

MECHANICAL AND AERONAUTICAL ENGINEERING GRADUATE PROGRAM BYLAWS

Administrative Home: Department of Mechanical & Aerospace Engineering

Approved by Graduate Council: October 8, 2007

Amended and Approved by Graduate Council: December 16, 2011

ARTICLE I: OBJECTIVE

The Graduate Program in Mechanical and Aeronautical Engineering (the "Program") is organized to establish and administer graduate programs of instruction leading to graduate degrees (master's and doctoral) in Mechanical and Aeronautical Engineering, in conformance with the policies and procedures of the Graduate Council and the Office of Graduate Studies of the University of California, Davis. The Graduate Program in Mechanical and Aeronautical Engineering is committed to educating future graduate engineers so that they may contribute to the economic growth and well-being of both the state and nation, and to the advancement of knowledge in the mechanical and aeronautical sciences and technology.

ARTICLE II: MEMBERSHIP

A. Criteria for Membership in the Graduate Program

Membership in the Program shall be limited to faculty of the University of California, Davis who are qualified to guide candidates towards graduate degrees in Mechanical and Aeronautical Engineering, and who participate in activities of the Program.

All Academic Senate members, except Emeriti, with appointments in the Department of Mechanical & Aerospace Engineering are members of the Graduate Program. All other faculty at the University of California, Davis (including Emeriti) must be elected by the members of the graduate program. The total number of elected members is limited to one-third of the number of departmental members of the Program. Membership is based on disciplinary expertise and is independent of Departmental appointments or lack thereof. Non-members of the Program may participate as members (but not Chairs) of Qualifying Examination and Thesis Committees, subject to guidelines established by the Office of Graduate Studies.

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 Specialist 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).

Voting Rights: All members of the Graduate Program will have the full rights and privileges. Members of the Graduate Program who do not hold academic appointments in the Department of Mechanical & Aerospace Engineering may participate in graduate matters only and do not have voting rights regarding departmental matters.

B. Application for Membership:

Any Program member may nominate other faculty for membership in the Program by submitting a completed Membership Application form on behalf of the nominee. The Graduate Study Committee shall evaluate candidates and shall make a recommendation to the Graduate Program members as to the appropriateness of the candidate.

Membership in the Graduate Program is approved by a majority vote of the graduate program faculty.

Members of the Program are expected to have an active program of research and scholarship commensurate with the expectations of the University of California, as well as the ability to meet at least one of the following criteria:

- a) conduct independent research in Mechanical and Aeronautical Engineering;
- b) perform graduate-level instruction in Mechanical and Aeronautical Engineering;
- c) provide guidance to graduate students by serving on master's and doctoral committees;
- d) contribute to the recruitment of new graduate students;
- e) participate in the PhD Preliminary and Qualifying Examinations;
- f) serve on Program administrative committees, or as an administrative officer of the Program;
- g) serve as a graduate adviser.

C. Emeritus Status:

When faculty members of the Department of Mechanical & Aerospace Engineering acquire Emeritus status, they remain members of the Graduate program for the three years following the start of that status if they so desire. Their membership is subject to renewal as described in Article II.D after those first three years. All Emeritus faculty who are members of the Program have full rights and privileges.

D. Review of Membership:

Renewal of membership in the graduate program faculty will be automatic for non-Emeriti departmental faculty.

Membership of elected members of the graduate program shall be periodically reviewed at three-year intervals and voted on by the Program members. This review is initiated by the submission of a completed Membership Renewal form by the elected member who is up for renewal. Minimal criteria for continuing membership are participation on one or more of the following: active engagement with graduate students, direction of or assistance in graduate student research, teaching graduate courses or upper-division courses with enrolled graduate students, and service on Graduate Program committees.

E. Membership Appeal Process:

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

ARTICLE III: ADMINISTRATION

The Program shall be administered by the Chair of the Department of Mechanical and Aerospace Engineering and the Graduate Study Committee.

ARTICLE IV: GRADUATE PROGRAM CHAIR

The Chair of the Department of Mechanical and Aerospace Engineering serves as the Chair of the Graduate Program and may choose to delegate the day-to-day responsibilities of the program to another member of the Graduate Program who will serve as the Graduate Program Chair Delegate. However, even with the delegation of responsibilities, the Department Chair is the official Graduate Program Chair. The Chair shall notify the Office of Graduate Studies of the name of the faculty to whom they have delegated duties.

The duties of the Chair of the Graduate Program include: a) providing overall academic leadership for the program; b) developing and implementing policies for the program; c) representing the interests of the program to the campus and University administrators; d) calling and presiding at meetings of the Graduate Study Committee; e) calling and presiding at meetings of the program; f) being responsible for coordinating all administrative matters with the Office of Graduate Studies; g) managing the budgets of the program; h) submitting course change or approval forms; i) being responsible for the accuracy of all publications related to the program including web pages and catalog copy; j) coordinating the program's graduate course teaching assignments with relevant department chairs; and k) nominate graduate advisors.

ARTICLE V: COMMITTEES

A. Graduate Study Committee

The Graduate Study Committee will be comprised of:

- a) the Department Chair (or the Graduate Program Chair Delegate);
- b) two Graduate Advisors, one for Admissions and one for Continuing Students
- c) two Program members, elected by majority vote of the Program faculty
- d) one graduate student representative

The Graduate Program Coordinator shall attend all meetings as a non-voting guest.

The Graduate Program Chair/Delegate is Chair of the Graduate Study Committee. Membership of the Graduate Study Committee shall be for a nominal term of two years with reappointment for the faculty members. The student representative will serve for one-year, but will not have voting rights. The Graduate Study Committee has responsibility for graduate student financial aid, reviewing degree requirements and programs of study, administration of PhD Preliminary and Qualifying Examinations, reviewing new and amended graduate course descriptions, reviewing graduate student petitions, and all other matters related to graduate study in Mechanical and Aeronautical Engineering.

The Graduate Study Committee does not have authority for approval of membership into the Graduate Program, changes in Program degree requirements, and final decisions on

courses and PhD Preliminary Examination results. In these cases, the Graduate Study Committee is an advisory committee, and approval requires a majority vote of the graduate program faculty.

A quorum for conducting business at meetings of the Graduate Study Committee shall consist of a majority of the voting members of that Committee. If a voting member of the Committee is unable to attend a meeting, that member may delegate another Program member to vote on his or her behalf.

B. Graduate Student Admissions Committee

Admissions for the Program shall be administered by an Admissions Committee, comprised of:

- a) the Graduate Advisor for Admissions (Chair of the committee);
 - b) two Program members, appointed by the Program Chair/Delegate
- Membership of the Admissions Committee shall be for a nominal term of two years with reappointment. The Graduate Program Coordinator shall attend all meetings as a non-voting guest.

C. Teaching Assistant Selection Committee

The Teaching Assistant Selection Committee is comprised of:

- a) the Department Chair (or the Graduate Program Chair Delegate);
- b) the Department Vice Chair (Chair of the committee)
- c) the Graduate Advisors, one for Admissions and one for Continuing Students

The Graduate Program Coordinator shall attend all meetings as a non-voting guest.

ARTICLE VI: STUDENT REPRESENTATIVE

The Chair will solicit nominations from the Program members and the graduate students at the start of the academic year and will appoint a student representative to the Graduate Study Committee as a non-voting member for a one-year term. The Chair must excuse the student representative from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty, rankings of students for admission, rankings of existing students for funding, and disciplinary issues related to students.

ARTICLE VII: GRADUATE ADVISORS

The Graduate Program Chair nominates to the Office of Graduate Studies candidates to serve as Graduate Advisors for Admissions and for Continuing Students in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The appointment of these advisors shall be for a nominal term of two years with possible reappointment. Advisors serve on the Graduate Study Committee and the Teaching Assistant Selection Committee.

The Graduate Advisor for Admissions serves as the Admissions Committee Chair, reviews applications to the MAE graduate program and makes recommendations for admissions to the Office of Graduate Studies, deals with institutional fellowship nominations and graduate student recruitment activities, participates in TA appointments, and makes recommendations to the Chair

regarding departmental support of graduate students (departmental fellowship).

The Graduate Advisor for Continuing Students reviews petitions of continuing students, coordinates the Ph.D. preliminary examination, recommends doctoral courses of study to the Graduate Studies Committee, deals with institutional and departmental fellowship nominations, approves advancement to candidacies for all graduate students, and advises and counsels continuing students.

ARTICLE VIII: MEETINGS

The Graduate Program membership shall meet at least once during each quarter of the academic year. Additional meetings of the Graduate Program members may be called by the Program Chair, as necessary, to conduct matters of business. Notice of meetings shall be provided at least 30 days in advance, and agendas for meetings shall be provided at least 7 days in advance. Members away from campus may participate by tele/videoconference.

A special meeting of the program can be invoked by a petition of at least 25% of the Program members. Notice of such meetings shall be provided at least 7 days in advance via e-mail.

ARTICLE IX: BALLOTING

Balloting may be conducted during a meeting of the Program membership or electronically. In the latter case, at least seven days should be allowed for the expression of opinions concerning the motion.

A quorum for conducting the business of the Graduate Program during meetings shall consist of 50+% of the eligible members *who are not on sabbatical leave or on leave of absence. For electronic balloting, a quorum is achieved when the total number of votes cast exceeds 50% of the eligible members who are not on sabbatical leave or on leave of absence.* Passage of a motion requires approval from 50+% of the members voting. All members are eligible to vote.

ARTICLE X: AMENDMENT OF BYLAWS

Amending these Bylaws requires a two-thirds majority approval of all Graduate Program members voting, provided that a quorum is established.

Written notice of proposed amendments must be distributed to all members of the Program at least ten calendar days prior to voting upon them. All amendments and revisions must be submitted to Graduate Council for review and approval.