, the thesis/dissertation advisor (Major Professor) for a student should not serve as Graduate Advisor for that student. The advisor(s) are required to serve on the Advising committee. A Master Advisor is so designated by the Chair to serve as a resource for other advisors.

Article VIII. Meetings

The Group Chair shall call an Annual meeting (generally 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 must do so at the written request of three or more members. Notification is e-mailed at least two weeks before the meeting. Faculty not on campus may participate by tele-conference or other availability technology.

Article IX. Quorum

All issues that require a vote must satisfy the following conditions:

- Voted on by 50+% of the membership
- Concerning graduate program matters other than amendment/revision of bylaws, passage requires a 50+% supporting vote of the members voting.
- Concerning amendments and revision of bylaws, passage requires a 2/3rd supporting vote of the members voting.

If balloting is conducted via e-mail or electronically, seven 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

At all regular meetings, the general 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

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 become effective upon approval by the Graduate Council.