

Graduate Program of Materials Science and Engineering Bylaws

Administrative Home: Materials Science and Engineering

Revision date(s): 6/5/2017

Graduate Council Approval: June 1, 2018

Article I. Objective

- A. Degree(s) offered by the program: The Graduate Program in Materials Science and Engineering offers the following degrees in conformance with the regulations of the Graduate Council and the Office of Graduate Studies of the University of California, Davis: Master of Science Plan I, Master of Engineering, and Doctor of Philosophy.
- B. Discipline: Materials Science and Engineering is concerned with the application of materials in devices, systems, and other engineering structures, and studies how the material structure, and the resulting properties and performance, are controlled by its processing.
- C. Mission of the Program: The mission of the Materials Science and Engineering Graduate Program at the University of California, Davis is to advance knowledge through teaching and research programs at the frontiers of materials science and engineering, and to educate graduate students with a sense of professionalism and community.

Article II. Membership

- A. Criteria for Membership in the Graduate Program

- 1. Appropriate academic and teaching title

Members must hold an appropriate academic title as outlined in [Graduate Council Policy, GC1998-02, "Policy on Membership in Graduate Programs"](#).

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

Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration for membership in the program. However, faculty with appointments in the department have automatic membership rights in the program.

- 3. Voting rights

All 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

Any member of the Materials Science and Engineering Graduate Program may nominate a faculty member to become a member of the Program. Nominees must meet criteria described in Article II.A. A nomination consists of a letter to the Graduate Program Chair expressing the reasons why the membership is being proposed, a letter from the nominee outlining his or her interests and expected contributions to the program and a copy of the nominee's curriculum vitae. Prior to formal consideration, the nominee must present a public research seminar as part of the regular Materials Science and Engineering seminar series. Voting on membership is done using a secure web-based voting system. The application is sent to all the Graduate Program members, and a majority vote determines the approval of membership. Upon the election of a new member, said person is sent a letter of invitation by the Graduate Program Chair and considered a member only in the event of an affirmative reply.

2. Anticipated contributions that graduate faculty members are expected to perform as a member

- a) Serving on dissertation/thesis committees, preliminary exam committees, and Qualifying Examination committees. (A faculty member may not serve as a member of the Qualifying Examination committee for his/her own student)
- b) Providing graduate level course instruction, as appropriate, in addition to research instruction
- c) Playing an active role in the administration of the graduate program by serving on graduate program administrative committees, as Graduate Adviser, and as an administrative officer of the program

Members serving as Major Professors are required to:

- d) Honor the financial offer made to new graduate students working under the direction of the faculty member. The Graduate Program provides the details of the financial offer to the faculty adviser, and the faculty member should not accept students on unfunded projects. During a hiatus in extramural support, the faculty adviser should consult with the Department Chair and Graduate Program Chair for a possible bridge loan or Teaching Assistant/ Associate In ___ funding. It is the responsibility of the faculty adviser to inform the graduate student if extramural funding for the student's research project is in jeopardy. At least six months of advance notice should be given to the Department Chair, Graduate Program Chair, and the student so that other funding alternatives can be explored.
- e) Provide graduate student advisees with specific requirements for achieving their desired degree objective in a timely manner. The Graduate Program goal for time to degree for the Ph.D. is twelve academic quarters (summer not counted in this total) for full-time students. To achieve this goal the member must assist the

student in progressing through the program and periodically evaluate the student's progress in research and in meeting program milestones. The student and the faculty adviser should collaboratively define success for the project chosen.

- f) Maintain a mutually agreeable schedule of advising conferences with each advisee, including assigning S/U grades for EMS 299 units each quarter, and an annual review with the advisee and the entire dissertation committee. When assigning U grades for EMS 299, a written progress report must be completed that describes reasons for the unsatisfactory performance on dissertation research or recommended coursework. After the Qualifying Exam, points raised by the Qualifying Exam committee should be discussed with the advisee and the entire dissertation committee. The annual review should include discussion of the progress, direction, and duration of the project, and should ensure that the objectives regarding time-to-degree are attainable. The result of this annual review should take the form of a formal report to be acknowledged by the student within two weeks of receipt. Marginal or unsatisfactory reports (annual or quarterly) must be submitted by the program to the Dean of Graduate Studies.

C. Emeritus Status

Emeritus faculty with active research programs may remain members of the Graduate Program and are afforded the following rights: they may attend and participate in Graduate Program activities (including meetings and administrative committees), may teach graduate courses, and may serve on graduate student examination, thesis and dissertation committees. Emeritus faculty are not afforded the right to vote on policy and bylaws issues related to the Graduate Program.

D. Review of Membership

The criteria for reviewing members of the Graduate Program are the same for all members. Each faculty member's contributions to the program are reviewed once every three years for the purpose of identifying faculty members who are not providing a minimal level of service to the Graduate Program. This review is conducted by the Graduate Affairs Committee. Members may not vote for themselves. The review focuses on the areas defined in Section B.2. above, "Anticipated Contributions by Members". A majority vote of the eligible voters of the Graduate Affairs Committee is required for maintenance of membership. Faculty whose records reflect poor performance in any of these areas are 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

Terminated members or those denied membership are notified in writing of the decision and given an opportunity to counter argue and to provide additional supporting information. This appeal is sent to the entire membership of the Graduate Program, and the majority determines whether to uphold or overturn the termination/denial. Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.

Article III. Administration

The administration of the program and its activities are vested in the Department Chair, the Graduate Program Chair, and the Graduate Affairs Committee.

Article IV. Graduate Program Chair

A. Chair appointment process

The Chair of the Department of Materials Science and Engineering formally administers the Graduate Program. The Department Chair delegates the day-to-day responsibilities of the Graduate Program to the Graduate Program Chair. However, even with this delegation of responsibilities, the Department Chair is the official Graduate Program Chair. The Department Chair notifies the Office of Graduate Studies of the name of the faculty to whom they have delegated duties.

B. Duties of the Graduate Program Chair

The program 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 Graduate Affairs Committee;
- e) calls and presides at meetings of the Graduate Program;
- f) is responsible for coordinating all administrative matters with the Office of Graduate Studies;
- g) submits course change or approval forms;
- h) is responsible for the accuracy of all publications related to the program, including web pages and catalogue copy;
- i) nominates graduate advisors for appointment;
- j) facilitates the matching of all graduate students to Major Professors with the Department Chair.

Article V. Committees

A. Graduate Affairs Committee

The committee is comprised of the Graduate Program Chair, who serves as the chair of the committee, plus at least three faculty who are appointed by the Department Chair to represent the research areas of the program as listed under "research" on the Materials Science and Engineering website. The appointments are for one year and can be renewed up to five years based on mutual agreement with the member, the Graduate Program Chair, and the Department Chair that the member is satisfying the duties of membership to the committee in a satisfactory manner.

The duties of the committee include:

- a) assisting the Graduate Program Chair in administering the graduate program;
- b) making fellowship decisions;
- c) deciding on Graduate Program admission policy;
- d) appointing standing and ad hoc committees as it deems necessary to properly administer the activities of the Graduate Program;
- e) reviewing petitions from graduate students that do not fall in the jurisdiction of the Graduate Advisers (see Article VII);
- f) actively participating in the recruitment of graduate students;
- g) making recommendations to the Graduate Program Chair on admissions;
- h) maintaining a quorum to conduct business; (All members have equal voting rights. In the Graduate Affairs Committee, a quorum is a simple majority of the committee.)
- i) administering the applications for membership and membership renewals (see Article II);
- j) considering course offerings and recommendations regarding the graduate program and supervision of teaching assignments and teaching experience of graduate students;
- k) analyzing the academic records of new entering students and determining what remedial actions may be needed.

Article VI. Student Representatives

Graduate students in the Graduate Program have organized a Materials Science Graduate Student Organization (GSO) that serves as a liaison between graduate students and faculty/staff. The GSO nominates one of its officers to serve as the graduate student representative to the Graduate Program faculty. This student representative is invited to meetings of the Graduate Program faculty. However, the student representative is excused from any portion of the meetings involving discussion about other students, personnel actions or disciplinary issues relating to faculty, rankings of existing students for funding, and for disciplinary issues related to students. The student member does not have voting rights.

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 Program will recommend Graduate Advisers to the Office of Graduate Studies for review and appointment for a two-year term. There shall be at least a minimum number of advisers to meet the 15:1 advising ratio recommended by the Graduate Council.

Each Graduate Adviser is responsible for the following:

- a) reviewing the program of study for the graduate students who have been assigned to him/her;
- b) reviewing and acting on petitions submitted by graduate students to drop or add courses or to take courses on an S/U basis; making recommendations on petitions of graduate students to drop or add courses beyond the fifth week of classes;
- c) reviewing and approving graduate student petitions for Planned Educational Leave (PELP);
- d) reviewing and approving petitions for advancement to candidacy for the Master's degree and recommendations for the composition of committees for Master's theses or comprehensive examinations;

- e) recommending, after consultation with the graduate student and the student's Major Professor, the composition of the Qualifying Examination committee;
- f) recommending, after consultation with the graduate student and the student's Major Professor, the composition of the dissertation committee;
- g) reviewing and approving petitions for advancement to candidacy for the doctoral degree;
- h) carrying out periodic review of assigned graduate students' progress towards degree objectives, and, in particular, filing an annual report with Office of Graduate Studies concerning each student's progress toward completion of degree requirements;
- i) determining whether a programmatic requirement has been met by the completion of an equivalent course taken at another institution, in consultation with the instructor of the equivalent UC Davis course.

Article VIII. Meetings

The Chair of the Graduate Program calls an annual meeting during Spring Quarter for the purpose of discussing issues related to the program. The Chair is privileged to call other meetings at the interest of the program and must do so at the written request of three or more members. Notification is emailed at least two weeks before the meeting. Faculty not on campus may participate by teleconference or other available technology.

Article IX. Quorum

All issues that require a vote must satisfy the following:

- They 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.

If the motion is via e-mail or web-based technology: a) the motion may be introduced by the Graduate Affairs Committee or the Chair, b) 7 days must be provided for expression of opinions about the proposal prior to the acceptance of votes, and c) the program must allow 7 days for votes to be returned or before the "polls" are closed.

Article X. Order of Business for Meetings

N/A

Article XI. Amendments

Amendments to these bylaws may be made in accordance with Graduate Program's quorum policy in Article IX. Program members may propose amendments by petition to the Graduate Program Chair. The Graduate 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 are prescribed in Article IX. All amendments and revisions must be submitted to the Graduate

Council for review and approval; changes in the bylaws become effective upon approval by the Graduate Council.