

# **Philosophy Graduate Program Bylaws**

Administrative Home: Philosophy Department

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## **Article I. Objective**

- A. The graduate program in Philosophy offers the degrees Master of Arts and Doctor of Philosophy.
- B. The graduate program in Philosophy is departmentally-based, housed in the Department of Philosophy, and is confined to the discipline of philosophy.
- C. The primary mission of the graduate program in philosophy is to produce scholars and teachers with the Ph.D. degree who are fully equipped to succeed in a competitive job market and, more importantly, to carry on productive careers in the discipline at major research universities.

## **Article II. Membership**

- A. Criteria for Membership in the Graduate Program
  - 1. All regular members of the Department of Philosophy 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. Members of the Graduate Program in Philosophy must have a record of accomplishment and expertise in the discipline as represented by major U.S. departments of Philosophy. Members must be engaged in active scholarship and participate in professional activities in Philosophy. Broadly speaking, members should meet the professional standards that the new Ph.D.s they would be training must meet in order to secure academic employment, since they would be training students to this end.
  - 3. Members of the Graduate Program in Philosophy must be engaged in active research in some area of philosophy.
  - 4. All active members are eligible to vote.

## B. Application for Membership

1. Nominations of prospective members to the Graduate Program may be made by any member of the Graduate Program. After review and recommendation by the Membership Committee, appointments of new members are made by majority vote of the entire membership of the Graduate Program.
2. It is anticipated that a member of the graduate faculty will perform the following duties.
  - a. Play an active role in the administration of the graduate program by serving on graduate program administrative committees; as a graduate adviser; or as an administrative officer of the program.
  - b. Provide graduate level instruction, as appropriate, in addition to research instruction.
  - c. Serve on dissertation and Ph.D. qualifying examination committees, as well as on Master's comprehensive examination committees.

## C. Emeritus Status

Emeritus professors who are members of the Graduate Program have voting rights in the program. All emeriti may teach graduate courses in the program and serve on student committees.

## D. Review of Membership

Renewal of membership in the graduate program faculty will be automatic for departmental faculty.

Renewal of membership in the graduate program for faculty who are not members of the Philosophy Department shall be periodically reviewed on a three-year cycle with one third of the membership reviewed each year. Minimal criteria for continuing membership are participation in one or more of the following: active engagement with graduate students, direction of or assistance in graduate student research, teaching graduate courses or upper-division courses with enrolled graduate students, service on Graduate Program committees.

## E. Membership Appeal Process

1. Membership denial may be appealed to the Graduate Program Committee. A written statement containing a rebuttal of the reasons for denial must accompany the appeal within 30 days of written notice of denial.
2. Applicants denied membership or renewal of membership may use the final appeal to the Dean of Graduate Studies.

### **Article III. Administration**

The administration of the program and its activities are vested in the Graduate Program Chair and the Graduate Program Committee.

### **Article IV. Graduate Group/Program Chair**

#### **A. Chair appointment process**

The program is administered by the Philosophy Department Chair, who shall serve as Graduate Program Chair. The Program Chair may delegate day-to-day responsibilities of the graduate program to one or more faculty members of the program. However, even with the delegation of responsibilities, the Department Chair is the official Graduate Program Chair.

#### **B. Duties of the Chair**

The duties of the Chair are to:

a) provide overall academic leadership for the program; b) oversee development and implementation of program policies; c) represent the interests of the program to the campus and University administrators; d) call and preside at meetings of the Graduate Program Committee; e) call and preside at meetings of the program; f) be responsible for coordinating all administrative matters with the Office of Graduate Studies; g) manage the budgets of the program; h) submit course change or approval forms; i) be responsible for the accuracy of all publications related to the program including Web pages and catalog copy; j) coordinate the program's graduate course teaching assignments with relevant department chairs; and k) nominate graduate advisers for appointment.

### **Article V. Committees**

**Graduate Program Committee.** The Graduate Program Committee is a committee of the whole of the Graduate Program faculty, plus a graduate student representative. The Graduate Program Chair is the Chair of the Graduate Program Committee. Each faculty member of the Graduate Program Committee has a single vote in all matters. The student representative has a single vote in all matters excepting those for which the student representative is excluded from the meeting. The Graduate Program Chair appoints the members of the other committees. The Graduate Program Committee coordinates with the Chair in administering all aspects of the program and recommends changes in program curriculum and policy.

Faculty members of the Graduate Program Committee serve a renewable three year term. The student representative serves a one year term, also renewable.

**Membership Committee.** Three members of the Graduate Program faculty are appointed by the Program Chair. The Chair of the Membership Committee is also appointed by the Program Chair. Committee members serve a one-year term, which may be renewed. Each member of the Membership Committee has a single vote in all committee matters. The committee receives and reviews new member nominations, makes recommendations regarding membership to the Graduate Program Committee, conducts periodic reviews of members, and maintains a current list of members.

**Admissions and Fellowships Committee.** Four faculty members of the Graduate Program Committee are appointed by the Chair, plus the Graduate Adviser as Committee Chair. Committee members other than the Graduate Adviser serve a one-year term, which may be renewed. Each member of the Admissions and Fellowships Committee has as single vote in all committee matters. The committee oversees admissions and is responsible for fellowship nominations and allocating financial support for new students.

**Curriculum Committee.** This committee consists of three faculty members, and one student member of the Graduate Program Committee. The Committee Chair and other members are appointed by the Graduate Program Chair. Committee members serve a one-year term, which may be renewed. Each member of the Curriculum Committee has as single vote in all committee matters. The curriculum committee recommends changes in program curriculum and policy to the Graduate Program Committee.

## **Article VI. Student Representatives**

In consultation with the Philosophy graduate student organization, a student representative is appointed by the Program Chair to the Graduate Program Committee and to the Curriculum Committee. The term is one year, renewable. Student representatives may be reappointed based on consultation with the Philosophy graduate student organization. The student representative has a single vote in all matters, like all other members of the Committees, except where excluded from the meeting.

The Chair of any committee with student members must excuse the student representatives from meetings during discussion of other students, personnel actions or disciplinary issues relating to faculty, rankings of existing students for funding, and for disciplinary issues related to students.

With the consent of a committee Chair, an acting student representative may be designated by the appointed student representative for the purpose of attending a meeting when the appointed member is unable to attend.

## **Article VII. Graduate Advisers**

Graduate Advisers are appointed for two years, in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Graduate Program Chair nominates advisers to the Office of Graduate Studies. There is one Graduate Adviser.

Duties: The Graduate Adviser serves as representative of the Graduate Program in its dealings with graduate students in the program, with the following specific duties: to keep track of the progress of each graduate student in the Program; to provide advice on how the student may best complete the requirements of the Program; to determine whether and how graduate student work satisfies Program requirements; to administer required examinations; to advise the Philosophy Department concerning scheduling of courses relevant to the Graduate Program; to communicate to students their standing in the Program.

Committee Service: The Graduate Adviser serves on the Graduate Program Committee and is Chair of the Admissions and Fellowships Committee.

## **Article VIII. Meetings**

Meetings shall be held in each Fall and Spring Quarters. These annual meetings shall be called by the Chair of the Graduate Program. Additional meetings may be called by the Graduate Program Chair or by petition of five or more members of the Graduate Program. Notification of meetings shall be given at least one week beforehand, by electronic mail.

Faculty members of the Program away from campus may participate in meetings by submitting in advance written comments, and by casting proxy votes. At the discretion of the presiding officer of meetings of the Graduate Program Committee or its Standing Committees, faculty may participate in meetings by audio or video conference.

All graduate students in the program may attend portions of the Fall and Spring meetings of the Graduate Program Committee with the consent of the Program Chair.

## **Article IX. Quorum**

The Graduate Program in Philosophy follows the Graduate Council's quorum policy. Any issue requiring a vote must be voted upon by more than 50 percent of the eligible voting members, and passage requires more than 50 percent of the members voting. Voting may be done in a meeting (with proxy voting permitted for absent members) or by electronic mail ballot.

## **Article X. Order of Business for Meetings**

The order of business for meetings shall be determined by the Graduate Program Chair, or in the case of Standing Committee meetings, by the presiding committee Chair.

## **Article XI. Amendments**

Amendments to these bylaws must be approved by a 2/3 vote of the entire Graduate Program membership and submitted to the Graduate Council for review and approval.

- A. Proposed Amendments: Amendments to these bylaws may be proposed by any member of the Graduate Program. Proposed amendments must be submitted electronically to the Graduate Program Chair.
- B. Publicity: Amendments shall be circulated to the faculty via electronic mail.
- C. Voting Procedures: Voting on any proposed amendment shall take place no earlier than three weeks and no later than six weeks following its submission to the Chair. A two-thirds majority of all members of the Program shall be required for passage. Voting shall take place in a meeting of the Program faculty, with proxy votes allowed for members unable to attend.
- D. Review and Approval: All amendments and revisions must be submitted to the Graduate Council for review and approval.