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## **DESIGNATED EMPHASIS POLICY AND PROPOSAL GUIDELINES**

This document includes the following information

- Definition of a Designated Emphasis
- Requirements for a Designated Emphasis
- Proposal Guidelines for the Creation of a New Designated Emphasis

### **I. Definition of a Designated Emphasis**

A Designated Emphasis (DE) is an area of specialization, such as a new method of inquiry, important field of application, or focus that maps near the edges, or overlaps with, the traditional disciplinary boundaries that define existing Ph.D. programs. The curriculum of a DE thus tends to focus on emerging fields or technologies that are interdisciplinary in nature and, by definition, are relevant to more than one doctoral program.

Because of the interdisciplinary nature of the DE, it must consist of faculty from more than one Ph.D. program, and be organized in a manner that resembles a Graduate Group. The DE will therefore have Bylaws, a Chair, Executive Committee, curriculum, admissions policy, and its faculty will participate in Qualifying Examinations and as Chairs or members of Dissertation Committees. However, the DE may exist only in association with existing Ph.D. programs, and not independently. If no faculty from an affiliated program join the DE, then the affiliation of that Ph.D. program will end. The Chair of the DE will notify the Graduate Council Chair when an affiliation ends. If no Ph.D. programs are affiliated with the DE, the DE will suspend admissions, and notify the Chair of Graduate Council.

Completion of the requirements for both the DE and the affiliated Ph.D. program will result in the notation of the DE on the Doctoral Diploma: “Ph.D. in X with Emphasis in Y”.

### **II. Requirements for a Designated Emphasis**

#### ***1. Affiliated Ph.D. Programs***

Designated Emphases represent, by definition, a methodology applicable to, or an area of overlap between, two or more Ph.D. programs. DEs may only exist in association with existing Ph.D. programs. To create a DE, the proposal must establish a formal affiliation between the proposed DE and two or more existing Ph.D. programs.

#### ***2. Faculty***

The curriculum of the designated emphasis shall be offered by a faculty organized in the manner of a graduate group. The DE’s faculty may include faculty outside of the affiliated Ph.D. programs who meet the membership criteria described in the bylaws. These faculty would have research expertise in the area of the DE but might be housed in a department or program that does not offer a Ph.D. (e.g., Italian).

### **3. Bylaws**

The DE shall be governed by bylaws that will be used to direct the administration of the DE and define the requirements for faculty participation in the program. The bylaws will be developed based on Graduate Council's approved *Bylaws Guidelines for Designated Emphasis Programs* (see page 5, section III. 3. A).

### **4. DE Chair**

The Chair of the DE is appointed by the Dean of Graduate Studies.

### **5. Executive Committee**

The DE shall have an Executive Committee, chaired by the DE Chair and consisting of at least two additional faculty members elected by the membership. The Committee shall be responsible for establishing the curriculum, including requirements for admission, qualifying examination, and dissertation; and in consultation with the student, nominating the DE member(s) to serve on the student's Qualifying Examination and Dissertation Committees.

### **6. Curriculum**

The DE's curriculum shall consist of specified courses that may be either independent from, or an integral part of, the doctoral programs with which it is associated. The curricular requirements of the Ph.D. program and of the DE must be met prior to the qualifying examination.

### **7. Qualifying Examination**

The student's Qualifying Examination Committee must include at least one member of the DE. The DE member of the Qualifying Exam Committee shall be recommended by the Executive Committee of the DE. The Chair of the DE and the student's Ph.D. program Graduate Adviser must co-sign the Qualifying Examination Committee form, which is submitted to Graduate Studies for approval by the Dean of Graduate Studies.

The Qualifying Examination will assess the student's level of knowledge within the area of the DE, as well as in the Ph.D. program. Satisfactory performance on the Qualifying Examination for the Ph.D. will be judged independently from performance on the DE. Thus, an allowable outcome of the Qualifying Examination is that the student's performance may be "passing" for the Ph.D. but "not passing" for the DE.

In the event that a student passes the PhD qualifying exam, but receives a "not pass" for the DE, the Executive Committee of the DE will define a plan for remediation. The plan may include, but is not limited to re-examination by the DE Executive Committee, coursework, teaching, or preparation of a paper. If the student is re-examined, the outcome is limited to "pass" or "fail". If the student receives a "fail", the student is disqualified from the DE.

### **8. Dissertation Requirements**

The student's Dissertation Committee shall be selected in accordance with the regulations of the Ph.D. program, but must include at least one member of the DE. The DE member may be the Dissertation Committee Chair. The dissertation topic will be relevant to the area of the DE.

### **9. Degree Conferral Process**

The Designated Emphasis will be awarded solely in conjunction with the Ph.D. and will be signified by the degree designation "Ph.D. in X with Emphasis in (name of DE)," where X is the Ph.D. program.

## **10. Program Evaluation**

Evaluation of the academic quality of the DE will be conducted periodically by Graduate Council's Program Review Committee. The review will be initiated by Graduate Council, and programs will be notified one year in advance of the review.

A new DE will be reviewed 5 years after admitting its first students. Thereafter, the DE will be reviewed on the cycle determined by the Program Review Committee and Graduate Council. (The review process "Policy and Process for the Review of Designated Emphases," can be accessed at <http://www.gradstudies.ucdavis.edu/gradcouncil/GC%202011-01%20Review%20of%20DEs%20approved%203-4-11.pdf>.)

### **Sunset Clause**

Approval of new DE programs includes a 7-year "sunset clause." That is, admissions to the DE will end automatically after 7 years (or at the time of the scheduled review initiated by the Program Review Committee) unless continuation is requested in the self-review documents created by the DE as part of the program review process. Graduate Council reserves the right to close admissions to the DE and invoke the DE "sunset clause" on the basis of lack of participation of graduate programs and/or students in the DE, as measured by enrollment and completion data. The rationale for the sunset clause is that DE programs should reflect current needs and changing trends in education, and thus they may be short-lived.

## **11. New Affiliated Programs**

To establish an affiliation with an existing DE, the Chair of the Ph.D. program shall write a letter to the DE Chair requesting affiliation, and provide the information listed below for affiliation (III. 2. C and D). If the DE's Executive Committee approves the request for affiliation, then the DE Chair shall forward the materials supplied by the Ph.D. program, plus a cover letter, to the Chair of Graduate Council, requesting approval of the affiliation. Graduate Council will vote on the request and provide written notification of the vote to the DE Chair with a copy to the Ph.D. program Chair.

## **III. Proposal Guidelines for the Creation of a New DE**

Faculty considering creation of a new DE should agree on a definition and description of the DE and meet with the Dean of Graduate Studies and the Associate Dean for Programs of Graduate Studies to discuss the nature of the DE, the mechanism and format of proposal preparation, and the processes of review, approval, and implementation.

Interested faculty should prepare a formal proposal in the following format:

### **1. Description of the Designated Emphasis**

Define the scope of the DE. Explain how this area/range of knowledge or inquiry relates to and enhances existing Ph.D. programs. Explain how it diverges from these programs. This includes any recent development of the area and its importance, as well as the unique strengths in this area on the Davis campus. Include a description of how the DE will benefit students in a manner that is not currently accomplished by existing doctoral programs.

## ***2. Description of the Academic Nature of the Designated Emphasis***

This description will include several elements:

### **A. Affiliated Ph.D. Programs List**

Provide a list of existing Ph.D. programs that will initially be affiliated with the DE.

### **B. Dean's Letters**

The proposal should include letters of support from relevant Dean or Deans regarding resources and implications of support for the proposed Designated Emphasis.

### **C. Chairs' Letters** (see example Appendix 3)

The proposal should include letters from the Chairs of existing Ph.D. programs that intend to be affiliated with the DE. The Ph.D. program Chair's letter should:

1. Declare the intent of the Ph.D. program to be affiliated with the proposed DE
2. Describe the impact of the DE curriculum on the normative time to degree for students in the Ph.D. program, including commentary on whether any courses in the DE curriculum may be used to satisfy requirements of the Ph.D. program.
3. Describe how the Ph.D. program Chair assessed the level of support for the Ph.D. program's affiliation with the DE (e.g., a meeting vote or an e-mail ballot).

### **D. Affiliated Faculty** (see example Appendix 2)

Provide a roster of faculty who intend to participate in the DE. Request a letter from each faculty member who intends to participate. This letter should indicate the intent to participate and agreement to participate in DE functions such as teaching, administration, qualifying examinations, and Dissertation Committee service, or any other criteria specified in the DE's bylaws. Faculty support for the DE is considered critical. A lack of participation of affiliated faculty will be a major factor considered in DE reviews.

### **E. Admissions Criteria**

Describe the criteria used to determine admission of students to the DE.

### **F. Curriculum**

The proposed curriculum should be described. Courses may be new or existing. The description of the curriculum should include the following:

1. **Required courses:** List required courses and the unit value of each. Indicate whether the required courses are new or existing courses. For new courses, include the course description and indicate whether these have been submitted online for review. An MOU from the Department/Group Chair offering the required course must be included (see example in Appendix 1).
2. **Elective Courses:** List allowable elective courses and their unit value. Indicate whether the elective courses are new or existing courses. For new courses, include the course description, and indicate whether these have been submitted online for review.

**The required curriculum, and any subsequent changes to the required curriculum, must be approved by Graduate Council.**

3. **Qualifying Examination** (Refer to page 2.)
4. **Dissertation Requirements** (Refer to page 2)
5. **Degree Conferral Process** (Refer to page 2)

#### **G. Student Advising**

Include a description of the method by which the DE will oversee the academic progress of students in the DE. For example: Will the DE assign a DE graduate adviser to the student? Will the DE graduate adviser meet periodically with the student? Will the DE graduate adviser confirm to Graduate Studies and the student's Ph.D program that the student has fulfilled all DE requirements prior to graduation?

### **3. Administrative Matters**

#### **A. Bylaws**

The bylaws will be prepared as outlined in the *Bylaws Guidelines for Designated Emphasis Programs*. (Web site: <http://gradstudies.ucdavis.edu/gradcouncil/bylaws.htm>)

The proposed bylaws shall clearly define the administrative structure of the group, the requirements for DE faculty membership and renewal, and regular meetings of the DE Chair and affiliated Ph.D. program Chairs, at a minimum of once a year to discuss administrative, instructional, and research resource needs. In addition, there must be an annual meeting of the DE Chair and participating faculty.

Please attach the bylaws as a separate document and state that they are attached to the proposal. (An electronic copy shall be provided to Graduate Council's Bylaws Committee.)

**The bylaws, and any subsequent changes to the bylaws, must be approved by Graduate Council.**

#### **B. Resources**

The proposal should address the issue of resources required to run the DE. If no additional resources are required, this should be stated. If additional resources are required, they should be described, and the source of support for these resources should be identified. Resources include the administrative support for record keeping (for example, lists of current and former students and current faculty members) and preparation of materials required for the periodic reviews by Graduate Council's Program Review Committee (page 3, number 10.).

### **4. Review and Approval Procedures**

#### **A. Graduate Studies Preview**

Proposals for new Designated Emphasis programs should be "previewed" by the Office of Graduate Studies, to ensure that the proposal contains the necessary information. The purpose of this step is to identify problems that may slow the formal proposal review process.

#### **B. Graduate Council Approval**

Proposals are then reviewed by the Graduate Council. Council's Bylaws Committee will review the bylaws and Council's Educational Policy Committee will review the entire proposal. Final approval is by the Graduate Council. No further review is required on or off campus.

**C. Off campus notification**

Graduate Council will notify the Coordinating Committee on Graduate Affairs (CCGA), the relevant UC systemwide committee, of the approval of new Designated Emphasis programs.

## APPENDIX 1: SAMPLE MOU, REQUIRED COURSE

### **Memorandum of Understanding Course Availability February 25, 2010**

Transportation Technology and Policy Graduate Group  
and  
Graduate Academic Certificate in Development Practice

This MOU should be understood as a cooperative agreement between the Transportation Technology and Policy Graduate Group (TTP) and the Graduate Academic Certificate in Development Practice. The TTP has reviewed the requirements for the Graduate Academic Certificate in Development Practice in which students would be required to take TTP 289 offered by TTP. TTP agrees to make available these courses to Graduate Academic Certificate in Development Practice students, provided they have completed all prerequisites. TTP plans on continuing to offer this course, provided funding for it is available from the Graduate Academic Certificate in Development Practice and faculty are available to teach it.

This MOU and its effectiveness will be evaluated during program reviews, and may be renewed as needed after evaluation. This agreement shall remain in force until otherwise agreed.



Patricia L. Mokhtarian, PhD  
Chair  
Transportation Technology and Policy Graduate Group

## APPENDIX 2: SAMPLE FACULTY LETTER OF AFFILIATION

To: Abhaya Dandekar, Ph.D.  
Chairperson, Designated Emphasis in Biotechnology (DEB)

From: Stephen C. Noctor  
Assistant Professor  
Department of Psychiatry and Behavioral Sciences  
Center for Neuroscience  
M.I.N.D. Institute

RE: Affiliation with DEB graduate program

As a faculty member in the **Neuroscience Graduate Group**, I support the proposal of being affiliated with the Designated Emphasis in Biotechnology (DEB). I have read the DEB by-laws available online at [www.deb.ucdavis.edu](http://www.deb.ucdavis.edu) and will support them.

I understand that students wishing to earn the DEB must complete MCB-263, Fundamentals of Biotechnology; MCB-282, 3-6 month internship in an industrial or cross-college setting; GGG-296 or approved substitute, scientific integrity; and MCB/ECH-294, Current Progress in Biotechnology seminar – 3 quarters minimum. In addition, the students must attend the annual retreat and pizza “chalk talks” on a regular basis and have one DEB Faculty member present on their qualifying exam committee and dissertation committee. I understand MCB-263 must be completed before the Qualifying Exam, and that MCB-282 is usually completed towards the end of the Ph.D. program.

I will be available to serve on qualifying examinations, dissertation committees or any other committees specified in the DEB’s by-laws.

Sincerely yours,

Stephen C. Noctor, Ph.D.  
Assistant Professor  
University of California, Davis  
The M.I.N.D. Institute  
Department of Psychiatry and Behavioral Sciences  
& The Center for Neuroscience

# APPENDIX 3: SAMPLE PhD PROGRAM REQUEST FOR AFFILIATION

UNIVERSITY OF CALIFORNIA, DAVIS

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

CENTER FOR NEUROSCIENCE  
(530) 757-8708  
FAX: (530) 757-8827

1544 NEWTON COURT  
DAVIS, CALIFORNIA 95616

To: Abhaya Dandekar  
Chair, Designated Emphasis in Biotechnology (DEB)

From: Barbara Chapman  
Incoming Chair, Neuroscience Graduate Group

Re: Affiliation with DEB

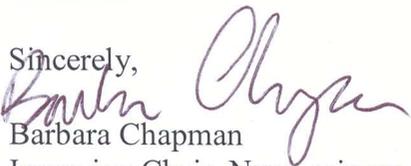
The Executive Committee and Faculty of the Neuroscience Graduate Group supports the proposal to affiliate our group with the Designated Emphasis in Biotechnology. We have read the DEB by-laws, and will support them. We understand that students wishing to earn the DEB must complete MCB 263 (Fundamentals of Biotechnology), CB 282 (3-6 month industrial or cross-college internship), GGG 296 or approved substitute (Scientific Integrity) and MCB/ECH 294 (Current Progress in Biotechnology seminar, 3 quarters minimum). In addition they must attend the annual retreat and Pizza "Chalk Talks" on a regular basis and have one DEB faculty member present on their qualifying exam committee and dissertation committee. We understand that MCB 263 must be completed before the qualifying exam, whereas MCB 282 is usually completed towards the end of the Ph.D. program.

The following Neuroscience Grad Group Faculty would like to participate as trainers in DEB:  
Wenbin Deng (current DEB trainer)  
Noelle L'Etoile (current DEB trainer)  
Stephen Noctor

In addition, the following faculty have expressed willingness to serve as trainers if needed:

Rob Berman  
Barbara Chapman  
Elva Diaz  
Marty Usrey  
Ebenezer Yamoah  
Karen Zito

Sincerely,

  
Barbara Chapman  
Incoming Chair, Neuroscience Graduate Group  
[bxchapman@ucdavis.edu](mailto:bxchapman@ucdavis.edu)

cc: Judith Kjelstrom, DEB Program Coordinator