

Graduate Group in Biostatistics Bylaws

Administrative home: Department of Statistics

Revision Date: February 14, 2007

Graduate Council's Approval Date: May 17, 2007

Article I. Objective

The Graduate Group in Biostatistics ("Group") is organized to establish and administer a graduate program of instruction and research leading to the M.S. and Ph.D. degrees in Biostatistics in conformance with the regulations of the Office of Graduate Studies of the University of California, Davis.

Biostatistics is the science of quantitative methods, stochastic models and computational, exploratory and graphical tools that are relevant for the analysis of data and the construction of models in the fields of genetics, bioinformatics, biological, ecological, environmental, medical and agricultural sciences. Such data originate at the subcellular, cellular, organ, individual and population level. Biostatistics is an inherently interdisciplinary subject. The Graduate Group in Biostatistics draws its strength from a unique variety in genetic, agricultural, biological, ecological, and medical research in the life sciences at UC Davis.

The purpose of the Group is to promote graduate training and research in the discipline of Biostatistics at UC Davis by providing a forum which facilitates interaction of graduate students, fellows and faculty with research interests in Biostatistics.

Article II. Membership

A. Criteria for Membership in the Graduate Group

Membership in the Group is open to all faculty who are in residence on the UC Davis campus, whose appointment authorizes direction of graduate work, and who are qualified to guide candidates for the M.S. and Ph.D. degrees in Biostatistics.

All active members are eligible to vote.

B. Application for Membership in the Graduate Group

Candidates apply directly to the Membership Committee. Admissibility shall be determined by the membership committee.

A faculty member at UC Davis who expresses an interest in joining the Graduate Group in Biostatistics is expected to contribute in at least two of the three categories:

- a. advising of students and teaching of courses: advising requires availability for routine meetings with student advisees
- b. program administration and committee service: participation in program administration requires availability to participate in committee meetings during the academic year (except during times of sabbaticals or leaves of absence).
- c. extramural support for students: all members of the GGB are encouraged to generate extramural support for the students.

If admissibility is not established by the membership committee, the application is declined. If it is approved, new members are elected by Group ballot in compliance with the Group's quorum policy.

C. Emeritus Status

Emeritus faculty are eligible to teach in graduate courses and serve on student dissertation committees as an external member. They do not have voting rights and are not allowed to guide graduate students.

D. Review of Membership

The Membership Committee will conduct reviews of membership on a three-year cycle, with one third of the membership reviewed in each year.

The following two requirements must have been met in the previous three years and constitute minimal participation in order to continue membership:

1. Evidence of scholarly work related to Biostatistics. This evidence will normally consist of publications in scholarly journals, but other evidence may be submitted for consideration.
2. Activity in at least one of the following four categories:
 - a. Qualifying exam committee (chair/member)
 - b. PhD Dissertation Committee (chair/member)
 - c. Teaching a core course or elective that is taken predominantly by Biostatistics students or a course that has substantial biostatistics content.
 - d. Committee service in the Group or related service that furthers the Biostatistics Graduate Program.

E. Membership Appeal Process

If membership or renewal of membership is denied, faculty may appeal to the Executive Committee. Applicants denied membership or renewal of membership may exercise a final appeal to the Dean of Graduate Studies.

Article III. Administration

The administration of the Group and its activities will be vested in the Group Chair and an Executive Committee which consists of the Group Chair and six elected members. The Executive Committee, jointly with the Chair, conducts all business necessary for the proper administration of the Group; including policy and curriculum matters.

Article IV. Graduate Group Chair

A. Chair appointment process

The Chair will be appointed in accordance with the Academic Personnel Manual policy UCD-245.B and the policies and procedures of the Graduate Council and the Office of Graduate Studies.

The Executive Committee will serve as the Nominating Committee to solicit, from the faculty and graduate students of the group, names of nominees for Graduate Group Chair. Those nominated will then be contacted regarding their willingness to serve. The names of the nominees who have indicated a willingness to serve will then be submitted to the Group's faculty and graduate students for comments. All comments will remain confidential.

The Nominating Committee will forward two names to the Dean of Graduate Studies along with all comments received on the nominees. All comments solicited from faculty and students of the group will be treated as confidential information by the Group's Nominating Committee and by the Office of Graduate Studies.

The Group may express a preference and, if it does, should indicate the basis for determining that preference. After interviewing the nominees the Dean of Graduate Studies will forward his/her recommendation to the Chancellor. The normal term of the Chair's appointment is three years, however what is recommended will be based on the nominees' willingness to serve.

B. Duties of the Chair

The chair shall be the chief officer and spokesperson for the Group and for the Executive Committee. The chair shall call and preside over meetings of these bodies. The chair shall appoint, with approval of the Executive Committee, standing committee chairs, standing committee and ad hoc committee members, and shall recommend to the Dean of Graduate Studies appointment of graduate advisors, with approval of the Executive Committee.

C. Vice Chair

The Vice Chair will serve as chief officer of the Group in the absence of the Chair, for less than a quarter. If the Chair will be absent from campus for more than a quarter, the Chair appointment procedures must be followed. The Vice Chair is responsible for the production and distribution of minutes of Executive Committee and Group Meetings.

Article V. Committees

Executive Committee

The Executive Committee consists of the Group Chair as chair, six elected Group members including a Vice Chair, and a non-voting student representative who is selected by the graduate students and appointed by the Chair and serves for a one-year term. The Executive Committee shall select of and for itself, a Vice Chair to serve for a three year term of service. The Vice Chair will vote on all issues brought before the Executive Committee.

The Committee meets at least once per quarter. Elected Members of the Executive Committee serve for a three year term and may be re-elected, however no member may serve for more than two consecutive terms.

At all times, membership of the Executive Committee must include members from at least three different departments of UC Davis. Every Spring quarter, two of the Executive Committee members are elected by the Group faculty in compliance with the Group's quorum policy, for terms starting July 1 of that year. In case of resignations or interim vacancies on the Executive Committee, the Executive Committee shall elect a Group member to serve out the original member's term.

The Executive Committee in consultation with the chair appoints all the standing committees, develops policy of the graduate group and ensures its proper administrative functioning.

Membership Committee

The Membership Committee shall consist of three members appointed by the Executive Committee for two-year terms. The committee is charged with reviewing the membership and admission of new members. Members are eligible to be reappointed.

Educational Policy Committee

The Educational Policy Committee shall consist of three members appointed by the Executive Committee for two-year terms, and a non-voting graduate student representative, selected by the graduate students and appointed by the chair, serving a one-year term. The committee is charged with monitoring the program, making suggestions for program improvement and with handling student petitions. Members are eligible to be reappointed.

Admissions and Awards Committee

The Committee on Admissions and Awards shall consist of three members. Two members are appointed by the Executive Committee. The Group Chair will nominate an admission adviser, who upon appointment in compliance with the policies and procedures with the Graduate Council and the Office of Graduate Studies, will serve as the chair of this committee. The committee shall carry out its responsibilities in consultation with the Master Graduate Adviser. The committee is responsible for admissions of new graduate students, recommendations for awards and university fellowships, and financial support for new and continuing students. Members will serve two-year terms and are eligible to be reappointed.

Seminar and Group Activities Committee

The Seminar and Group Activities Committee shall consist of three members appointed by Executive Committee for two-year terms and a non-voting graduate student representative, selected by the graduate students and appointed by the Chair, serving a one-year term. The committee is charged with the organization of Group seminars, student recruitment, recruitment events, Group retreats and special events, outreach and publicity, and other Group activities. Members are eligible to be reappointed.

Article VI. Student Representatives

In consultation with the Group's graduate students, the Chair appoints student representatives to the Executive Committee, the Educational Policy Committee and the Seminar and Group Activities Committee for a one-year term. The student representatives have no voting rights. 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 or staff, during rankings of existing students for funding, and for disciplinary issues related to students.

Article VII. Graduate Advisers

The Chair of the group in consultation with the Executive Committee will provide nominations to the Office of Graduate Studies. Five advisers shall be appointed for two-year terms. Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies.

The primary responsibility of the advisers is to ensure that the students in their charge have completed the requirements of the program, and to act as an advocate for each student in their charge. Advisers will carry out their duties in accordance with the policies of the Group, the Graduate Council, and the Office of Graduate Studies.

One of the advisors is designated by the Executive Committee as the Master Adviser, who is assisted by the other advisers in carrying out the advising responsibilities. The Master Adviser has signature authority for all advising matters and must complete yearly progress reports on all graduate students in the program. The chair of the Admissions and Awards Committee serves as the Admission's Adviser and is designated with the signature authority for admissions

Article VIII. Meetings

The Group Chair shall call Group faculty meetings at least once per year, and otherwise as deemed necessary or desirable by the Executive Committee or by the Chair. These meetings are chaired by the Group Chair. Additional meetings must be held if petition of five or more Group faculty. Notifications of meetings are to be sent by e-mail at least a week in advance. Members unable to attend may send their comments or votes by e-mail to the Chair with a deadline of 72 hours after the meeting is concluded.

Article IX. Quorum

All issues that require a vote must be voted on by 50+% of eligible members and passage requires a 50+% supporting vote of the members voting. At the discretion of the Chair, any voting may be done by electronic mail ballot. If voting is done by e-mail ballot, a one week time for expression of opinions about the proposal must be allowed prior to the acceptance of votes. After this period, the Chair can set a deadline of not less than three working days until which votes will be accepted.

Article X. Amendments

An initiative to amend these By-Laws requires a majority of the total membership of the Executive Committee or a petition by at least ten Group faculty. Amendments to the By-Laws thus initiated will then be circulated to faculty via electronic mail. After a period of two weeks, the by-Laws may then be amended by a vote in which the number of votes in favor exceeds two thirds of the total number of all Group members who are eligible to vote. All approved amendments and revisions must be submitted to Graduate Council for review and approval.