

October 16, 2008

DR. ANN BONHAM, Program Director
Designated Emphasis in Translational Research

RE: Designated Emphasis in Translational Research Bylaws

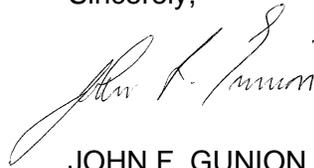
Dear Dr. Bonham:

At its meeting of October 15, 2008, Graduate Council considered and approved the DE—Translational Research bylaws.

Attached is a copy of the bylaws reflecting Council's approval date. A copy should be kept in the program files, made available to the DE members, and be used for future revisions of the bylaws. The Office of Graduate Studies will also keep a copy.

Graduate Council wishes to thank you for your patience in this matter.

Sincerely,



JOHN F. GUNION, Chair
Graduate Council

/aw

cc: Nipavan Chiamvimonvat
Judith A. Kjelstrom

Designated Emphasis in Translational Research Bylaws

Administrative Home: Dean's Office, School of Medicine

Created: April 2006

Graduate Council's Approval Date: October 15, 2008

Article I - Objective

The Designated Emphasis Program in Translational Research (hereafter referred to as the DETR or the program) is organized primarily to indicate a specialization in Translational Research for established Ph.D. degree programs and the administrative home will be the Office of the Dean of the School of Medicine, in conformance with the rules of the Graduate Studies of University of California, Davis campus. Successful completion of this program will indicate that the recipient of the established Ph.D. degree has received additional training in translational research. These individuals will receive a DETR notation on their diploma and transcripts upon completion.

Article II – Membership

The Program will consist of those persons associated with the Davis campus qualified to guide candidates to degrees in biomedical-related areas of research. Program participants must be a member of an affiliated graduate group or department, have an active research program related to Translational Research, and be willing to participate in the program's activities (qualifying examinations, seminars, social events, retreats, etc.).

Faculty can apply to the DETR program at any time. A request for DETR membership, stating that the bylaws have been read and will be upheld should be sent to the current DETR chair (with a copy to the DETR program coordinator). Membership will be determined by a majority vote of the Executive Committee of the program. An acceptance letter will be sent to the new DETR faculty member.

The Executive Committee will review one third of the membership each year, and continued membership will be contingent on participation in the program, as reflected in the following criteria:

1. Member in good standing in a DETR-affiliated graduate program.
2. Performance of services to the DETR program (must have fulfilled one or more duties over the previous three years):
 - a. Act as the major professor for a pre-doctoral student in the DETR program
 - b. Serve on the executive committee of the DETR
 - c. Provide graduate-level instruction in the core DETR courses
 - d. Serve on the qualifying examination committee as the DETR reviewer
 - e. Attend the annual IMBS retreats (at least once within a three year period)
 - f. Assist in outreach activities
 - g. Other activities related to DETR function (e.g. active in the IMBS grant)

Termination of DETR faculty membership:

- At the request of the faculty member to the DETR chair (with a copy to the DETR program coordinator)
- Failure to meet the minimum activity for DETR membership during the previous three-year period will result in termination. Notification of impending termination will be issued six months before actual termination.
- A faculty member may reapply for membership after termination.

Membership Appeal Process:

- A faculty member may appeal the termination decision by submitting a letter to the Executive Committee outlining reasons for the appeal.
- Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.

Article III - Organization & Administration

The administration of the program and its activities will be vested in an Executive Committee, consisting of three DETR faculty members. The Executive Committee will consist of the DETR Chair plus two faculty members elected by the faculty members of the program. The administrative home for the DETR is in the offices of the Dean, School of Medicine.

Article IV - DETR Program Chair

Appointment of the Chair:

The Dean of Graduate Studies will appoint the Chair of the Designated Emphasis in Translational Research in accordance with the policies and procedures of the Office of Graduate Studies.

The Executive Committee of the DE will act as the Chair Nominating Committee to solicit nominations from the faculty and students of the DE, determine whether the nominees are willing to serve, and solicit confidential comments from the DE faculty on the suitability of the candidates that are willing to serve.

The Executive Committee will forward the names of the candidates for Chair to the Dean of Graduate Studies along with all comments received from the group during the nomination and consultation process. All comments solicited from the group on Chair candidate suitability will be treated as confidential information by the DE and by the Office of Graduate Studies.

The Nominating Committee may express a preference and, if it does, should indicate the basis for determining that preference. The Associate Dean for Programs will interview the nominees and consult with the lead dean for the DE before forwarding a recommendation to the Dean of Graduate Studies for consideration for appointment. The normal term of the Chair's appointment is three years, however what is recommended will be based on the candidates willingness to serve.

Duties of the Chair:

The DE Chair will (1) serve as Chair of the Executive Committee; (2) serve as graduate adviser; (3) provide overall academic leadership for the DE; (4) develop and implement policies for the DE; (5) represent the interests of the DE to the campus and University administrators; (6) call and preside at meetings of the Executive Committee and of the DE; (7) be responsible for coordinating all administrative matters with the Office of Graduate Studies; (8) be responsible for the accuracy of all publications related to the DE including web pages and catalog copy; (9) meet annually with the chairs of the affiliated programs.

Article V Committees

Executive Committee

1. Executive Committee Membership:
 - a. The Chair of the Executive Committee is the Chair of the DETR.
 - b. There will be 4 members on the committee.
 - c. The DETR Staff Program Coordinator and a student representative shall serve as ex-officio members, all other members have voting rights.
 - d. To ensure broad participation, the Executive Committee shall have at least two members from two departments different from that of the Chair. During the transition of the Chair, there may be a case in which only one Executive Committee member may be from a department different from that of the Chair. This requirement may be postponed until the election of an Executive Committee member who would replace the member from the Chair's department.
2. Election Process:
 - a. Nominations for the Executive Committee shall be made by the faculty of the DETR Program by email during spring term. Elections shall be conducted by email ballot and completed at least two weeks prior to the end of the spring term. The elected members shall assume their duties on July 1. Faculty member(s) selected by the Executive Committee will fill any vacancies that occur outside of necessary elections.
 - b. The faculty members of the Executive Committee shall be elected for three-year terms. To ensure continuity, the initial Executive Committee shall be elected for one-, two- and three-year terms. Replacement members shall be elected for a full three-year term. Members can be re-elected to serve one extra term.
3. Role of the Executive Committee:
 - a. The principal duties of the Executive Committee shall be to determine and implement policies for the good of the program, and act as the Chair nomination, membership, curriculum, and fellowship committees.

- b. The Executive Committee shall meet at least twice a year.
- c. The Secretary of the Committee shall schedule meetings and prepare and distribute minutes of the meeting to the faculty participating in the program.

Article VI Student Representatives

The student representative shall serve as a non-voting student advocate on the DETR Executive Committee for a period of one academic year, which may be extended to a maximum of two years. The student representative will be an advocate for the concerns of the students in the DETR program.

The Chair, upon recommendation of the DE's graduate students, appoints a student representative. The nomination form will include:

- Date
- DETR student contact information
- Major/ Major professor
- Class level
- Statement as to why this candidate should serve on the DETR Executive Committee (one-page limit).

Note: Student representatives may not participate in discussions dealing with personnel or collective bargaining issues. The Chair of the Executive Committee must excuse the student representatives from meetings covering confidential personnel topics. The student representative may also be excused from some executive committee meetings, in which the discussion topic is not pertinent to student issues.

Article VII Graduate Adviser

The Chair of the DETR will serve as the Graduate Adviser.

Duties of the Graduate Adviser:

Working with the graduate advisers in the affiliated PhD programs, the Graduate Adviser will oversee students' academic progress towards fulfilling the DE requirements. Students will meet with the Adviser regularly to consult about their selection of courses.

Article VIII Meetings

Annual meetings of the DETR will be held in winter term, and are called by the Chair person. Notification of meetings will be 4 weeks in advance, and circulated by email.

The Chair may call a special meeting as deemed necessary. Additional meetings may be called if petitioned by five or more faculty. The Chair of the Executive Committee for

the program and the affiliated Ph.D. program designees shall meet at least once a year to discuss matters of importance to the program.

Article IX Quorum

The program will abide by the directive of the Graduate Council for a minimum quorum (<http://gradstudies.ucdavis.edu/gradcouncil/bylaws.pdf>). All issues that require a vote must be:

1. voted on by 50+% of the eligible members
2. passage requires a 50+% supporting vote of those voting
3. voting may be done by E-mail ballot

Article X Amendments

All amendments and revisions must be submitted to Graduate Council for review and approval. Passage of amendments to bylaws must satisfy the program's quorum rules.