

Entomology Graduate Program Bylaws

Administrative Home: Department of Entomology

Revised: November 15, 2006

Graduate Council's Approval: December 11, 2006

Article I. Objective:

The Graduate Program in Entomology is a departmentally-based program. The program emphasizes the integration of fundamental and mission oriented research aimed at advancing science and enhancing societal welfare by solving problems in biology, agriculture, and the environment. Students can specialize in a diversity of areas including, but not limited to: apiculture, behavior, biological control, biodiversity and conservation, demography (use of insects as models for aging), chemical ecology, ecology, environmental toxicology, forensic biology, insect physiology and biochemistry, host-plant resistance, parasitology, pest management, medical entomology, molecular biology, sociobiology, systematics, and others.

The mission of the Entomology Graduate Program is to develop the entomology leaders of the future by providing educational and research experience to M.S. and Ph.D. students. The Ph.D. program is characterized by its flexibility, and the wide-ranging interests of the faculty provide outstanding opportunities for research projects on the forefront of science. Students may also take advantage of cooperation and consultation with faculty in plant pathology, nematology, plant sciences, environmental toxicology, mathematics, statistics, biochemistry, and many other areas of interest.

M.S. students in entomology may pursue one of two plans for the M.S. degree, one is a research degree (Plan I) and the other primarily course work with a comprehensive examination (Plan II). Students planning to continue for the Ph.D. are encouraged to take the Plan I M.S. degree.

II. Membership:

A. Criteria for Membership in the Graduate Program

1. Membership in the graduate program will be limited to faculty associated with UCD who are qualified to guide students through the entomology M.S. and Ph.D. program. All regular members of the Department of Entomology with teaching appointments at UCD shall also be members of the graduate program. Non-departmental faculty members of the Academic Senate or Academic Federation whose appointment authorizes the direction of graduate work may be elected to membership in the graduate program.
2. Membership is based on disciplinary expertise and research accomplishments; and is independent of specific department appointment.
3. All active members are eligible to vote.

B. Application for Membership:

1. Applications for membership are submitted to the Chair of the department, reviewed by the Graduate Program & Membership Committee to assure that applicants have a documented record of high-quality scholarly activity in entomology, and voted by all faculty members of the graduate program. Applicants shall be deemed elected upon receiving a majority vote. Upon the election of a new member, said person shall be sent a letter of invitation by the Chair of the department and be considered a member only in the event of an affirmative reply.
2. Faculty members of the graduate program are expected to contribute to graduate education beyond supervision of graduate students. Contributions may include but are not limited to:
 - a. serving on a student committee where they are not major professor;
 - b. generating external support for Entomology graduate student(s);
 - c. serving on a graduate program committee;
 - d. teaching Entomology-related course or seminar;
 - e. serving on dissertation/thesis and qualifying exam committees;
 - f. having an active research program commensurate with UC expectations.

C. Emeritus Status

A member who retires from UCD may elect to continue active participation in the program by submitting an application for membership. Once membership is re-established, Emeritus faculty are afforded full rights. Emeritus faculty who are no longer active members of the program may attend and participate in program activities, including meetings, but are not afforded the right to vote on policy and bylaw issues related to the program.

D. Review of Membership

The graduate program and membership committee shall review on a yearly basis one-third of the membership. Criteria for review includes: participation in administration, graduate level and research instruction, service on program committees, and mentorship. Every member is expected to fulfill at least one of these criteria.

E. Membership Appeal Process:

1. Termination of membership is based on at least two of the following:
 - a. Inactive research program
 - b. No teaching appointment or service
 - c. No service on student committees
 - d. No external support for students
2. Terminated members or denial of membership will be notified in writing of decision and given an opportunity to counterargument and to provide additional supporting information for the Graduate Program and Membership Committee to review for reevaluation. Applicants denied membership or members denied renewal of membership may use the final appeal to the Dean of Graduate Studies.

III. Administration:

The administration of the program and its activities will be vested in an Executive Committee consisting of the Chair of the department, and the chairs of the Graduate Program & Membership, Admissions, Entomology Graduate Program Exam, Curriculum, and Educational Policy Committees and chaired by the Chair of the department.

IV. Graduate Program Chair:

The Department Chair administers the departmentally-based graduate program.

A. Duties of the Chair

The duties of the chair include providing overall academic leadership for the program; representing the interests of the program to campus and university administrators; calling and presiding over meetings of the membership; coordinating administrative matters with the office of graduate studies.

B. Vice Chair

The Department Vice Chair for Instruction serves as Vice Chair of the graduate program. The Vice Chair will serve as chief officer of the program in the absence of the Chair.

V. Committees:

1. Graduate Program and Membership Committee:

APPOINTMENT:

The committee is comprised of three members, appointed by the department Chair for a one-year term: the Chair of the Admissions Committee, a Graduate Advisor, and a member of the graduate program faculty.

DUTIES:

1. To study and recommend policy and program changes to the Executive Committee relating to the graduate program;

2. To make recommendations relative to graduate program membership. The Chair of the department receives requests for consideration for membership in the Entomology graduate program and will then provide them to the Graduate Program and Membership Committee for review and presentation to the entire faculty.

2. Admissions Committee:**APPOINTMENT:**

The Chair of the Department of Entomology nominates the Admission Adviser who serves as Chair of the admissions committee. The committee consists also of at least three faculty members and one student representative recommended by the graduate student membership and appointed by the Chair of the department for a one-year term.

DUTIES:

- a. to review and recommend to Graduate Studies admission applications, fellowship applications, and various graduate student petitions;
- b. to oversee RA appointments and develop plans for future allocations and assignments.

3. Entomology Graduate Program Exam Committee:**APPOINTMENT:**

A minimum of four faculty members are appointed by the departmental Chair. Each year, the member who has served the longest will Chair the Entomology Exam Committee and at the end of the year, will rotate off and a new member will be added.

DUTIES:

To oversee the preparation for and administration of the entomology exam.

4. Curriculum Committee:**APPOINTMENT:**

A minimum of three faculty members of diverse expertise, one graduate student recommended by the student membership and one graduate advisor are appointed by the Chair of the department for a one-year term.

DUTIES:

To develop and recommend curricular policy to the Executive Committee.

5. Educational Policy Committee:

APPOINTMENT:

All entomology graduate advisors, one additional faculty member, and one graduate student recommended by the student membership are appointed by the Chair of the department for a one-year term.

DUTIES:

To develop and maintain uniform academic guidance policy.

V. Student Representatives:

The Chair of the department will annually appoint a student representative recommended by the graduate student membership to attend graduate program and departmental faculty meetings and to serve as non-voting member on the Admissions Committee, Curriculum Committee, and Educational Policy Committee. 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.

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 Department of Entomology will recommend three graduate advisers to the Office of Graduate Studies for review and appointment for a two year term. Graduate advisers are responsible for evaluating the adequacy of preparative course work, interpreting requirements and appointing guidance and exam committees.

VIII. Meetings:

Meetings will be held at least once a year. The Chair of the Department shall call regular and special meetings of the program as are deemed necessary or desirable. Faculty members can petition for additional meetings by petition of five or more members. Notification will be emailed at least two weeks before the meeting. Faculty not on campus may participate by telephone.

IX. Quorum:

All issues that require a vote must be:

- Voted on by 50+% of the eligible members
- Passage requires a 50+% supporting vote. Vote may be by email.

IX. Amendments:

Amendments to these Bylaws may be made in accordance with program's quorum policy. All amendments and revisions must be submitted to Graduate Council for review and approval. Changes in the bylaws will become effective upon approval by graduate council.

Voting on amendments will take place two weeks after suggested amendments to the bylaws have been circulated to faculty via email. Amendments to the bylaws may be made by at least a two-thirds majority of those voting in a mail or electronic ballot.