

FORENSIC SCIENCE GRADUATE GROUP BYLAWS

Administrative Home: UC Davis Extension

Revision: November 11, 2007

Revision: September 26, 2011

Graduate Council Approval Date: June 11, 2012

Article I – Objective

The Forensic Science Graduate Group (hereafter referred to as the Group) is organized primarily to establish and administer graduate teaching and research leading to the M.S. degree in Forensic Science in conformance with the rules of the Office of Graduate Studies of the Davis campus of the University of California.

The program is designed to train forensic scientists¹ and professionals in a variety of fields to understand better the ethical and scientific standards of their profession and to better serve the public.

Article II – Membership

- A. Elected by the membership, new members of the Group shall consist of UC Davis faculty (including adjunct, in residence and the research series) who are qualified to guide candidates for the M.S. degree in Forensic Science. All members of the program 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).
- B. person on the regular faculty of a sister campus of the UC may by election become a member of the Group. Such a person would have to meet the same qualifications as do the other members of the Group. All active members are eligible to vote; members are ineligible to vote only when they are on sabbatical.
- C. Faculty can apply for membership by supplying the required information to the Membership Committee (current CV, questionnaire) for evaluation. Considering the broad interdisciplinary focus of the Group, faculty with an active research program relevant to Forensic Science are encouraged to apply. It is incumbent on applicants to describe the relevance of their research and teaching goals to the broader missions of the Graduate Group. It is also understood that application to the Group indicates the applicant is willing to contribute to the missions of the Group, including research training of graduate students, teaching, and administration of the program. Applications for membership shall be processed by the Membership Committee in accordance with the provisions of Article V.B.2. The entire Group will be invited to vote by electronic mail ballot on candidates nominated by the membership committee. Election to membership shall require the approval of at least 67

¹ Persons who apply the principles of scientific analysis and expert testimony in courts of law

percent of the ballots cast. A minimum of 50 percent plus 1 of the Group members must submit ballots for an election to be valid.

- D. Emeritus participants are encouraged to participate in teaching activities, to serve on thesis committees, to attend the annual meeting, and to attend all social functions, symposia, and public lectures wholly or partially sponsored by the Group. Active emeriti will have full voting rights.
- E. The Membership Committee will screen applications for Group membership and submit qualified applicants for a vote of the membership within one quarter. The Committee will also request that the members provide evidence of continued participation in Group activities. Members must show participation in all of the following areas:
 - 1. A list of publications during the past three years describing relevant research and presented in refereed journals and any other evidence of an active research program (e.g., grant support).
 - 2. Courses that a member participates in which are pertinent to the training of students in Forensic Science. Included in the typical contribution would be the teaching of courses in the program and teaching courses in which Forensic Science students are enrolled.
 - 3. Administrative activities performed for the Group. In addition to serving on qualifying and thesis committees, a member is expected to be willing to serve on standing *ad hoc* committees for the Group.
 - 4. Residency requirements. There must be evidence of an appropriate research environment and of interaction with Group activities, especially for graduate training and service on thesis committees.
- F. Applicants denied membership or renewal of membership may petition the Membership Committee to solicit a revote accompanied by a short statement from the applicant. Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.

Article III –Administration

The management of the Group shall be vested in an Executive Committee of three faculty elected from the membership plus the chair. UC Davis Extension will provide marketing and financial management services along with accessibility to current innovations in course formatting and delivery. The college of the designated Graduate Group chair will house the program. Representatives from the forensic science community will serve in an advisory capacity. A UC Davis Extension staff member will serve at meetings of the Group and Executive Committees; the staff member will prepare and distribute minutes of meetings.

Article IV - The Graduate Group Chair

A. The graduate group chair nomination process will be conducted in accordance with current Office of Graduate Studies, Graduate Council and Academic Personnel Manual policies, APM Section UCD-245B. <http://www.mrak.ucdavis.edu/web-mans/apm/245b.htm>

1. A “Nominating Committee” will be named by the Executive Committee to solicit the names of nominees for Graduate Group Chair from the faculty and graduate students of the group. The names of the nominees indicating a willingness to serve will then be submitted to the Group’s faculty and graduate students for comments. All comments will remain confidential.
2. The Nominating Committee will forward two names to the Dean of Graduate Studies along with comments received on the nominees. The Group may express a preference and, if it does, should indicate the basis for determining that preference. After interviewing the nominees the Dean of Graduate Studies will forward his/her recommendation to the Chancellor. The normal term of the Chair’s appointment is three years, but the recommended term will be based on the nominee’s willingness to serve.

B. Duties of the Chair:

The chair shall be the chief officer and spokesperson for the Group and for the Executive Committee. Duties include calling and presiding over meetings of the Executive Committee, developing and implementing policies for the program and representing the interests of the program to the campus and University administrators.

The Chair shall appoint, with the approval of the Executive Committee, chairpersons of standing committees and members of *ad hoc* committees, and shall forward adviser nominees to the Associate Dean of Graduate Studies who will recommend to the Chair of Graduate Council for appointment.

C. Vice Chair

The Executive Committee shall select from its members a Vice Chair to serve for the ensuing academic year.

Duties of the Vice Chair:

The Vice Chair shall serve as chief officer of the Group in the absence of, or as designated by, the Chair. If the Chair is absent for more than a quarter, Chair appointment procedures must be followed. The Vice Chair shall call for nominations, arrange elections and supervise their conduct, and submit matters to the Group requiring its decision.

Article V – Committees

Each standing committee shall have as the chairperson a member of the Executive Committee. The standing rules and policies of each committee shall be submitted to the Executive Committee for approval.

A. Executive Committee

1. The Executive Committee will consist of a four (4) member committee. One will be the Graduate Group Chair and the other three members will be elected from the

membership. Broad participation of all the member schools and colleges on the Executive Committee are encouraged. Each member of the Executive Committee shall be elected for a term of two (2) years. Elections will be staggered so that at least one committee member is elected each year. No elected member may serve more than two (2) consecutive terms. All members have voting rights.

2. Nomination and election shall be made by electronic mail and completed during the Spring Quarter. At election, each member of the Group shall vote for not more than the number of positions to be filled. Those receiving the most votes shall be declared elected. The term of office of the new Executive Committee shall commence on July 1, following the Spring Quarter election. Election results shall be announced by electronic mail and at the Annual Meeting. Following the annual meeting the Chairperson shall convene the Executive Committee for the coming year and supervise the election of officers. With the approval of the incoming Executive Committee, the Chairperson shall appoint chairpersons-elect of the standing committees.
3. The principal duties of the Executive Committee shall be to determine and implement policy for the Group, to receive and act upon petitions from students and faculty and to represent the interests of the Group to various universities and other organizations.
 - a. The Executive Committee shall meet quarterly; such meetings shall be announced by electronic mail so that members of the Group may present matters requiring Executive Committee or Group attention. Additional meetings may be held as necessary or upon petition of at least 3 members of the Group.
 - b. The Executive Committee shall fill interim vacancies in its membership for the remainder of the current year.

B. Committee on Membership

1. The Committee on Membership shall consist of the chairperson and two (2) or more other voting members. The Chairperson of the committee will appoint the members. The committee shall be appointed in July of each year for a term of one (1) year. All members have voting rights.
2. The Committee shall screen applications for membership, provide pertinent information on membership application to the Group, and within one quarter of receipt, submit applications of qualified candidates to the Group for approval.
3. 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.

C. Committee on Education Policy

1. The Committee on Education Policy shall consist of the chairperson and at least two (2) more voting members appointed by the chairperson of the committee. If appointed member(s) are outside member(s) of the Forensic Science community, they must be a member of either The American Academy of Forensic Science (AAFS) or The California Association of Criminalists (CAC). In addition, one representative of the graduate students in Forensic Science shall serve on the Committee. The committee shall be appointed in July of each year for a term of one (1) year. All members have voting rights.
2. The functions of the Committee shall include consideration of graduate course offerings in Forensic Science and recommendations regarding academic quality of the graduate program in Forensic Science.

D. Committee on Admissions, Recruitment and Fellowships

1. The Committee on Admissions shall consist of the Chairperson, and at least three (3) other voting members, the Director of the Forensic Science Program, and a representative graduate student as a non-voting member. At least two of the voting members shall be official Graduate Advisers of the Graduate Group. The chairperson of the committee shall appoint additional members as needed to meet the workload. The committee shall be appointed in July of each year. To ensure the benefit of overlapping experienced members, the Chairperson may appoint a member to a lesser term.
2. The Committee shall process all applications for admission to graduate study in Forensic Science, inviting review of applications by members of the Group, and recommend admission to the Dean of Graduate Studies those found admissible.
3. The Committee shall work to recruit applicants identified as excellent candidates. Specific activities shall include:
 - a. Development and implementation of a plan for recruiting applicants for the Masters program who have demonstrated intellectual excellence in prior academic and/or Forensic Science activities.
 - b. Exploration of appropriate means of obtaining financial support for graduate students and individual Group members.
 - c. Matching of accepted applicants with a Group member contact, organizing visits to the campus of prospective students and following-up on the outcome of recruitment activities.
 - d. The Committee shall also carry out recruiting activities, which implement the policies of the University.
4. The Committee shall recommend modifications in standards and procedures for admission, such as recommendations to be submitted to the membership of the Group for approval.

Article VI – Student Representatives

The committee chair (Educational Policy or Admissions) will solicit student volunteers to serve as student representatives. The committee chair will appoint the number of students appropriate for that committee (see Article V). Students who are not making adequate academic progress will not be eligible to serve as Student Representatives. Student Representatives must be excused during discussion about other students, personnel actions or disciplinary actions relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

Article VII – Advisers

- A. Annually, the Executive Committee shall recommend appointment of four (4) or more as needed Graduate Advisers representing the range of interests of the Group. Graduate Advisers are appointed in compliance with policies and procedures of the Graduate Council and the Office of Graduate Studies. To ensure the overlap of experienced advisers, the Executive Committee will annually recommend replacements for members who will be completing the final portion of their two year term.
- B. Each Graduate Advisor shall evaluate the transcripts of incoming students, establish a program of study which satisfies the requirements of the Group, and shall advise graduate students within his/her jurisdiction in accordance with the regulations of the Office of Graduate Studies and the Group.
- C. The term for the appointment of a Graduate Adviser is two years and may be renewed annually for up to six continuous years.
- D. Initial administrative counseling of the students, to aid in the selection of a Graduate Advisor, will be conducted by the UC Davis Extension Forensic Science Program Director. The thesis major professor (research advisor) will not serve as a student's Graduate Advisor.
- E. Only the academic advisers, who hold appropriate University titles, and the Program Chair will make decisions on courses, curriculum, and individual students' programs relative to core courses, background courses, and remedial courses.

Article VIII - Meetings

Normally in the spring quarter, an annual meeting shall be held, at which time the Chair of the Group and the chairs of the standing committees will report on activities during the academic year. Other meetings may be called as deemed desirable by the Executive Committee or upon petition of five members of the Group. Notices of meetings must be distributed at least ten days prior to the meeting. Minutes of meetings shall be distributed within ten days of the date of the meeting. Roberts' Rules of Order, except when inconsistent with the Bylaws of the Group, shall guide the Chair during the meetings of the Group and committees. Faculty away from campus may participate by video conference upon agreement by the Executive Committee. In the event of adjournment before all business is complete, another regular meeting shall be held within ten (10) days.

Article IX – Quorum

A quorum for the purpose of modifying bylaws or establishing graduate group policy must be greater than 50% of the faculty members who are eligible to vote. Faculty members are ineligible to vote when they are on sabbatical. Passage of proposals will require a minimum of 50% +1 of the members who actually vote. Votes will be submitted by electronic mail.

Article X - Order of Business for Meetings

At all regular meetings, the suggested order of business shall be as follows:

1. Reading of minutes
2. Reports of officers
3. Reports of standing committees
4. Reports of special committees
5. Unfinished business
6. New Business

Article X - Amendments

Amendments to these Bylaws require a two-thirds majority of those voting at any meeting or by electronic mail ballot. All amendments and revisions must be submitted to Graduate Council for review and approval.