

University of California, Berkeley and University of California, San Francisco Graduate Program in Bioengineering

By-Laws *Updated July 2016*

Article I

Purpose

The purpose of this Program 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 Program achieves its purpose by serving two important roles. The first role is as the primary graduate program for the Department of Bioengineering at UC Berkeley. The Department of Bioengineering provides academic, administrative and financial support with dedicated faculty members on the Berkeley campus who have been recruited as experts in the field. The second role is as a multidisciplinary program that provides a forum for qualified faculty across the broader Berkeley and San Francisco campuses to participate in graduate education in bioengineering. Financial support for this component comes from multiple sources, with the academic and administrative home on the San Francisco campus being in the Department of Bioengineering and Therapeutic Sciences.

By combining activities on the two campuses and across a wide range of different departments, the Program provides a forum for coordinating interest in many different areas of bioengineering. The maintenance of high performance standards in instruction and research is overseen by an Executive Committee, which provides collective representation to the University Administration, as well as to other individuals and organizations. The structure and operation of the Program has been designed to be broad enough to permit consideration of all academic aspects of bioengineering that affect the progress of this discipline on the Berkeley and San Francisco campuses.

Article II

Membership

- A. Core membership in the Program shall be limited to faculty members on the Berkeley and San Francisco campuses who hold an eligible Academic Senate Membership and are qualified to mentor and train bioengineering graduate students.
- B. Affiliate membership shall be limited to qualified faculty on either campus who contribute to the activities of the Program but who either do not satisfy the criteria for being active Core members or who are not members of the Academic Senate and are therefore unable to serve as mentors for bioengineering graduate students.
- C. Ways in which members shall contribute to the Program are through the following criteria:
 - i) Service on the Executive Committee or other service activity to the Program that is approved by the Executive Committee such as the admissions committee or as a Graduate Advisor
 - ii) Service on one or more Bioengineering qualifying exam committees
 - iii) Service on one or more Bioengineering dissertation committees for a student for whom they are not a dissertation advisor
 - iv) Service as instructor of record for a course appropriate for Bioengineering graduate students
 - v) Participation in student interview and visit days
 - vi) Attendance at the Annual Bioengineering Program Retreat/Conference or other Program meetings

- D. Faculty in the Department of Bioengineering at UC Berkeley are granted Core Membership status in the Program by virtue of their departmental affiliation. These faculty are expected to contribute in all the ways described above as part of their ongoing academic responsibilities. The Chair of the Department shall be responsible for monitoring the activity of these individuals in the Program and for ensuring adequate participation in appropriate committees.
- E. Core membership for faculty from UC San Francisco, or from UC Berkeley departments other than Bioengineering, shall be governed by the Program's Executive Committee. Nominations are initiated by the submission of a written request to the Chair of the Executive Committee and include letters of support from two current Core members. Once approved as Core members, faculty shall be required to remain active by satisfying **at least three** of the criteria above per academic year (sabbatical excluded). The Executive Committee will evaluate members activity on an annual basis.
- F. Affiliate membership in the Program shall also be at the discretion of the Executive Committee and is limited to faculty who are actively participating in **at least one of the criteria** described above on an annual basis.
- G. Nominations for membership shall be considered by the Executive Committee as an ongoing process but effective dates for new members or for removing inactive members shall be July 1 of each year. The Executive Committee shall notify the nominee or the inactive member of the committee's decision. Faculty wishing to have their status reconsidered may appeal to the Executive Committee. A current membership roster shall be maintained on the program website.
- H. Core members may serve as inside members (or Chairs) of qualifying and dissertation committees. Affiliate members may serve as outside members on Qualifying Examination and Dissertation committees.
- I. A person may request to be reinstated to *core or affiliate* member status at the discretion of the Executive Committee. To be eligible, however, such an action should not jeopardize the configuration of a student's approved committee. For instance, a faculty member cannot be inside and outside members of a dissertation committee at the same time.

Article III

Committees and Officers

- A. The Program and its activities shall be administered by the Executive Committee, which consists of seven voting members and two non-voting *ex officio* members. The seven voting members include: (1) Five at-large members elected from the core membership of the graduate program; and (2) Two members (one per campus) designated by the Chairs of the Department of Bioengineering at Berkeley and the Department of Bioengineering and Therapeutic Sciences at UCSF to represent their respective faculty. To ensure balanced representation from each campus, not more than four of the seven members shall have a primary appointment on any one campus. Apart from the seven voting members, two non-voting *ex officio* members are the respective Head Graduate Advisers (or equivalent) of the UC Berkeley and UCSF Campuses.
- B. The five at-large Members of the Executive Committee shall be elected from within the Program by core members and are elected for two-year terms, with the exception of the Chair (as defined in Article III-F-1), who will succeed automatically and without election to the office of Chair after serving a two-year term as Co-Chair and remain on the Committee for the duration of the time necessary to complete the threetwo-year term of that office. The election of the Chair, Co-Chair and Executive Committee members shall be reported to the Graduate Deans of both campuses for final approval. Eligibility to fill vacancies will be defined as needed to satisfy the requirement in III-A that no more that four members may come from a given campus.

- C. Nominations to the Executive Committee by any core member of the Program 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 held in odd-numbered years and completed at least three weeks before the end of the spring semester of the Berkeley campus. The Executive Committee shall resolve ties in election results. Election results shall be announced to the membership by mail. Following the final approval by the Graduate Deans of both campuses, newly elected members shall assume their duties on July 1. The two non-elected members may be appointed by the Department Chairs at UC Berkeley and UCSF at any time, and may serve any number of consecutive terms. It is recommended that changes in the appointments of the two non-elected members occur in even-numbered years, for purposes of continuity.
- E. The principal responsibilities of the Executive Committee are as follows:
- i) Nominate from among the at-large membership of the Executive Committee a Chair and a Co-Chair. The Chair and Co-Chair must hold primary appointments on different campuses.
 - ii) . The term of office for the *Chair and Co-Chair will be ~~three~~-two years each, to be served consecutively. The offices of Chair and Co-Chair. 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 Program once appointed to the position of *Co-Chair will spend two years as Co-Chair and succeed automatically to the position of Chair, spending a further two years in the office of Chair*~~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.
 - iii) Represent the Program in official matters pertaining to the Program, both within and outside of the University.
 - iv) Continue the activities of the Program, and encourage development of the Graduate Program in Bioengineering.
 - v) Review membership in the Program and, by additions and deletions as defined in Article II, maintain a broad and active group in this field. After review of faculty membership, the Executive Committee shall make the list of core and affiliate members available to the Graduate Deans of the two campuses.
 - vi) 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.
 - vii) Nominate from the Program 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.
 - viii) 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.
 - ix) Appoint such additional standing committee(s) or ad hoc committee(s) as it deems necessary to properly administer the activities of the Program.

Article IV

Meetings

- A. The Chair shall call meetings of the Program as are deemed necessary or desirable by the Executive Committee; at least one Program meeting per year.
- B. The Chair shall call a special meeting of the Program any time it is requested by ten or more Program members in writing, with a limit of four such meetings per year.
- C. Minutes of meetings shall be made available to Program members within fourteen calendar days following the executive committee approval. The Co- chair is responsible for taking minutes at meetings and circulating them for approval within 2 weeks of an executive committee meeting.
- D. Meetings shall be conducted in accordance with generally accepted procedures. In the event of adjournment of a meeting before the business of the Program is completed, that business shall be considered at the next meeting.
- E. Program meetings, 30% of the Program 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 core faculty who choose to vote, either by email 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 there is a need for disability-related accommodations for Program members to participate in program activities, please contact the Program administrators listed on the program website.
