

BYLAWS

FACULTY OF THE COLLEGE OF BIOLOGICAL SCIENCES

updated on June 3, 2019

PART I. DEFINITIONS

1. *Ex officio* members of the various committees may participate in discussions and provide information, but shall not vote in committee decisions.

PART II. FUNCTIONS

1. The Faculty of the College of Biological Sciences shall conduct the government of the College of Biological Sciences in accordance with the Bylaws and Regulations of the Academic Senate of the University of California and of the Davis Division.

PART III. MEMBERSHIP

1. The Faculty of the College of Biological Sciences shall consist of:
 - The President of the University of California
 - The Chancellor of the Davis campus
 - The Dean of the College of Biological Sciences
 - All members of the Academic Senate who hold appointments in the College of Biological Sciences.
 - All members of the Academic Senate who gained emeritus status as members of the former Division of Biological Sciences.

Only a member of the Academic Senate shall be entitled to a vote in the Faculty of the College of Biological Sciences (Academic Senate Bylaw 45).

PART IV. OFFICERS

1. Chair

The Chair shall be a member of the Academic Senate. The Chair shall serve as Chair of the Executive Committee, shall preside over all meetings of the Faculty of the College of Biological Sciences, and have such other duties as the Faculty shall direct. The Chair shall take office on September 1 and shall serve through August 31 of the following year. The Dean of the College shall not hold the position of Chair (Academic Senate Bylaw 50C).

2. Vice Chair/Secretary

The Faculty shall annually elect a Vice Chair/Secretary. The Vice Chair/Secretary shall be a member of the Academic Senate. The Vice Chair /Secretary shall take office on September 1 and shall serve in that position until automatically assuming the office of Chair on the

following September 1. The Vice Chair /Secretary shall be a member of the Executive Committee and shall preside in the absence of the Chair at meetings of the Executive Committee and the Faculty. The Vice Chair/Secretary shall direct the taking and distribution of minutes for meetings of the Executive Committee and the Faculty, the distribution of all calls to meetings, and the maintenance of a current roster of members of the Faculty. The Vice Chair/Secretary shall also automatically assume the office of Chair upon the occurrence of a premature vacancy in that office or at the end of the term of the previous Chair and in either case shall serve through August 31 of the year after the previous Chair's term ended or would normally have ended.

3. Replacements

If the Vice Chair/Secretary is unable to complete the term of office, either by assuming the office of Chair or for another reason, the Executive Committee shall direct the Committee on Nominations, Elections and Rules to call for a special election, to be held within four weeks, to elect a replacement Vice Chair/Secretary. The replacement shall complete the term of the previous Vice Chair/Secretary and then assume the office of Chair.

PART V. MEETINGS

1. A regular meeting of the Faculty shall be held at least once each academic year. The Faculty may meet at such other times as called by the Chair or the Vice Chair/Secretary. In addition, upon written request of five members of the Faculty to the Secretary, a special meeting must be called within ten calendar days, excluding weekends and holidays, of receipt of the request.
2. Each standing committee, including the Executive Committee, is required to present an annual report of its actions at the regular annual meeting of the Faculty.

PART VI. QUORUM

1. Twenty percent of the voting members of the Faculty shall constitute a quorum.

PART VII. REPRESENTATION ON OTHER FACULTIES

1. When the College of Biological Sciences is entitled to representation on another faculty, selection of the representative(s) shall be as specified by that faculty. In the absence of such specification, the Executive Committee shall choose the representative(s).

PART VIII. COMMITTEES

Members of standing committees shall take office on September 1, or on the date of appointment in the case of a replacement, and shall serve through the following August 31.

1. Executive Committee

- A. The Executive Committee shall consist of the Chair, Vice Chair/Secretary, one elected member from each department of the College of Biological Sciences, two at-large faculty members elected by majority vote of the Faculty of the College, the Dean, and Associate Deans of the College. The Dean and Associate Deans will

serve *ex officio*. Each elected member shall serve a three-year term.

- B. The Executive Committee shall meet as necessary, but not less than once per academic term.
- C. The Executive Committee shall receive requests that may require committee action and direct such requests to the appropriate committee(s).
- D. Each standing committee shall report its recommendations to the Executive Committee. The Executive Committee shall have the authority to take action on behalf of the Faculty on all issues, including approval of degree lists and petitions of students, except those regarding changes to the Bylaws and Regulations and any other issues specifically retained by the Faculty or assigned to other committees through these Bylaws. The Executive Committee may refer any matter that it deems advisable to the Faculty for final action in general meeting or by ballot.
- E. A majority of the Executive Committee membership, excluding vacancies noted in the records of the Vice Chair /Secretary, shall constitute a quorum for the transaction of business by the Executive Committee. There shall be no votes by proxy.
- F. The Faculty, or the Executive Committee acting on behalf of the Faculty, may direct the Dean to implement specific rules and regulations of the College.
- G. The Executive Committee shall submit to the Faculty each year, at the regular meeting, nominations for the members and Chairs of all standing committees of the Faculty. The Faculty shall either elect those nominated or make additional nominations from the floor. If additional nominations are made, election shall be by secret ballot at this meeting. The Executive Committee shall appoint members to fill any vacancies occurring during the year; members thus appointed shall serve through the original term.
- H. The Executive Committee shall appoint members to and designate the Chair of special committees as authorized by the Executive Committee or by the Faculty.
- I. The Executive Committee shall forward yearly to the Davis Division of the Academic Senate a list of nominees for the College Personnel Committee for evaluation, ranking and appointment by the Committee on Academic Personnel and by the Vice Provost for Academic Personnel.
- J. The Executive Committee shall consider administrative matters referred to it by the Dean.

- K. The Vice Chair/Secretary shall provide the Faculty with written minutes of each Executive Committee meeting within ten calendar days, excluding weekends and holidays. These minutes shall clearly describe all actions taken by the Executive Committee, and may be distributed electronically.
- L. The Executive Committee shall review, comment, and advise the Dean (and other agencies as appropriate) on budgetary matters within the College, including the allocation and appointment of FTEs.
- M. The Executive Committee shall review, comment, and advise the Dean (and other agencies as appropriate) on the academic plan of the College, specifically including the organization or reorganization of the College into departments.

2. Committee on Undergraduate Curriculum and Educational Policy

- A. There shall be a Committee on Undergraduate Curriculum and Educational Policy composed of seven members of the College of Biological Sciences, including the Chair. These should be selected to provide broad representation of the major programs of the College. The Associate Dean of Undergraduate Programs shall serve as an *ex officio* member of this Committee. The Manager of Undergraduate Programs will attend the Committee Meetings and provide staff support.
- B. The Committee shall review and recommend approval or disapproval of all requests for new courses or changes in existing courses and shall transmit those approved for submission to the Davis Division Committee on Courses of Instruction.
- C. The Committee shall review and recommend approval or disapproval of all requests for changes in majors or minors within the College, including all requests for the creation of new majors or minors. The decision of the Committee on Undergraduate Curriculum and Educational Policy will be referred to the Executive Committee for final action
- D. The Committee shall be charged with general oversight of the Biological Sciences curricula, including review of proposals for additions, deletions, or other changes to the curricula. Proposals from the Departments or faculty groups of the College regarding changes in curricula, as well as any other proposed changes in College requirements for the Bachelor of Science and Bachelor of Arts degrees, shall be submitted for review by the Committee on Undergraduate Curriculum and Educational Policy, and the Committee's recommendations will be forwarded to the Executive Committee for final action.

3. Committee on Undergraduate Student Petitions

- A. There shall be a Committee on Student Petitions that reports to the Executive Committee. The committee shall be composed of a member of the Faculty and a representative from the Biology Academic Success Center (BASC). The Associate Dean for Undergraduate Academic Programs will serve as an *ex officio* member, and recommendation will be reported to the Associate Dean. The BASC will provide staff support.
- B. This committee shall be responsible for recommendations on independent majors, but shall delegate decisions on senior residence waivers and graduation requirements to the Associate Dean for Undergraduate Academic Programs in consultation with the Faculty Master Advisor(s) for each major, and shall delegate decisions on individual student petitions such as changes in courses of study, dropping courses after normal deadlines, and change of major appeals, to the BASC advisors in consultation with the Faculty Master Advisors for each major, where appropriate. This committee will meet at irregular intervals as needed.

4. Committee on Awards and Honors

- A. There shall be three Committees on Awards and Honors: Undergraduate Awards, Graduate Student Awards, and Faculty Awards.
- B. The three Chairs of these committees will be nominated by the Executive Committee. The Chairs shall have an academic appointment in a CBS department and will have the following responsibilities:
- The Chairs will work with the Dean's office to keep a current list of annual awards in each of these categories.
 - The Chairs will work with the Dean's office to annually announce the deadlines for applications for these awards.
 - The Chairs will work with the Department Chairs to manage the membership of their committee.

The membership of each of these committees will be announced in the CBS Annual Meeting in late Spring.

- C. The Faculty Awards Committee will consist of a faculty representative from each department. Representatives will normally have a 3-year term of service. It is charged with ensuring the Dean's Office announces the annual call for the CBS Faculty Teaching Award and the CBS Faculty Research Award each year (usually early February), and selecting the finalists and winner each year. The Committee may decide not to grant one or both of the awards in a given year.

- D. The Graduate Student Awards Committee will include representatives from each of the graduate groups overseen by the CBS Dean. A single faculty member may represent more than one graduate group. A single graduate group will have no more than one official representative. This committee shall work with the Dean's office to announce the wide variety of graduate student awards, and will recommend the awardees to the FEC.

- E. The Undergraduate Award Committee will consist of a faculty representative from each department. Representatives will normally have a 3-year term of service.
 - i. The Undergraduate Award Committee shall select a candidate each year for the College Medal Award. This award shall be given each year to the graduating senior undergraduate who best represents the College through outstanding academic and research performance. This committee will recommend awardees to the FEC.

 - ii. The Undergraduate Award Committee shall also select a candidate each year for the University Medal Award. The nomination shall be forwarded to the Davis Division of the Academic Senate Committee on Scholarship and Honors for consideration.

 - iii. The Undergraduate Award Committee shall also select a candidate each year for the CBS Student of the Year Award. This award shall be given each year to the graduating senior undergraduate who best represents the college through substantial research activity and substantial campus and community service. This committee will recommend awardees to the FEC.

 - iv. The Undergraduate Award Committee shall also select candidates to be recommended for College Citations for Outstanding Performance. This committee will recommend awardees to the FEC.

 - v. The Undergraduate Award Committee shall also be responsible for nominating candidates for any additional undergraduate scholarship and honors awards that fall under the auspices of the College and that might arise in the future, including the Provost's Undergraduate Awards (PUFs) for research and travel. This committee will recommend awardees to the FEC.

4. Committee on Nominations, Elections and Rules

- A. There shall be a Committee on Nominations, Elections, and Rules consisting of three members of the Faculty.

- B. The Committee shall be responsible for supervising the nominations and election of officers of the Faculty.

- C. The Committee shall advise the Chair of the Faculty, the Executive Committee, and the Faculty on the clarity of proposed legislation and its consistency with established Bylaws and Regulations of the Faculty and the Academic Senate. The Chair of the Committee or, in the absence of the Chair, another member of the Committee designated by the Chair of the Faculty shall serve as parliamentarian during meetings of the Faculty.

6. Program Committee to administer interdepartmental curricula

- A. A Program Committee to administer an interdepartmental major or minor within the College of Biological Sciences can be established by the Executive Committee upon petition by members of two or more departments within the College and approval by vote of the Executive Committee. Until further amendment, this Bylaw applies only to the Biological Sciences Major.
- B. The Program Director, who will be a faculty member, will be appointed by the Executive Committee and will serve as a member of CUCEP. The Program Director will serve as chair of the Program Committee and will nominate faculty to serve on the Program Committee, subject to approval by the Executive Committee.
- C. The duties of the Program Director will include oversight of curriculum planning, collaboration with participating departments to monitor availability of required and elective courses in the curriculum, establishment of Program Learning Outcomes and an assessment plan for the program.
- D. The Program Director may elect to serve as Master Adviser for the program or will designate other member(s) of the committee for that role. The duties of the Master Adviser will include collaboration with BASC staff advisers for the major/minor, approval of exceptions to requirements, coordination of advising by other faculty advisers for the program.
- E. Membership on the Program Committee must represent each of the College departments that participate in offering courses and/or advising students in the major/minor. The Program Committee will include a BASC staff advisor. The duties of the Program Committee members will include consultation with the Program Director and Master Adviser on curriculum and advising issues, participation in program review and assessment as the liaison for assessment of relevant departmental course offerings. Committee members are encouraged to serve as faculty advisers in the major/minor.
- F. Terms of service on the Program Committee will generally be for three years (subject to renewal by mutual consent of the member, the Program Director and the Executive Committee), and will be staggered to provide continuity in administration of the curriculum. At the end of the Program Director's 3 year term, each participating department will provide a nominee for Program Director.

7. Special Committees

- A. The Executive Committee may establish special committees of the College of Biological Sciences. Special committees shall be appointed or elected in the manner designated at the time of their creation.
- B. Each special committee shall have such powers and perform such duties as shall be designated by the Executive Committee or as authorized by the Faculty in a resolution. No special committee, however, shall be appointed or elected to perform any duties assigned to a standing committee.
- C. A special committee of the College shall have tenure only until the next regular meeting of the Faculty during the ensuing academic year unless a definite term is specified in the authorizing motion.

PART IX. ORDER OF BUSINESS

- 1. The order of business of any regular meeting of the faculty shall be:
 - 1. Approval of the Prior Minutes
 - 2. Reports or Announcement by Administrative Officers
 - 3. Announcements by the Chair
 - 4. Reports of Standing Committees
 - 5. Reports of Special Committees
 - 6. Other Reports of Relevance
 - 7. Unfinished Business
 - 8. New Business
- 2. The regular order of business may be suspended at any meeting of the Faculty by a two-thirds vote of the voting members present.

PART X. SUSPENSION OF RULES

- 1. At any meeting, the rules of the Faculty may be suspended by vote of the Faculty present, provided that not more than two voting members present object to such suspension. The Chair shall always state the question in a manner similar to the following: "Those who object to a suspension of the rules will raise a hand."

PART XI. PROCEDURES

- 1. The Faculty shall not take final action on any matter during a meeting of the College Faculty at which the matter is first moved or proposed unless prior notice of the matter shall have been provided to all members at least five calendar days, excluding weekends and holidays, before the meeting.

2. Any action taken by the Executive Committee on behalf of the Faculty may be brought to a regular or special meeting of the Faculty for reconsideration if a request for reconsideration is received with fifteen calendar days, excluding weekends and holidays, after the written minutes describing the Executive Committee decision are distributed. Ten voting members of the Faculty of the College of Biological Sciences must submit a request for reconsideration to the Secretary in writing.
3. Alternatively, any action taken by the Executive Committee or at a meeting of the Faculty may be brought to a ballot if a written request for reconsideration is received with fifteen calendar days, excluding weekends and holidays, after the minutes describing the Executive Committee decision are distributed. Ten voting members of the Faculty of the College of Biological Sciences must submit a request for reconsideration to the Secretary in writing. A ballot will be sent to all voting members of the College within fifteen calendar days, excluding weekends and holidays, of receipt and confirmation of such a request. The ballot will be accompanied by all relevant texts and a brief summary of arguments pro and con. A simple majority of the votes shall be required for the Faculty to override by ballot any decision of the Executive Committee or of a meeting of the Faculty.
4. The Bylaws of the Faculty of the College of Biological Sciences may be added to, amended, or repealed by a two-thirds vote of all members present at a meeting of the Faculty, provided written notice should have been sent to all members. Regulations of the Faculty of the College of Biological Sciences may be added to, amended, or repealed by a majority vote of all members present at a meeting of the Faculty, provided written notice should have been sent to all members.
5. All modifications of existing legislation and all newly enacted legislation shall become effective on September 1 of the next fall term following approval, unless another effective date is accepted by a majority of the voting members present. No legislation shall be effective that is inconsistent with legislation of the Davis Division of the Academic Senate.

PART XII. ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

1. Vice Chair/Secretary

- A. At the beginning of Spring Quarter, the Committee on Nominations, Elections, and Rules shall nominate one or more members of the Faculty for the position of Vice Chair/Secretary. The Committee shall determine that the candidate(s) is (are) willing to serve. At the same time, the Committee will distribute to the Faculty a call for further nominations. Additional nominations may be made by petition, signed by any five members of the Faculty, containing a statement by the candidate of willingness to serve and received by the Committee within ten calendar days, excluding weekends and holidays, following the call for nominations. Elections will be conducted by electronic ballot where each voter shall receive access to an online, secure voting system, which shall be designed to meet the following criteria: 1. The system shall verify each voter's identity; 2. It shall not be possible for any person to determine how any individual has voted; 3. Once a vote has been cast, neither the voter nor any other person shall be able to change the vote; 4. No person shall be able to determine the results of the election or the number of votes cast until after the voting deadline. .

2. Executive Committee

- A. Each Spring Quarter, the Chair of a department of the College for which the term of the Executive Committee member is expiring shall solicit nominations for Executive Committee membership from the members within that department. The department shall elect its member of the Executive Committee by electronic ballot following the procedures in XII.1.A. The candidate receiving the highest number of votes shall be declared elected. In cases of a tie vote, the determination shall be by lot. Results of the election shall be forwarded to the Vice Chair /Secretary not later than the twenty-fifth day of instruction of the spring term and shall be announced at the regular meeting of the Faculty.
- B. A vacancy in an unexpired term of an Executive Committee member who served as a department representative shall be filled by special election within the department. The member so elected shall fill the remainder of the unexpired term, after which a new election shall be required.
- C. A vacancy in the position of an at-large member of the Executive Committee, either because of the expiration of the term or the inability of the member to complete the term, shall be filled by election by electronic ballot following the procedures in XII.1.A. .