



BYLAWS FOR THE INTERDEPARTMENTAL GRADUATE PROGRAM IN CELL, MOLECULAR, AND DEVELOPMENTAL BIOLOGY (CMDB)

University of California, Riverside

CMDB Faculty Approval Date: October 5, 2005

Graduate Council Approval Date: July 21, 2006

Article I: Objective

The mission of the interdepartmental Graduate Program in Cell, Molecular, and Developmental Biology (hereafter referred to CMDB) is to deliver graduate training that will lead to the awarding of M.S. and Ph.D. degrees in CMDB. These two degree programs shall be operated in conformance with the rules and procedures of the Graduate Division of the Riverside campus of University of California.

Scientists, including both faculty and students, on the UCR campus in the area of cell, molecular and developmental biology reside in over a dozen departments in the College of Natural and Agricultural Sciences, the Division of Biomedical Sciences, the Bourns college of Engineering, and the College of Humanities, Arts and Social Sciences (the Department of Psychology). Because of this wide distribution of CMDB scientists, an integral function of the CMDB program is to facilitate the periodic gathering together of faculty members, graduate students, and postdoctoral fellows with shared scientific interests.

Article II: Degrees Offered by the Program

The CMDB interdepartmental program offers both the Master of Science (Thesis plan M.S.) degree and graduate training leading to the award of the doctor of philosophy degree (Ph.D.).

Article III: Membership

1. Qualifications for Faculty Membership.

The CMDB Interdepartmental Program Participating Faculty shall consist of persons at the University of California, Riverside who are qualified to guide candidates for the Ph.D. degree in Cell, Molecular and Developmental Biology. Membership shall be determined by the CMDB Committee on Faculty Membership with subsequent ratification by the Executive Committee of the Program. If the Executive Committee does not concur with the decision of the Membership Committee, the final decision shall be made by joint consideration of the two bodies.

Application for membership in CMDB shall consist of a letter requesting membership in the program and a *Curriculum vitae* including a complete list of publications in refereed journals and extramural grant support. The application should be sent to the Director of the Program.

UCR faculty members are eligible for election to CMDB Graduate Program membership providing that they meet the following criteria:

- (a) Hold an appropriate academic title as a member of the Academic Senate of the University of California (includes Professors, Professors in Residence, Clinical Professors, Professors Emeriti), or be a member of the Research Scientist series.
- (b) Have an active program of research or scholarship in topics related to CMDB commensurate with the expectations of the University of California.

All elected faculty members of the graduate program will have the same full rights and privileges regarding the governance of the program.

2. Responsibilities for Faculty Membership.

The activities that can justify membership and renewal of membership include:

- (a) participating in the teaching of courses that are required for the operation of the instructional component of the M.S. and Ph.D. programs, e.g. CMDB 201, 202, 203, and 281;
- (b) taking an active role in the administration of the Program by serving on administrative committees;
- (c) serving as a Graduate Advisor or other Administrative Officer of the program;
- (d) contributing to the training and mentoring of CMDB graduate students in his or her laboratory; and
- (e) maintaining an active funded research program in a CMDB subject area, including support for graduate students.

Other contributions that are expected of all faculty to support continued membership in CMDB include: chairing or service on any one of the CMDB committees; providing and grading questions for the Written Examination; serving on Ph.D. Oral Qualifying Committees, Dissertation Committees, or student Guidance Committees; assisting the planning and presentation of the Annual CMDB Research Symposium; assisting in the preparation of Fellowship Training Grant applications for the CMDB Program; participation in laboratory rotations for entering students; participating in elections and attendance at the Annual Faculty Meeting.

3. Procedures for Review of Faculty Membership.

Membership in the CMDB Interdepartmental Graduate Program must be renewed every 4 years; each year 25% of the Participating Faculty will be reviewed for membership renewal. The Membership Committee is charged with determining if an individual still meets the membership guidelines at that point in time. The Membership Committee must advise the faculty members that their continued participation in CMDB is under review and shall request both supporting evidence that the individual has been an active participant in the Program according to Article III.2 and a current *Curriculum vitae*. If the membership of a person on the Membership Committee is to be considered for renewal, the Executive Committee will carry out the review and make the decision.

Faculty members who fail to achieve renewal of their membership may appeal that decision. The appeal should be submitted in writing and forwarded to the Program Director for presentation to the Executive Committee. If the Executive Committee does not concur with the decision of the Membership Committee, the final decision shall be made by joint consideration of the two bodies.

Article IV: Organization and Administration

The administration of the CMDB program and its activities will be carried out by the Program Director and the Executive Committee. The Executive Committee shall consist of four elected members (from at least two departments that have faculty with CMDB students), the Program Director, the two Graduate Advisors, and one graduate student, who has been Advanced to Candidacy. The Executive Committee will be chaired by the CMDB Program Director.

1. Graduate Program Director

The CMDB Program Director is responsible for the overall organization and leadership of the Interdepartmental Graduate Program in CMDB and serves as Chair of the Executive Committee.

The appointment of the Program Director shall be in accordance with the regulations of the UCR Graduate Council. The Director will be appointed by the Chancellor for a term of three years, upon the recommendation of the Dean of the Graduate Division. A Nominating Committee approved by the Executive Committee will solicit the names of nominees for a new Program Director from the participating faculty in CMDB. The faculty will be polled for comments on the nominees; all comments will be kept confidential. The Nominating Committee will forward at least two names to the Graduate Dean along with comments received on the nominees. The Graduate Dean, in consultation with the appropriate College Dean, will forward his/her recommendation to the Chancellor, who makes the appointment.

The Program Director shall be the chief officer and spokesperson for CMDB and for the Executive Committee; shall call and preside over meetings of these bodies; shall appoint, with approval of the Executive Committee, the standing committee Chairs and members and special committee members; and shall recommend to the Graduate Dean individuals to be appointed as Graduate Advisors. The Program Director will represent CMDB at the CNAS Chairs meeting and will maintain liaison with CMDB groups on other campuses of the University.

2. Associate Program Director

An Associate Program Director will be nominated annually by the Program Director from the membership of the Executive Committee and will be approved by a majority vote of the Executive Committee. The Associate Program Director will serve as Chair of the Executive Committee in the absence of the Program Director.

3. Graduate Advisors(s)

The Graduate Advisors shall be appointed for three year periods with staggered terms. The Program Director shall provide nominations for the CMDB Graduate Advisor(s) to the Executive Committee, which will then send them to the Graduate Dean.

The Graduate Advisors are the officers of the CMDB program who serve as advisors and consultants to the graduate students with respect to curriculum and other academic and curricular matters such as formation of a student's Guidance Committee, Ph.D. Oral Qualifying

Examination Committee and Dissertation Committee. Final approval of the membership of the latter two committees rests with the Graduate Dean.

One Graduate Advisor shall serve as chair of the Admissions and Recruitment Committee and as Advisor to the matriculating students the following academic year, including the organization of their rotations. The other Graduate Advisor is responsible for the advising and monitoring the progress of continuing students. The two Graduate Advisors and the Director will make the official assignment of the first year students to the laboratories of their Major Professors.

Article V: Committees

The CMDB Interdepartmental Graduate Program will have the following standing committees.

1. Executive Committee.

(a) The management of the CMDB Interdepartmental Graduate Program shall be vested in the Program Director and the Executive Committee. The Executive Committee will be chaired by the Program Director and shall consist of four faculty elected from the membership of the Participating Faculty (from at least two Departments or Divisions that have faculty with CMDB graduate students), plus one student (Advanced to Candidacy) appointed annually by the CMDB Graduate Student Association. If the Program Director is an elected member of the Executive Committee at the time of his/her appointment, a vacancy will be created on the Executive Committee [V.1.(e)].

(b) The faculty members of the Executive Committee shall be elected for three year terms; the terms shall be staggered so that at least one member is elected each year. No member will serve more than two consecutive terms.

(c) The election of faculty members to the CMDB Executive Committee will be held in June.

Nominations shall be solicited by electronic mail from the Participating CMDB Faculty. Elections will be conducted by mail or electronic mail ballot within two weeks thereafter. Each member of the Participating CMDB Faculty shall cast the number of votes equal to the number of positions to be filled on the ballot provided. Those nominees receiving the most votes will be declared elected (with consideration that at least two faculty must

be elected from Departments that have CMDB students). Ties will be resolved by lot. Election results shall be transmitted to all Participating CMDB Members promptly. Elected members will assume their duties on September 1st.

(d) The principal duties of the Executive Committee shall be to determine and implement policy for the good of the CMDB Interdepartmental Graduate Program and to represent the interest(s) of the group generally to various university and other agencies. The Executive Committee is responsible for the educational policy of the Program. This function of the committee shall include consideration and approval of course offerings in Cell, Molecular and Developmental Biology, recommendations regarding the graduate program in CMDB, maintaining a current list of approved courses, and making recommendations for faculty teaching assignments to Department Chair(s). The Executive Committee is also responsible for CMDB's academic planning; annual academic planning reports should be prepared for forwarding to the CNAS Dean and appropriate Departmental Chairs by mid-January.

(e) The Executive Committee will meet at least twice yearly. Additional meetings and executive sessions may be called by the Program Director as deemed necessary or upon the petition of five faculty members of the CMDB Interdepartmental Graduate Program sent to the Program Director. The Executive Committee should fill interim vacancies of its membership for the remainder of the current year.

2. Membership Committee.

The Membership Committee shall consist of three members appointed by the Program Director. The members of this committee shall come from different departments and represent, as much as possible, the research diversity of the program. The Membership Committee shall consider new applications for membership and annually review those participating CMDB Faculty Members who have completed four years of membership in the Program. Each faculty member considered for renewal should be directly contacted by the Membership Committee and offered an opportunity to (a) express his/her interest in continued participation in the CMDB Program, (b) summarize his/her contributions to the program, and (c) provide a *Curriculum vitae*. The Membership Committee will meet at least two times per year and forward a report to the Executive Committee with their recommendations with respect to new

participating faculty members as well as renewal of faculty members. The Membership Committee will make a report of the Committee's activities at the Annual Faculty Meeting.

3. Admissions and Recruitment Committee.

The Committee on Admissions and Recruitment shall consist of one Graduate Advisor, the Program Director, two additional faculty members (appointed by the Director) and a CMDB Graduate Student Member (in good academic standing or Advanced to Candidacy). The Graduate Advisor whose primary responsibility is the recruitment of new students, will serve as Chair of the Admissions and Recruitment Committee. The functions of this committee shall include admission of students to the CMDB Program and recommendations for their financial support. This Committee will also be responsible for recruitment strategies, matching applicants with a participating faculty member contact, organization of prospective student visits to the campus, and appropriate updating of the CMDB website/pages and brochures. The Chair of the Committee on Admissions and Recruitment report on the Committee's activities at the Annual Faculty Meeting.

4. Seminar Committee.

The Seminar Committee shall consist of three faculty members and two graduate students who have been Advanced to Candidacy. The members shall be appointed annually by the Director by the preceding March 1st. The responsibility of this committee is to plan and organize the fall CMDB 257 visiting speakers seminar program for the CMDB Participating Faculty, CMDB graduate students and other interested scientists on the UCR campus. The Committee must have the complete speaker program for the fall quarter prepared no later than September 1st of each year.

5. Annual Research Symposium Committee.

The Research Symposium Committee shall consist of three faculty members and five graduate student representatives, representing both students who have and have not been Advanced to Candidacy. The function of the Research Symposium Committee is to plan the Annual Research Symposium which will be held every June. The date of the Annual Research Symposium must be selected by the end of the fall quarter; this is to ensure that all CMDB Graduate Students and Faculty have advance notice of this major academic activity of the CMDB program.

6. Written Examination Committee.

The Written Examination Committee shall consist of a minimum of five faculty members with representatives from each of the three core CMDB graduate courses, namely CMDB 201, 202 and 203. Membership on the Written Examination Committee should be staggered such that there are at least two members that carry over from one year to the next. The principal charge to the committee is to: solicit questions for the examination from all the Participating Faculty members; edit and select those questions which are appropriate for the 3-day Written Examination; and have the final version of the exam available at least two weeks prior to the administration of the exam (usually mid-September). This Committee is also responsible for arranging for the grading of the questions on the examination. The Written Examination Committee will provide to the Executive Committee by October 15th a comprehensive written report summarizing the examination protocol, the grading process and the detailed outcome(s).

The Chair of this committee should meet with all first year students 3-4 months in advance of the Written Examination, to inform the students of and answer their questions about the details of the process.

Article VI: Student Representatives

Student Representatives to standing committees will be in good academic standing and will be appointed annually, usually in September, in consultation with the CMDB Graduate Students Association (GSA).

Article VII: Meetings

At least one annual meeting of the CMDB Participating Faculty must be held in September at the beginning of the academic year. Other meetings may be called as frequently and for such purposes as deemed desirable by the Program Director and/or the Executive Committee. Additional meetings can be scheduled upon written petition by five or more CMDB Participating Faculty members (sent to the Director). Meetings will be conducted according to Robert's Rules of Order. Minutes of the meetings shall be kept by the Associate Program Director and shall be distributed to all faculty within ten days of the meeting.

Article VIII: Quorum

A quorum consists of 50% of the eligible faculty. Passage of motions shall require a simple majority of the eligible Participating CMDB Faculty members who are present at the

meeting.

Voting may be done by electronic or mail ballot. In the absence of a quorum, any number of faculty members present shall be sufficient to adjourn to a newly identified proposed meeting date.

Article IX: Amendments

Amendments to the CMDB By-laws may be proposed by either the Executive Committee or by petition of 20% or more of the Participating Faculty Members. Proposed amendments shall be either discussed at a meeting which satisfies quorum requirements or distributed by electronic mail or hardcopy mail to the Participating Faculty Members at least one week before distribution of the relevant ballot. Passage of an amendment to the Bylaws will require at least a majority of those voting by electronic mail or a mail-in ballot. All amendments and revisions must be submitted to the UCR Graduate Council for review and approval.