Joint Graduate Group in Bioengineering
University of California, Berkeley and University of California, San Francisco

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 for 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. Core membership and affiliates in the Group shall be limited to faculty members on the Berkeley and San Francisco campuses who are members of the respective faculties.

B. Core members and affiliates 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 considered by the Executive Committee (or its appointed Membership Committee). Effective dates for new members shall July 1 of each year. The Executive Committee shall notify the nominee or applicant of the committee’s decision.

D. Core membership in the Group shall be reviewed annually, in June, by the Executive Committee, at which time inactive members may be removed from the membership list.
or shifted to affiliate status if such action does not jeopardize the configuration of a student’s approved committee.

Faculty will be notified of their status in writing annually by the Chair of the Executive Committee. Faculty wishing to have their status reconsidered may appeal to the Executive Committee. A current membership roster shall be maintained on the program website.

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

- Hold an academic senate appointment in the Department of Bioengineering at Berkeley or the Program in Bioengineering at UCSF

or

- Perform at least two 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. Bioengineering course instructor or Bioengineering seminar coordinator.
  4. Provide other service to the Group, the Department of Bioengineering (UC Berkeley), and/or the Program in Bioengineering (UCSF)
  5. Attend a bioengineering graduate group-sponsored conference/retreat at least once every three years.

F. Faculty who do not meet these criteria may be shifted to affiliate status, at the discretion of the Executive Committee. This can occur only when the action does not jeopardize a student’s approved committee during the service year. Affiliated faculty will remain on the mailing list, may attend annual meetings and may host students for rotation projects. Affiliated faculty may be considered outside members for the purpose of Qualifying Examination Committees and Dissertation Committees.

A person may be reinstated to core member status, upon request, at the beginning of any subsequent academic year if they meet the criteria listed above, or at the discretion of the Executive Committee. To be eligible, a person requesting reinstatement to core membership must have completed service on any Bioengineering student committee if approved as an outside member after relegation to affiliate status. Faculty cannot be inside and outside members of a major at the same time.
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. Two *ex officio* members are the respective Head Graduate Advisers (or equivalent) of the Berkeley Department of Bioengineering and the San Francisco (Medical School) Program in Bioengineering. Two other members are drawn from the bioengineering faculty of each campus, at the discretion of the Chair of the Department of Bioengineering (Berkeley) and the Program in Bioengineering (UCSF), respectively. Five additional at-large members shall be elected. To ensure balanced representation from each campus, not more than four of the seven members shall have a primary appointment on any one campus.

B. Members of the Executive Committee shall be elected from within the Group by core 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. The election of the Chair and Executive Committee members shall be reported to the Graduate Deans of both campuses for final approval.

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 semester of the Berkeley campus. Ties in election results shall be resolved by the Executive Committee. 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.

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. After review of faculty membership, the Executive Committee shall report the list of core and affiliate members to the Graduate Deans of the two campuses.

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 made available to group members 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 there is a need for disability-related accommodations please contact the Group administration at UCB (510) 642-9931 or at UCSF (415) 476-5151.