

May 13, 2022

**Janet Foley**  
Chair, Preventive Veterinary Medicine Graduate Group

**RE:** Preventive Veterinary Medicine Graduate Group Bylaws

Enclosed is a copy of the Preventive Veterinary Medicine Graduate Group Bylaws as approved by Graduate Council on May 9, 2022. These bylaws are now the revised, official document for the Preventive Veterinary Medicine Graduate Group and will be posted to the Office of Graduate Studies program webpage:

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

Thank you for your efforts on behalf of graduate education.

Sincerely,



Dean Tantillo  
Chair, Graduate Council Committee

c: Jasmine Bonite, Director of Policy and Programs, Graduate Studies  
Duncan Temple Lang, Associate Dean for Graduate Programs, Graduate Studies  
Felicia Murdoch, Policy Analyst, Davis Division of the Academic Senate  
Christi Boyter, Coordinator, Preventive Veterinary Medicine Graduate Group

## **Preventive Veterinary Medicine –Graduate Group Bylaws**

Administrative Home: School of Veterinary Medicine

Revised: July 26, 2021

Approved by GC: May 9, 2022

### **Article I. Objective**

**A. Degree offered:** The Preventive Veterinary Medicine Graduate Group (PVMGG), hereafter referred to as the Group, offers a Master in Preventive Veterinary Medicine (MPVM) degree in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California. The MPVM is a graduate professional master's degree.

**B. Discipline:** Preventive Veterinary Medicine encompasses the organized efforts of veterinary, human, and environmental medicine to advance health and prevent disease in both animal and human populations. The Group applies a multidisciplinary approach including epidemiology, biostatistics, and research methodology for educating professionals, mainly veterinarians, in concepts, methods, and strategies applied in contemporary and future efforts to detect, mitigate, and eradicate animal and human diseases (zoonoses) and conditions affecting health and well-being of animal and human populations and ecological health. The program emphasizes quantitative approaches, including epidemiology, statistics, and modeling that are applicable to solving problems and developing policies and programs related to animal and human health and disease in the private, corporate, and public practices of veterinary medicine and veterinary public health at the state, national, and international levels.

Students may choose an area of emphasis that will allow them to pursue focused studies beyond the core coursework. These areas could include, but would not be limited to, herd health/production medicine, shelter medicine, risk assessment and policy development, risk or statistical modeling, environmental health/conservation medicine, infectious disease and clinical epidemiology and zoonotic diseases. These areas of emphasis also embody the One Health concept, which is the integrated effort of multiple disciplines working locally, nationally, and globally to attain optimal health for people, animals, and the environment.

**C. Mission:** The mission of the Group is to provide, through didactic instruction and a research project, the graduate professional education necessary to prepare individuals to be leading professionals in critical assessment and application of epidemiological and quantitative methods for solving animal, human, and ecological health problems.

Because of the diverse interests of program participants and of student research projects, the Group also serves to facilitate interaction and collaboration among professional graduate students and other graduate students, postdoctoral fellows, and faculty throughout the university, as well as with appropriate individuals in other institutions, agencies, and organizations worldwide. These efforts foster advancing animal health through prevention of diseases and abnormal health conditions and the “One Health” concept of a worldwide strategy for expanding interdisciplinary collaborations and communications in all aspects of health care for humans, animal, and the environment.

## **Article II. Membership**

### **A. Criteria for Membership**

1. Individuals having strong interest and expertise in One Health or other fields related to Preventive Medicine may be elected to membership in the Group by the Membership Committee. Qualifications include advanced degrees in medicine (e.g., DVM, MD, DDS, or equivalent) or a MS, MPVM, or PhD degree. Members should demonstrate evidence of, or strong potential for productive research and collaborative work with graduate students and other faculty in epidemiology, quantitative methodologies (e.g., mathematics, statistics, modeling, risk assessment), or other related areas.
2. Eligibility for membership conforms to Graduate Council policy: [https://academicsenate.ucdavis.edu/sites/g/files/dgvnsk3876/files/inline-files/gc1998-01\\_rev9.pdf](https://academicsenate.ucdavis.edu/sites/g/files/dgvnsk3876/files/inline-files/gc1998-01_rev9.pdf). MPVM allows for Emeritus and Category 7 membership as described in this Graduate Council policy.
3. All Members are eligible to vote on all Group matters.
4. MPVM also provides for “affiliates” who either are not elected as Members or do not choose to serve as Members.
  - a. Affiliates are individuals with expertise in one or more aspects of Preventive Veterinary Medicine who are qualified to support candidates for the MPVM degree, and at times may provide expertise not available within the Group Membership.
  - b. Qualifications for recognition as an MPVM Affiliate include advanced degrees in medicine (e.g., DVM, MD, or equivalent) or a MS, MPH, MPVM, or PhD degree.
  - c. Affiliates should demonstrate evidence of, or strong potential for productive research and collaborative work with graduate students and other faculty in epidemiology, quantitative methodologies (e.g., mathematics, statistics, modeling, risk assessment), or other related areas.
  - d. Affiliates will be reviewed by the Membership Committee every 3 years as described for Members.
  - e. Affiliates may not
    - i. Serve as Graduate Adviser, Chair, or as voting members of administrative committees
    - ii. Vote on Graduate Group matters

### **B. Application for Membership or Affiliate Recognition**

**1. Application Process:** Applications for membership may be by self-nomination or by nomination by an existing member of the Group. An applicant for membership in or affiliation with the Group must provide the Membership Committee with a list of publications of the past three years describing research relevant to preventive veterinary medicine published in refereed journals, and any other evidence of an active research program. An applicant should provide a list of courses they taught or are teaching that are of potential interest to graduate students in preventive veterinary medicine and provide an account of other training activities including

service as a mentor or project adviser. Applicants should also indicate their willingness to contribute to the Group, as defined below. The Membership Committee will review applications, notify applicants of their decision, and inform the Group Chair with the results.

**2. Anticipated contributions of members:** To be considered for membership, potential members must be willing to participate and make meaningful contributions toward fulfilling the mission of the Group which could include, but would not be limited to: 1) taking an active role in the administration of the Group (by serving on Group administrative committees; as a Group Graduate Adviser (not to be confused with being a research project adviser); or as an administrative officer of the Group); 2) participation in graduate level instruction; 3) active engagement in research instruction; 4) serving as research project adviser; and 5) mentoring students.

**3. Anticipated contributions of affiliates:** To be considered for affiliate recognition, potential affiliates must be willing to participate and make meaningful contributions toward fulfilling the mission of the Group which could include, but would not be limited to: 1) mentoring MPVM students in the Affiliate's area(s) of expertise, e.g. clinical work, regulatory veterinary medicine, etc.; 2) serving as outside reviewers on MPVM research projects; 3) serving as a research project adviser.

### **C. Review of Membership**

Each year, one-third of the Group Members and Affiliates shall be reviewed by the Membership Committee for continued membership according to criteria developed by the Executive Committee. The Group Chair will be provided with the results of membership review.

A faculty Member must have shown activity in at least 2 of the following 5 categories during a 3-year review period as a minimum level of involvement required to maintain membership in the Group:

1. Serving as a Research Project Adviser.
2. Serving on one of the standing committees of the Group (e.g., Executive Committee, Membership Committee, Educational Policy Committee, Admissions Committee)
3. Teaching any core Group course or teaching an elective course in which enrollment is predominantly by Group students or a course that has substantial epidemiology content.
4. Providing Group committee service or service in some other appreciable capacity to further the educational goals of the Group.
5. Service as a Group Graduate Adviser.

An Affiliate must have shown activity in at least 1 of the following 3 categories during a 3-year review period as a minimum level of involvement required to maintain Affiliate recognition with the Group:

1. Mentoring an MPVM student
2. Serving as an outside reviewer for an MPVM research project
3. Serving as a research project adviser.

If a faculty member does not provide evidence of having been involved in at least 2 of those 5 areas during a 3-year review period, that faculty member will be placed on probation for one year during which that individual can demonstrate activity in 2 of the 5 areas. Likewise, if an Affiliate does not provide evidence of having been involved in at least 1 of those 3 areas during a 3-year review period, that Affiliate will be placed on probation for one year during which that individual can demonstrate activity in at least one area. Failure to demonstrate sufficient Group activity during the probation year will result in dismissal from Membership in or Affiliation with the Group. Special circumstances will be considered on an individual basis by the Membership Committee.

#### **D. Membership Appeal Process**

If membership is denied, the denied applicant can request re-consideration by members of the Graduate Group. If the denied application or renewal for membership is submitted to the Graduate Group for a vote, a 50% + 1 majority vote of the total Group membership is required for reinstating membership in the Group. Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.

#### **E. Emeriti Faculty**

An emeritus/a faculty member who meets the Group membership requirements is afforded the same rights than any other Group faculty member. Emeriti faculty who do not meet membership requirements for the Group may attend and participate in Group activities, including meetings, and have the right be recognized during meetings, but are not granted the right to vote on policy and bylaws issues, membership decisions, or any other formal business matters related to the Group.

### **Article III. Administration**

The administration of the Group program and its activities will be vested in an Executive Committee consisting of at least four elected Graduate Group Members, the Master Graduate Adviser, one Group student member, and the Group Chair who also serves as Executive Committee Chair.

### **Article IV. Graduate Group Chair and Vice-Chair**

#### **A. Appointment Process**

The Group chair nomination process will be conducted in accordance with current Graduate Council and Academic Personnel Manual policies, APM Section UCD-245B. <http://manuals.ucdavis.edu/apm/245b.htm>.

A “Nominating Committee” will be named by the Executive Committee to solicit the name(s) of nominees for Group Chair from the faculty and graduate students of the Group. The name(s) of the nominee(s) who have indicated a willingness to serve will then be submitted to the Group’s faculty and graduate students for comments. All comments will be kept confidential by the Nominating Committee and the Dean of Graduate Studies.

The Nominating Committee will forward at least one nominee to the Dean of Graduate Studies along with all commentary received on the nominee(s). If there are multiple nominees, the Group should be solicited by the Nominating Committee to determine preferences. Both the method of solicitation and the results of that process should be provided to the Dean of Graduate Studies to establish the basis for determining preferences. After interviewing the nominee(s), the Dean of Graduate Studies will forward his/her recommendation to the Chancellor. The normal term of the Chair's appointment is three years; however, shorter terms are possible based on the nominee's willingness to serve.

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

Duties of the Group Chair include:

- a) Provide overall academic leadership for the Group program;
- b) Provide leadership for developing and implementing policies for the Group;
- c) Receive and act upon petitions from Group students and faculty,
- d) Represent the interests of the Group to the campus and University administrators;
- e) Call and preside at meetings of the Executive Committee;
- f) Call and preside at meetings of the Group;
- g) Be responsible for coordinating all administrative matters with the Office of Graduate Studies;
- h) Manage the budgets of the Group;
- i) Submit course change or approval forms;
- j) Be responsible for the accuracy of all publications related to the Group, including web pages, brochures, and catalog copy;
- k) Coordinate Program's graduate course teaching assignments with relevant department chairs and other group or program chairs as needed;
- l) Recommend Group Graduate Advisers for appointment by the Dean of Graduate Studies; and
- m) Provide leadership for establishing permanent or *ad hoc* committees as needed.

The principal responsibilities of the Chair, which may not be delegated, are met with assistance from the Executive Committee and Vice Chair. The Chair is expected to seek advice from the Group members in a systematic way and to provide leadership for conducting Group affairs in an orderly fashion through meetings of the faculty and of standing and special committees. The Chair also is expected to seek student advice on matters of concern to Group students. The Chair, in consultation with the Executive Committee and upon its approval, appoints members as needed to other standing committees and special committees. The Chair, with approval of the Executive Committee, shall recommend Group Graduate Adviser(s) for appointment by the Dean of Graduate Studies, in accordance with policies and procedures of the Graduate Council and the Office of Graduate Studies.

### **Vice Chair**

The Executive Committee shall select one of its elected members for a 4-year term as Vice Chair of the Group. The Vice Chair shall serve as chief officer of the Group if the absence of the Chair is less than or expected to be exactly one quarter. If the Chair will be absent from campus for

more than a quarter, the Chair appointment procedures for appointing a new Chair will be followed. The Vice Chair is responsible for maintaining the Policy and Procedures Manual (PPM), which includes periodic review of the PPM of the Group by the Executive Committee. The Vice Chair also shall: 1) serve as secretary at general Group and Executive Committee meetings; 2) be responsible for preparation and distribution of minutes of meetings in consultation with the Chair; 3) call for nominations for positions elected by the Group; and 4) arrange and supervise balloting for Group elections and other voting procedures including amendments of bylaws, and other policy changes of the Group.

### **Article V. Committees**

Committee appointments should reflect the diversity of disciplines, interests, and backgrounds of members of the Group. For each Committee (other than the Executive Committee), the Chair is an elected member of the Executive Committee, and is appointed to a specific Committee by the Group Chair and approved by the Executive Committee. Chairs shall serve for 4 years with the option of one consecutive 4-year renewal. *Ex officio* non-voting representatives may be appointed to Committees upon recommendation of the Executive Committee.

### **Executive Committee**

The Executive Committee shall consist of eight members, six of which are voting members. The six voting members include the Group Chair, Master Adviser, and four elected faculty members. Each elected member serves as a Chair of one of the four standing committees: Membership Committee, Educational Policy Committee, Admissions Committee, and Recruitment Committee. The other two Executive Committee members are student representatives (Article VI) who shall serve as voting members. All committee members have equal voting rights, including graduate students.

The four elected faculty members of the Executive Committee shall be elected by the Group members. Two members will be elected in each odd-numbered year. Nominations will be made either by mail, e-mail, or from the floor at the annual meeting of the Group. Elections will be conducted by mail or e-mail ballot and completed before the end of the Fall quarter. During elections, each member of the Group will vote for not more than the number of positions to be filled without weighting of choice. Those candidates receiving the most votes will be declared elected members. Ties will be resolved by lot. Election results will be mailed or e-mailed to the members of the Group promptly. Elected members will assume their duties on January 1.

Elected members of the Executive Committee shall serve a 4-year term and may be reelected for one additional 4-year term. No member may serve more than 2 consecutive terms. Interim vacancies in the Executive Committee shall be filled by election, unless the vacancy period is 3 months or less. In this case the Executive Committee shall fill interim vacancies in its membership as necessary. Substitutes serve until return of the original member, unless the term has expired upon his/her return.

The principal duties of the Executive Committee are to instruct standing committees and review their activities, and to consult with the Chair regarding Group operational and policy issues. The Executive Committee shall meet at least quarterly (excluding summer); additional meetings may be held as necessary, or upon petition of at least 5 members of the Group. The Executive

Committee shall approve appointment of other faculty members to the Membership, Curriculum, Admissions, Recruitment, and other standing committees. The Committee shall develop and regularly update criteria for Group membership (with approval of the Group faculty). All meetings of the Executive Committee shall be announced so that members of the Group may present matters requiring Executive Committee or Group attention. Issues forwarded through the standing committees are subject to discussion and ratification by majority vote of the Group membership. Actions taken by the Executive Committee may be called to question by ballot of the Group within 10 days following distribution of the Executive Committee minutes, upon petition of at least 5 members of the Group.

### **Membership Committee**

1. The Membership Committee shall consist of a minimum of one faculty member appointed by the Chair and approved by the Executive Committee, in addition to the Committee Chair.
2. Committee Chair: The Committee Chair is a member of the Executive Committee and is appointed to serve on this committee by the Group Chair.
3. Term of appointment is three years with reappointment optional and subject to approval by the Executive Committee.
4. All members of the Membership committee have voting rights.
5. The Committee shall use the criteria for membership listed in Section II above to screen applications for membership. The Committee shall also review on a yearly basis one third of the membership using the criteria defined in Section II.B.2. and II.C above and submit the names of inactive members to the Executive Committee.
6. The Committee shall regularly review criteria for Group membership and make recommendations for changes to the Executive Committee.

### **Educational Policy (Curriculum) Committee**

Membership of the Educational Policy Committee shall include three appointed voting members, the Master Adviser as an *ex officio* member, and one current Group student. One appointed member shall represent generally the quantitative disciplines (e.g., statistics, risk assessment, modeling, etc.) and one shall represent epidemiology (e.g., principles, study design, infectious disease, diagnostic, clinical epidemiology, etc.). Service on the Committee generally will be for three years with an option of a 1-term renewal, but may be for shorter periods to allow for individual member needs. Terms of service may be staggered.

The Committee on Educational Policy considers all aspects of education in the Group, including required and elective courses, areas of emphasis, and the required research project. They also review student evaluations of MPVM required courses. Specifically, when they determine that changes in course content are warranted, or have concerns about effectiveness in teaching, they submit these concerns to the Chair and Executive Committee to allow MPVM leadership to take appropriate action to improve teaching. In addition, this Committee plans and arranges Group seminars, and could make recommendations to Executive Committee regarding additional electives to be developed.

### **Admissions and Student Affairs Committee**

Membership of the Admissions Committee shall include three appointed voting members and the Master Adviser as an *ex officio* member. Service on the Committee generally will be for three



years with an option of a 1-term renewal, but may be for shorter periods to allow for individual member needs. Terms of service may be staggered. The Committee shall develop and regularly update criteria for admission of students that must be approved by the Executive Committee and, ultimately, by the Group membership and shall screen applications accordingly. The Committee shall make recommendations concerning admissions to the Dean of Graduate Studies and decisions concerning Fellowships, Scholarships, and Block Grant funds for new and continuing students as appropriate. The Committee also reviews and approves candidates for graduation.

### **Recruitment Committee**

Membership of the Recruitment Committee shall include a minimum of one appointed voting member in addition to the Committee Chair, and one current Group student. Service on the Committee generally will be for three years with an option of a 1-term renewal, but may be for shorter periods to allow for individual member needs. Terms of service may be staggered. The Committee shall be responsible for developing and carrying out recruitment policies and strategies, for obtaining funds from Graduate Studies to support recruitment events, and for identifying a faculty mentor for each prospective student to meet and contact following his/her attendance at recruitment events.

### **Article VI. Student Representatives**

The Chair of the Graduate Group, on the advice of the Executive Committee, will annually appoint two student representatives who have been nominated by the students currently enrolled in the Group to be representatives at meetings of the Executive Committee and the Group. Student representatives (one per committee) shall also be appointed members of the Educational Policy and Recruitment Committees. The Chair of any Committee with student members must excuse the student representative from meetings during discussion of other students, of personnel actions or disciplinary issues relating to faculty, of rankings of existing students for funding, and of disciplinary issues related to students.

### **Article VII. Graduate Adviser(s)**

- A. The Chair of the Executive Committee, with approval of the Committee, shall recommend to the Dean of the Graduate Studies the appointment of Graduate Advisers. Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and Office of Graduate Studies.
- B. The number of advisers will depend on the number of graduate students with a targeted ratio of 15 students to 1 adviser.
- C. A Graduate Adviser will normally serve for a two-year term with reappointment an option.
- D. Graduate Advisers will work with students to formulate course plans, and be a source of general guidance. Advisers will meet once a year to review student's progress.
- E. Graduate Advisers, except for the Master Adviser are not required to serve on committees.
- F. From among the Graduate Advisers, the Master Adviser is appointed by the Chair with the approval of the Executive Committee. The Master Adviser will normally serve a two-year term with reappointment an option. In addition to coordinating the activities of the other advisers, the Master Adviser will also advise students, serve on the Executive Committee, the Educational Policy Committee, and the Admissions Committee, which also has responsibility for disbursing block grant funds and awarding scholarships and other assigned grant funds.

### **Article VIII. Research Project Advisers**

A requirement for the degree is completion of a research project that has been prepared in publishable form for a targeted journal. Each student will be appointed two project advisers who will oversee and guide the student in the research project and in preparing a publishable document. Appointment of the advisers will be made by a Graduate Adviser, in consultation with the student, and based on the expertise of the proposed advisers, one with expertise in the subject of the student's project and the other in the quantitative methods that will be used by the student in his/her research. Project advisers will serve for the duration of the student's project, unless circumstances or the Graduate Adviser determines otherwise. At least one Project adviser must be a member of the Group. Project advisers will meet often and regularly with the student, starting in the first quarter of student enrollment, and will meet quarterly with the Graduate Adviser to assess progress of the student and the project.

### **Article IX. Meetings**

The Group arranges periodic meetings of its members, providing a forum for them and for others with an interest in areas of epidemiology, quantitative methods, animal health and policy, and preventive medicine, and represents preventive veterinary medicine collectively to the University administration and other academic groups. A general faculty meeting shall be held each quarter and must meet the quorum requirement in Article X in order to conduct official business of the Group. Announcements of quarterly meetings must be made at least two weeks in advance of the meeting date. Other meetings may be called as frequently and for such purposes as deemed desirable by the Group Chair or Executive Committee or upon petition by five members of the Group. Minutes of the quarterly meetings shall be distributed to the Group faculty within two weeks of the meeting for consideration and comment. Any issue may be placed before the Group membership for a vote by petition of five Group members.

### **Article X. Quorum**

Fifty+ percent of the members of the Group constitutes a quorum for the conduct of business. In the absence of a quorum, issues requiring a vote will be taken up by e-mail confidential balloting. All issues that require a vote must be voted on by 50+% of the available members who are eligible to vote (i.e., not on sabbatical or other approved leave). Passage requires a 50+% supporting vote by those voting. Changes to the Bylaws require a two-thirds majority of those voting.

### **Article XI. Amendments**

Amendments to the Bylaws may be proposed to the Group membership upon recommendation by the Executive Committee or in writing to the Group Chair by any five members of the Graduate Group. Proposed amendments to the By-Laws shall be circulated to the membership by mail or e-mail and at least two-thirds of those votes, assuming a quorum as defined above, received within 10 working days of distribution shall be required for an amendment to pass. All amendments and revisions will be submitted to Graduate Council for review and approval.