

# **HYDROLOGIC SCIENCES GRADUATE GROUP BYLAWS**

Administrative Home: Department of Land, Air and Water Resources

Revised: 1991; 2011

Approved by the Graduate Council: December 16, 2011

## **ARTICLE I: OBJECTIVE**

A. Degrees offered: M.S. and Ph.D. in Hydrologic Sciences.

B. Disciplines

In the Graduate Group in Hydrologic Sciences (hereinafter called the “Group”), students may place emphasis on one or more of the following fields: geologic, atmospheric and oceanic sciences; hydrology; environmental sciences; biological and chemical sciences; resource economics; water policy; as well as engineering, mathematics, and other applied physical sciences.

C. Mission

The Group shall provide students with broad education in the basic sciences related to water, specialized scholarship within their hydrologic-sciences subdiscipline, and practical training to solve basic and applied water problems.

## **ARTICLE II: MEMBERSHIP**

A. Criteria for Membership in the Group

1. Membership in the Group shall be open to UC Davis faculty who have expertise, research, and/or accomplishments in any of the hydrologic-sciences disciplines. Members must hold an appropriate academic title as (a) a member of the Academic Senate of the University of California, including Professors, Lecturers with Security of Employment, Professors in Residence, 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 such as Cooperative Extension Specialists or in the Professional Research series who also hold an appropriate instructional title (normally Lecturer Without Salary) are eligible to be members of the Group.
2. Members of the Group are expected to contribute to graduate education in hydrologic sciences, to be qualified to guide candidates toward graduate degrees in hydrologic sciences, to maintain active programs of research or scholarship commensurate with the expectations of the University, and to participate in the activities of the Group. 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.
3. All members of the Group are eligible to vote on Group matters.

## B. Application for Membership

1. Faculty may nominate themselves for membership in the Group. In addition, any Group member may nominate other faculty for membership in the Group. Nominations shall be submitted through the Group Chair to the entire Group membership for approval by simple majority of those who vote. A membership application consists of a CV and letter of intent to contribute to the Group as defined in Article II.B.2. Members shall be approved by a quorum.
2. Anticipated contributions of each member of the Group include:
  - Performance of research and graduate instruction in hydrologic sciences.
  - Service on M.S. and Ph.D. thesis/dissertation committees and qualifying examination/Master's examination committees.
  - Service as a major professor and as a mentor to graduate students.
  - Contribution to the recruitment of new graduate students and admissions decisions.
  - Service on Group administrative committees, as a graduate adviser (not to be confused with major professor), or as an administrative officer of the Group.
  - Proposal of new Group policies and policy amendments to the Executive Committee.
  - Participation in Group seminars, social functions, meetings, field trips, retreats.

## C. Emeritus Members

Emeritus faculty who contribute to the first four duties listed in Article II.B.2 are afforded full rights. Those who do not are welcome to participate in other Group activities with non-voting status.

## D. Review of Membership

1. Once every three years, the Executive Committee shall conduct a review of all Group members, including emeritus faculty.
2. Members will be reviewed based upon their contributions to the Group as stated in Article II.B.2. above. The Executive Committee shall provide a template checklist of II.B.2 activities to members (see Appendix), and then members shall return it to the Group Chair indicating their individual contributions.
3. Non-contributing members shall be notified that their membership is not being renewed. Failure to return a checklist by the established deadline will result in non-renewal.

E. Membership Appeal Process

Membership applications or applications for membership renewal that are denied may be appealed in writing to the Executive Committee within 30 days. After 30 days, applicants denied membership or renewal of membership may use the 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 and the Executive Committee.

**ARTICLE IV: GRADUATE GROUP CHAIR**

A. Graduate Group Chair (hereinafter referred to as “Chair”) Appointment Process

The Chair shall 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 shall be named by the Executive Committee to solicit from the faculty and graduate students of the Group names of nominees for Chair. Those nominated shall then be contacted regarding their willingness to serve. The names of the nominees who have indicated a willingness to serve shall then be submitted to the Group’s faculty and graduate students for comments. All comments shall remain confidential.

The Nominating Committee shall forward 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 shall 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 shall forward his/her recommendation to the Chancellor. The normal term of the Chair’s appointment is three years, however, what is recommended shall be based on the nominees’ willingness to serve.

B. Duties and Responsibilities of the Chair

The Chair:

- Provides overall academic leadership for the Group.
- Implements policies for the Group.
- Represents the interests of the Group to the campus and University administrators and the Dean of Graduate Studies.
- Facilitates nomination of new members to the Group.

- Calls and presides at meetings of the Executive Committee and of the Group.
- Is responsible for coordinating all administrative matters with the Office of Graduate Studies.
- Nominates Graduate Advisers for appointment, and assigns graduate students to a Graduate Advisers.
- Is responsible for the accuracy of all publications related to the Group, including Web pages and catalog copy.
- Serves on Admissions Committee.
- Appoints faculty members to committees.
- Reports to the Group at annual meetings. Presents updates on Group administration, policy amendments, and planning activities.

## **ARTICLE V: COMMITTEES**

### **A. Executive Committee**

1. The Executive Committee shall consist of four elected members, the Group Chair, an appointed non-voting student, and the staff graduate coordinator (ex-officio and non-voting). To ensure broad participation, the Executive Committee shall have members chosen to reflect the diversity of departments and disciplines of the Group. Graduate Advisers, if not elected as members of the Executive Committee, shall serve as ex-officio members. One graduate student appointed by the Chair shall serve as a non-voting member. The committee must excuse the student member from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty, during discussion about funding for prospective and/or existing students, and for disciplinary issues related to students.
2. The four elected faculty members of the Executive Committee shall serve a two-year term. Two members shall be elected each year.
3. Nominations and self-nominations shall be called for by the Executive Committee. Nominees shall express their willingness to serve followed by an election by Group members if more than four are nominated.
4. Meetings of the Executive Committee shall be held at the call of the Chair at least once per quarter. Additional meetings may be called as needed.
5. The Executive Committee administers the Group, oversees the practice and modification of the Group's mentoring guidelines, conducts periodic reviews of members, maintains a current list of members, appoints Group committees, leads the process of developing and modifying Group curriculum and policies.

B. Admissions Committee

1. The Admissions Committee shall consist of the Group Chair, the Admissions Adviser, the Scholarship Committee Chair, and the staff graduate coordinator (ex-officio and non-voting).
2. The Admissions Committee is responsible for review, evaluation and recommendations of M.S. and Ph.D. applications.

C. Scholarship Committee

1. The Scholarship Committee shall consist of the Admission Adviser, two additional faculty members appointed by the Chair for two-year terms, and the staff graduate coordinator (ex-officio and non-voting). From the two additional faculty members, the Group Chair shall appoint the Chair of the Scholarship Committee.
2. The duties and responsibilities of the Scholarship Committee include announcing availability of scholarship funds, disseminating application materials, nominating and ranking students for consideration of university fellowships and awards, and identifying students to receive tuition waivers.
3. The Scholarship Committee shall solicit applications and rank students for consideration of extramural grants, endowed funds, gifts, and other funds available to the Group.
4. The Scholarship Committee shall report scholarship data to the Group at annual meetings.

**ARTICLE VI: STUDENT REPRESENTATIVE**

One student representative appointed by the Chair shall serve as a non-voting member of the Executive Committee. The student shall serve a two-year term and may be reappointed. The student representative shall attend the annual meeting. The Executive Committee must excuse the student representative from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty, during discussion about funding for prospective and/or existing students, and for disciplinary issues related to students.

**ARTICLE VII: GRADUATE ADVISERS**

- A. Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Executive Committee shall provide nomination(s) for appointment of Graduate Advisers to the Office of Graduate Studies for review and appointment for a two-year term. If possible, a student's thesis/dissertation adviser shall not serve as his/her Graduate Adviser.

B. Duties and Responsibilities of Graduate Advisers

Graduate Advisers:

- Serve as members or ex-officio members of the Executive Committee; the Admissions Adviser also serves on the Admissions Committee and the Scholarship Committee.
- Fulfill Graduate Adviser responsibilities as set forth in the Group's mentoring guidelines.
- Determine the prerequisite (undergraduate) course work that must be completed by the M.S. and Ph.D. students who do not meet the prerequisite degree requirements, with exceptions granted on a case-by-case basis.
- Meet with and advise graduate students in person at least annually in fall quarter and upon request by an advisee concerning degree requirements and appropriate course options.
- Approve elective courses chosen by students.
- Assist students in the selection of members of qualifying examination, thesis, and dissertation committees.
- Formally nominate the members of the qualifying examination committee for Ph.D. candidates and inform the Dean of Graduate Studies.
- Report to the Group at annual meetings. Presents status of current students, including student demographics, degree completion, compliance with advising forms, and Group mentoring activities.

**Graduate Admissions Adviser:**

A. The Graduate Admissions Adviser is appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Executive Committee shall provide nominations for appointment of one Graduate Admissions Adviser to the Office of Graduate Studies with a term of service of two years.

B. Duties and Responsibilities of the Graduate Admissions Adviser

The Graduate Admissions Advisor:

- Serves on the Executive Committee
- Serves as Chair of the Admissions Committee
- Serves as a member of the Scholarship Committee
- Reports admissions data to the Group at annual meetings.

**ARTICLE VIII: MEETINGS**

The Chair shall call an annual meeting of the Group in the spring quarter. The Chair and/or Executive Committee may call additional Group meetings. A special meeting of the Group may be invoked by a petition to the Executive Committee of three or more Group members. The date and time of Group meetings shall be announced to members by e-mail at least one week before the meeting. Faculty away from campus may participate via tele/video conference.

## **ARTICLE IX: QUORUM**

- A. Quorum is defined as more than 50% of eligible members participating in a vote.
- B. Quorum is required for establishing/modifying bylaws and Group policy.
- C. Graduate program matters other than amendment/revision of the bylaws require more than 50% of supporting vote of the members voting.
- D. Passage of bylaws amendments requires a two-thirds supporting vote of the eligible members who cast votes.
- E. If balloting is conducted via email or web-based technology, 10 days must be provided for expression of opinions about the proposal prior to the acceptable of votes; the Group must allow 14 days for votes to be returned or before the “polls are closed.”

## **ARTICLE X: AMENDMENTS**

- A. Amendments to these bylaws may be made in accordance with the Group’s quorum policy in Article IX. Group members may propose amendments to bylaws by petition to the Executive Committee. The Executive Committee may ask for revisions from the faculty who submitted proposed amendments before forwarding the revisions to the membership for review and voting. All amendments and revisions must be submitted to the Graduate Council for review and approval; changes in the bylaws will become effective upon approval by the Graduate Council.
- B. Amendments to Group policies may be made in accordance with the Group’s quorum policy in Article IX. Group members may propose amendments to Group policies by petition to the Executive Committee. The Executive Committee may ask for revisions from the faculty who submitted proposed amendments before forwarding the revisions to the membership for review and voting.