

May 12, 2017

PATRICIA PESAVENTO, CHAIR
Integrative Pathobiology Graduate Group

RE: Integrative Pathobiology Bylaws

Enclosed is a copy of the Integrative Pathobiology bylaws as approved by Graduate Council on May 5, 2017. These bylaws are now the revised, official document for the Integrative Pathobiology Graduate Group and will be posted on the Office of Graduate Studies program webpage:

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

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
Brian Murphy, Vice Chair
Jennifer Gouine, Graduate Group Coordinator

GRADUATE GROUP IN INTEGRATIVE PATHOBIOLOGY BYLAWS

Administrative Home: School of Veterinary Medicine, Department of Pathology,
Microbiology and Immunology

Revised: March 18, 2009

Graduate Council's Approval Date: May 5, 2017

ARTICLE I. Objective

A. The Graduate Group in Integrative Pathobiology (hereafter referred to as the Group) is organized primarily to establish and administer graduate training leading to the Master of Science and the Doctor of Philosophy degrees in Integrative Pathobiology, in conformance with the policies, rules and procedures of the Graduate Council and the Office of Graduate Studies of the University of California at Davis.

B. The Group's focus is the study of the causes and nature of disease processes in animals and humans, with major emphasis on the mechanisms responsible for the development of diseases at the organismal, cellular, and molecular level. The group brings a wide array of scientific knowledge to this study, so that students with divergent interests can be accommodated in programs that are designed for individual needs. Because faculty interested in pathogenesis of disease are distributed among various departments, schools and colleges, the Group also serves to facilitate the research interaction of graduate students, postdoctoral students and faculty.

C. The mission of the Group is to train students for careers in investigative scientific activity in the pathogenesis of human and animal disease. The students and faculty in the group represent a broad range of biomedical specialties and this fosters interdisciplinary approaches to teaching and research. The Group also arranges periodic meetings of its members, provides a forum for them and for others with interest in Integrative Pathobiology and represents comparative pathologists collectively to the University administration and other academic groups.

Article II. Membership

A. Criteria for Membership in the Graduate Group

Membership in the Group shall be limited to persons at UC Davis, independent of department affiliation, with disciplinary expertise qualified to guide candidates for the M.S. and Ph.D. degrees in Integrative Pathobiology. Please refer to Graduate Council's Guidelines for Membership in Graduate Programs found at Graduate Studies web site.

A member must be willing to participate in the Group as defined below in section II.B.2., "Membership Expectations."

1. Active research appropriate to the discipline(s) encompassed by the program.
A member must have an active research program relating to some aspect of the pathogenesis of disease. Membership is independent and separate from academic department appointments. Members may include individuals who are not members of the Academic Senate.
2. Appropriate academic teaching title.

A member must hold an appropriate academic title as (a) a member of the Academic Senate of the University of California (includes Professors, Lectures with Security of Employment, Professors in Residence, Professors of Clinical “__”, Professors Emeritus/a, and Research Professors), (b) Adjunct Professor, (c) Lecturer (without Security of Employment) or (d) Lecturer Without Salary. Academic staff with primary appointments as Cooperative Extension Specialists or in the Professional Research series are not eligible to be members of graduate programs unless they also hold an appropriate instructional title (normally Lecturer Without Salary).

3. 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. A prospective member may self-nominate or be nominated by any member of the Group. An applicant for membership in the Group must provide the Membership Committee with a list of publications of the past three years describing research relevant to Integrative Pathobiology published in refereed journals, and any other evidence of an active research program. An applicant should provide a list of courses they taught that are of potential interest to graduate students in Integrative Pathobiology and provide an account of other training activities including service as a major professor or a member of a thesis or qualifying committee/s. Applicants should also indicate their willingness to contribute to the Group as defined below. The Membership Committee will review applications and notify applicants of their decision.
2. Members are expected to contribute to the GGIP in ways beyond supervising graduate students. Contributions include: the teaching of core courses, service on committees (Executive, Admissions, Membership, Fellowship, Educational Policy, Student Faculty Relations, ad hoc, Ph.D. qualifying examination, M.S. final thesis, and Ph.D. dissertation), Service as Advisor, and other service deemed appropriate by the Executive Committee. Service on M.S. thesis committees and on Ph.D. dissertation committees by the major professor does not excuse him/her from the other expected contributions to the Group.

C. Emeritus Status

Emeritus faculty underlie the same membership criteria as outlined for non-emeritus faculty with all rights (including voting rights) and obligations as outlined under Article II. A, and following the guidelines for membership in graduate programs as adopted by Graduate Council.

D. Review of Membership

Members will be reviewed every fourth year for continued eligibility by the Membership Committee. A questionnaire will be sent out to the faculty member asking for information on their participation in the Group during the prior four years. Members who fail to provide evidence of active participation and contribution to the Group as defined above in II.B.2. will be declared inactive. A member declared inactive by the Membership Committee, with approval by the

Executive Committee, shall be notified of this decision by the Chair of the Executive Committee. Members denied continuing membership shall have the right of appeal (See Article II. E.).

The review will focus on four areas: a) mentorship of GGIP students, b) participation in the GGIP workload in the classroom teaching mission of the Group and committee work (beyond serving as major professor), c) professional productivity in the field, and d) administrative service to the Group. Faculty whose record reflects poor performance will be subject to non-renewal or to a probationary period of three quarters in which greater involvement must be demonstrated as a condition of continuing membership.

E. Membership Appeal Process

Faculty denied membership or renewal of membership may appeal to the Executive Committee. Should the Executive Committee concur with the findings of the Membership Committee, the appeal will be forwarded to the entire membership of the Group for a vote; membership shall require approval by a two-thirds majority of those voting via ballot. 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 Group and its activities shall be vested in the Group Chair, Master Adviser, other advisers, other members of the Executive Committee and the student adviser(s), and is chaired by the Group Chair.

Article IV. Graduate Group Chair

A. Chair Appointment Process

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, from the faculty and graduate students of the group, names of nominees for Graduate Group Chair. 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 the names of two nominees to the Dean of Graduate Studies along with all comments received on these individuals. 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.

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 nominees' willingness to serve.

B. Duties of the Chair:

The Group Chair shall be the chief officer and spokesman for the Group and for the Executive Committee. In addition, the Group Chair will 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 the annual meeting; f) be responsible for coordinating all administrative matters with the Office of Graduate Studies; g) manage the budgets of the Group; h) nominate graduate advisers for appointment; i) handle all faculty or student appeals and mediate when necessary.

C. Vice Chair:

The Executive Committee shall select of and for itself, and for the Group, a Vice Chair from the Group faculty to serve for a three-year term of service. The Vice Chair will vote on all issues brought before the Executive Committee. The Vice Chair will sit in on committee meetings as needed as a non-voting member. The Vice Chair will serve as chief officer of the Group in the absence of the Chair, for less than a quarter. If the Chair will be absent from campus for more than a quarter, the Chair appointment procedures must be followed.

Article V. Committees

The committees are as follows: Executive Committee, Membership Committee, Admissions and Recruitment Committee, Scholarship and Fellowship Committee, Educational Policy Committee, and Student/Faculty Relations Committee.

A. Executive Committee

1. The Executive Committee shall consist of seven members, six of which are voting members. The six voting members include the Graduate Group Chair, Master Adviser, and four elected faculty members, one of whom is selected to be the Vice Chair. These six members serve as Chairs of the six standing committees: Executive Committee, Membership Committee, Admissions and Recruitment Committee, Educational Policy Committee, Student/Faculty Relations Committee, and the Scholarship and Fellowship Committee. In addition, the seventh member is a student representative (Article VI) who shall serve as a non-voting member.
2. The four elected faculty members of the Executive Committee shall be elected by the Graduate Group members. Up to two members will be elected in each odd-numbered year as needed. Nominations will be made either by mail, e-mail, or from the floor at the annual meeting of the Group. Elections will be conducted by mail or e-mail ballot and completed before the end of the Fall quarter. During elections, each member of the Group will vote for not more than the number of positions to be filled on a ballot provided, without weighting of choice. Those candidates receiving the most votes will be declared elected members. Ties will be resolved by lot. Election results will be mailed or e-mailed to the members of the Group promptly. Elected members will assume their duties on January 1.
3. Committee Chair is the Chair of the Graduate Group (See Article IV.A. Chair appointment process).

4. Each Executive Committee member serves a three-year term including the Master Adviser. (See Article VII.F.) No member may serve more than two consecutive terms. Renewal of membership is optional and subject to approval by the Graduate Group Chair.
5. All members of the Executive Committee have voting rights with the exception of the student representative.
6. Role and Function of the Executive Committee:

The principal duties of the Executive Committee shall be to recommend 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.

The Executive Committee shall meet at least quarterly; such meetings shall be announced in advance 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.

The Executive Committee shall fill interim vacancies in its membership as necessary.

The Chair shall be the chief officer and spokesperson for the Group and for the Executive Committee. The Chair shall call and preside over the Executive Committee Meeting. The Chair shall appoint, in consultation with the Executive Committee, standing committees and special committees, and shall recommend to the Dean of Graduate Studies appointment of graduate adviser/s, in consultation with the Executive Committee.

B. Membership Committee

1. The Membership Committee shall consist of five faculty members appointed by the Executive Committee. One of the appointed members shall be a member of the Executive Committee.
2. Committee Chair: The Committee Chair is a member of the Executive Committee and is appointed to serve on this committee by the Graduate Group Chair.
3. Term of appointment is two years with reappointment optional and subject to approval by the Executive Committee.
4. All members of the Membership committee have voting rights.
5. The Committee shall use the criteria for membership listed in Section II above to screen applications for membership. The Committee shall also review on a yearly basis one quarter of the membership using the criteria defined in Section II.B.2. above and submit to the Executive Committee the names of inactive members.

C. Committee on Admissions and Recruitment

1. The Committee on Admissions and Recruitment shall consist of five members: the Chair of the Graduate Group, The Master Adviser, and three appointed members. Other than the

Group Chair and Master Adviser, the three additional members are appointed as follows: One of the members shall be a member of the Executive Committee (see Article V.A.2.) and will serve as the Chair of this standing committee as appointed by the Group Chair. The Executive Committee shall appoint the other two members with a goal of having members of the standing committee from different departments.

2. Term of appointment is two years with reappointment optional and subject to approval by the Executive Committee.
3. All members of the Admission and Recruitment committee have voting rights.
4. The Committee shall develop criteria for admission of students and screen applications accordingly. The criteria shall be subject to approval by the Executive Committee. The Committee is also responsible for recruitment activities.

D. Fellowship and Scholarship Committee

1. The Fellowship and Scholarship Committee shall consist of four members: the Chair of the Graduate Group, The Master Adviser, and two appointed members. The Master Adviser shall serve as Chair of the standing committee. The Executive Committee shall also appoint the other two members with a goal of having members of the standing committee from different departments.
2. Term of appointment is two years with reappointment an option.
3. All members of the Fellowship and Scholarship committee have voting rights.
4. The Committee shall review applications for graduate Scholarships and Fellowships and make recommendations to the relevant awarding body.

E. Educational Policy Committee

1. The Committee on Educational Policy shall consist of six members: the Chair of the Graduate Group, The Master Adviser, and three appointed members and a student representative. The three appointed members should be from different departments. In addition, the student representative of the Group shall serve on the Committee in an advisory capacity, and is appointed using the procedure in VI below.
2. Committee Chair: The Committee Chair has previously been appointed to the Executive Committee and is appointed to serve on this committee by the Graduate Group Chair.
3. Term of appointment for faculty members is two years with reappointment optional and subject to approval by the Executive Committee. The student representative serves for one year, and may be reappointed.
4. All members of the Educational Policy Committee have voting rights with the exception of the student representative.

5. The function of this committee shall include consideration of all aspects of education in the Integrative Pathobiology Group, including required and elective research and teaching. This includes review and revision of the curriculum and design of new course offerings and overseeing the submission of course changes.

F. Student/Faculty Relations Committee

1. The Committee on Student/Faculty Relations shall consist of four members: The Master Adviser, two appointed members and student representative. One of the appointed members shall be a member of the Executive Committee and will serve as the Chair of the standing committee. The Executive Committee shall also appoint the other members with a goal of having members of the standing committee from different departments. In addition, a student representative of the Group shall serve on the Committee in an advisory capacity, and is appointed using the procedure in VI below.
2. Term of appointment is two years with reappointment an option. The student representative shall serve for one academic year, and may be reappointed.
3. All members of the Student/Faculty Relations Committee have voting rights with the exception of the student representative.
4. The Committee shall review policies and procedures related to student/faculty relations. The chair of this committee acts as an intermediary between faculty and students when unresolved issues occur.

Article VI. Student Representatives

- A. The Chair of the Group, on the advice of the Executive Committee, will annually appoint two student representatives who have been nominated by the students currently enrolled in the Group.
- B. A student representative will serve as a participating observer at the meetings of the Executive Committee, the Educational Policy Committee, and the Student/Faculty Relations Committee.
- C. Student representatives will serve for the duration of the academic school year and may be reappointed by the Chair of the Group.
- D. Attendance at annual meetings of the Group will be determined by the Chair of the Group.
- E. 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 Advisers

- A. The Chair of the Executive Committee, with approval of the Committee, shall recommend to the Dean of the Graduate Studies the appointment of Graduate Advisers. Graduate Advisers are

appointed in compliance with the policies and procedures of the Graduate Council and Office of Graduate Studies.

B. The number of advisers will depend on the number of graduate students with a targeted ratio of 15 students to 1 adviser.

C. An Adviser will normally serve for a three year term with reappointment an option.

D. Graduate advisers will work with students to formulate course plans, approve members of the qualifying exam, and be a source of general guidance. Advisers will meet once a year to review student's progress.

E. Advisers, except the Master Adviser are not required to serve on committees.

F. **The Master Adviser** is appointed by the Chair of the Executive Committee from the pool of advisers approved by the Dean of Graduate Studies. The Master Adviser will normally serve a three year term with reappointment an option. In addition to coordinating the activities of the other advisers, the Master Adviser will also advise students, serve on the Scholarship and Admissions committee, Student/Faculty Relations Committee, and with the Group Chair determine how block grant funds are dispersed.

Article VIII. Meetings

A. The annual meeting of the Group shall be held during the Fall quarter.

B. The meeting will be called by the Group Chair via the Administrative Assistant of the Group.

C. Other meetings may be called by a faculty member of the Group for such purposes as deemed desirable by the Executive Committee or upon petition by five members of the Group.

D. Notification of the Annual Meeting is via e-mail at least two weeks prior to the meeting. Notification of other meetings is via e-mail at least five days prior to meeting. The Executive Committee may itself schedule special meetings at any time.

E. Faculty members may participate if away from campus by requesting conference call coordination.

Article IX. Quorum

The GGIP has adopted Graduate Council's quorum and voting rule that, except for changes in the graduate program and bylaws (which require 2/3+ vote), all issues require 50%+ vote.

Balloting to establish/revise bylaws or graduate program policy can be done either in a meeting of the program, via e-mail, or other web-based balloting technology. The balloting may be done either publicly (such as a voice vote or show of hands), or anonymously. Any member can make a public or confidential request to the program chair for anonymous balloting at any time.

If via e-mail or web-based technology: a) the bylaws must state how motion may be introduced (e.g. by an executive committee, a percentage of membership, etc.), b) the bylaws must clarify how an anonymous vote will be administered, and c) 7 days must be provided for expression of opinions

about the proposal prior to the acceptance of votes, and the program must allow 7 days for votes to be returned or before the "polls are closed.

Article X. Order of Business for Meetings

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

1. Approval of the minutes
2. Reports of officers
3. Reports of standing committees
4. New business

Article XI. Amendments

- A. Amendments to the By-laws may be proposed at any meeting or by e-mail to the Group Chair.
- B. Amendment balloting will be conducted at a meeting of the group or via e-mail.
- C. Adoption of these By-laws and amendments to the By-laws shall require a quorum as defined above, and passage of proposals requires an affirmative vote by a minimum of 2/3+ majority of the Group faculty. A one week time for expression of opinions about a proposed change will be allowed prior to acceptance of votes.
- D. All amendments and revisions must be submitted to Graduate Council for review and approval.