

UCSF/UCB Joint Graduate Group in Bioengineering

BY-LAWS

Article I Purpose

The purpose of this Group is to establish and administer a graduate program of instruction and research leading to the M.S. and Ph.D. degrees in Bioengineering, in conformity with the regulations of the Graduate Divisions of the University of California, San Francisco, and the University of California, Berkeley.

The Group will provide for the periodic assembly of professional personnel involved in this field, provide a forum coordinating interest in bioengineering, assure the maintenance of high performance standards in instruction and research within its purview, and provide collective representation to the University Administration and to other individuals and organizations. Consequently, the structure and operation of the Group shall be construed broad enough to permit consideration of all academic aspects of bioengineering and all other appropriate matters affecting the position and progress of this discipline on the Berkeley and San Francisco campuses.

Article II Membership

A. Full membership and associate status in the Group shall be limited to faculty members on the Berkeley and San Francisco campuses who are members of the respective faculties.

B. Full members and associates of the Group may submit to the Chair of the Executive Committee a written nomination including the qualifications of the nominee and a statement that the nominee has agreed to become a member if elected. A person desiring to become a member of the Group may submit an application to the Chair including their qualifications for membership and the names of two members who have agreed to sponsor their application.

C. Membership nominations and applications shall be approved or disapproved by the Executive Committee (or its appointed Membership Committee) The Executive Committee shall notify the nominee or applicant of the committee's decision.

D. Full membership in the Group shall be reviewed annually by the Executive Committee, at which time inactive members may be removed from the membership list or shifted to associate status.

E. In order to maintain full membership in the Group a faculty member must meet the following criteria:

- Retain his/her teaching appointment
- Attend the Annual Bioengineering Conference/Retreat at least once every three years
- Perform at least one of the functions listed below in each academic year (sabbatical years excluded)
 1. Dissertation Adviser to a bioengineering student.
 2. A member of the Executive Committee or other standing committee.
 3. Graduate (Academic) Adviser.
 4. Bioengineering course instructor or Bioengineering seminar coordinator.

F. Faculty failing to meet these criteria will be notified in writing by the Chair of the Executive Committee, and will automatically be shifted to Associate Status. A person who is shifted in this way may be reinstated to full member status at the beginning of any subsequent academic year in order to serve one of the functions listed above

G. Associate Status faculty will remain on the mailing list, may attend annual meetings and may host students for rotation projects. Associate Status faculty will be considered outside members for the purpose of Qualifying Examination Committees and Dissertation Committees.

Article III Committees and Officers

A. The Group and its activities shall be administered by an Executive Committee of seven individuals who are members of the Berkeley or San Francisco Divisions of the Academic Senate and are members of the Group in Bioengineering. Elected members include a Chair, a Vice-Chair and three at-large members. Two *ex officio* members are the respective Vice Chairs for Graduate Affairs (or equivalent) of the Berkeley Department of Bioengineering and the San Francisco (Medical School) Division of Bioengineering. To ensure broad participation, no more than three of the five elected members shall have over 50% of their appointment from any one campus.

B. Members of the Executive Committee shall be elected from within the Group by full members, are elected for two-year terms, with the exception of the Chair (as defined in Article III-F-1), who will remain on the Committee for the duration of the time necessary to complete the three-year term of that office.

C. Nominations to the Executive Committee shall be made by the Nominating Committee. Nominations by any member of the Group will be included in the slate of candidates submitted to the membership.

D. Election of members to the Executive Committee shall be by secure ballot and shall be completed at least three weeks before the end of the spring quarter. Ties in election results shall be resolved by the Executive Committee. Election results shall be announced to the membership by mail. Newly elected members shall assume their duties on July 1.

E. Individual vacancies on the Executive Committee shall be filled by appointment by the Chair.

F. The principal responsibilities of the Executive Committee are as follows:

1. Nominate from among the Executive Committee members a Chair and a Co-Chair, who shall act as the Group Secretary. Appointment to these positions will be made by both campuses Graduate Deans. The Chair and Co-Chair/Secretary must hold primary appointments on different campuses.
2. The term of office for the Chair will be three years. A Chair may not succeed himself. The occupancy of this office must alternate between faculty members whose primary appointment is on different campuses. A member of the Group once appointed to the position of Chair will remain a member of the Executive Committee for the full three-year term of the office without the need to run for re-election to this committee.
3. Represent the Group in official matters pertaining to the Group, both within and outside of the University.
4. Continue the activities of the Group, and encourage development of the Graduate Program in Bioengineering.
5. Review membership in the Group and, by additions and deletions as defined in Article II, maintain a broad and active group in this field.
6. Establish and maintain liaisons with groups interested in bioengineering on other campuses of the University as with related groups on the San Francisco and Berkeley campuses.
7. Nominate from the Group one or more Graduate Advisers on each campus to oversee the programs of individual students. Graduate Advisers will be appointed by the Dean of the Graduate Division of the campus on which they serve.

8. Appoint an Admissions Committee to review applications to the program in Bioengineering and make recommendations to the Deans of the Graduate Divisions with respect to admission of students to the program. The Admissions Committee shall include members from both campuses. Admissions will conform to the policies of both campuses regardless of the campus on which the student is registered.
9. Appoint such additional standing committee(s) or ad hoc committee(s) as it deems necessary to properly administer the activities of the Group.

Article IV Meetings

- A. The Chair shall call meetings of the Group as are deemed necessary or desirable by the Executive Committee; at least one Group meeting per year.
- B. The Chair shall call a special meeting of the Group any time it is requested by five or more Group members in writing.
- C. Minutes of meetings shall be distributed within fourteen calendar days following the executive committee approval.
- D. Meetings shall be conducted in accordance with generally accepted procedures. In the event of adjournment of a meeting before the business of the Group is completed, the meeting shall be continued within the next two weeks.
- E. Group meetings, 30% of the Group membership shall constitute a quorum and shall be empowered to take action on matters before the meeting, except for changes in these By-laws.

Article V Amendments

Changes in these By-laws shall be made by approval of at least two-thirds of the voting faculty, either by mail vote or at a meeting, provided that notice of such proposed change shall have been sent to the members at least two weeks prior to the date of voting.

American Disabilities Act

UCB and UCSF design their programs and activities to fully comply with the Americans with Disabilities Act. If at any time you feel you have a need for disability-related accommodations please contact the Group administration at UCB (510) 642-9931 or at UCSF (415) 476-5151 with your requests.