

March 25, 2020

**MARIA MARCO, CHAIR**  
Food Science Graduate Group

**RE: Food Science Graduate Group Bylaws**

Enclosed is a copy of the Food Science Graduate Group bylaws as approved by Graduate Council on March 6, 2020. These bylaws are now the revised, official document for the Food Science Graduate Group and will be posted on the Office of Graduate Studies program webpage:

<https://grad.ucdavis.edu/programs/gfsc>

Thank you for your efforts on behalf of graduate education.

Sincerely,



Carlee Arnett, Chair  
Graduate Council

CC: Jasmine Bonite, Project/Policy Analyst, Graduate Studies  
Holly Ly, Graduate Group Coordinator

# Food Science Graduate Group (FSGG) Bylaws

*Administrative Home:* Food Science & Technology

*Revision date(s):* 5/10/2019

*Graduate Council Approval:* 03/06/20

## Article I. Objective

- A. Degree(s) offered by the program: MS, PhD
- B. Discipline: The program is multidisciplinary and addresses any issue that is relevant to food, including food chemistry, chemical and microbiological food safety, fermentations, nutrition, food sustainability, food processing, and sensory and consumer science.
- C. Mission of the Program: The mission of the Food Science Graduate Group (FSGG or the Group) is to train the next generation of MS and PhD scientists with the skills necessary to understand the multi-disciplinary aspects of food science and to develop and apply fundamental knowledge in specialized topics in the food science field.

## Article II. Membership

### A. Criteria for Membership in the Graduate Program

- 1. Appropriate academic and teaching title.  
In accordance with the [Graduate Council Policy on Membership in Graduate Programs \(GC1998-02\)](#), members must hold an appropriate academic title as outlined in the [Graduate Council Policy on Service on Advanced Degree Committees \(GC1998-01\)](#).
- 2. Active research appropriate to the discipline(s) encompassed by the program.  
Membership is independent and separate from academic department appointments. Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration to membership in the group.
- 3. Voting rights  
All members are eligible to vote on graduate program matters. See *GC2011-04, Policy on Quorum, Voting Rights and Responsibility*.

### B. Application for membership.

- 1. How faculty may apply:  
Faculty may self-nominate. Applications consist of a current CV, cover letter stating the reasons for applying and qualifications, and written agreement acknowledging the anticipated contributions to the group (see section B.2). Applications are submitted to the Membership Committee for review for completeness and compliance with membership policies. Applicants will be evaluated in terms of their research interest, potential for graduate student guidance, and potential for contributing to the good of the graduate group. A favorable vote by the majority of the Membership Committee constitutes acceptance.

2. Anticipated one or more contributions that graduate faculty members will perform as a member:
  - a. Active role in the administration of the graduate group by serving on graduate program administrative committees; as a Graduate Adviser (not to be confused with being a Major Professor); or as an administrative officer of the program.
  - b. Providing graduate level instruction, as appropriate, in addition to research instruction.
  - c. Service on Dissertation/Thesis and Qualifying Examination/Master's Comprehensive Examination Committees.
  - d. Service as a mentor to provide guidance, support and research advice to graduate students in their area of study. Mentoring includes serving as a role model, advising a student on course work requirements, providing formal instruction, and helping students identify and achieve their individual short and long-term educational and career goals.

#### C. Emeritus Status

Emeritus faculty may remain members of the program and are afforded the following rights: they may attend and participate in program activities (including meetings and administrative committees), may teach graduate courses, and may serve on student committees. Emeritus faculty are not afforded the right to vote on policy and bylaw issues related to the program.

#### D. Review of Membership

The criteria for reviewing members of the program is the same for all members. Each faculty member's contributions to the program will be reviewed once every three years for the purpose of identifying faculty members who are not providing a minimal level of service to the program, even after repeated requests for participation.

This review will be conducted by the Membership Committee, who will review on a yearly basis one-third of the membership. The review will focus on the areas defined in Section B. above, "Anticipated Contributions by Members."

Faculty whose record reflects deficiencies in their service to the graduate group are contacted by the Membership Committee and asked whether they wish to continue being members. If they reply that they no longer wish to be members, or do not reply within eight weeks, they will be removed from the membership list. If they reply that they do wish to continue their membership they will be prompted to participate in service activities, with suggestions for specific ways in which they can participate. They are reviewed again in the following year to determine compliance. If their service continues to be deficient, the Membership Committee will inform the Executive Committee. Membership renewal is then based on majority vote by the Executive Committee.

#### E. Membership Appeal Process

If membership is denied or not renewed, faculty can appeal to the Executive Committee for reconsideration. Applicants denied membership or renewal of membership by the Executive Committee may make a final appeal to the Dean of Graduate Studies.

### **Article III. Administration**

The administration and activities of the group will be vested in the Group Chair, an Executive Committee, and several standing committees.

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

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

The Chair will be appointed in accordance with the Academic Personnel Manual policy UCD-245.B and the policies and procedures of the Graduate Council and the Office of Graduate Studies.

A "Nominating Committee" will be named by the Executive Committee to solicit names of nominees for Graduate Group Chair from the faculty and graduate students of the group. Those nominated will then be contacted regarding their willingness to serve. The names of the nominees who have indicated a willingness to serve will then be submitted to the Group's faculty and graduate students for comments. All comments will remain confidential.

The Nominating Committee will forward at least one name to the Dean of Graduate Studies along with all comments received on the nominees. All comments solicited from faculty and students of the group will be treated as confidential information by the Group's Nominating Committee and by Graduate Studies.

If the Group puts forward more than one nominee, it may express a preference for one and, if it does, should indicate the basis for determining that preference. The nominee(s) may be interviewed by the Dean of Graduate Studies (or delegate) and will then forward his/her recommendation to the Chancellor for appointment. The normal term of the Chair's appointment is three years, however what is recommended will be based on the nominees' willingness to serve.

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

The Chair: (a) provides overall academic leadership for the program, (b) develops and implements policies for the program, (c) represents the interests of the program to the campus and University administrators, (d) calls and presides at meetings of the Executive and Financial Committees, (e) administrates meetings of the program, (f) is responsible for coordinating all administrative matters with Graduate Studies, (g) manages the budgets of the program, (h) is responsible for the accuracy of all publications related to the program including web pages and catalog copy, (i) nominates Graduate Aadviseurs for appointment, and (j) coordinates committee membership.

#### **C. Vice Chair**

The Vice Chair serves as chief officer of the Group in the absence of the Chair, for less than a quarter. If the Chair is absent from campus for more than a quarter, the Chair appointment procedures will have to be followed.

A. The Vice Chair is elected by the FSGG Executive Committee. Candidates are nominated by the Chair and elected by majority of the Executive Committee.

B. Term of service is three years, after which time (s)he may be re-elected.

- C. Voting rights of the Vice Chair are equal to all FSGG members and additionally include voting rights in Committees in which the Vice Chair is a member (see Article V: Executive Committee and other FSGG administrative committees for which the Vice Chair is a member)
- D. The duties of the Vice Chair are to serve as Chair on at least one of the Group committees, assist the Chair in program leadership, and to serve as Acting Chair in the absence of the Chair for less than a quarter.

## **Article V. Committees**

### **Executive Committee**

The Executive Committee consists of the Chair of the FSGG program, who serves as chair of the committee, the Vice Chair, the Chairs of all FSGG standing committees (Membership, Admissions, Advising, Student Advancement, and Recruitment), the Department of Food Science & Technology Chair or approved chair designate, at least three FSGG faculty selected from the membership, the FSGG Graduate Coordinator (staff), and one student enrolled in the program. To ensure broad participation, the Executive Committee will have members from multiple departments. All members have voting rights, including the student representative, unless the student does not participate in the discussion due to the nature of the item (see below). The faculty members of the Executive Committee will be appointed for a three-year term, renewable two times. The student appointment is renewed annually and student membership may be recommended by the Food Science Graduate Student Association (FSGSA).

Appointment of faculty members of the Executive Committee: faculty can make nominations, with selection by the FSGG program Chair. Selection results must be communicated to the members of the program annually. Selected members assume their duties on July 1.

The principal duties of the Executive Committee will be to determine and implement policy for the good of the program, approve FSGG committee membership, and to represent the interests of the program generally to various universities and other agencies.

The Chair of the Executive Committee may rule that an item of business is inappropriate for discussion in the presence of the student representative. That item of business will then be discussed in the absence of the student member of the Committee.

The Executive Committee will meet at least quarterly. Additional meetings and executive sessions may be held as deemed necessary, or upon petition by five members of the program.

The Executive Committee will fill interim vacancies for the remainder of the current year.

### **Membership Committee**

The Membership Committee will consist of a Membership Committee Chair, two additional FSGG faculty members, and the FSGG Graduate Coordinator (staff). The FSGG program Chair will contribute to the Membership Committee on an ad hoc basis. The faculty members will be nominated by the FSGG program Chair, approved by the FSGG faculty members of the Executive Committee, and will serve for a three-year term, renewable two times. The Graduate Coordinator is an automatic member of the committee. The Chair of the Membership Committee is an Executive Committee member. All FSGG members will be reviewed once every three years by the Membership Committee.

### **Admissions Committee**

The Admissions Committee will consist of an Admissions Committee Chair, Vice-Chair, at least four additional faculty FSGG members, and the FSGG Graduate Coordinator (staff). The FSGG program Chair will contribute to the Admissions Committee on an ad hoc basis. The faculty members will be nominated by the FSGG program Chair, approved by the FSGG faculty members of the Executive Committee, and will serve for a three-year term, renewable one time. The Graduate Coordinator is an automatic member of the committee. The Chair of the Admissions Committee will serve on the FSGG Executive Committee. The Vice-Chair may succeed the Admissions Committee Chair during the normal committee rotations. The functions of this committee include (a) evaluation of student applicants, (b) recommendation of admission of student applicants into the program, (c) recommendation of applicants for incoming student fellowships, (d) preparation of recommendations for financial support, and (e) evaluation of applications from graduate students-in-residence requesting a change in major degree objective.

### **Advising Committee**

The Advising Committee will consist of the Chair of the Advising Committee (Master Adviser), at least three FSGG faculty members, and the FSGG Graduate Coordinator (staff) adviser. A student may be appointed for contributions to general advising discussions. The FSGG program, Chair will contribute to the Advising Committee on an ad hoc basis. The faculty members will be nominated by the FSGG program Chair, approved by the faculty members of the Executive Committee, and will serve for a three-year term, renewable two times. The Graduate Coordinator is an automatic member of the committee. Student membership is renewed annually and membership may be recommended by the Food Science Graduate Student Association (FSGSA). The Chair of the Advising Committee will serve on the FSGG Executive Committee and the FST Department Teaching Committee. The functions of the Advising Committee include (a) assignment of all FSGG students to the Graduate Advisers who are current members of the Advising Committee, (b) evaluate the adequacy of preparative coursework for incoming students, (c) review FSGG student academic progress and confirm the completion of required coursework for the degree objective in the program, (d) support students in finding and working with Major Professors, (e) review and amend the degree requirements to meet the current demands of the program, (f) evaluate and update course offerings and the laboratory rotation format in the FSGG, (g) develop and distribute guidance practices for student mentoring as recommended by Graduate Council, and (h) evaluate and contribute to annual progress reports of student advisees.

### **Student Advancement Committee**

The Student Advancement Committee will consist of the Chair of the Student Advancement Committee, at least two other FSGG faculty members, and the FSGG Graduate Coordinator (staff). A student may be appointed for contributions to general student advancement discussions. The FSGG program Chair will contribute to the Student Advancement Committee on an ad hoc basis. The faculty members will be nominated by the Chair of the FSGG, approved by the faculty members of the Executive Committee, and will serve for a three-year term, renewable two times. The Graduate Coordinator is an automatic member of the committee. The student appointment is renewed annually and student membership may be recommended by the Food Science Graduate Student Association (FSGSA). The Chair of the Student Advancement Committee will serve on the FSGG Executive Committee. This committee will be

responsible for (a) developing the format and review metrics of pre-proposals for Qualifying Exams, (b) assignment of Plan II Master's Comprehensive Oral Exam and Ph.D. Qualifying Exam committees, (c) nomination and ranking of students for campus fellowship and awards, and (d) coordination of exit seminars.

### **Recruitment Committee**

The Recruitment Committee will consist of the Chair of the Recruitment Committee, at least two other FSGG faculty members, the FSGG Graduate Coordinator (staff), and a FSGG student. The FSGG program Chair will contribute to the Recruitment Committee on an ad hoc basis. The faculty members will be nominated by the FSGG program Chair, approved by the faculty members of the Executive Committee, and will serve for a three-year term, renewable two times. The Graduate Coordinator is an automatic member of the committee. The student appointment is renewed annually and student membership may be recommended by the Food Science Graduate Student Association (FSGSA). The Chair of the Recruitment Committee is an Executive Committee member. The functions of the committee are to (a) coordinate the hosting of selected applicants for campus visitation, (b) develop and administer programs for increasing the number, quality and diversity of applicants to the program, (c) generate suitable brochures and websites to provide information to prospective applicants, (d) review and maintain social media and web-based information about the Group.

### **Financial Support Committee**

The Financial Support Committee consists of the FSGG program Chair, the Chair of the Admissions Committee, the Chair of the Department of Food Science & Technology, the FSGG Graduate Coordinator (staff), and another FSGG faculty member appointed by the FSGG program Chair for a three-year term. The Chair of the Financial Support Committee is the Chair of the FSGG. The functions of the committee include the following: (a) maintaining an active view of the FSGG budget and (b) exploring means for obtaining funds from the University and sources outside of the University for FSGG graduate student.

## **Article VI. Student Representatives**

Student members on the Executive, Advising, Student Advancement, and Recruitment Committees are appointed annually by the FSGG program Chair in consultation with the Food Science Graduate Student Association (FSGSA) leadership. Student members have voting rights. The FSGSA President or an appointed alternate student attends the annual graduate program faculty meeting.

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.

## **Article VII. Graduate Advisers**

Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and Graduate Studies. The FSGG program Chair will recommend graduate advisers to the Office of Graduate Studies for review and appointment for a three year term, renewable two times. There will be at least a minimum number of Graduate Advisers to meet the 15:1 advising ratio recommended by the Graduate Council. Graduate advisers are responsible for evaluating the adequacy of preparative course work, interpreting requirements, and confirming the completion of required coursework for the degree objective in the program. Graduate Advisers are expected to meet quarterly with advisees. Thesis Advisers (Major Professors) for a student should not also serve as their Graduate Adviser. The advisers are required to serve on the Advising Committee. A Master Adviser will be so designated by the FSGG program Chair to serve as a resource for other advisers.

## **Article VIII. Meetings**

The FSGG program Chair will call an annual meeting during Spring quarter for the purpose of electing officers and conducting other business. The Chair is privileged to call other meetings in the interest of the Group and is required to do so at the written request of three or more members. Notification will be emailed at least two weeks before the meeting. Faculty not on campus may participate by teleconference or other availability technology.

## **Article IX. Quorum**

All issues that require a vote must be:

- Voted on by 50+% of the faculty membership
- On graduate program matters other than amendment/revision of bylaws: passage requires a 50+% supporting vote of the members voting.
- On amendments and revision of bylaws: passage requires a 2/3rds supporting vote of the members voting.

If balloting is conducted via e-mail or web-based technology, 10 days must be provided for expression of opinions about the proposal prior to the acceptance of votes; the program must allow 14 days for votes to be returned or before the polls are closed

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

At all regular meetings, the suggested order of business will be as follows:

1. Reading of minutes
2. Reports of officers
3. Reports of standing committees
4. Reports of special committees
5. Unfinished business
6. New business



## **Article XI. Amendments**

Amendments to these bylaws may be made in accordance with program's quorum policy in Article IX. Program members may propose amendments by petition to the FSGG program Chair. The FSGG program Chair, or relevant program committee, may ask for revisions from the faculty who submitted proposed amendments before forwarding the revisions to the membership for review and voting. Quorum, voting and passage is prescribed in Article IX. All amendments and revisions must be submitted to the Graduate Council for review and approval; changes in the bylaws will become effective upon approval by the Graduate Council.