2007-2008 Bylaws
Graduate Group in Applied Mathematics

Administrative Home: Graduate Division
Resource Home: School of Natural Sciences

Submitted for GRC approval on 05 May 2007

Article I: Objective

The graduate emphasis in Applied Mathematics (**AM**) is organized to establish and administer a program of instruction and research leading to M.S. and Ph.D. degrees in conformance with the regulations of the Graduate Council and the Division of Graduate Studies at the University of California, Merced. The Graduate Group is responsible for establishing standards and requirements for the M.S. and Ph.D. degrees and certifying satisfactory completion by candidates.

The Group function is to provide a focus for graduate training in Applied Mathematics by facilitating the research interactions of graduate students and faculty. Applied Mathematics is an interdisciplinary enterprise that draws on the physical and life sciences, engineering and computer science, and social sciences. Initial focal areas of the Group include computational applied mathematics, linear and nonlinear wave propagation, and fluid dynamics. Additional areas will be pursued as new faculty are added to the Group.

Article II: Membership

Membership shall be open to faculty who are actively involved in scientific inquiry and scholarship in applied mathematics, including but not limited to the traditional disciplines of analysis and computation of differential equations, as well as modeling of phenomena in physical, life, engineering and social systems. Membership may include affiliated members from other UC campuses and adjunct faculty from other institutions.

Faculty in the group are either Core or Affiliate members. Core Members are responsible for administration of the group and teaching required graduate courses. An Affiliate faculty member has no voting privileges in administration of the group, except on committees that the Affiliate member serves. Affiliate faculty members in good standing have the opportunity to teach special topics courses and graduate MATH courses, advise students in AMGS, and serve on M.S. and Ph.D. thesis committees.

Members of the University faculty wishing to be appointed to the graduate faculty in the Group must submit a written request to the Chair indicating their interest in participating in the Group. This should be accompanied by a current CV. Materials will be evaluated by the Executive Committee for the appropriateness of the appointment to the Applied Mathematics graduate faculty. The Executive Committee will make a recommendation to the Group, and applicants will be admitted

to the Group if their application receives a majority vote of the full Core faculty.

Faculty will be expected to participate actively in the program. The faculty member is responsible for providing the Membership Committee with appropriate documentation of performance. Each member will be reviewed by the Committee every four years, and the Committee will make a recommendation to the Group for continuation or termination of the individual's membership. Termination of a current member will require a two-thirds vote of the full Core faculty.

Article III: Organization and Administration

The Executive Committee will consist of five members who will serve rotating terms of five years. (The original five members will serve terms of one, two, three, four, and five years.) The Group chair will serve as an ex officio member of the Committee. It will be the responsibility of the Executive Committee to prepare an annual slate of nominees that will be put before the membership for election to serve on the Executive Committee. Members can be re-elected and serve two consecutive five year terms but must sit out one election cycle before running for a third term. The Executive Committee will make appointments to the standing committees from the membership of the Group.

Article IV: Graduate Group and Chair

The Executive Committee will name a nominating committee of three members who will solicit the names of nominees for the Group chair. The names of nominees indicating a willingness to serve will then be submitted to the Group's faculty and students for comments. All comments and votes will remain confidential. The Nominating Committee will forward two names to the Dean of Graduate Studies along with comments received on the nominees. The Committee may express a preference and should indicate the basis for the determination. After interviewing the nominees The Dean of Graduate Studies, in consultation with the candidate's Academic Dean, will submit the recommendation to the Chancellor for appointment. The normal term of appointment will be three years.

The Chair's responsibilities are:

1. Call and preside at meetings of the Executive Committee.
2. Preside over the Group meetings in the Fall and Spring semesters.
3. Appoint standing committees and their chairs in consultation with the Executive Committee.
4. Act as the administrative liaison between the Group and the Division of Graduate Studies.

Article V: Committees

The Executive Committee and Graduate Group chair will appoint members to the following standing committees at the beginning of Fall term. The Executive Committee and Chair may choose to not constitute a particular committee as a separate body, in which case the Executive committee and chair will assume the responsibilities of that committee. Committee formation and appointments will be reviewed on an annual basis.

1. **Executive Committee.** The Executive Committee (EC) shall, in consultation with the faculty, determine and implement policy for the good of the Group, establish and guide the educational requirements of the Group, and represent the interests of the Group to University and other agencies. To ensure broad participation and input, every effort will be made to have EC membership from at least two Schools. The EC will make appointments to the other committees and approve membership in the Applied Mathematics graduate Group.

2. **Membership Committee.** The Membership Committee will be responsible for reviewing applications from faculty who wish to be part of the Group. In addition, the Committee will review the membership of the Group every four years. The Membership committee will recommend approval or denials for membership to the EC.

3. **Educational Policy Committee.** The Committee on Educational Policy (EPC) is responsible for establishing and guiding the educational programs of the Group. The EPC will be formed by the Executive committee as needed and will periodically conduct reviews of the programs, including the five-year review. The EPC in consultation with the group faculty will determine changes in programmatic requirements of the Applied Mathematics graduate group.

4. **Admissions Committee.** The Admissions committee is charged with the development of recruiting materials for the Group, reviewing applications for admissions, making recommendations for admissions to the Dean of Graduate Studies, exploring graduate student support mechanisms, and allocating intramural financial assistance.

5. **Preliminary Exam Committee.** The Preliminary Exam Committee is responsible for writing, administering, and grading the preliminary exams in the beginning and end of the Spring semester.

Article VI: Graduate Student Representative

A graduate student representative will be included in all deliberations that revolve around issues having to do with educational policy and curriculum. The Group chair will choose the student representative from the Applied Mathematics Graduate Group after soliciting all active graduate students in the program for their interest. Students will serve a one-year term and can be reselected for a second term.

Article VII: Initial Graduate Advisors

Initial Graduate Advisors who will advise students until such time as they have a graduate research advisor will be chosen from the Group faculty. These will be faculty with a broad knowledge of the faculty research interests within the Applied Mathematics. These individuals will be responsible for the initial advising of graduate students, including dealing with coursework requirements and assisting students to identify research advisors matching their interests.

Article VIII: Meetings

The membership of the Group should meet once during the fall and spring semesters. The Group chair is responsible for calling all regular and special meetings of the membership. Faculty can request additional meetings.

Article IX: Quorum

Issues that require a vote of the membership need to have a quorum of at least 50% of the total membership present. Voting may be done electronically so as to accommodate members who are off campus for extended period of time. A positive or negative decision requires a simple majority of the vote.

Article X: Order of Business

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

1. Reading of the minutes of the preceding meeting
2. Reports from the Chair of the Executive Committee
3. Reports from each of the Standing Committees
4. Old Business
5. New Business

Article XI: Amendments

Amendments to the By-Laws require approval by two-thirds of the voting members of the Group. Written notice of the proposed amendment shall be sent to each member at least five working days prior to the meeting at which the amendment is to be discussed. All amendments must also be submitted to Graduate Council for review and final approval.

2006-2007 BYLAWS
Graduate Group in Biological Engineering and Small-Scale Technologies
Administrative Home: Graduate Division

Article I: Objective

The graduate emphasis in Biological Engineering and Small-Scale Technologies is organized to establish and administer a program of instruction and research leading to M.S. and Ph.D. degrees in conformance with the regulations of the Graduate Council and the Division of Graduate Studies at the University of California, Merced. The Graduate Group is responsible for establishing standards and requirements for the M.S. and Ph.D. degrees and certifying satisfactory completion by candidates.

The Group function is to provide a focus for graduate training in Biological Engineering and Small-Scale Technologies by facilitating the research interactions of graduate students and faculty. Modern biological engineering is an interdisciplinary enterprise that draws on the biomedical sciences, nanotechnology, microfabrication, imaging, electronics, materials, biophysics, and computer science. This list is not meant to preclude growth into other areas as new faculty members are added to the Group.

Article II: Membership

Membership shall be open to faculty who are actively involved in scientific inquiry and scholarship in the nanotechnology and bioengineering, including but not limited to the traditional disciplines of biomedical engineering, biomechanical engineering, bioelectrical engineering, materials science, and biology-related computational sciences. Membership may include affiliated members from other UC campuses and adjunct faculty from other institutions.

Members of the University faculty wishing to be appointed to the graduate faculty in the Group must submit a written request to the Chair indicating their interest in participating in the Group. This should be accompanied by a current CV. Materials will be evaluated by the Executive Committee for the appropriateness of the appointment to the BEST graduate faculty. The Executive Committee will make a recommendation to the Group, and applicants will be admitted to the Group if their application receives a majority vote of the full Group. Voting may be done via e-mail with CV of applicant provided to members.

Faculty will be expected to actively participate in the program. The faculty member is responsible for providing the Membership Committee with appropriate documentation of performance. Each member will be reviewed by the Committee every four years, and the Committee will make a recommendation to the Group for continuation or termination of the individual's membership. Termination of a current member will require a two-thirds vote of the full Group.

Article III: Organization and Administration

The Executive Committee will consist of five members who will serve rotating terms of five years. (The original five members will serve terms of one, two, three, four, and five years.) The Group chair will serve as an *ex officio* member of the Committee. It will be the responsibility of the Executive Committee to prepare an annual slate of nominees that will be put before the membership for election to serve on the Executive Committee. Members can be re-elected and serve two consecutive five year terms but must sit out one election cycle before running for a third term. The Executive Committee will make appointments to the standing committees from the membership of the Group.

Article IV: Graduate Group Chair

The Executive Committee will name a nominating committee of three members who will solicit the names of nominees for the Group chair. The names of nominees indicating a willingness to serve will then be submitted to the Group's faculty and students for comments. All comments and votes will remain confidential. The Nominating Committee will forward two names to the Dean of Graduate Studies along with comments received on the nominees. The Committee may express a preference and should indicate the basis for the determination. After interviewing the nominees The Dean of Graduate Studies, in consultation with the candidate's Academic Dean, will submit the recommendation to the Chancellor for appointment. The normal term of appointment will be three years.

The Chair's responsibilities are:

1) Call and preside at meetings of the Executive Committee
2) Preside over the Group meetings in the Fall and Spring semesters.
3) Appoint standing committees and their chairs in consultation with the Executive Committee
4) Act as the administrative liaison between the Group and the Division of Graduate Studies.

Article V: Committees

The Executive Committee and Graduate Group chair will appoint members to the following standing committees at the beginning of Fall term. The Executive Committee and Chair may choose to not constitute a particular committee as a separate body, in which case the Executive committee and chair will assume the responsibilities of that committee. Committee formation and appointments will be reviewed on an annual basis.

1) Executive Committee

The Executive Committee (EC) shall, in consultation with the faculty, determine and implement policy for the good of the Group, establish and guide the educational requirements of the Group, and represent the interests of the Group to University and other agencies. To ensure broad participation and input every effort will be made to

have EC membership from at least two Schools. The EC will make appointments to the other committees and approve membership in the BEST graduate Group.

2) Membership Committee
The Membership Committee will be responsible for reviewing applications from faculty who wish to be part of the Group. In addition, the Committee will review the membership of the Group every four years. The Membership committee will recommend approval or denials for membership to the EC.

3) Educational Policy Committee
The Committee on Educational Policy (EPC) is responsible for establishing and guiding the educational programs of the Group. The EPC will be formed by the Executive committee as needed and will periodically conduct reviews of the programs, including the five-year review. The EPC in consultation with the group faculty will determine changes in programmatic requirements of the BEST graduate group.

4) Admissions Committee
The Admissions committee is charged with the development of recruiting materials for the Group, reviewing applications for admissions, making recommendations for admissions to the Dean of Graduate Studies, exploring graduate student support mechanisms, and allocating intramural financial assistance.

Article VI: Graduate Student Representative

A graduate student representative will be included in all deliberations that revolve around issues having to do with educational policy and curriculum. The Group chair will choose the student representative from the BEST Graduate Group after soliciting all active graduate students in the program for their interest. Students will serve a one-year term and can be reselected for a second term.

Article VII: Initial Graduate Advisors

Initial Graduate Advisors who will advise students until such time as they have a graduate research advisor will be chosen from the Group faculty. These will be senior faculty with a broad knowledge of the faculty research interests within the BEST. These individuals will be responsible for the initial advising of graduate students, including dealing with coursework requirements and assisting students to identify research advisors matching their interests.

Article VIII: Meetings

The membership of the Group should meet once during the fall and spring semesters. The Group chair is responsible for calling all regular and special meetings of the membership. Faculty can request additional meetings.

Article IX: Quorum

Issues that require a vote need to have a quorum of at least 50% of the total membership participating in the voting. Voting may be done electronically so as to accommodate members who are off campus for extended period of time. A positive or negative decision requires a simple majority of the vote.

Article X: Order of Business

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

1) Reading of the minutes of the preceding meeting
2) Reports from the Chair of the Executive Committee
3) Reports from each of the Standing Committees
4) Old Business
5) New Business

Article XI: Amendments

Amendments to the By-Laws require approval by two-thirds of the voting members of the Group. Written notice of the proposed amendment shall be sent to each member at least five working days prior to the meeting at which the amendment is to be discussed. All amendments must also be submitted to Graduate Council for review and final approval.

University of California, Merced

Graduate Studies with Emphasis on

Electrical Engineering and Computer Science

Policies and Procedures and Bylaws

Submitted by:
Stefano Carpin, Assistant Professor
Graduate Program Chair
On behalf of the EECS Faculty
School of Engineering
February 23, 2009

Part II
Bylaws

7 Faculty Membership

Membership shall be open to faculty who are actively involved in scientific inquiry and scholarship in any related disciplines to EECS. Membership may be granted also to faculty of other UC campuses and adjunct faculty from other institutions. The inaugural faculty members of the EECS graduate program are:

- Stefano Carpin, Assistant Professor of Engineering
- Miguel Carreira-Perpiñán, Assistant Professor of Engineering
- Alberto Cerpa, Assistant Professor of Engineering
- Marcelo Kallmann, Assistant Professor of Engineering
- Steve Kang, Professor of Engineering
- Shawn Newsam, Assistant Professor of Engineering
- David Noelle, Assistant Professor of Engineering and Social Sciences, Humanities and Arts
- Songhwai Oh, Assistant Professor of Engineering
- Ming-Hsuan Yang, Assistant Professor of Engineering

Newly appointed faculty members hired through faculty lines allocated to the CSE undergraduate major are automatically granted membership to the EECS program. The Lead Dean for the EECS program is the Dean of the School of Engineering, UC Merced. Other professors desiring to gain membership to the EECS program must submit their application to the Graduate Program Chair. The final decision is taken by the Executive Committee upon consultation with all EECS members. Members have voting rights, are requested to actively participate in the administration and development of the program, and may serve as Chair or members of the various committees.

8 Faculty Affiliation

Affiliation shall be open to faculty whose research area is not necessarily within EECS but are nonetheless involved in scientific inquiry and scholarship with some degree of overlapping with EECS. Affiliation may include faculty from other UC campuses and adjunct faculty from other institutions. Individuals desiring to gain affiliation with the EECS graduate program must submit their application to the Graduate Program Chair. The final decision is taken by the Executive Committee upon consultation with all EECS members and affiliates. Affiliates do not have voting rights and may not serve as Chair or members of the various committees.

9 Graduate Program Chair

Members of the EECS faculty will designate a nominee to serve as Graduate Program Chair. The name of the nominee together with a statement indicating a willingness to serve as Chair will then be submitted to the Dean of Graduate Studies, who, in consultation with the candidate's Academic Dean, will appoint or reject the nominee. The normal term of appointment will be three years. The Chair's responsibilities include:

- Call and preside at meetings of the Executive Committee
- Preside over the Group meetings in the Fall and Spring semesters.
- Act as the administrative liaison between the graduate program and the Division of Graduate Studies.
- Maintain a list of approved courses for the EECS graduate program.

10 Committees

10.1 Executive Committee

The Executive Committee (EC) shall, in consultation with the faculty, determine and implement policies for the good of the graduate program, establish and guide the educational requirements, and represent the interests of the program to University and other agencies. The Executive Committee consists of at least three EECS faculty members and is appointed by the Chair upon consultation with the EECS faculty. The Chair will then inform the Graduate Division with a written memo indicating its composition. The Graduate Program Chair will serve as an ex officio member of the EC. The normal term of appointment of the EC is three years. The EC will take decisions concerning petitions asking for deviations from the rules specified in this handbook. Unanimous vote is required to grant exceptions. The EC will be responsible for reviewing applications from faculty who wish to be member or affiliated with the EECS graduate program. In addition, the EC will review memberships and affiliations every five years and may decide to remove memberships or affiliations of faculty no longer pursuing activities related to the program.

10.2 Admissions Committee

The Admissions Committee is charged with the development of recruiting materials for the Group, reviewing applications for admissions, making recommendations for admissions to the Dean of Graduate Studies, exploring graduate student support mechanisms, and allocating intramural financial assistance. The Admissions Committee consists of three EECS faculty members and is appointed by the Chair upon consultation with the EECS faculty. The Chair will then inform the graduate division with a written memo indicating its composition. The normal term of appointment is three years.

11 Graduate Student Representative

A graduate student representative will be consulted in all deliberations that revolve around issues having to do with educational policy and curriculum. The Group chair will choose the student representative from the EECS Graduate Group after soliciting all active graduate students in the

program for their interest. Students will serve a one-year term and can be reselected for a second term.

12 Meetings and voting quorum

Members should meet once during the Fall and Spring semesters. The Graduate Program Chair is responsible for calling all regular and special meetings of the membership. Faculty can request additional meetings when needed. Unless otherwise specified, issues that require a vote need to have a quorum of at least 50% of the total membership participating in the voting. Voting may be done electronically so as to accommodate members who are off campus for extended periods of time. A positive or negative decision requires a simple majority of the vote.

13 Amendments

Amendments to the Program Rules or By-Laws require approval by two-thirds of the members. Written notice of the proposed amendment shall be sent to each member at least five working days prior to the meeting at which the amendment is to be discussed. All amendments must also be submitted to the GRC for approval.

UC Merced Graduate Group in Environmental Systems

BYLAWS

Article I: Objective

The graduate emphasis in Environmental Systems is organized to establish and administer a program of instruction and research leading to the M.S. and Ph.D. in conformance with the regulations of the Graduate Council and the Division of Graduate Studies at the University of California, Merced. The Graduate Group is responsible for establishing standards and requirements for the M.S. and Ph.D. degrees and certifying satisfactory completion by candidates.

The Group function is to provide a focus for graduate training in Environmental Systems by facilitating the research interactions among and between graduate students and faculty. By its very nature the study of environmental systems is multifaceted and draws on the expertise of the Natural Sciences, and Engineering disciplines, as well as those within the Social and Behavioral Sciences, and Management. The principal focal areas of the Group include, but are not limited to Atmospheric Sciences, Earth Systems Science, Ecology, Environmental Geochemistry, Hydrology and Water Resources Management, and Environmental Engineering; this is not intended to preclude the growth into other areas. As the breadth of faculty expertise grows in the coming years there is expected to be broad faculty representation in this group from across the University.

Article II: Membership

Membership shall be opened to faculty who are actively involved in scientific inquiry and scholarship in the broad realms of environmental science, ecology and environmental engineering. Membership is not limited to UC Merced ladder faculty and may include ladder faculty members from other UC campuses. Voting privileges on ES Group policy and by-law matters are restricted to UC Merced ES Group members who are ladder faculty.

Members of the University faculty wishing to be appointed to the graduate faculty in the Group must submit a written request to the Chair indicating their interest in participating in the group. This should be accompanied by a current c.v. Materials will be evaluated by the Executive Committee for the appropriateness of the appointment to the Graduate Group faculty. At the Executive Committee's discretion an ad hoc committee may be appointed to solicit input from the graduate group and provide a recommendation. Applicants will be admitted to the group if their application receives a majority vote of the Executive Committee.

Faculty will be expected to participate actively in the program. The faculty member is responsible for providing the Executive Committee with appropriate documentation of performance. The Committee will conduct a review of the membership on a periodic basis of four years using the following metrics: 1) An active research program indicated by significant publication in the principal peer-reviewed journals of the field during the past three years. 2) A significant contribution to graduate mentorship and training by either advising a student in their laboratory or by formal graduate teaching through research seminars and courses. 3) General contribution to graduate research training through participation in the management of the

graduate program through service on the Graduate Council or one of the standing committees of the group.

Article III: Organization and Administration

All policy and procedure issues will be developed through the Executive Committee (EC) which will consist of five members,. including the Graduate Group Chair and Vice-Chair. All EC members have voting rights. The Graduate Group Chair will chair the EC. It is the responsibility of the Chair and the Vice-Chair to voice the results of EC deliberations to pertinent academic and research administrative units, and to the Dean providing oversight and resources to the Group. EC. . Election procedures and specific duties of the Graduate Group Chair, Vice-Chair and Executive Committee are discussed in the following articles.

Article IV: Academic Dean

The Dean providing oversight and resources for the ES Graduate Group will be elected by a simple majority vote of the group members. This appointment must be renewed by vote every five years or less. [By Unanimous vote Jeff Wright (Dean, School of Engineering) was named ES Graduate Group Academic Dean starting July 1, 2005]

Article V: Graduate Group Chair

The Executive Committee (EC) will solicit the names of nominees for the Group Chair. The EC will then present a list of at least two nominees willing to serve to the group's faculty for vote. All votes will remain confidential. In the event that no candidate obtains a simple majority of votes, a run-off vote will be conducted between the top two candidates from the initial vote. Once a majority candidate has been identified, the EC will forward the name to the Dean of Graduate Studies. The normal term of appointment will be three years.

The Chair's responsibilities are:

1) Calling and presiding over the Group meetings in the Fall and Spring semesters 2) Calling and presiding over meetings of the Executive Committee, and 3) Acting on behalf of the EC as the administrative liaison between the Group and the relevant academic Dean, the Graduate Council, the Division of Graduate Studies, and other campus units.

Article VI: Graduate Group Vice-Chair

The Executive Committee (EC) will solicit the names of nominees for the Group Vice-Chair. The EC will then present a list of at least two nominees willing to serve to the group's faculty for vote. All votes will remain confidential. In the event that no candidate obtains a simple majority of votes, a run-off vote will be conducted between the top two candidates from the initial vote. Once a majority candidate has been identified, the EC will forward the name to the Dean of Graduate Studies. The normal term of appointment will be three years.

The Vice-Chair's responsibilities are:

1) Presiding over the Group and EC meetings in the Chair's absence 2) Acting, along with the Chair, and on behalf of the EC, as the administrative liaison between the Group and the relevant

academic Dean, the Graduate Council, the Division of Graduate Studies, and other campus units.
3) Serving as Chair of the Educational Policy Committee

Article VII: Committees

The EC will appoint members to the following standing committees at the beginning of Fall term. The Executive Committee may choose to not constitute a particular committee as a separate body, in which case the EC will assume the responsibilities of that committee. Committee formation and appointments will be reviewed on an annual basis.

1) Executive Committee (EC)

The EC shall, in consultation with the faculty, determine and implement policy for the good of the Group, establish and guide the educational requirements of the Group, and represent the interests of the Group to University and other agencies.

The EC shall consist of five elected members (3 EC members plus the Group Chair and Vice-Chair) who will serve a term of three years. Committee memberships will be staggered by one year to maintain a range of experience across the committee. Membership may be extended for one year beyond the three-year term by a majority vote of the Group faculty.

It will be the responsibility of the Executive Committee to prepare an annual slate of nominees to be put before the membership for election to serve on the Executive Committee in subsequent years, assuming one or more members has completed his/her term.

The Executive Committee will make appointments to the standing committees of the Group. The term of service in each group will be three years. Extensions beyond the three-year term require a majority vote of the Executive Committee for each year of the extension.

The Executive Committee will approve faculty appointments to the Group based on recommendations from the Membership Committee. These approvals will require a simple majority of the Committee.

2) Membership Committee

The Membership Committee will be responsible for reviewing applications from faculty who wish to be part of the Group. In addition, the Committee will review the membership of the Group every three years. The Membership committee will recommend approval or denials for membership to the Executive Committee. This committee will be constituted by at least three Group members appointed by the EC. The term of service is two years, and appointments are renewable.

3) Educational Policy Committee

The Educational Policy Committee (EPC) is responsible for establishing and guiding the educational programs of the Group. The Group Vice-Chair will chair the EPC. The EPC is charged with establishing and maintaining documentation on the ES curriculum, and committee will periodically prepare for system reviews of the ES program, including the five-year review. The EPC, in consultation with the group faculty, will coordinate and document changes in programmatic requirements of the ES program, and present proposed changes to the voting body.

This committee will be constituted by at least two Group members appointed by the EC, and the Group Vice-Chair, who will preside over the EPC. The term of service will two years for the regular members, and appointments are renewable.

4) Graduate Advising Committee

Members of the Advising committee will be responsible for advising students on initial enrollment, serving as interim major professors as needed, assisting students in identifying their major professor(s), approving programs of study, and monitoring the progress toward degree. The advising committee, together with the major professor, is charged with reviewing previous coursework of incoming students and recommending a program of study that considers both the policies of ES and the student's goals. This committee will be constituted by at least three Group members appointed by the EC. The term of service is two years, and appointments are renewable.

Student grievances requiring adjudication may stem from disputed examination results, GSR appointment termination, or other issues. Students have the right to pursue grievances with the Advising Committee, which will assemble, review pertinent information, and provide a written summary to the Executive Committee within 30 calendar days of the student grievance. Extensions may be granted in writing by the Group Chair when warranted by key parties on either side of the grievance (e.g., extended travel obligations, illness). Advising and Executive Committee members who are members of the examination committee will recuse themselves from the review process, but may be interviewed by the remaining committee members. The Executive Committee will rule on the case. Students have the right to appeal this ruling to the Dean of Graduate Studies within 30 calendar days. The Graduate Dean may request that the graduate program's Lead Dean and/or other appropriate parties investigate the student's concerns or grievances and determine appropriate resolutions. Ultimately, the final resolution of all disputes lies with the Dean of the Graduate Division as described in UC Merced's Graduate Advisors Handbook. In the event that the dispute involves the Graduate Dean in her/his role as a faculty member, then the final resolution of all disputes resides with the Executive Vice Chancellor.

5) Admissions Committee

The Admissions committee is charged with the development of recruiting materials for the Group, reviewing applications for admissions, making recommendations for admissions to the Dean of Graduate Studies, exploring graduate student support mechanisms, and allocating intramural financial assistance. This committee will be constituted by at least three Group members appointed by the EC. The term of service is two years, and appointments are renewable.

Article VIII: Student Representative

A student representative will be included in all deliberations that revolve around issues having to do with educational policy and curriculum. The student representative will be elected by the current graduate students in the enrolled in the ES Graduate Group. The student representative will serve a one-year term and may be re-elected for a second term.

Article IX: Meetings

The membership of the Group should meet each fall and spring term. The Group chair is responsible for calling all regular and special meetings of the membership. The EC should meet on a bi-monthly basis, or more frequently as necessary.

Article X: Quorum

Issues that require a vote of the membership need to have a 50% quorum present. Group decisions will be determined by simple majority of those voting.

Article XI: Amendments

Amendments to the By-Laws require approval by two-thirds of the voting members of the group. Written notice of the proposed amendment shall be sent to each member prior to the meeting at which the amendment is to be discussed. All amendments must also be submitted to Graduate Council for review and final approval.

2006-2007 BYLAWS
Mechanical Engineering and Applied Mechanics
Administrative Home: Graduate Division

Article I: Objective

The graduate emphasis in Mechanical Engineering and Applied Mechanics (MEAM) is organized to establish and administer a program of instruction and research leading to M.S. and Ph.D. degrees in conformance with the regulations of the Graduate Council and the Division of Graduate Studies at the University of California, Merced. The Graduate Group is responsible for establishing standards and requirements for the M.S. and Ph.D. degrees and certifying satisfactory completion by candidates.

The Group function is to provide a focus for graduate training in Mechanical Engineering and Applied Mechanics by facilitating the research interactions of graduate students and faculty. Graduate study in MEAM is an interdisciplinary enterprise that draws on a variety of disciplines such as applied mathematics, computational sciences, bio-mimetics, mechatronics, materials sciences, energy systems, plectics, etc. Initial focal areas of the MEAM graduate group reflect the expertise of the current faculty (neural networks and adaptive control; thermal systems; fluid-structure dynamics; non-linear, fractional, variable-order and stochastic mechanics; bio-mechanics and ergonomics; computational methods in fluid mechanics, heat and mass transfer; etc), but additional areas will be pursued with the addition of new faculty to the group.

Article II: Membership

Membership shall be open to faculty who are actively involved in scientific inquiry and scholarship in the multidisciplinary field encompassed by the theoretical, applied and computational mechanical (including thermal) sciences and engineering. Membership may include affiliated members from other UC campuses and adjunct faculty from other institutions.

Members of the University faculty wishing to be appointed to the graduate faculty in the Group must submit a written request to the Chair indicating their interest in participating in the Group. This should be accompanied by a current CV. Materials will be evaluated by the Executive Committee for the appropriateness of the appointment to the MEAM graduate faculty. The Executive Committee will make a recommendation to the Group, and applicants will be admitted to the Group if their application receives a majority vote of the full Group.

Faculty will be expected to actively participate in the program. The faculty member is responsible for providing the Membership Committee with appropriate documentation of performance. Each member will be reviewed by the Committee every four years, and the Committee will make a recommendation to the Group for continuation or termination of the individual's membership. Termination of a current member will require a two-thirds vote of the full Group.

Article III: Organization and Administration

The Executive Committee will consist of a minimum of three members who will serve rotating terms of five years. The Group chair will serve as an *ex officio* member of the Committee. It will be the responsibility of the Executive Committee to prepare an annual slate of nominees that will be put before the membership for election to serve on the Executive Committee. Members can be re-elected and serve two consecutive five year terms but must sit out one election cycle before running for a third term. The Executive Committee will make appointments to the standing committees from the membership of the Group.

Article IV: Graduate Group Chair

The Executive Committee will name a nominating committee of three members who will solicit the names of nominees for the Group chair. The names of nominees indicating a willingness to serve will then be submitted to the Group's faculty and students for comments. All comments and votes will remain confidential. The Nominating Committee will forward two names to the Dean of Graduate Studies along with comments received on the nominees. The Committee may express a preference and should indicate the basis for the determination. After interviewing the nominees The Dean of Graduate Studies, in consultation with the candidate's Academic Dean, will appoint the Graduate Group Chair. The normal term of appointment will be three years.

The Chair's responsibilities are:

1) Call and preside at meetings of the Executive Committee
2) Preside over the Group meetings in the Fall and Spring semesters.
3) Appoint standing committees and their chairs in consultation with the Executive Committee
4) Act as the administrative liaison between the Group and the Division of Graduate Studies.

Article V: Committees

The Executive Committee and Graduate Group chair will appoint members to the following standing committees at the beginning of the Fall term. The Executive Committee and Chair may choose to not constitute a particular committee as a separate body, in which case the Executive committee and chair will assume the responsibilities of that committee. Committee formation and appointments will be reviewed on an annual basis.

1) <u>Executive Committee</u>
   The Executive Committee (EC) shall, in consultation with the faculty, determine and implement policy for the good of the Group, establish and guide the educational requirements of the Group, and represent the interests of the Group to University and other agencies. To ensure broad participation and input every effort will be made to have EC membership from at least two Schools. The EC will make appointments to the other committees and approve membership in the MEAM graduate Group.

2) Membership Committee
The Membership Committee will be responsible for reviewing applications from faculty who wish to be part of the Group. In addition, the Committee will review the membership of the Group every four years. The Membership committee will recommend approval or denials for membership to the EC.

3) Educational Policy Committee
The Committee on Educational Policy (EPC) is responsible for establishing and guiding the educational programs of the Group. The EPC will be formed by the Executive committee as needed and will periodically conduct reviews of the programs, including the five-year review. The EPC in consultation with the group faculty will determine changes in programmatic requirements of the MEAM graduate group.

4) Admissions Committee
The Admissions committee is charged with the development of recruiting materials for the Group, reviewing applications for admissions, making recommendations for admissions to the Dean of Graduate Studies, exploring graduate student support mechanisms, and allocating intramural financial assistance.

Article VI: Graduate Student Representative

A graduate student representative will be included in all deliberations that revolve around issues having to do with educational policy and curriculum. The Group chair will choose the student representative from the MEAM Graduate Group after soliciting all active graduate students in the program for their interest. Students will serve a one-year term and can be reselected for a second term.

Article VII: Initial Graduate Advisors

Initial Graduate Advisors who will advise students until such time as they have a graduate research advisor will be chosen from the Group faculty. These will be faculty members with a broad knowledge of the faculty research interests within the MEAM. These individuals will be responsible for the initial advising of graduate students, including dealing with coursework requirements and assisting students to identify research advisors matching their interests.

Article VIII: Meetings

The membership of the Group should meet once during the fall and spring semesters. The Group chair is responsible for calling all regular and special meetings of the membership. Faculty can request additional meetings.

Article IX: Quorum

Issues that require a vote need to have a quorum of at least 50% of the total membership participating in the voting. Voting may be done electronically so as to accommodate members who are off campus for extended period of time. A positive or negative decision requires a simple majority of the vote.

Article X: Order of Business

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

1) Reading of the minutes of the preceding meeting
2) Reports from the Chair of the Executive Committee
3) Reports from each of the Standing Committees
4) Old Business
5) New Business

Article XI: Amendments

Amendments to the By-Laws require approval by two-thirds of the voting members of the Group. Written notice of the proposed amendment shall be sent to each member at least five working days prior to the meeting at which the amendment is to be discussed. All amendments must also be submitted to Graduate Council for review and final approval.

Graduate Group in Physics and Chemistry
BYLAWS
Administrative Home: Graduate Division

Article I: Objective

The graduate emphasis in Physics and Chemistry is organized to establish and administer a program of instruction and research leading to the M.S. and Ph.D. under the auspices of the Interim Individual Graduate Program (IIGP) and in conformance with the regulations of the Graduate and Research Council and the Office of Graduate Studies at the University of California, Merced. The Graduate Group is responsible for establishing standards and requirements for the M.S. and Ph.D. degrees and certifying satisfactory completion of theses by candidates.

The Group function is to provide a focus for graduate training in physics and chemistry, and related interdisciplinary fields, by facilitating the research interactions of graduate students and faculty.

Article II: Membership

Membership shall be limited to faculty who are actively involved in scientific inquiry and scholarship in physics, chemistry, and related fields. Membership may include both regular UC Merced faculty and adjunct faculty.

Members of the University faculty wishing to be appointed to the graduate faculty in the group must submit a written request to the Chair indicating their interest in participating in the group. This should be accompanied by a current CV. Materials will be evaluated by the Membership Committee for the appropriateness of the appointment to the group graduate faculty. The Membership Committee will make a recommendation to the group, and applicants will be admitted to the group if their application receives a majority vote of the full group.

Faculty will be expected to actively participate in the program. The faculty member is responsible for providing the Membership Committee with appropriate documentation of performance. Each member will be reviewed by the Committee every four years, and the Committee will make a recommendation to the group for continuation or termination of the individual's membership. Termination of a current member will require a two-thirds vote of the full group.

Article III: Organization and Administration

Due to the relatively small size of this program at its outset, the Executive Committee will assume the functions of the standing committees, including membership, educational policy and admissions. Once the Group has a sufficient number of members, formal committee assignments into these four standing committees will be made.

The Executive Committee will consist of five members who will serve rotating terms of five years. (The original five members will serve terms of one, two, three, four, and five years.) The Group chair will serve as an *ex officio* member of the Committee. It will be the responsibility of the Executive Committee to prepare an annual slate of nominees that will be put before the membership for election to serve on the Executive Committee. Members can be re-elected and serve two consecutive five year terms but must sit out one election cycle before running for a third term. The Executive Committee will make appointments to the standing committees from the membership of the group.

Article IV: Graduate Group Chair

The Executive Committee will name a nominating committee of three members who will solicit the names of nominees for the group chair. The names of nominees indicating a willingness to serve will then be submitted to the group's faculty and students for comments. All comments will remain confidential. The Nominating Committee will forward two names to the Dean of Graduate Studies along with comments received on the nominees. The Committee may express a preference and should indicate the basis for the determination. After interviewing the nominees The Dean of Graduate Studies, in consultation with the group's lead Academic Dean, will submit the recommendation to the Chancellor for appointment. The normal term of appointment will be three years.

The Chair's responsibilities are:

1) Call and preside at meetings of the Executive Committee
2) Preside over the Group meetings in the Fall and Spring semesters
3) Appoint standing committees and their chairs in consultation with the Executive Committee
4) Act as the administrative liaison between the group and the Office of Graduate Studies.

Article V: Committees

1) Executive Committee
   The Executive Committee shall determine and implement policy for the good of the Group and represent the interests of the Group to the University and other agencies.

2) Membership Committee
   The Membership Committee shall consist of three members appointed by the Chair of the EC for terms of three years. The Membership Committee will be responsible for reviewing applications from faculty who wish to be part of the Group. In addition, the Committee will review the membership of each member of the Group every four years. Members of the Membership Committee will excuse themselves while their own cases are being reviewed.

3) Educational Policy Committee
   The Committee on Educational Policy shall consist of the chair of the Group, two graduate advisors, and two additional representatives. Membership on this committee is

limited to regular UC Merced faculty. The EPC is responsible for establishing and guiding the educational programs of the Group. The EPC in consultation with the group faculty will determine changes in coursework, exam, and teaching requirements for students in the Group. The EPC will periodically conduct reviews of the program and will oversee the self-study associated with formal program reviews.

4) Admissions Committee
   The admissions committee is charged with the development of recruiting materials for the Group, reviewing applications for admissions, and exploring graduate student support mechanisms.

Article VI: Student Representative

A student representative will be included in all deliberations that revolve around issues having to do with educational policy and curriculum. The group chair will choose the student representative after soliciting all active graduate students in the program for their interest. Students will serve a one-year term and can be reselected for a second term.

Article VII: Graduate Advisers

Graduate Advisers will be chosen from the Group faculty. These should be senior faculty with a broad scope of understanding about the field. These individuals will be responsible for dealing with coursework requirements, assisting students to identify major professors and establishing oral examination committees.

Article VIII: Meetings

The membership of the group should meet once during the fall and spring semesters. The Group chair is responsible for calling all regular and special meetings of the membership. Faculty can request additional meetings.

Article IX: Quorum

Issues that require a vote of the membership need to have a quorum of at least 50% of the total membership present. Voting may be done electronically so as to accommodate members who are off campus for extended period of time. A positive or negative decision requires a simple majority of the vote.

Article X: Order of Business

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

1) Reading of the minutes of the preceding meeting
2) Reports from the Chair of the Executive Committee
3) Reports from each of the Standing Committees
4) Old Business
5) New Business

Article XI: Amendments

Amendments to the By-Laws require approval by two-thirds of the voting members of the group. Written notice of the proposed amendment shall be sent to each member at least five working days prior to the meeting at which the amendment is to be discussed. All amendments must also be submitted to Graduate and Research Council for review and final approval.

2005-2006 BYLAWS
Graduate Group in Quantitative and Systems Biology
Administrative Home: Graduate Division

Article I: Objective

The graduate emphasis in Quantitative and Systems Biology is organized to establish and administer a program of instruction and research leading to M.S. and Ph.D. degrees in conformance with the regulations of the Graduate Council and the Division of Graduate Studies at the University of California, Merced. The Graduate Group is responsible for establishing standards and requirements for the M.S. and Ph.D. degrees and certifying satisfactory completion by candidates.

The Group function is to provide a focus for graduate training in Quantitative and Systems Biology by facilitating the research interactions of graduate students and faculty. Modern biology is an interdisciplinary enterprise that draws on the life sciences, physical sciences, engineering and computer science. Initial focal areas of the Group include computational molecular biology, signaling pathways, cellular response and fate decisions, and cancer proteomics. This list is not meant to preclude growth into other areas as new faculty are added to the Group.

Article II: Membership

Membership shall be open to faculty who are actively involved in scientific inquiry and scholarship in the life sciences and bioengineering, including but not limited to the traditional disciplines of biochemistry, cell biology, molecular biology, biomedical engineering, and biology-related computational sciences. Membership may include affiliated members from other UC campuses and adjunct faculty from other institutions.

Members of the University faculty wishing to be appointed to the graduate faculty in the Group must submit a written request to the Chair indicating their interest in participating in the Group. This should be accompanied by a current CV. Materials will be evaluated by the Executive Committee for the appropriateness of the appointment to the QSB graduate faculty. The Executive Committee will make a recommendation to the Group, and applicants will be admitted to the Group if their application receives a majority vote of the full Group.

Faculty will be expected to actively participate in the program. The faculty member is responsible for providing the Membership Committee with appropriate documentation of performance. Each member will be reviewed by the Committee every four years, and the Committee will make a recommendation to the Group for continuation or termination of the individual's membership. Termination of a current member will require a two-thirds vote of the full Group.

Article III: Organization and Administration

The Executive Committee will consist of five members who will serve rotating terms of five years. (The original five members will serve terms of one, two, three, four, and five years.) The Group chair will serve as an *ex officio* member of the Committee. It will be the responsibility of the Executive Committee to prepare an annual slate of nominees that will be put before the membership for election to serve on the Executive Committee. Members can be re-elected and serve two consecutive five year terms but must sit out one election cycle before running for a third term. The Executive Committee will make appointments to the standing committees from the membership of the Group.

Article IV: Graduate Group Chair

The Executive Committee will name a nominating committee of three members who will solicit the names of nominees for the Group chair. The names of nominees indicating a willingness to serve will then be submitted to the Group's faculty and students for comments. All comments and votes will remain confidential. The Nominating Committee will forward two names to the Dean of Graduate Studies along with comments received on the nominees. The Committee may express a preference and should indicate the basis for the determination. After interviewing the nominees The Dean of Graduate Studies, in consultation with the candidate's Academic Dean, will submit the recommendation to the Chancellor for appointment. The normal term of appointment will be three years.

The Chair's responsibilities are:

1) Call and preside at meetings of the Executive Committee
2) Preside over the Group meetings in the Fall and Spring semesters.
3) Appoint standing committees and their chairs in consultation with the Executive Committee
4) Act as the administrative liaison between the Group and the Division of Graduate Studies.

Article V: Committees

The Executive Committee and Graduate Group chair will appoint members to the following standing committees at the beginning of Fall term. The Executive Committee and Chair may choose to not constitute a particular committee as a separate body, in which case the Executive committee and chair will assume the responsibilities of that committee. Committee formation and appointments will be reviewed on an annual basis.

1) Executive Committee

The Executive Committee (EC) shall, in consultation with the faculty, determine and implement policy for the good of the Group, establish and guide the educational requirements of the Group, and represent the interests of the Group to University and other agencies. To ensure broad participation and input every effort will be made to have EC membership from at least two Schools. The EC will make appointments to the other committees and approve membership in the QSB graduate Group.

2) Membership Committee
The Membership Committee will be responsible for reviewing applications from faculty who wish to be part of the Group. In addition, the Committee will review the membership of the Group every four years. The Membership committee will recommend approval or denials for membership to the EC.

3) Educational Policy Committee
The Committee on Educational Policy (EPC) is responsible for establishing and guiding the educational programs of the Group. The EPC will be formed by the Executive committee as needed and will periodically conduct reviews of the programs, including the five-year review. The EPC in consultation with the group faculty will determine changes in programmatic requirements of the QSB graduate group.

4) Admissions Committee
The Admissions committee is charged with the development of recruiting materials for the Group, reviewing applications for admissions, making recommendations for admissions to the Dean of Graduate Studies, exploring graduate student support mechanisms, and allocating intramural financial assistance.

Article VI: Graduate Student Representative

A graduate student representative will be included in all deliberations that revolve around issues having to do with educational policy and curriculum. The Group chair will choose the student representative from the QSB Graduate Group after soliciting all active graduate students in the program for their interest. Students will serve a one-year term and can be reselected for a second term.

Article VII: Initial Graduate Advisors

Initial Graduate Advisors who will advise students until such time as they have a graduate research advisor will be chosen from the Group faculty. These will be senior faculty with a broad knowledge of the faculty research interests within the QSB. These individuals will be responsible for the initial advising of graduate students, including dealing with coursework requirements and assisting students to identify research advisors matching their interests.

Article VIII: Meetings

The membership of the Group should meet once during the fall and spring semesters. The Group chair is responsible for calling all regular and special meetings of the membership. Faculty can request additional meetings.

Article IX: Quorum

Issues that require a vote of the membership need to have a quorum of at least 50% of the total membership present. Voting may be done electronically so as to accommodate members who are off campus for extended period of time. A positive or negative decision requires a simple majority of the vote.

Article X: Order of Business

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

1) Reading of the minutes of the preceding meeting
2) Reports from the Chair of the Executive Committee
3) Reports from each of the Standing Committees
4) Old Business
5) New Business

Article XI: Amendments

Amendments to the By-Laws require approval by two-thirds of the voting members of the Group. Written notice of the proposed amendment shall be sent to each member at least five working days prior to the meeting at which the amendment is to be discussed. All amendments must also be submitted to Graduate Council for review and final approval.

Graduate Group in Social and Cognitive Sciences
BYLAWS

Administrative Home: Graduate Division

Article I: Objective

The graduate emphasis in Social and Cognitive Sciences is organized to establish and administer a program of instruction and research leading to the M.S. and Ph.D. in conformance with the regulations of the Graduate Council and the Division of Graduate Studies at the University of California, Merced. The Graduate Group is responsible for establishing standards and requirements for the M.S. and Ph.D. degrees and certifying satisfactory completion by candidates.

The Group function is to provide a focus for graduate training in Social and Cognitive Sciences by facilitating the research interactions among and between graduate students and faculty. By its very nature, graduate training in this area is multifaceted and draws on the expertise of Social and Cognitive Sciences, as well as on the Natural Sciences. The principal focal areas of the Group include, but are not limited to Economics, Psychology, and Cognitive Science, though this is not intended to preclude the growth into other areas. As the breadth of faculty expertise grows in the coming years there is expected to be broad faculty representation in this group from across the University.

Article II: Membership

Membership shall be opened to faculty who are actively involved in scientific inquiry and scholarship in the broad realms of Social and Cognitive Sciences. Membership is not limited to UC Merced faculty and may include faculty members from other UC campuses.

Members of the University faculty wishing to be appointed to the graduate faculty in the Group must submit a written request to the Chair of the Group indicating their interest in participating in the group. This should be accompanied by a current curriculum vitae. Materials will be evaluated by the Executive Committee of the Group for the appropriateness of the appointment to the Graduate Group faculty. At the Executive Committee's discretion an ad hoc committee may be appointed to solicit input from the graduate group and provide a recommendation. Applicants will be admitted to the group if their application receives a majority vote of the Executive Committee.

Faculty will be expected to participate actively in the program. The faculty member is responsible for providing the Executive Committee with appropriate documentation of performance. The Committee will conduct a review of the membership on a periodic basis of four years using the following metrics:
1) An active research program indicated by significant publication in the principal peer-reviewed journals of the field during the past three years.

2) A significant contribution to graduate mentorship and training by either advising a student in their laboratory or by formal graduate teaching through research seminars and courses.
3) General contribution to graduate research training through participation in the management of the graduate program through service on the Graduate Council or one of the standing committees of the group.

Article III: Organization and Administration

The Executive Committee of will consist of five members who will serve rotating terms of five years, with one member being elected each year. The Group chair will serve as an ex officio member of the Committee. It will be the responsibility of the Executive Committee to prepare an annual slate of nominees that will be put before the membership for election to serve on the Executive Committee. The Executive Committee will make appointments to the standing committees.

Article IV: Graduate Group Chair

The Executive Committee will name a nominating committee of three members who will solicit the names of nominees for the group chair. After consultation with the appropriate Academic Deans, the Nominating Committee shall present to the group's faculty for vote a list of nominees willing to serve. All votes will remain confidential. In the event that no candidate obtains a simple majority of votes, a run-off vote will be conducted between the top two candidates from the initial vote. Once a majority candidate has been identified, the Nominating Committee will forward the name to the Dean of Graduate Studies. After a favorable interview of the majority candidate, the Dean of Graduate Studies, will submit the recommendation to the Chancellor for appointment. The normal term of appointment will be three years.

The Chair's responsibilities are:

1) Call and preside at meetings of the Executive Committee,
2) Preside over the Group meetings in the Fall and Spring semesters,
3) Appoint standing committees and their chairs in consultation with the Executive Committee,
4) Act as the administrative liaison between the group and the Division of Graduate Studies.

Article V: Committees

The Executive committee and Graduate Group chair will appoint members to the following standing committees at the beginning of Fall term. The Executive committee and chair may choose to not constitute a particular committee as a separate body, in which case the Executive committee and chair will assume the responsibilities of that committee. Committee formation and appointments will be reviewed on an annual basis.

1) Executive Committee

The Executive Committee shall, in consultation with the faculty, determine and implement policy for the good of the Group, establish and guide the educational requirements of the

Group, and represent the interests of the Group to University and other agencies. To ensure broad participation and input the EC shall have membership from at least two Schools. The EC will make appointments to the other committees and approve membership in the ES graduate group.

2) Membership Committee

The Membership Committee will be responsible for reviewing applications from faculty who wish to be part of the Group. In addition, the Committee will review the membership of the Group every four years. The Membership committee will recommend to the EC approval or denials for membership, and termination of membership in the Group for existing members who no longer qualify.

3) Educational Policy Committee

The Educational Policy Committee is responsible for establishing and guiding the educational programs of the Group. The EPC will be formed by the Executive committee as needed and will periodically conduct reviews of the programs, including the five-year review. The EPC in consultation with the group faculty will determine changes in programmatic requirements of the ES graduate group.

4) Graduate Advising Committee

Members of the Advising committee will be responsible for advising students on initial enrollment, serving as interim major professors as needed, assisting students in identifying their major professor(s), approving programs of study, and monitoring the progress toward degree. The advising committee is charged with reviewing previous coursework of incoming students and recommending a program of study, together with the major professor, that considers both the policies of ES and the students' goals. The Advising committee will review the results of oral and final examinations, and make recommendations to the Dean of Graduate Studies in cases requiring adjudication.

5) Admissions Committee

The Admissions Committee is charged with the development of recruiting materials for the Group, reviewing applications for admissions, making recommendations for admissions to the Dean of Graduate Studies, exploring graduate student support mechanisms, and allocating intramural financial assistance.

Article VI: Student Representative

A graduate student representative will be included in all deliberations that revolve around issues having to do with educational policy and curriculum. The student representative will be elected from current graduate students within the Social and Cognitive Sciences Graduate Group. Students will serve a one-year term and can be re-elected for a single second term.

Article VII: Meetings

The membership of the Group should meet each fall and spring term. The Group chair is responsible for calling all regular and special meetings of the membership.

Article VIII: Quorum

Issues that require a vote of the membership need to have a quorum of at least 50% of the total voting membership present. Group decisions will be determined by simple majority of those voting. Voting may take place by email, but only with unanimous agreement from the Group members that the issue may be handled by email.

Article IX: Amendments

Amendments to the By-Laws require approval by two-thirds of the voting members of the group. Written notice of the proposed amendment shall be sent to each member at least five working days prior to the meeting at which the amendment is to be discussed. All amendments must also be submitted to Graduate Council for review and final approval.

UC Merced Graduate Group in Environmental Systems

BYLAWS

Article I: Objective

The graduate emphasis in Environmental Systems is organized to establish and administer a program of instruction and research leading to the M.S. and Ph.D. in conformance with the regulations of the Graduate Council and the Division of Graduate Studies at the University of California, Merced. The Graduate Group is responsible for establishing standards and requirements for the M.S. and Ph.D. degrees and certifying satisfactory completion by candidates.

The Group function is to provide a focus for graduate training in Environmental Systems by facilitating the research interactions among and between graduate students and faculty. By its very nature the study of environmental systems is multifaceted and draws on the expertise of the Natural Sciences, and Engineering disciplines, as well as those within the Social and Behavioral Sciences, and Management. The principal focal areas of the Group include, but are not limited to Atmospheric Sciences, Earth Systems Science, Ecology, Environmental Geochemistry, Hydrology and Water Resources Management, and Environmental Engineering; this is not intended to preclude the growth into other areas. As the breadth of faculty expertise grows in the coming years there is expected to be broad faculty representation in this group from across the University.

Article II: Membership

Membership shall be opened to faculty who are actively involved in scientific inquiry and scholarship in the broad realms of environmental science, ecology and environmental engineering. Membership is not limited to UC Merced ladder faculty and may include ladder faculty members from other UC campuses. Voting privileges on ES Group policy and by-law matters are restricted to UC Merced ES Group members who are ladder faculty.

Members of the University faculty wishing to be appointed to the graduate faculty in the Group must submit a written request to the Chair indicating their interest in participating in the group. This should be accompanied by a current c.v. Materials will be evaluated by the Executive Committee for the appropriateness of the appointment to the Graduate Group faculty. At the Executive Committee's discretion an ad hoc committee may be appointed to solicit input from the graduate group and provide a recommendation. Applicants will be admitted to the group if their application receives a majority vote of the Executive Committee.

Faculty will be expected to participate actively in the program. The faculty member is responsible for providing the Executive Committee with appropriate documentation of performance. The Committee will conduct a review of the membership on a periodic basis of four years using the following metrics: 1) An active research program indicated by significant publication in the principal peer-reviewed journals of the field during the past three years. 2) A significant contribution to graduate mentorship and training by either advising a student in their laboratory or by formal graduate teaching through research seminars and courses. 3) General contribution to graduate research training through participation in the management of the

graduate program through service on the Graduate Council or one of the standing committees of the group.

Article III: Organization and Administration

All policy and procedure issues will be developed through the Executive Committee (EC) which will consist of five members,. including the Graduate Group Chair and Vice-Chair. All EC members have voting rights. The Graduate Group Chair will chair the EC. It is the responsibility of the Chair and the Vice-Chair to voice the results of EC deliberations to pertinent academic and research administrative units, and to the Dean providing oversight and resources to the Group. EC. . Election procedures and specific duties of the Graduate Group Chair, Vice-Chair and Executive Committee are discussed in the following articles.

Article IV: Academic Dean

The Dean providing oversight and resources for the ES Graduate Group will be elected by a simple majority vote of the group members. This appointment must be renewed by vote every five years or less. [By Unanimous vote Jeff Wright (Dean, School of Engineering) was named ES Graduate Group Academic Dean starting July 1, 2005]

Article V: Graduate Group Chair

The Executive Committee (EC) will solicit the names of nominees for the Group Chair. The EC will then present a list of at least two nominees willing to serve to the group's faculty for vote. All votes will remain confidential. In the event that no candidate obtains a simple majority of votes, a run-off vote will be conducted between the top two candidates from the initial vote. Once a majority candidate has been identified, the EC will forward the name to the Dean of Graduate Studies. The normal term of appointment will be three years.

The Chair's responsibilities are:

1) Calling and presiding over the Group meetings in the Fall and Spring semesters 2) Calling and presiding over meetings of the Executive Committee, and 3) Acting on behalf of the EC as the administrative liaison between the Group and the relevant academic Dean, the Graduate Council, the Division of Graduate Studies, and other campus units.

Article VI: Graduate Group Vice-Chair

The Executive Committee (EC) will solicit the names of nominees for the Group Vice-Chair. The EC will then present a list of at least two nominees willing to serve to the group's faculty for vote. All votes will remain confidential. In the event that no candidate obtains a simple majority of votes, a run-off vote will be conducted between the top two candidates from the initial vote. Once a majority candidate has been identified, the EC will forward the name to the Dean of Graduate Studies. The normal term of appointment will be three years.

The Vice-Chair's responsibilities are:

1) Presiding over the Group and EC meetings in the Chair's absence 2) Acting, along with the Chair, and on behalf of the EC, as the administrative liaison between the Group and the relevant

academic Dean, the Graduate Council, the Division of Graduate Studies, and other campus units.
3) Serving as Chair of the Educational Policy Committee

Article VII: Committees

The EC will appoint members to the following standing committees at the beginning of Fall term. The Executive Committee may choose to not constitute a particular committee as a separate body, in which case the EC will assume the responsibilities of that committee. Committee formation and appointments will be reviewed on an annual basis.

1) Executive Committee (EC)

The EC shall, in consultation with the faculty, determine and implement policy for the good of the Group, establish and guide the educational requirements of the Group, and represent the interests of the Group to University and other agencies.

The EC shall consist of five elected members (3 EC members plus the Group Chair and Vice-Chair) who will serve a term of three years. Committee memberships will be staggered by one year to maintain a range of experience across the committee. Membership may be extended for one year beyond the three-year term by a majority vote of the Group faculty.

It will be the responsibility of the Executive Committee to prepare an annual slate of nominees to be put before the membership for election to serve on the Executive Committee in subsequent years, assuming one or more members has completed his/her term.

The Executive Committee will make appointments to the standing committees of the Group. The term of service in each group will be three years. Extensions beyond the three-year term require a majority vote of the Executive Committee for each year of the extension.

The Executive Committee will approve faculty appointments to the Group based on recommendations from the Membership Committee. These approvals will require a simple majority of the Committee.

2) Membership Committee

The Membership Committee will be responsible for reviewing applications from faculty who wish to be part of the Group. In addition, the Committee will review the membership of the Group every three years. The Membership committee will recommend approval or denials for membership to the Executive Committee. This committee will be constituted by at least three Group members appointed by the EC. The term of service is two years, and appointments are renewable.

3) Educational Policy Committee

The Educational Policy Committee (EPC) is responsible for establishing and guiding the educational programs of the Group. The Group Vice-Chair will chair the EPC. The EPC is charged with establishing and maintaining documentation on the ES curriculum, and committee will periodically prepare for system reviews of the ES program, including the five-year review. The EPC, in consultation with the group faculty, will coordinate and document changes in programmatic requirements of the ES program, and present proposed changes to the voting body.

This committee will be constituted by at least two Group members appointed by the EC, and the Group Vice-Chair, who will preside over the EPC. The term of service will two years for the regular members, and appointments are renewable.

4) Graduate Advising Committee

Members of the Advising committee will be responsible for advising students on initial enrollment, serving as interim major professors as needed, assisting students in identifying their major professor(s), approving programs of study, and monitoring the progress toward degree. The advising committee, together with the major professor, is charged with reviewing previous coursework of incoming students and recommending a program of study that considers both the policies of ES and the student's goals. This committee will be constituted by at least three Group members appointed by the EC. The term of service is two years, and appointments are renewable.

Student grievances requiring adjudication may stem from disputed examination results, GSR appointment termination, or other issues. Students have the right to pursue grievances with the Advising Committee, which will assemble, review pertinent information, and provide a written summary to the Executive Committee within 30 calendar days of the student grievance. Extensions may be granted in writing by the Group Chair when warranted by key parties on either side of the grievance (e.g., extended travel obligations, illness). Advising and Executive Committee members who are members of the examination committee will recuse themselves from the review process, but may be interviewed by the remaining committee members. The Executive Committee will rule on the case. Students have the right to appeal this ruling to the Dean of Graduate Studies within 30 calendar days. The Graduate Dean may request that the graduate program's Lead Dean and/or other appropriate parties investigate the student's concerns or grievances and determine appropriate resolutions. Ultimately, the final resolution of all disputes lies with the Dean of the Graduate Division as described in UC Merced's Graduate Advisors Handbook. In the event that the dispute involves the Graduate Dean in her/his role as a faculty member, then the final resolution of all disputes resides with the Executive Vice Chancellor.

5) Admissions Committee

The Admissions committee is charged with the development of recruiting materials for the Group, reviewing applications for admissions, making recommendations for admissions to the Dean of Graduate Studies, exploring graduate student support mechanisms, and allocating intramural financial assistance. This committee will be constituted by at least three Group members appointed by the EC. The term of service is two years, and appointments are renewable.

Article VIII: Student Representative

A student representative will be included in all deliberations that revolve around issues having to do with educational policy and curriculum. The student representative will be elected by the current graduate students in the enrolled in the ES Graduate Group. The student representative will serve a one-year term and may be re-elected for a second term.

Article IX: Meetings

The membership of the Group should meet each fall and spring term. The Group chair is responsible for calling all regular and special meetings of the membership. The EC should meet on a bi-monthly basis, or more frequently as necessary.

Article X: Quorum

Issues that require a vote of the membership need to have a 50% quorum present. Group decisions will be determined by simple majority of those voting.

Article XI: Amendments

Amendments to the By-Laws require approval by two-thirds of the voting members of the group. Written notice of the proposed amendment shall be sent to each member prior to the meeting at which the amendment is to be discussed. All amendments must also be submitted to Graduate Council for review and final approval.

Graduate Group in World Cultures
BYLAWS
Administrative Home: Graduate Division

Article I: Objective

The graduate emphasis in World Cultures is organized to establish and administer a program of instruction and research leading to the M.A. and Ph.D. in conformance with the regulations of the Graduate Council and the Division of Graduate Studies at the University of California, Merced. The Graduate Group is responsible for establishing standards and requirements for the M.A. and Ph.D. degrees and certifying satisfactory completion by candidates.

The Group function is to provide a focus for graduate training in World Cultures by facilitating the research interactions among and between graduate students and faculty. By its very nature, graduate training in this area is multifaceted and draws on the expertise of the humanities, the social sciences, and the arts. The principal focal areas of the Group include, but are not limited to History and Literature, though this is not intended to preclude the growth into other areas. As the breadth of faculty expertise grows in the coming years there is expected to be broad faculty representation in this group from across the University.

Article II: Membership

Membership shall be opened to faculty who are actively involved in scholarship in the broad realms of culture, literature, history, and the arts. Membership is not limited to UC Merced faculty and may include faculty members from other UC campuses.

Members of the University faculty wishing to be appointed to the graduate faculty in the Group must submit a written request to the Chair of the Group indicating their interest in participating in the group. This should be accompanied by a current *curriculum vitae*. Materials will be evaluated by the Executive Committee of the Group for the appropriateness of the appointment to the Graduate Group faculty. At the Executive Committee's discretion, an ad hoc committee may be appointed to solicit input from the graduate group and provide a recommendation. Applicants will be admitted to the group if their application receives a majority vote of the Executive Committee.

Faculty will be expected to participate actively in the program. The faculty member is responsible for providing the Executive Committee with appropriate documentation of performance. The Committee will conduct a review of the membership on a periodic basis of four years using the following metrics:

1) An active research program indicated by significant publication in the principal peer-reviewed journals of the field during the past three years.

2) A significant contribution to graduate mentorship and training by either advising a student or by formal graduate teaching through research seminars and courses.

3) General contribution to graduate research training through participation in the management of the graduate program through service on the Graduate Council or one of the standing committees of the group.

Article III: Organization and Administration

The Executive Committee of the Group will consist of five members who will serve rotating terms of five years, with one member being elected each year. The Group chair will serve as an *ex officio* member of the Committee. It will be the responsibility of the Executive Committee to prepare an annual slate of nominees that will be put before the membership for election to serve on the Executive Committee. The Executive Committee will make appointments to the standing committees.

Upon its constitution, the Group will name the Dean of the school of Social Sciences Humanities and arts as its cognizant Dean. The Dean will guarantee the necessary resources (faculty, teaching assistantships, etc) for the group. Every five years, the group will hold elections to vote for a cognizant dean. A majority of three quarters will be needed to change cognizant deans.

Article IV: Graduate Group Chair

The Executive Committee will name a nominating committee of three members who will solicit the names of nominees for the group chair. After consultation with the appropriate Academic Deans, the Nominating Committee shall present to the group's faculty for vote a list of nominees willing to serve. All votes will remain confidential. In the event that no candidate obtains a simple majority of votes, a run-off vote will be conducted between the top two candidates from the initial vote. Once a majority candidate has been identified, the Nominating Committee will forward the name to the Dean of Graduate Studies. After a favorable interview of the majority candidate, the Dean of Graduate Studies, will submit the recommendation to the Chancellor for appointment. The normal term of appointment will be three years.

The Chair's responsibilities are:

1) Call and preside at meetings of the Executive Committee,
2) Preside over the Group meetings in the Fall and Spring semesters,
3) Appoint standing committees and their chairs in consultation with the Executive Committee,
4) Act as the administrative liaison between the group and the Division of Graduate Studies.

Article V: Committees

The Executive committee and Graduate Group chair will appoint members to the following standing committees at the beginning of Fall term. The Executive committee and chair may choose to not constitute a particular committee as a separate body, in which case the Executive committee and chair will assume the responsibilities of that committee. Committee formation and appointments will be reviewed on an annual basis.

1) Executive Committee
The Executive Committee shall, in consultation with the faculty, determine and implement policy for the good of the Group, establish and guide the educational requirements of the Group, and represent the interests of the Group to the University and other agencies. The EC will make appointments to the other committees and approve membership in the WC graduate group.

2) Membership Committee
The Membership Committee will be responsible for reviewing applications from faculty who wish to be part of the Group. In addition, the Committee will review the membership of the Group every four years. The Membership committee will recommend to the EC approval or denials for membership, and termination of membership in the Group for existing members who no longer qualify.

3) Educational Policy Committee
The Educational Policy Committee is responsible for establishing and guiding the educational programs of the Group. The EPC will be formed by the Executive committee as needed and will periodically conduct reviews of the programs, including the five-year review. The EPC in consultation with the group faculty will determine changes in programmatic requirements of the graduate group.

4) Graduate Advising Committee
Members of the Advising committee will be responsible for advising students on initial enrollment, serving as interim major professors as needed, assisting students in identifying their major professor(s), approving programs of study, and monitoring the progress toward degree. The advising committee is charged with reviewing previous coursework of incoming students and recommending a program of study, together with the major professor, that considers both the policies of WC and the student's goals. The Advising committee will review the results of oral and final examinations, and make recommendations to the Dean of Graduate Studies in cases requiring adjudication.

5) Admissions Committee
The Admissions Committee is charged with the development of recruiting materials for the Group, reviewing applications for admissions, making recommendations for admissions to the Dean of Graduate Studies, exploring graduate student support mechanisms, and allocating intramural financial assistance.

Article VI: Student Representative

A graduate student representative will be included in all deliberations that revolve around issues having to do with educational policy and curriculum. The student representative will be elected from current graduate students within the World Cultures Graduate Group. Students will serve a one-year term and can be re-elected for a single second term.

Article VII: Meetings

The membership of the Group should meet each fall and spring term. The Group chair is responsible for calling all regular and special meetings of the membership.

Article VIII: Quorum

Issues that require a vote of the membership need to have a quorum of at least 50% of the total voting membership present. Group decisions will be determined by simple majority of those voting. Voting may take place by email, but only with unanimous agreement from the Group members that the issue may be handled by email.

Article IX: Amendments

Amendments to the By-Laws require approval by two-thirds of the voting members of the group. Written notice of the proposed amendment shall be sent to each member at least five working days prior to the meeting at which the amendment is to be discussed. All amendments must also be submitted to Graduate Council for review and final approval.