

APPENDIX I

Designated Emphasis in Nuclear Science Bylaws

Administrative Home: Department of Physics

Graduate Council's Approval Date: TBD

I. Objective

The Designated Emphasis in Nuclear Science (hereafter referred to as the DE) is organized primarily to administer graduate student training in conjunction with Ph.D. granting programs, so as to have an emphasis in the degree consistent with the topic of Nuclear Science, in conformance with the rules and procedures of the Office of Graduate Studies of the Davis Campus of the University of California.

It shall be the function of the DE to advance and promote nuclear science research and teaching on the Davis campus, to establish standards and policies for the curriculum in nuclear science, and to review at periodic intervals the manner in which these activities are carried out.

However, since the members of this DE on the Davis Campus are distributed among several departments, schools and colleges, this DE also serves the indispensable function of arranging for their periodic assembly, of providing a forum for them and for others with interests in nuclear science, and of representing nuclear science collectively to the University administration and other academic groups. In this context, the graduate education arm of the Nuclear Science and Security Consortium (NSSC) on the UC Davis campus will be an integral part of this DE.

Consequently, the organization and operational characteristics of the DE should be construed broadly enough to permit consideration of all academic aspects of this field of science and other matters affecting the position and programs of this discipline on the Davis Campus.

II. Membership

The DE shall consist of persons belonging to the Academic Senate or Academic Federation of the university who are actively interested in nuclear science and who are qualified to direct graduate study and research in this field. DE members should be active members of Graduate Programs (refers to “departmentally-based programs” and “graduate groups”) associated with this DE.

The DE lists three criteria, any two of which will be sufficient, for membership. 1. Being an instructor who teaches one or more graduate courses (lecture, laboratory and/or seminar courses) in the areas of his/her graduate program with a connection to the topic of this DE. 2. Willingness to serve on qualifying and thesis committees of the graduate students as the DE representative. 3. Willingness to serve on standing and ad hoc committees of the DE.

Criteria for retention of membership will be similarly evaluated. Satisfying any two of the three criteria suffices for continuation. Furthermore, faculty members of the DE are expected to be principal mentors or dissertation committee chairs contributing to the training of graduate students and/or postdoctoral scholars in the areas of nuclear science.

Membership should be reviewed every three years (with one-third of the membership being reviewed each year). The Membership Committee is charged with determining if a member still meets the membership guidelines at that time. When the membership of a person on the Membership Committee is to be considered for renewal, the Executive Committee will make the decision.

An appeal process for those denied initial application or continuation of membership include the following steps: 1. Personal appeal with substantiating documentation to the Executive Committee. 2. Evaluation and decision rendering by the Executive Committee. 3. The last appeal would be to the Dean of Graduate Studies.

Emeritus faculty members are welcome to apply for DE membership. The criteria for qualification for membership will be based on interest, ability to sponsor graduate students for research projects, and a willingness to serve on various committees as requested. Emeritus DE members will be afforded all voting rights of the regular members.

III. Organization & Administration

The governing group of the DE in Nuclear Science shall be composed of the Chair and two additional members elected by the membership. This group shall have the responsibility for establishing the curriculum, the requirements for admission, the qualifying examination and the dissertation, as well as nominating committee members to serve on qualifying examinations and dissertation committees.

IV. DE Chair

The Chair of the DE shall be nominated by the membership for a period of three years. The Chair shall be appointed by the Dean of Graduate Studies upon an advisory vote of the membership of the DE. The Chair of the DE shall be chair of the Executive Committee and the chief spokesperson for the DE. The Chair of the DE also serves as the Graduate Adviser, and has the responsibility of interacting with graduate advisors of the participating Graduate programs.

V. Committees

Executive Committee

The governance of the DE shall be vested in an Executive Committee of three faculty members elected from the membership at a regular annual meeting of the DE. The Executive Committee makeup shall be composed of the Chair, the Chair of the Membership (Faculty and Student) Committee and the Chair of the Educational Policy (Curriculum) Committee.

The Executive Committee shall meet at least once each academic quarter upon call by the Chair. Additional meetings and executive sessions may be held as deemed necessary by the Chair, or upon petition by five members of the DE.

The principal duties of the Executive Committee shall be to determine and implement policy for the good of the DE and to represent the interests of the DE generally to participating graduate programs of the University.

The Executive Committee shall pass on the qualifications of prospective faculty members of the DE, as indicated above.

The Executive Committee shall adopt policies regarding the admission of graduate students, consistent with the Graduate Council's official statement General Admissions Policies and Procedures. The Executive Committee shall only recommend the details of the minimal curriculum required of all graduate students and shall periodically review and report to the DE membership on the curriculum requirements. Final approval is by the Graduate Council.

The Executive Committee shall issue a statement on graduate training in Nuclear Science on the Davis campus and review the program description in the U.C. Davis General Catalog every other year.

The Executive Committee shall make, through its Chair, a yearly report to associated graduate programs on the status of graduate training within the DE.

Committee on Membership: The Chair of the Membership Committee shall be elected for a period of two years by the DE faculty. Two other faculty members of this committee will be appointed by the Chair of the Membership Committee. The Membership Committee shall screen applications for faculty membership and make recommendations as to acceptability to the DE, review DE faculty members every three years, and interact with associated graduate programs to identify students suitable for admission to the DE. This Committee also acts as the student recruiting committee for the DE. In addition, a student member of this committee sits in discussions related to topics of student recruitment and retention.

Committee on Educational Policy (CEP): The Chair of the Educational Policy Committee shall be elected for a period of two years by the DE membership faculty. Two other members of this committee will be appointed by the Chair of the Education Policy Committee. The CEP shall consider course offerings in the DE in Nuclear Science, and make appropriate recommendations for changes in course content as well as instructors in charge. The Chair of the CEP shall also serve as the organizer of the DE's seminar series. A weekly seminar will be held consistent with the concept of the DE, and in conjunction with the Nuclear Science and Security Consortium (NSSC) on the UC Davis campus. A student member of this committee serves to provide inputs and coordination in the conduct of the seminar series.

VI. Student Representatives

Students of the DE are invited to the annual general meeting of the DE. In consultation with the GSA, the Chair of the DE will appoint one student to each of the two standing committees, the Membership Committee and the CEP, for inputs into student-related topics. However, students may not participate in discussion dealing with collective bargaining issues.

VII. Graduate Adviser

The duties of the Graduate Adviser include:

- a. Recommend for each student, the names of DE faculty members to serve on the qualifying examination committees and shall transmit these names to the appropriate graduate program. Except in special cases, if the student has selected a faculty member to guide his/her research, that faculty member will not be recommended to serve on the qualifying examination committee.
- b. Review with each student of the DE annually his/her performance and recommend to the associated graduate program for the continuation of the student in the DE, his/her expulsion, or his/her continuation under probation. The advisor shall also recommend appropriate course work for the student if necessary.

VIII. Meetings

The DE membership shall meet upon written call by the Chair, who shall call a meeting at least once each year. Other meetings may be called as frequently and for such purpose as deemed desirable by the Executive Committee. Minutes of the meetings shall be distributed within ten working days.

Any active member of the DE can petition for additional meetings by submitting a written or electronic request to the Chair of the DE for such a meeting, stating the proposed topic of discussion. The meeting will be called by the Chair upon finding a satisfactory time and venue.

IX. Quorum

50+% of the members of the group shall constitute a quorum for conduct of business. In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date.

X. Order of Business

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

- Reading of Minutes
- Reports of Officers
- Reports of Standing Committees
- Reports of Special Committees
- Unfinished Business
- New Business

In the event of adjournment before all business is complete another regular meeting shall be held within ten days.

XI. Amendments

Amendments to the bylaws may be made by at least a two-thirds of the membership (Graduate Council quorum policy of March 10, 2000 states that the quorum for modifying by-laws must be greater than 50% of the non-emeritus faculty members who are eligible to vote. Passage of the proposals must require a minimum of 50% + 1 of the members who actually vote) of those voting in a mail ballot. All amendments and revisions must be submitted to Graduate Council for review and approval.