

Clinical Research Graduate Group Bylaws

Administrative home: Clinical and Translational Science Center, School of Medicine

Date Amendment Submitted: June 6, 2012

Graduate Council's Approval Date: June 11, 2012

Article I: Objective - Purpose and Intent

The Graduate Group in Clinical Research (hereafter referred to as the Group) is organized primarily to establish and administer graduate education leading to the Master of Advanced Study degree in Clinical Research, in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California.

The component subject areas involved in Clinical Research receive support principally from the School of Medicine (SOM), College of Biological Sciences (CBS), the Department of Biomedical Engineering (DBE), and the School of Veterinary Medicine (SOVM), University of California, Davis. This Group is formed to provide administration and coordination for the graduate program in Clinical Research. It also provides a means of representing Clinical Research collectively to the University administration and to other academic groups both internal and external.

Article II: Membership

A. Criteria for Membership in the Graduate Program

The Group shall consist of those persons associated with the Davis Campus that are qualified to guide candidates for the Master of Advanced Study degree in Clinical Research and who meet qualifications for admission and maintenance of membership. 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 Specialists 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).

B. Application for Membership

Potential graduate group members may apply or be nominated by a member of the Group. Qualifications for admission to membership shall be determined by the Group. The Executive Committee serves as the Membership Committee and will review and approve applications based on candidate qualifications. Committee decisions about Group membership will be circulated for review and approval to the entire group. All active members are eligible to vote.

The qualifications shall include:

- Evidence of the capacity to perform independent clinical research

- Willingness to contribute, develop, and teach clinical research curriculum at the graduate level, including serving as senior research mentor and/or advisory committee member
- Willingness to contribute to the professional development and career advising of clinical research graduate students
- Willingness to contribute to the activities of the group by serving on standing and ad hoc committees

C. Emeritus Status

Emeritus faculty may retain membership, with voting privileges, if they are actively involved and engaged in the program (advising, teaching or serving as a senior research mentor or professional and career development advisor).

D. Review of Membership

Membership will be reviewed every three years, with one-third reviewed per year, by the Membership Committee. Maintenance of membership will require evidence and demonstration of ongoing Group participation by fulfilling at least two of the following three activities during the period under review:

- Develop, and/or teach clinical research curriculum at the graduate level
- Serve as senior research mentor and/or advisory committee member, including professional and career development advising,
- Participate and contribute to the activities of the Group by serving on standing and/or ad hoc committees; all members must participate in at least one Group activity per year.

Committee decisions about Group membership will be circulated for review and approval to the entire group.

E. Membership Appeal Process

Individuals denied membership or renewal of membership may appeal directly to the Executive Committee by contacting the Group chair. The Chair will review all appeals and present them to the Executive Committee for resolution. The Group chair will respond for the Group and notify all applicants who have filed an appeal. Applicants denied membership or renewal of membership may use the final appeal to the Dean of Graduate Studies.

Article III: Administration

The administration and management of the Group and its activities will be vested in an Executive Committee consisting of seven Group members and one student representative, and chaired by the Graduate Group Chair.

Article IV: Graduate Group Chair and Vice Chair

A. Chair Appointment Process

Bylaws – Graduate Group in Clinical Research
Graduate Council Approval:

The graduate group chair nomination process will be conducted in accordance with current Academic Personnel Manual policies, APM Section UCD-245B <http://manuals.ucdavis.edu/apm/245b.htm> and the policies and procedures of the Graduate Council and the Office of Graduate Studies.

A Nominating Committee will be named by the Executive Committee to solicit the names of nominees for Graduate Group Chair from the faculty and graduate students of the group. Those nominated will then be contacted regarding their willingness to serve. The names of the nominees indicating 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 duties of the Chair include: a) Provide overall academic leadership for the program; b) Develop and implement policies for the program; c) Represent the interest of the program to the campus and University administrators; d) Call and preside at meetings of the Executive Committee, and the program; e) Responsibility for coordinating all administrative matters with the Office of Graduate Studies; and f) Manage the program budget.

C. Vice Chair Appointment Process

Nominees for the Graduate Group Vice Chair will be solicited from the entire Group membership. The names of the nominees indicating a willingness to serve will then be submitted to a vote of the entire Group. The recipient of the largest number of votes will be selected for a three-year period. All active members are eligible to vote.

D. Duties of the Vice Chair

The duties of the Vice Chair include: a) serve as an ex officio member of the Executive Committee b) serve as a member of the Membership committee, c) assist Group Chair in activities and in Chair's absence preside over meetings, and d) serve as chief officer of the Group in the absence of the Chair, for less than a quarter (APM UCD-245B). If the Chair will be absent from campus for more than a quarter, the Chair appointment procedures must be followed.

Article V: Committees

Executive Committee

This Executive Committee will consist of eight members, 3 ex officio members and 4 elected members, all of whom shall be voting members, and 1 non-voting student representative. Committee members will be selected according to the following criteria:

The ex officio members shall include the Graduate Group Chair, who will serve as the chair of the committee, the Group Vice Chair, and the Chair of the Group's Committee of Educational Policy and Curriculum Development.

The remaining four members of the Executive Committee will be elected in staggered three-year terms. Election of new members to the Executive Committee will be held during the spring quarter of each year during the annual meeting by vote of the entire membership of the Group. The Student Representative will also be elected by the students at the time of the Group's annual meeting.

The Executive Committee will also serve as the Membership Committee. The Chair will therefore have responsibility for seeing that the membership on the Executive Committee is properly divided as specified above. When insufficient nominations have been received for Executive Committee membership, the Chair shall have the authority to nominate as many Group members as is minimally necessary to satisfy the aforementioned provision. Executive Committee decisions about Group membership will be circulated for review and approval to the entire group.

All terms will be of three-year duration except the student representative term which will be limited to two years. Untimely vacancies will be filled in mid-year if needed, by appropriate elections. Members so elected will serve for the remaining portion of the term associated with the vacancy. All members are eligible to vote. The Student Representative has voice, but no vote.

The Executive Committee may call for a vote of the Group membership on other matters on which consultation with the Group as a whole is deemed necessary.

A quorum of the Executive Committee will consist of at least four individuals.

Duties of the Executive Committee will include the following:

- Approval of new members and review of continuing members for retention in the group.
- Determination of the admission of new students into the program.
- Upon recommendation from the Educational Policy and Curriculum Development Committee, submit curriculum changes to Graduate Council for review and approval.
- Address other Group issues as needed.

Committee of Educational Policy and Curriculum Development

The Chair of this committee will be appointed by the Chair of the Graduate group in consultation with the Executive Committee. The term of appointment for all committee members will be three years. All members are eligible to vote.

This committee will consist of four members, one of whom is the chair. It is charged with making recommendations regarding the educational policy and curriculum development of the program. Other activities include developing, coordinating, and facilitating the graduate program series of integrated workshops and seminars.

This committee has the following tasks:

- To review the degree requirements and make recommendations. The Committee's recommendations will be forwarded to the Executive Committee.

Proposed changes must be circulated to the entire graduate group membership for discussion and vote. Proposed changes will be sent via email or hardcopy to the Group for comment, and vote. All members will be notified when changes have been approved. These recommendations will be reviewed by the Executive Committee before being submitted to Graduate Council for approval.

- To schedule, announce, conduct and evaluate all Group administered examinations, making recommendation to the Executive Committee on the candidates who have passed examinations.
- To monitor the normal progress of graduate students in the Group. This includes approval of student petitions for normal progress extensions and recommendations for disqualification for academic reasons. The Committee's recommendations will be forwarded to the Executive Committee.

Committee on Admissions and Awards

The Chair of this committee will be the appointed by the Chair of the Graduate group in consultation with the Executive Committee. The term of appointment for all committee members will be three years. All members are eligible to vote.

This committee will consist of three members, one of whom is the chair. It is charged with making recommendations regarding the admission of students to the program and financial assistance for students within the program. Other activities include student mentorship, making recommendations regarding the mentored research component of the program, including pairing students with mentors, development of the Mentorship Handbook, and mentor/mentee orientation.

Article VI: Student Representatives

The Chair will appoint, upon recommendation from the graduate students as a whole, one representative to serve on the Executive Committee for a term of not more than two years. The Student Representative will be selected and elected by the students at the time of the Group's annual meeting. The Student Representative will be a non-voting member of the Executive Committee.

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, during rankings of existing students for funding, and for disciplinary issues related to students.

Article VII: Graduate Advisers

Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Group will have 2 Graduate Advisers.

The Executive Committee will provide nominations to the Office of Graduate Studies. Advisers will be appointed to a 3-year term, which can be renewed.

Duties of Graduate Adviser

The Graduate Adviser is responsible for assuring that each student in the program meets the curriculum requirements for the Masters of Advance Study degree in Clinical Research. The Graduate Adviser has latitude in interpreting curriculum requirements relative to the experience, academic and research background of each student. The Adviser will ensure that each student has a Mini Advisory Committee (i.e. a Guidance Committee). The Mini Advisory Committee shall meet with the student to complete a Quarterly Progress Report that tracks academic and research progress required for that student.

Article VIII: Meetings

A meeting of the Group shall be held at least once a year, during the spring Quarter. The Group Chair will call the meetings. A meeting may also be called by action of the Executive Committee or by petition of at least 5 members of the Group. To call a meeting by petition, 5 members of the Group must submit a written request to the Group Chair. The Chair will notify the Executive Committee and follow the procedure for notifying Group members.

Group members will be notified via email at least 30 days prior to any meeting. Members who cannot be present onsite may participate via a telephone bridge or teleconference link, if available.

Article IX: Quorum

More than fifty percent of the members who are eligible to vote shall constitute a quorum for a Group meeting. In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date. Passage of proposals must be by a minimum of more than 50% of the members who actually vote. The Group may vote on issues using either an e-mail or hard-copy (mail-in) ballot. If an e-mail or hard-copy ballot is used, a minimum of one week for expression of opinions about the issue will be allowed prior to accepting the votes.

Article X: Amendment

The Bylaws of the Group may be amended in the following manner:

- A ballot will be circulated to all members of the Group stating the proposed amendment(s), including material to be added or deleted from the Bylaws.
- The e-mail or hard-copy mail-in ballot will be circulated a full week before the deadline for voting on the amendment.
- The amendment passes only if it is approved by at least two-thirds of the membership.
- The Executive Committee shall administer and oversee the balloting and inform the Group of the outcome.
- All amendments and revisions must be submitted to Graduate Council for review and approval.

Article XI: Compliance with ASR 600(B)

When students in the Clinical Research Graduate Group simultaneously hold faculty appointments, compliance with ASR 6000(B) will be maintained by adherence to the following:

- (1) faculty members who are students will recuse themselves, until the degree is granted, from any decisions within their department that affect other members of the graduate group, and,
- (2) all members of the department who influence or control decisions of the graduate group will recuse themselves on such matters as they affect the student(s).