

Pharmacology and Toxicology Graduate Group By-Laws

Administrative Home: Department of Environmental
Toxicology

Revision date(s): 5/27/2014

Graduate Council Approval: August 14, 2014

Article I. Objective

- A. Degree(s) offered by the program: Ph.D., M.Sc.
- B. Discipline: This program offers interdisciplinary training in pharmacology and toxicology. This disciplines draw heavily on the disciplines of biochemistry, cell and molecular biology and physiology. Areas of research span fundamental and translational research in a broad spectrum of areas within pharmacology and toxicology, including cardiovascular pharmacology, cancer therapeutics, neuropharmacology, drug discovery and design, neurotoxicology, pulmonary toxicology and environmental toxicology.
- C. Mission of the Program: The Graduate Group in Pharmacology and Toxicology (hereafter referred to as the Group) is organized primarily to establish and administer graduate training leading to the Master of Science and Doctor of Philosophy degrees in Pharmacology and Toxicology, in conformance with the rules of the Office of Graduate Studies of the Davis of the University of California.

Article II. Membership

- A. Criteria for Membership in the Graduate Program
 - 1. Appropriate academic and teaching titles, as detailed in Graduate Council Policy GC1998-02 (rev. 03), refer to policy for a full list of membership categories.
<http://gradstudies.ucdavis.edu/graduate-programs/policies>

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).

- 2. Active research appropriate to the discipline(s) encompassed by the program.

Graduate Groups use: Membership is independent and separate from academic department appointments. Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration to membership in the group.

3. Voting rights.

All resident members are eligible to vote on graduate program matters. See GC2011-04, *Policy on Quorum, Voting Rights and Responsibility*.

B. Application for membership.

1. How faculty may apply:

Faculty can apply for membership by initiating direct contact with the Program Administrator, the Program Chair or any member of the Executive Committee. Alternatively an existing member of the Group can initiate contacts with a qualified faculty and nominate the candidate for membership. Considering the broad interdisciplinary focus of the Group, faculty with an active research program in a biomedical discipline are encouraged to apply. It is incumbent on the applicant to describe the relevance of their research and teaching goals to the broader missions of the Graduate Group. It is also understood that applicants are willing to contribute to the mission of the Graduate Group, including research training of graduate students, teaching, and administration of the Graduate Group. To apply for membership, faculty are required to submit the following documentation to the Chair of the PTX Membership Committee: 1) A current curriculum vitae or biosketch, including grant support and training record; 2) A listing of teaching experience over the past 5 years including a comment on relevance to Pharmacology and Toxicology graduate education; 3) an indication as to specific topics/areas of expertise you are willing to teach in the PTX curriculum; 4) Specification of areas of specialization in pharmacology and toxicology that align with your research interests (e.g., Neuro, Respiratory, Developmental, Genetic, Clinical, Metabolic Fate, Pharmacokinetics, Environmental Toxicology, Aquatic Toxicology); 5) A short narrative or list that describes research experience relevant to participation in the Graduate Group in Pharmacology and Toxicology (past 5 years); 6) Explanation of the suitability of your laboratory environment for training M.S. and/or Ph.D. students in Pharmacology and Toxicology; 7) Description of current funding to support the training of a PTX graduate student; 8) Indication of particular areas in which you might make a unique or specific contribution to the group: Teaching, Research, or Services; 9) a bibliography that indicates recent publications in Pharmacology and/or Toxicology; 10) Written confirmation that the faculty member currently holds an appointment in a Department at the University of California, Davis.

2. Anticipated contributions that graduate faculty members will perform as a member.

a. Active role in the administration of the graduate program by serving on graduate program administrative committees; as a graduate adviser (not to be confused with being a major professor); or as an administrative officer of the program.

b. Providing graduate level instruction, as appropriate, in addition to research instruction.

c. Service on dissertation/thesis and qualifying examination/master's comprehensive examination committees.

C. Emeritus Status.

Emeritus faculty with active research programs may remain members of the program and are afforded the following rights: they may attend and participate in program activities (including meetings and administrative committees), may teach graduate courses, and may serve on student committees. Emeritus faculty are afforded the right to vote on policy and bylaw issues related to the program.

D. Review of Membership

The criteria for reviewing members of the program is the same for all members. Each faculty member's contributions to the program shall be reviewed once every three years for the purpose of identifying faculty members who are not providing a minimal level of service to the program.

This review will be conducted by the Committee on Membership, who will shall review on a yearly basis one-third of the membership. The review will focus on the areas defined in Section B. above, "Anticipated Contributions by Members."

Faculty whose record reflects poor performance in any of these areas will be subject to non-renewal or to a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.

E. Membership Appeal Process

If membership is denied or not renewed, faculty can appeal to the Executive Committee for reconsideration. Applicants denied membership or renewal of membership by the Executive Committee may make a final appeal to the Dean of Graduate Studies.

Article III. Administration

The administration of the program and its activities will be vested in the Group Chair and an Executive Committee.

Article IV. Graduate Program Chair

A. Chair appointment process

Graduate Group Chair:

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.

A "Nominating Committee" will be named by the Executive Committee to solicit 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 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 at least one name 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.

If the Group puts forward more than one nominee, it may express a preference for one and, if it does, should indicate the basis for determining that preference. The nominee(s) may be interviewed by the Dean of Graduate Studies (or delegate) and will then forward his/her recommendation to the Chancellor for appointment. 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: a) provides overall academic leadership for the program; b) develops and implements policies for the program; c) represents the interests of the program to the campus and University administrators; d) calls and presides at meetings of the Executive/Program Committee; e) calls and presides at meetings of the program; f) is responsible for coordinating all administrative matters with the Office of Graduate Studies; g) manages the budgets of the program; h) submits course change or approval forms; i) is responsible for the accuracy of all publications related to the program including web pages and catalog copy; and j) nominates graduate advisers for appointment.

Article V. Committees

Executive Committee

The Executive Committee shall consist of the Chair of the Graduate Group, who serves as Chair of the committee, plus six faculty elected from the membership. To ensure broad participation of all the member schools and colleges, the Executive Committee shall strive to have at least one member each from the College of Agricultural and Environmental Sciences, the School of Veterinary Medicine and the School of Medicine. All members have voting rights. *The faculty members of the Executive Committee shall be elected for a two (2)-year term, and if willing and with unanimous support of the Executive Committee, may serve a second consecutive two (2)-year term without re-election. Executive Committee members may seek re-election for a third consecutive two (2)-year term. No elected member may serve more than three (3) consecutive terms on the Executive Committee.*

Election of faculty members of the Executive Committee: nominations shall be solicited from the Group by e-mail. Elections shall be conducted by e-mail ballot. At election, each member of the program shall vote for not more than the number of positions to be filled on a ballot provided without weighing of choice. Those receiving the most votes will be declared elected. Ties will be resolved by lottery. Election results shall be communicated to the members of the program promptly. Elected members shall assume their duties on July 1.

The principal duties of the Executive Committee shall be to determine and implement policy for the good of the program, receive and act upon petitions from students and faculty, and represent the interests of the program generally to various universities and other agencies. The Executive Committee is also responsible for distribution of Graduate Fellowship funds and work study funds.

The Executive Committee shall meet at least quarterly. Additional meetings and executive sessions may be held as deemed necessary, or upon petition by five members of the program.

The Executive Committee shall fill interim vacancies for the remainder of the current year.

Membership Committee

The Membership Committee shall consist of a Chair and two voting faculty members

appointed by the Chair of the committee. The Chair of the Membership committee will be a member of the Executive Committee who is appointed by the Chair of the Graduate Group.

Members are appointed in July of each year for a term of 1 year.

The Committee on Membership shall screen applications for membership, provide pertinent information on membership application to the Group, and within one month of receipt, submit applications of qualified candidates to the Group for approval.

The Committee shall review one-third of the membership list annually on a rotating basis and submit to the Executive Committee the names to be removed from the membership roll.

Committee on Educational Policy

The Committee on Educational Policy shall consist of a Chair and five voting members: at least two Graduate advisors and three faculty members appointed by the Chair of the committee. In addition, two representatives of the graduate students in Pharmacology and Toxicology shall serve on the committee. The Chairperson of the Committee on Educational Policy will be a member of the Executive committee who is appointed by the Chair of the Graduate Group.

The functions of this committee shall include: 1) recommendations regarding the graduate program in Pharmacology and Toxicology, 2) annual review of the content and student evaluations of the three core courses (PTX 201, 202 and 203), 3) appointing two Instructors of Record for each of the three core courses, 4) reviewing all proposed new course offerings to determine whether they meet the standards acceptable for credit toward graduate degrees offered through the group, 5) nomination of members to Qualifying Examination Committees, 6) preparing and administering the written prequalifying exam, 7) annual review of progress reports of all students in the Graduate Group, with particular focus on students matriculated in the program for 5 or more years, 8) evaluating the petitions from graduate students/advisers wishing to substitute comparable courses taken at other institutions for PTX degree requirements. The faculty members of the Committee on Educational Policy Committee will serve for a two-year term renewable up to three times.

Committee on Admissions, Recruitment and Fellowships

The Committee on Admissions, Recruitment and Fellowships shall consist of a Chair, at least six voting Group faculty members, the Graduate Group Chair (ex-officio), and at least two graduate student representatives from the Graduate Group as voting members. At least two of the voting members shall be Graduate Advisors of the Graduate Group; the Chair of the committee shall appoint the additional voting members. The committee shall be appointed in July of each year for the term of 1 year.

The Committee shall process all applications for admission to the Graduate Group in Pharmacology and Toxicology.

The Committee shall work to recruit applicants identified as excellent candidates. Specific activities shall include:

1. Development and implementation of a plan for recruiting applicants to the doctoral and master program in Pharmacology and Toxicology who have demonstrated intellectual excellence in prior academic and/or research activities or who have superior scores on the Graduate Record Examination.
2. Exploration of appropriate means for obtaining financial support for doctoral students from the University, individual Group members and sources outside of the University community.
3. Matching of accepted applicants with Group member contacts, organizing visits to campus and following-up on the outcomes of recruitment activities.
4. The Committee shall recommend modifications in standards and procedures for admission to the Group for approval when necessary.

Article VI. Student Representatives

Students will be solicited to serve on the Admissions Committee and on the Educational Policy Committee. The Chairs of those committees (Educational Policy or Admissions) will solicit students in the Graduate Group to serve a one-year term as voting members of these committees. The committee Chair will appoint the number of students appropriate for their committee (see Article V). Students who are not in good academic standing will not be eligible to serve as Student Representatives. Student representatives will serve as voting members of their committees. The student representatives will be excused from collective bargaining issues, personnel actions, salary discussions, and financial aid decisions for specific students. 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 Chair of the Graduate Group will recommend Graduate Advisers to the Office of Graduate Studies for review and appointment for a two year term. Graduate Adviser appointments may be renewed for up to six continuous years.

There shall be at least a minimum number of advisers to meet the 15:1 advising ratio recommended by the Graduate Council. Graduate Advisers have signing authority, are responsible for evaluating the adequacy of preparative course work, interpreting requirements and appointing guidance and comprehensive exam committees. Graduate Advisers are expected to meet quarterly with advisees. Thesis/dissertation advisers for a student can not serve as their Graduate Adviser in the PTX Graduate Group.

Article VIII. Meetings

An annual meeting shall be held at the beginning of Fall Quarter at which time the Chair of

the Graduate Group shall announce to the membership the officers of the Executive Committee, the Chairs of the standing committees and the nominees for Graduate Advisers for the coming year. Other meetings may be called as deemed desirable by the Executive Committee or upon petition of five members of the Group.

Faculty and students in the PTX graduate group will be notified of the timing of the Fall meeting 4-6 weeks in advance by email and reminded at least twice by email. Students will be solicited for posters and at least one student will be encouraged to give a platform presentation at the annual meeting.

Article IX. Quorum

All issues that require a vote must be:

- Voted on by 50+% of the membership
- On graduate program matters other than amendment/revision of bylaws: passage requires a 50+% supporting vote of the members voting.
- On amendments and revision of bylaws: passage requires a 2/3rds supporting vote of the members voting.

A quorum for the purpose of modifying by-laws or establishing graduate group policy must be greater than 50% of the non-emeritus faculty members who are eligible to vote. Faculty members are ineligible to vote when they are on sabbatical. Passage proposals will require a minimum of 50% +1 of the members who actually vote. If balloting is conducted via e-mail or web-based technology, 10 days must be provided for expression of opinions about the proposal prior to the acceptance of votes; the program must allow 14 days for votes to be returned or before the "polls are closed."

Article X. Order of Business for Meetings

Meetings shall follow Robert's Rules of Order.

Article XI. Amendments

Amendments to these bylaws may be made in accordance with program's quorum policy in Article IX. Program members may propose amendments by petition to the program Chair. The program Chair, or relevant program committee, may ask for revisions from the faculty who submitted proposed amendments before forwarding the revisions to the membership for review and voting. Quorum, voting and passage is prescribed in Article IX. All amendments and revisions must be submitted to the Graduate Council for review and approval; changes in the bylaws will become effective upon approval by the Graduate Council.