

# Electrical and Computer Engineering Graduate Program Bylaws

Administrative Home: Department of Electrical and Computer Engineering

Revisions: April 23, 2001

Graduate Council Approved: June 24, 2004

## ARTICLE I: OBJECTIVE

The mission of the Electrical and Computer Engineering Graduate Program at the University of California, Davis is to have programs of excellence in teaching and research that educate and train graduate students to create, develop, integrate, share, and apply knowledge about electrical and computer engineering for the benefit of society. The Graduate Program in Electrical and Computer Engineering ("Program") is organized to establish and administer a graduate program of instruction and research leading to graduate degrees in Electrical and Computer Engineering, Doctor of Philosophy (Plan B) and Master of Science (Plan I and Plan II), in conformance with the regulations of the Office of Graduate Studies of the University of California, Davis.

## ARTICLE II: MEMBERSHIP

1. Membership in the Program shall be limited to faculty of the University of California who are qualified to guide candidates towards Doctor of Philosophy and Master of Science degrees in Electrical and Computer Engineering and who participate in the activities of the Program. Membership is based on disciplinary expertise and is independent of specific department appointment or Academic Senate membership. Emeritus faculty can hold membership in the Program.
2. Membership requirements
  - a. Members are required to provide evidence of independent research in Electrical and Computer Engineering commensurate with the expectations of the University of California as outlined in APM 210-d (2);
  - b. Members serving as major professors are required to:
    - i. provide graduate students with specific requirements for achieving their desired degree objective in a timely manner.
    - ii. complete a written annual Progress Report Form before the end of each Spring quarter for each of his/her graduate students.
    - iii. honor written financial agreements made with graduate students.
  - c. Members are expected to have the ability to:
    - i. provide graduate-level instruction.
    - ii. advise and mentor Electrical and Computer Engineering graduate students. This includes serving on masters or doctoral examination and guidance committees.
    - iii. contribute to the activities of the Program by serving on standing and ad hoc committees.
    - iv. participate in recruitment of new graduate students to the Program.
    - v. strive to acquire and maintain funding for the support of his/her graduate students. If funding for a research project is prematurely terminated, the graduate-program member must inform affected students as soon as possible.
3. A faculty member of the University of California can apply for membership in the Program. Applicants must meet criteria described in **ARTICLE II** 2(a) and 2(c). Membership in the Program shall be approved by unanimous agreement of the members of the Membership Committee. Voting on a membership can be done by electronic mail. When the Membership Committee does not reach unanimous agreement, the application will be sent to all the Program members, and the majority will determine the approval of membership. Upon the election of a new member, said person shall be sent a letter of invitation by the Graduate Program Chair and be considered a member only in the event of an affirmative reply.
4. Maintenance of membership will require continuing evidence of conducting independent research in Electrical and Computer Engineering, satisfy **ARTICLE II** 2(b) and, in particular, demonstrate during the period of review of at least two out of following three items:
  - i. teaching Electrical and Computer Engineering graduate-level courses.
  - ii. advising Electrical and Computer Engineering graduate students at the M.S. and/or Ph.D. level.
  - iii. participating in Program activities, such as described in Article II, 2c iii-v.
5. Membership in the Program will be reviewed at three-year intervals to maintain membership. Members may not vote for themselves. A majority vote of the eligible voters of the Membership Committee is required for maintenance of membership. When a member fails to receive this approval, s/he may appeal the decision. The appeal will be sent to all the Program members, and the majority will determine the renewal of membership.

6. Non-members of the Program can serve as members (but not as chair) of guidance, qualifying examination, and thesis/dissertation committees, subject to restrictions imposed by Graduate Studies.

### **ARTICLE III: ORGANIZATION AND ADMINISTRATION OF THE PROGRAM**

The administration of the program and its activities will be vested in the Graduate Program Chair (see Article IV) who will then delegate it to an Executive Committee. The standing committees of the Program are the Membership Committee, the Graduate Study Committee, and the PhD Preliminary Evaluation Committee. See Article V for more details.

### **ARTICLE IV: GRADUATE PROGRAM CHAIR**

The Department Chair is the Graduate Program Chair but can delegate that responsibility to an ECE Vice-chair who will then serve as Graduate Program Chair. Henceforth in this document, either the Department Chair or ECE Vice-chair will be referred to as the Graduate Program Chair.

1. The term of service of the Graduate Program Chair will coincide with Department Chair, or can be shorter. The Program Chair is responsible to the Chancellor through the Dean--Graduate Studies, the Dean of the College of Engineering and to the Department Chair.
2. The Program Chair is expected to seek the advice of Program members in a systematic way and to provide for the conduct of Program affairs in an orderly fashion through meetings of the faculty and of standing committees. The chair is also expected to seek student advice on matters of concern to students enrolled in the Program. The chair is assisted in the tasks involved in carrying out his or her responsibilities by the Executive Committee and such other means as specified in the Program Bylaws. However, the responsibilities themselves may not be delegated.
3. As academic leader of the Program, the Program Chair has the following duties:
  - a. The Program chair will be a Graduate Advisor and the only one with admissions authority to recommend to the Dean of Graduate Studies action on applications for admission, reentry, filing fee, and changes of major to the graduate program of students in the Program.
  - b. The Program Chair is responsible for implementing standards developed by the Program for election to, and continuation of, membership in the Program. He or she is expected to:
    - i. Ensure that prospective Program members are made aware of the criteria for membership.
    - ii. Monitor adherence to standards for continued participation.
    - iii. Participate in the recruitment and selection of faculty whose disciplines are essential to the program.
  - c. The Program Chair will encourage academic excellence in the program.
  - d. The Program Chair is responsible for identifying the faculty, staff, and other resource needs of the Program.
  - e. The Program Chair should be receptive to questions, concerns, and suggestions from members of the Program and from students in the Program, and should take appropriate action.
  - f. The Program Chair is responsible for recruitment of students to the graduate program according to the graduate admission policy and the bylaws of the Program.
  - g. During Graduate Council review of the graduate program, the chair is responsible for:
    - i. Providing the Graduate Council and/or Graduate Studies with any required materials in a timely manner.
    - ii. Implementing any programmatic changes required by the Graduate Council.
4. The Program Chair's administrative duties include the following (special assignments may be added from time to time, and the Chancellor or Dean--Graduate Studies or Dean of the College of Engineering may specify additional duties):
  - a. To administer the financial affairs of the Program in accordance with University procedures and in consultation with the chair of the department that provides the administrative home for the Program.
  - b. To arrange at least two meeting per year of Program members.
  - c. To provide orientation for all new students entering the program.
  - d. To maintain records and prepare reports in accordance with University procedures.

### **ARTICLE V: COMMITTEES**

#### 1. Executive Committee:

The principal responsibilities of the Executive Committee are:

- a. Assist the Graduate Program Chair in administering the graduate program.
- b. Make fellowship decisions.
- c. Decide on Program graduate admission policy.
- d. Appoint standing and ad hoc committees as it deems necessary to properly administer the activities of the Program.

Membership of the Executive Committee:

- a. Chair: Graduate Program Chair.
- b. Department Chair (if different from the Graduate Program Chair).
- c. Two program members elected by the Program. Each of these members will serve a two-year alternating term.
- d. Graduate staff representative(s) (administrative / non-voting).

2. Membership Committee:

The responsibilities of the Membership Committee are to administer the applications for membership and membership renewals (see Article II). The members of the Membership Committee will be identical to the Graduate Study Committee mentioned below with the exception that the Graduate Student Association representative will not serve on this committee.

3. Graduate Study Committee:

The responsibilities of the Graduate Study Committee are:

- a. Prepare recommendations, as needed, regarding requirements for graduate degrees and other programmatic proposals for consideration by the faculty of the Program.
- b. Planning the curriculum of the Program and obtaining requisite approvals. This includes, but is not limited to:
  - i. Obtaining approval from the Graduate Council for changes in curriculum.
  - ii. Annually review the Electrical and Computer Engineering graduate curriculum
- c. Review petitions from graduate students.
- d. Assist in the recruitment of graduate students.
- e. Make recommendations to the Program Chair on admissions.
- f. Maintain open communication with the graduate students.
- g. Approve the program of study for all doctoral students.
- h. Maintain a quorum to conduct business. In the Graduate Study Committee a quorum will be a majority of the committee. If any voting member is unable to attend a meeting, a replacement Program member selected by that voting member will be scheduled to attend.

Membership of the Graduate Study Committee:

- a. Chair: Graduate Program Chair.
- b. At least twenty percent of the members of the Program. The Graduate Study Committee members will be appointed by the Graduate Program Chair to represent the research areas of the department as are they currently listed under "research" on the Electrical and Computer Engineering website. The appointments will be for one year.
- c. A graduate student representative (see Article VI).
- d. Graduate Adviser(s).
- e. Department Chair.
- f. Graduate staff representative (s) (administrative / non-voting)

4. PhD Preliminary Evaluation Committee

The responsibility of the PhD Preliminary Evaluation Committee is to administer the PhD evaluation process.

Membership of the PhD Preliminary Evaluation Committee:

- a. Chair: a Program member.
- b. Program members representing each of the examination areas listed in the PhD Degree Requirements will be appointed by the Graduate Program Chair. The appointments will be for one year.
- c. Graduate staff representative(s) (administrative / non-voting).

**ARTICLE VI. STUDENT REPRESENTATIVE**

A graduate student, selected by the Electrical and Computer Engineering Graduate Student Association, will be a full voting member of the Graduate Study Committee.

**ARTICLE VII. GRADUATE ADVISORS**

The Department Chair will make recommendations to the Associate Dean of Graduate Programs for Graduate Adviser appointments. The appointment will be for at least a two year period. The Graduate adviser is responsible for the following:

1. Review the program of study for every graduate student.
2. Review and action on each petition submitted by a graduate student to drop or add courses or to take courses on an S/U basis. Make recommendations on petitions of graduate students to drop or add courses beyond the fifth week of classes.

3. Review and approve student petitions for Planned Educational Leave (PELP).
4. Review and approve petitions for advancement to candidacy for the Master's degree and recommendations for the composition of committees for Master's theses or comprehensive examinations.
5. Recommendation, after consultation with the student and the student's major professor, for the composition of the Qualifying Examination Committee.
6. Recommendation, after consultation with the student and the student's major professor, for the composition of the dissertation committee.
7. Review and approve petitions for advancement to candidacy for the doctoral degree.
8. Periodic review of student progress towards degree objectives, and, in particular, file an annual report with Graduate Studies concerning each student's progress toward completion of degree requirements.
9. Determine if a programmatic requirement has been met by the completion of an equivalent course taken at another institution.

#### **ARTICLE VIII. MEETINGS**

The Graduate Program Chair shall call at least two regular meetings of the Program each academic year and special meetings as deemed necessary or desirable by the Executive Committee. Additional meetings can be called by petition of at least one quarter of the members. A majority of the Program membership in residence (i.e. not on leave) shall constitute a quorum of the Program.

#### **ARTICLE IX. QUORUM**

A quorum for the purpose of modifying bylaws, establishing graduate program membership, or establishing graduate program policy must be voted on by 50+% of the eligible members and passage requires a 50+% supporting vote. Balloting can be done either in a meeting of the Program or via e-mail. If via email, at least seven calendar days will be allowed for expression of opinions about the proposal.

#### **ARTICLE X: AMENDMENTS**

These Bylaws may be amended by the approval of two-thirds of all members voting. Written notice of a proposed amendment shall be sent to each member of the Program at least ten calendar days prior to a meeting at which the amendment is to be proposed and discussed. All amendments and revisions will be submitted to Graduate Council for review and approval.