

January 12, 2010

WARREN PICKETT, Chair
RICHARD SCALETTAR, Chair
Graduate Program in Physics

RE: Bylaws for the Graduate Program in Physics

Dear Colleagues:

At its meeting of January 11, 2010, Graduate Council considered and approved the Bylaws for the graduate program in Physics. Thank you for your patience as Council closed the review of your program before considering the bylaws.

Attached is a copy of the bylaws reflecting Council's approval date. A copy should be kept in the program files, made available to the members, and be used for future revisions of the bylaws. The Office of Graduate Studies will also keep a copy and post to your page at: http://www.gradstudies.ucdavis.edu/programs/program_detail.cfm?id=74.

Thank you for your efforts on behalf of graduate education.

Sincerely,



André Knoesen, Chair
Graduate Council

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Enclosure

cc: Graduate Program Staff Peterson

Graduate Program in Physics Bylaws

Administrative Home: Department of Physics

Revised: February 2009

Graduate Council Approval: January 11, 2010

ARTICLE I. MISSION

The mission of the Graduate Program in Physics is to establish and administer graduate instruction in physics, to provide for mentoring and research supervision of students studying for the graduate degrees in physics, and to further the intellectual frontiers in physics. The objective of this Graduate Program (henceforward “the Program”) is to prepare M.S. and Ph.D. degree recipients for successful careers in science, technology, and physics education. An additional objective is the fostering of collaborative research in physics among members of this Program and with related efforts elsewhere.

ARTICLE II. MEMBERSHIP

Eligibility for membership in the Graduate Program in Physics shall be based on an individual's contribution to the mission of the Program: the guidance of candidates for the degree of Ph.D. in Physics and the advancement of the intellectual frontiers of physics.

A. Criteria for membership in the graduate program, and anticipated contributions by members:

1. It is essential that each member have an active and productive program of research in physics. This may be demonstrated in part by the recent publication of physics research papers in appropriate refereed journals. Recent success in obtaining extramural research grants in physics, giving invited talks at physics conferences, or other evidence of an active research program in physics may also be considered. Research should be within the discipline of physics; the application of techniques from physics to other disciplines is not in itself sufficient for membership.
2. Members must demonstrate that they can provide an appropriate research environment in which graduate students can carry out research suitable for a Ph.D. in physics. This research must overlap with the specializations of other members of the Graduate Program, at least to a degree that allows the formation of a Dissertation Committee within the Program that is able to evaluate the work.
3. Membership carries responsibilities. Members must engage in the regular activities of the Graduate Program: participating in physics seminars and colloquia; taking part in the mentoring of graduate students or postdoctoral scholars in physics; and serving on standing or ad hoc committees. Members are ordinarily expected to offer at least one graduate course in physics every two years, either in the form of a standard graduate course or a special topics (Physics 250) course.
4. Members are expected to serve willingly as Ph.D. advisers. Continuing members should have a demonstrated willingness to serve on Qualifying Examination and Dissertation Committees of graduate students in the Program, and to contribute to the writing and grading of the Preliminary Examination.
5. All members of the Graduate Program are eligible to vote on matters within the purview of the Program.

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

B. Application for membership

1. Active faculty in the Physics Department of the University of California, Davis who are in the Academic Senate are members of the Graduate Program in Physics.
2. Other faculty in the Davis Academic Senate may be nominated for membership by two members of the Program. Nominees shall send a letter to the Graduate Program Chair confirming their willingness to meet the criteria for membership, along with a curriculum vitae, a publication list, a list of extramural support, and any other supporting information they wish to provide.
3. The Chair shall forward the application material to the Membership Committee, which shall determine admissibility and make a recommendation to the Program.
4. Admission to the Program shall be by a vote of the members of the Program by secret ballot. Such a vote shall be valid only if a majority of the members of the Program vote. Approval shall require a two-thirds majority of those voting.

C. Emeritus status

1. Emeriti who wish to be members of the Program must meet the criteria of section A and be admitted according to the procedures of section B.
2. Emeriti who are admitted to the Program have the full rights of membership.

D. Review of membership

1. Initial membership in the Graduate Program in Physics shall be for a term of two years. After an initial renewal, membership shall be subject to review every three years.
2. At the end of each term, the Membership Committee shall determine whether a member still meets the criteria for membership as set out by these bylaws in Section A. If the Membership Committee determines that a member does not meet these criteria, the committee shall make a recommendation to the Graduate Program, and a new vote shall be held, by secret ballot. Such a vote shall be valid only if a majority of the members of the Program vote. Continued membership shall require an affirmative vote of a majority of those voting.
3. A member of the Program who is the chair of a physics graduate student's Dissertation Committee may continue to play that role for that Committee even if his or her membership in the Program is not renewed.

E. Membership appeal process

1. Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.

ARTICLE III. ORGANIZATION AND ADMINISTRATION OF THE PROGRAM

The home of this Program is the Department of Physics, and the Chair of the Department of Physics, or designate appointed by the Department Chair, is the Graduate Program Chair.

ARTICLE IV. GRADUATE PROGRAM CHAIR

A. The Department Chair administers the Graduate Program. The Chair may delegate the day-to-day responsibilities of the Graduate Program to one or more Program members.

B. Duties of the Chair include:

1. Providing overall academic leadership for the program;
2. Developing and implementing policies for the program;
3. Representing the interests of the program to the campus and University administrators;
4. Calling and presiding over meetings of the program;
5. Monitoring the progress of graduate students in the program;
6. Managing the budget of the program;
7. To the extent possible, ensuring adequate funding of graduate students;
8. Coordinating administrative matters with the Office of Graduate Studies;
9. Recommending Qualifying Examination and Ph.D. Committees;
10. Submitting course change or approval forms;
11. Nominating graduate advisers for appointment.

ARTICLE V. PROGRAM COMMITTEES

A. Committees of the Program include:

1. Membership Committee
2. Recruitment Committee
3. Admissions and Fellowship Committee
4. Curriculum Committee
5. Preliminary Examination Committee
6. Qualifying Examination Committees
7. Dissertation Committees
8. Graduate Advisers Committee

The Chair shall determine the number of members necessary for each committee. Members may serve multiple terms at the discretion of the Chair.

B. About the Committees

1. Membership Committee.
 - a. The responsibilities of the Membership Committee include:
 - i. Review applications for membership in the Program, and make recommendations to the members of the Program.
 - ii. Periodically review membership to determine whether membership criteria are still met, and make recommendations to the members of the Program.
 - b. Members of the Membership Committee shall be appointed annually by the Program Chair.

2. Recruitment Committee.
 - a. The responsibilities of the Recruitment Committee include:
 - i. Plan and oversee the recruitment weekend.
 - ii. Oversee the recruitment of graduate students.
 - iii. Advise the Admissions and Fellowship Committee on recruitment issues.
 - b. Members of the Recruitment Committee shall be appointed annually by the Program Chair. One student member shall be appointed, with the rights and responsibilities specified in Section VI of these bylaws.
3. Admissions and Fellowship Committee.
 - a. The responsibilities of the Admissions and Fellowship Committee include:
 - i. Assist in the recruitment of graduate students.
 - ii. Make recommendations to the Program Chair on admissions.
 - iii. Make recommendations to the Program Chair on fellowships, teaching assistantships, and other forms of financial aid.
 - b. Members of the Admissions and Fellowship Committee shall be appointed annually by the Program Chair.
4. Curriculum Committee.
 - a. The responsibilities of the Curriculum Committee include:
 - i. Prepare recommendations, as needed, regarding requirements for graduate degrees and other programmatic proposals for consideration by the members of the Program.
 - ii. Annually review the Physics graduate curriculum.
 - iii. Present preliminary examination results to the Program members and make recommendations of action.
 - iv. Prepare recommendations as needed for educational policies for the conduct and administration for the Program.
 - v. Prepare recommendations on requests by non-Members to chair Dissertation Committees within the Program.
 - b. Members of the Curriculum Committee shall be appointed annually by the Program Chair. One student member shall be appointed, with the rights and responsibilities specified in Section VI of these bylaws.
5. Preliminary Examination Committee.
 - a. The responsibilities of the Preliminary Examination Committee are:
 - i. Prepare, administer, and compile results of the Preliminary Examination. Exam questions and grading will be done with the assistance of Program members.
 - b. Members of the Preliminary Examination Committee shall be appointed annually by the Program Chair.
6. Qualifying Examination Committees.
 - a. The planned chair of a student's dissertation committee may not serve on the student's Qualifying Examination Committee.
 - b. A Qualifying Examination Committee must include one or two non-members of the Program.
 - c. A Qualifying Examination Committee should include at least one experimentalist and at least one theorist or computational physicist.
 - d. A Qualifying Examination Committee should achieve some balance among subdisciplines (such as condensed matter, cosmology, or high energy), with three members from the student's subdiscipline and two from outside it. A typical committee includes three Program members from the student's subdiscipline, one Program member from outside the subfield, and one non-member of the Program.

- e. The membership of each Qualifying Examination Committee shall be recommended for approval by the Program Chair, who may grant exceptions to the guidelines a-d on a case-by-case basis. The Dean of Graduate Studies has final approval for membership.
- f. Membership of Qualifying Examination Committees is further subject to any restrictions imposed by Graduate Studies or the Graduate Council.

7. Dissertation Committees.

- a. A qualified non-member of the Program may serve as a member of a Dissertation Committee, other than as chair of the Committee, with recommendation of approval of the Program Chair. Final approval rests with the Dean of Graduate Studies.
- b. A qualified non-member of the Program can serve as chair of a Dissertation Committee after recommendation of approval by a majority vote of Program members. Final approval rests with the Dean of Graduate Studies
- c. Membership of Dissertation Committees is further subject to any restrictions imposed by Graduate Studies or the Graduate Council.

8. Graduate Advisers Committee.

- a. The responsibility of the Graduate Advisers Committee is to coordinate the advising of graduate students, particularly those who have not yet advanced to Ph.D. Candidacy.
- b. All Graduate Advisers serve on this committee.

ARTICLE VI. STUDENT REPRESENTATIVES

- A. A student representative shall be appointed to the Recruitment Committee and the Curriculum Committee.
- B. To serve as a representative, a student must have advanced to candidacy for the Ph.D. degree.
- C. Student representatives shall serve for one year, and may be reappointed without limit.
- D. Student representatives may participate in all non-confidential discussions, but shall have no voting rights.
- E. The Chair of any committee with student members must excuse the student representatives from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

ARTICLE VII. GRADUATE ADVISERS

- A. The Chair of Graduate Council approves graduate adviser appointments. The Graduate Program Chair will provide nominations to the Associate Dean for Graduate Programs. The Associate Dean will review and recommend nominees to the Chair of Graduate Council for appointment.
- B. The number of advisers will be determined each year in response to the size of the incoming class. Normally, each adviser will be responsible for four to six new graduate students.
- C. Advisers will be assigned students at the beginning of the academic year, and will serve until all of their assigned students have either advanced to candidacy or left the program.
- D. Advisers shall meet with incoming students to discuss class assignments, program requirements, and related matters, and shall then meet with their students at least once a year to discuss progress. Advisers shall fill out annual student progress reports.
- E. Advisers shall be members of the Graduate Advisers Committee.

ARTICLE VIII. MEETINGS

The Program Chair shall schedule an annual meeting, to be held in the Fall quarter of each academic year. The Chair may schedule other meetings as required, and shall be required to do so at the written request of three or more members. Notice of such meetings, including a preliminary agenda, shall be given to all Program members a minimum of five days in advance, except in cases requiring emergency action. New business may be added to the agenda at any meeting.

ARTICLE IX. QUORUM

- A. A quorum shall consist of at least 50+% of the Program membership who are in residence at UCD at the time of the meeting.
- B. Action by the Program to recommend approving a non-member as a Dissertation Committee chair, to adopt curricular and educational policies, and other actions except for amendments to the bylaws shall require a simple majority of those voting. Balloting may be conducted either in a meeting of the Program Faculty or by email. If voting is to occur by mail or email, then at least seven calendar days shall be allowed for the voting to occur.

ARTICLE X. AMENDMENTS

- A. These bylaws may be amended by the approval of two-thirds of all members in residence at UCD during the consideration of the bylaw change, provided a quorum is established.
- B. All bylaw amendments shall be considered by mail or e-mail ballot. Written notice of the balloting and a copy of the proposed amendment shall be sent to each member of the Program at least seven calendar days prior to the voting deadline.
- C. All amendments and revisions must be submitted to Graduate Council for review and approval.