

ANIMAL BIOLOGY GRADUATE GROUP BYLAWS

Administrative Home: Department of Animal Science

Membership Approval: January 30, 2004

Graduate Council Approval: February 28, 2005

(Approved contingent on minor revisions. Revisions made and approved August 30, 2005.)

I. Objective

The Animal Biology Graduate Group (ABIG) stimulates the interaction of faculty and graduate students in research in organismal animal biology. The principal means of achieving this end is in the awarding of the degrees of Doctor of Philosophy in Animal Biology and Master of Science in Animal Biology.

II. Membership

A. Initial Membership

Members of the Academic Senate and individuals with appointments of Lecturer, Specialist or Researcher can be elected to membership in the ABIG. Admission to the ABIG requires a majority vote of the Membership Committee.

An active research program is essential for the effective training of graduate students in animal biology. Membership will require demonstration of an active research program and the willingness and ability to train graduate students in this area to the successful completion of their degree. Evidence of an active program includes the publication of research in peer-reviewed journals relevant to Animal Biology and the ability to obtain intramural or extramural funds sufficient for the maintenance of an active research laboratory. Junior faculty may have less documentation of the active research program than more senior faculty.

Individuals interested in joining, should provide the Membership Committee:

1. a list of publications from the past 5 years describing research relevant to animal biology and presented in refereed journals,
2. a summary of research support,
3. any other evidence of an active research program, and
4. a description of courses in which they have participated that are pertinent to the training of graduate students in animal biology.

B. Renewal of Membership

Membership in the ABIG will be granted for a period of 5 years and may be renewed thereafter for 5-year periods. The Animal Biology Membership Committee will review and evaluate the activities of each member at the end of this 5-year period. Evaluation is based on the following criteria:

1. Active research program.

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2. Service in the Animal Biology Graduate Group

Active participation in the activities and administration of the ABIG is required of all members. Appropriate participation includes:

- a. Attendance at ABIG general meetings.
- b. Active participation in a seminar program.
- c. Service on ABIG standing and ad hoc committees.
- d. Teaching in ABIG courses or graduate courses taken by a significant number of ABIG students.
- e. Service on mentoring committees.

If a majority of the Animal Biology Membership Committee determines that a member under review has failed to fulfill the requirements listed above in Section B.1 and B.2, renewal of membership will not be recommended. The Membership Committee will then notify the member of the Committee's recommendation. The member will have the right to appeal the recommendation to the Graduate Committee. If a majority of the Graduate Committee votes to uphold the recommendation, or if no appeal is received, membership in the program will not be renewed. The final appeal for denial of membership or membership renewal in the graduate group is the Dean of Graduate Studies.

If the individual faculty member is the major professor for one or more ABIG students, that individual will be granted Limited Membership in the Program as described in Section IIC of the Bylaws. Any graduate student for whom the

individual serves as major professor will be permitted to complete her/his graduate education with the major professor in a normal manner. Any individual may apply for readmission to the ABIG under the procedures described in Section IIA of the Bylaws.

C. Limited and Emeritus Membership

In addition to regular members as described above, the ABIG may also accept limited and emeritus members.

Limited membership: will be established for individuals who are the major professor for one or more ABIG students, but whose membership in the Group has not been renewed. Limited members will continue to have such rights and obligations in the Group as are necessary to allow for the completion of the degrees of their students, but will not be eligible to accept additional students. Limited members may not vote in Group elections and membership will terminate when the students have completed their degrees.

Emeritus membership: will be granted to individuals who have retired from the University who do not wish to continue regular active membership, but wish to maintain association with the Group. Emeritus members will not have voting rights and are not able to chair dissertation and thesis committees or serve as a major professor.

III. Organization and Administration

The administration of the Group and its activities will be vested in the Animal Biology Graduate Committee consisting of two elected student members, six elected faculty members and chaired by the graduate group chair.

IV. Graduate Group Chair

The graduate group chair will be nominated in accordance with current Graduate Council and Academic Personnel manual policies, APM Section UCD-245B.

A “Nominating Committee” will be named by the Animal Biology Graduate 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.

The Nominating Committee will forward two names to the Dean of Graduate Studies with all commentary received on the nominees. The Group may express a preference and, if so, will 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 nominees’ willingness to serve.

V. Committees

A. Animal Biology Graduate Committee

The Animal Biology Graduate Committee functions as the executive committee and will conduct all business it deems necessary for the proper functioning of the ABIG through the establishment of Operating Procedures, within the limits prescribed by these Bylaws. The Animal Biology Graduate Committee will include:

The initial Animal Biology Graduate Committee will be the “planning committee” recognized by Graduate Studies. One third of the “planning committee” members will be selected at random at the end of the first year and their positions filled with members elected by the faculty of the Animal Biology Graduate Group. The second third of the “planning committee” members will be replaced with elected members at the end of the second year and the last third at the end of the third year to provide staggered terms for continuity.

The Chair of the Group, six additional members elected by the membership of the Group; and two graduate students recommended by the graduate student membership and appointed by the Chair. Student representatives have voting rights. When the Committee does not include at least one graduate adviser, an adviser will be invited to Committee meetings as a non-voting member.

Terms of the non-student members will be for a period of 3 years and will be staggered to provide for continuity of membership. Terms for graduate student members will be 2 years.

A regular meeting of the Animal Biology Graduate Committee will be held at least once each quarter and special meetings may be held at the call of the Chair. The minutes of these meetings will be available to all members of the ABIG.

Initially, the Animal Biology Graduate Committee will serve as the admissions, curriculum and fellowship committee. Additional appropriate committees will be appointed as needed by the Animal Biology Graduate Committee.

B. Membership Committee

The Membership Committee will consist of three faculty members and be appointed by the Graduate Committee. The Membership Committee reviews new member applications, conducts reviews of membership using criteria described in Section II above and maintains a current list of members.

VI. Student Representatives

Two graduate students recommended by the graduate student membership of ABIG will be appointed by the Chair of the Group. Student representatives have voting rights and will be excused from meetings during discussions of confidential issues relating to faculty, rankings of existing students for funding, and disciplinary issues related to students.

VII. Graduate Advisers

Graduate Adviser appointments will be made in accordance with policies and procedures of Graduate Council and the Office of Graduate Studies.

Graduate advisers will meet to approve mentoring committees, to nominate faculty members of oral examining committees, to provide initial approval and forward proposed thesis/dissertation committee members (committee members to be approved by Graduate Council), and have graduate group authority for monitoring of enrolled students. The major professor will not serve as a student's graduate adviser.

VIII. Meetings

An annual meeting of the ABIG will be held. Special meetings may be held at the call of the Chair, or on written application to the Graduate Committee by 10% of the membership. All graduate students of the ABIG will be invited to attend the annual meeting as non-voting participants.

IX. Quorum

Quorum is defined as 50% plus one member of the eligible members and passage of issues requiring a vote requires approval by over 50% of those voting.

X. Amendments

Amendments to these Bylaws may be made by a majority of either members voting by mail ballot (including email) or 50+% of the ABIG faculty membership present at a meeting that was advertised 5 working days in advance. The text of proposed amendments must be circulated to the membership of the ABIG at least 5 working days before a vote is taken. All amendments and revisions must be submitted to Graduate Council for review and approval. Changes in the Bylaws will become effective immediately upon approval by Graduate Council.