

Political Science Bylaws

Administrative Home: Political Science

Revision date(s): 10/5/2011

Graduate Council Approval: 6/11/2012

Article I. Objective

- A. Degree(s) offered by the program: PhD, MA (terminal degree only), MA/JD
- B. Discipline: As a discipline, political science is a diverse field that advances both positive and normative claims about political life. Political scientists at Davis and elsewhere make substantial contributions to the study of politics employing a variety of quantitative, qualitative, theoretical, and philosophical points of orientation.
- C. Mission of the Program: The primary goal of our graduate program is to produce scholars and teachers with PhD's who are fully equipped to succeed in a competitive job market and, more importantly, to carry on productive careers at major research universities. Our program offers a PhD and a joint JD/MA degree.

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 (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.

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

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 may self-nominate or be nominated by an existing member. The nominee must submit a cover letter detailing their reasons for joining as well as their CV. The application materials should be submitted to the Department Chair and will be reviewed by the Executive Committee. After the Executive Committee reviews the application a recommendation will be made to the program faculty who will then vote to approve or deny the request for membership.

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 are eligible for membership in the graduate program. They will be included at their request and/or request of the chair of the graduate program and may be removed by vote of the majority of graduate program faculty. Emeritus faculty are not 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. Appointment to the graduate program faculty will be automatic as long as members have been positively reviewed by their colleagues in routine merit review actions. When negative evaluations occur, membership of the faculty members in question may be reconsidered by the voting faculty.

The basic criterion for membership in the Political Science Graduate Program is the ability to supervise effective graduate research. This requires that the member be an active researcher and that he or she complies with the highest professional standards in his or her conduct toward graduate students and colleagues. Thus, both pedagogic abilities and the faculty member's publication records will be taken into account in deciding upon membership in the graduate program.

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 Department Chair and the Graduate Program Committee.

Article IV. Graduate Program Chair

A. Chair appointment process

The Department Chair administers a departmentally-based graduate program. The Chair may delegate the day-to-day responsibilities of the graduate program to one or more faculty members of the program. However, even with the delegation of responsibilities, the Department Chair is the official, graduate program Chair. The Department Chair should notify the Office of Graduate Studies of the name of the faculty to whom they have delegated duties. Chairs of departmentally-based graduate programs also coordinate the program's graduate course teaching assignments with relevant department chairs.

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 department chair, who serves as chair of the committee, plus six faculty selected from the department, plus the primary Graduate Adviser and one student appointed annually by the Graduate Association of Political Science Students. Faculty members of the Executive Committee are appointed by the department chair and serve for a one-year term.

The principal duties of the Executive Committee shall be to determine and implement policy for the good of the program, and to represent the interests of the program generally to various universities and other agencies.

The Chair of the Executive Committee may rule that an item of business is inappropriate for discussion in the presence of the student representative. That item of business will then be discussed in the absence of the student member of the Committee. More generally, the chair of any committee with a student member must excuse the student representatives from meetings during discussion about personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

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.

Graduate Affairs Committee

The Graduate Affairs Committee consists of the Director of Graduate Studies of the program along with five to six members appointed by the Chair and one to two graduate students elected by the Graduate Association of Political Science Students. The function of the committee includes the recommendation of applicants for admission to the Program to the Dean of Graduate Studies and the preparation of recommendations of their financial support; the nomination and rankings of students for consideration of university fellowships and awards and identification of students to receive tuition waivers; to coordinate the hosting of admitted students for visitation to campus; to develop and administer programs for increasing the number, quality, and diversity of applicants to the program; the active overview of the status of student financial support during the entire period of study; the assignment of all students to research advisors; an annual review of each graduate student's progress in the program.

Article VI. Student Representatives

One to two graduate students are elected annually by the Graduate Association of Political Science Students (GAPSS) to serve on the Graduate Affairs Committee. Students will be invited to attend Graduate Affairs Committee meetings.

One to two graduate students are elected by the Graduate Association of Political Science Students (GAPSS) to attend faculty meetings.

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 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. Graduate advisers are responsible for evaluating the adequacy of preparative course work, interpreting requirements and appointing guidance and comprehensive exam committees. A primary adviser will be so designated by the Chair to serve as a resource for other advisers.

Article VIII. Meetings

The graduate program faculty will meet at least once annually. The meeting may be held in conjunction with the regularly scheduled faculty meeting. Additional meetings may be

called as required by the department chair and/or the graduate affairs committee chair, or by petition of 1/3 of the graduate program faculty. Meetings will not be official without a quorum defined as one half of the members. Decisions on membership and changes in the bylaws may be made only in official meetings and by vote of a majority of the members present. Representatives of the Political Science Graduate Student's Association may attend meetings though they may be excluded from the discussion of some sensitive subjects

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.

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

N/A

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.