

GRADUATE PROGRAM BYLAWS

UNIVERSITY OF CALIFORNIA, DAVIS CIVIL AND ENVIRONMENTAL ENGINEERING BYLAWS

Administrative home: Department of Civil and Environmental Engineering

Revised and approved by graduate program on June 13, 2002

Approved by Graduate Council June 2002

Article I. Objective

The departmentally-based graduate program in Civil & Environmental Engineering ("Program") is organized to establish and administer a graduate program of instruction and research leading to graduate degrees in civil & environmental engineering in conformance with the regulations of the Office of Graduate Studies of the University of California, Davis.

Article II. Membership

1. Membership in the Program shall be limited to members of the Academic Senate and Adjunct Faculty associated with the Davis campus. Membership is based on disciplinary expertise and is independent of specific departmental appointment.
2. Membership in the Program shall include all faculty with Academic Senate appointments and Adjunct Faculty in the Department of Civil & Environmental Engineering (CEE). Expectations of members are set forth in section II.4 below. Review of these members is accomplished during the normal merit review process in the Department of CEE
3. Individuals included by Article II.1 but not Article II.2 may become members in the Program on a case-by-case basis as follows. Any Program member may nominate an individual to become a member of the Program. Nominees are limited to members of the Academic Senate or Adjunct faculty who (1) hold a Ph.D. or equivalent degree, (2) have the appropriate background and training and have done research in engineering or closely related areas, and (3) meet the expectations set forth in section II.4 below. The candidate will be evaluated by the Program members. The evaluation will be based on a wide range of relevant information including the candidate's qualifications, experience, and interests. In particular, participation in graduate student and post-doctoral training relevant to civil engineering will be considered. Program members will vote on the candidate's membership by a confidential ballot. Upon election as described under Article V, the new member will be sent a letter of invitation by the Program Chair and be considered a member only in the event of an affirmative reply in writing. This membership will be reviewed every 6 years by the GPC. Evaluation will be based on the criteria described in II.4 below. Members with positive reviews will be notified in writing and will be considered a re-appointed member only in the event of an affirmative reply in writing. Members may resign from the Program at any time by writing a letter of resignation to the Program Chair.

4. Membership expectations are as follows:
 - a. Have an active research program commensurate with the expectations of the University of California.
 - b. Be willing to participate in the administration of the graduate program, e.g., by serving on Program administrative committees or as an administrative officer of the Program.
 - c. Provide graduate level instruction and/or offer research instruction.
 - d. Serve on guidance, thesis/dissertation and examination committees for graduate students in the Program.

Article III. Organization and Administration of the Program

1. The administration of the Program and its activities will be vested in a Graduate Program Committee (GPC) consisting of seven Program members. The membership of the GPC will include the Chair of CEE, a Vice Chair of CEE and one member drawn from each of the five major areas of study represented within CEE. The Vice Chair of CEE that is a member of GPC will serve as chair of GPC and Master Adviser of the Program.
2. The administrative home of this Program is CEE. The Chair of CEE, who is Chair of the Graduate Program as well, shall appoint the Program's GPC.
3. The principal responsibilities of the Graduate Program Committee (GPC) and the Chair of the program are the following:
 - a. The GPC is responsible for nominating candidates for Graduate Adviser to the Graduate Studies Associate Dean for Programs who will recommend nominees to the Chair of Graduate Council for appointment. The Master Adviser may be nominated to be the Graduate Adviser.
 - b. The members of the GPC will serve as area graduate coordinators for their respective areas.
 - c. The GPC will advise the Graduate Adviser on interpretation of policies described in the *Guidance Manual for Graduate Students and Their Advisors*, a document that reflects the advising system, student responsibilities, committee membership and responsibilities, and other policies relating to graduate student advising. Major changes to this manual may require action from the Program membership.
 - d. The GPC will act on issues associated with graduate admissions such as recruitment and admissions criteria. Members of the GPC make recommendations to the Graduate Adviser regarding admission decisions of applicants to their disciplinary area.
 - e. The GPC will make recommendations, as necessary, regarding requirements for graduate degrees and other programmatic proposals for consideration by members of the Program.
 - f. The GPC will make recommendations concerning disbursement of Block Grant support and work study to the Chair of the Program. The Chair of the Program may make the final decision or delegate this decision to the Chair of the GPC.

- g. The GPC will make recommendations to the Chair of the Program regarding student fellowships. Based upon these recommendations, the Chair of the Program may make the final decision or delegate this decision authority to the Chair of the GPC.
 - h. The GPC will make recommendations to the Chair of the CEE department regarding selection of teaching assistants.
 - i. The GPC will review and approve the Programs of Study for doctoral students.
 - j. The GPC will review graduate program membership and bring membership issues to the attention of the graduate program members.
 - k. The GPC will review, edit, and maintain the *Guidance Manual for Graduate Students and Their Advisors* as necessary.
4. If a member of the Program has an unresolved disagreement with the Graduate Adviser over the interpretation of the CEE graduate program policies, then that Program member may appeal to the GPC for a clarification of policy. The seven-member GPC will review the appeal and vote on the policy interpretation if necessary. The majority vote of the GPC shall be binding in terms of policy interpretation. It will then be the responsibility of the Graduate Adviser to implement the policy and act accordingly.

Article IV. Composition of Degree Committees

1. The Graduate Adviser, in consultation with the student, the Major Professor and Program members, recommends appointment of members to serve on examination committees and to review and pass upon the merits of each doctoral dissertation and master's thesis. Final approval of the membership on these committees rests with the Chair of Graduate Council.
2. Program members, and only Program members, have the automatic right to serve as members or chairs on advanced degree committees. Non-members of the Program can serve as members or chairs on advanced degree committees upon written recommendation by the Graduate Adviser and approval by Graduate Studies as discussed in the Graduate Studies Handbook of the Office of Graduate Studies. The Chair of the qualifying examination committee may not also be the chair of the doctoral dissertation research committee.

Article V. Meetings and Voting

1. An annual meeting of the program will be held in the Spring Quarter of each year. The Chair may call meetings of the Program membership as needed. In all cases, a quorum for the purpose of voting, either via a meeting and/or via paper or electronic ballot, to modify bylaws or establish graduate program policy or elect membership must be greater than 50% of the non-emeriti and non-adjunct Program members. Passage of proposals requires approval by greater than 50% of the members who actually vote on the proposal.
2. Balloting can be done in a meeting of the Program and/or via paper or electronic communication. If via a meeting, notice of the meeting time, date, and location will be

provided to Program members at least seven calendar days prior to the meeting. If via paper or electronic communication, at least seven calendar days will be allowed for expression of opinions about the proposal and acceptance of votes.

3. New and revised bylaws must be submitted to the Graduate Council for review and approval.