July 2, 2024

Michael Neff
Chair, Computer Science

RE: Computer Science Bylaws

Enclosed is a copy of the Computer Science Bylaws, as approved by Graduate Council on June 14, 2024. These bylaws are now the revised, official document for the Computer Science Graduate Group and will be posted to the Office of Graduate Studies program webpage: https://grad.ucdavis.edu/programs/gcsi.

Thank you for your efforts on behalf of graduate education.

Sincerely,

Jeffrey Schank
Chair, Graduate Council

c: Jasmine Bonite, Director of Policy and Programs, Graduate Studies
      Will Angel, Project Policy Analyst, Graduate Studies
      Duncan Temple Lang, Associate Dean for Graduate Programs, Graduate Studies
      Alyssa Bates, Coordinator, Computer Science
      Kirsten Seitz, Coordinator, Computer Science
      Jessica Stoller, Coordinator, Computer Science

Graduate Group in Computer Science Bylaws

Administrative Home: Computer Science
Revision date(s): January 9, 2024
Graduate Council Approval: June 28, 2024

Article I. Objective

A. Degree(s) offered by the program: M.S. and Ph.D. degrees in Computer Science.

B. Discipline: Computer science is the study of computation, including both software and hardware. It encompasses both theoretical and practical aspects of computing, including the design and analysis of algorithms, the development of software and hardware systems, and the study of the fundamental principles that underlie computation and information and a wide set of specialized domains of computation, such as artificial intelligence, cybersecurity and visual computing.

C. Mission of the Program: The Graduate Group in Computer Science (hereafter referred to as the GGCS) is organized primarily to establish and administer graduate education and research leading to the M.S. and Ph.D. degrees in Computer Science, in conformance with the rules of the Office of Graduate Studies of the Davis Campus of the University of California.

   The GGCS is formed to provide administration and coordination for the graduate program in Computer Science. It also provides a means of representing Computer Science collectively to the University administration and to other academic groups.

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 (GC 1998-01)](#).

      Or

   2. Active research, practice or teaching 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 in computer science, so members throughout campus are eligible for consideration to membership in the group.

B. Voting rights.

All members are eligible to vote on graduate program matters. *See [GC2011-04, Policy on Quorum, Voting Rights and Responsibility](#).*

C. Application for membership.

1. How faculty may apply:
   Eligible candidates can apply for membership in the GGCS by submitting a request for membership directly to the GGCS. Group members may also nominate qualified Academic Senate members for membership. The application should include a CV and a statement that indicates why the person would like to be a member, describes their computer science related research and describes how they plan to contribute to the group, as described below. Applications will be reviewed by the Membership Committee.

2. Qualifications:
   Members should be qualified to guide candidates for the M.S. and Ph.D. degrees in Computer Science. Qualifications for admission to membership shall be determined by the Group, aided by a Committee on Membership and shall include, at the least, evidence of the capacity to perform independent research in Computer Science and a stated willingness to contribute to the group, as outlined in point 3 below.

3. Anticipated contributions that graduate faculty members will perform as a member.
   a. Active role in the administration of the graduate program by serving on graduate program administrative committees; as a graduate advisor (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.

Maintenance of membership will require evidence of ongoing independent research in Computer Science, plus a periodic demonstration of at least two of these three activities (during the period under review).

D. Emeritus Status.

Emeritus faculty with active research programs 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 afforded the right to vote on policy and bylaw issues related to the program.

E. Review of Membership

The criteria for reviewing members of the program are the same for all members. Each

faculty member's contributions to the program shall 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.

This review will be conducted by the Committee on Membership, who shall 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 poor performance in any of these areas will be subject to non-renewal or to a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.

F. 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 of the program and its activities will be vested in the Group Chair and an Executive Committee.

Article IV. Graduate Program Chair

A. Chair appointment process

Graduate Group Chair:
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 the name(s) of one or more nominees to the Dean of Graduate Studies along with all comments received on these 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 the Office of 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/Program Committee; e) calls and presides at meetings of the program; f) is responsible for coordinating all administrative matters with the Office of Graduate Studies; g) manages the budgets of the program; h) submits course change or approval forms; i) is responsible for the accuracy of all publications related to the program including web pages and catalog copy; j) nominates graduate advisors for appointment, k) coordinates graduate course offerings with the Computer Science Department chair and other department chairs with relevant graduate courses, and l) appoints members to graduate group committees.

C. Vice Chair
    1. After consultation with faculty and the Executive committee, the Chair nominates the Vice Chair. The Vice Chair is confirmed by a majority vote of the Executive Committee. If the nominee is not confirmed, another nominee must be made.
    2. The Vice Chair will be nominated for a one-year term and the appointment is renewable.
    3. The Vice Chair is a voting member of the Executive Committee.
    4. The Vice Chair will be responsible for aiding in administrative tasks and helping with new initiatives, as determined collaboratively by the Chair and Vice Chair. Examples may include working with the Educational Policy Committee on curricular reform, monitoring advising efforts, etc. The Chair will retain responsibility for core functions, such as calling meetings and managing the budget.

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

Article V. Committees

Executive Committee

Executive Committee: The management of the Graduate Group in Computer Science shall be vested in an Executive Committee. This committee is to be constructed as follows:
- The Executive Committee will have a total of six members.
- The Chair of the Graduate Group shall be a voting member and the Chair of the Executive Committee.
- The Chair of the Department of Computer Science shall be a non-voting member of the Executive Committee.
- At least one member of the Executive Committee will have their primary appointment in a department other than Computer Science.

- Once appointed, the Vice Chair will be added to the Executive Committee as a voting member (one of the six).

Committee members and their terms will be determined as follows:
- Election of new members will be held during the spring quarter of each year.
- Any three GGCS members may nominate a member for the Executive Committee and three such nominations are required.
- Election of members will be by vote of the entire membership of the GGCS. At election, each member of the program shall vote for not more than the number of positions to be filled on a ballot provided, without weighing of choice. Those receiving the most votes will be declared elected. Ties will be resolved by lot.
- All terms for elected members will be of three years duration. Untimely vacancies will be filled by appropriate elections, and members so elected will serve for the unexpired portion of the term associated with the vacancy. Terms will be staggered such that one of the three elected positions will be vacated and filled each year.
- If the term of the only member whose primary appointment is not in the Department of Computer Science expires, candidates for the position will be restricted to non-Computer Science faculty.

A quorum of the Executive Committee will consist of at least three individuals, including the GGCS chair.

The Executive Committee may call for a vote of the GGCS membership on matters on which consultation with the GGCS as a whole is deemed necessary.

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

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

Membership Committee

The Committee on Membership shall consist of five members appointed by the Chair of the GGCS. The duties of this committee will consist of the following:
- Members of this committee will review requests for membership to the GGCS. Membership in the GGCS will take effect immediately upon unanimous agreement of the Membership Committee, or approval of the Executive Committee if the Membership Committee cannot reach unanimous consent.

The Committee on Membership shall review on a yearly basis one-third of the membership in addition to new applicants.

Term of membership shall be 3 years.

Educational Policy Committee

This committee is to be constructed as follows:
- The Committee on Educational Policy will consist of four members appointed by the Chair of the GGCS.
- One member shall be the Chair of the Advisors Committee
- One member shall be a current graduate student in the GGCS.
- The Chair of this committee must be a member of the Executive Committee.

GGCS members shall serve a term of 3 years. Student members shall be appointed annually.

This committee has responsibility for the following tasks:
- To determine the requirements for the M.S. and Ph.D. degrees in Computer Science. These must be approved by the Executive Committee. All proposed changes are sent via email to the entire group membership for comment, and all members are notified when the changes have been approved.
- To recommend to the Graduate Council membership on thesis committees, dissertation committees, and qualifying examination committees.
- To schedule, announce, and conduct all Group-administered examinations, making recommendations to the Executive Committee on the lists of candidates who have passed the examinations.
- To review petitions pertaining to exceptions in the program of study for the Ph.D. degree.

The Chair of the Committee may rule that an item of business is inappropriate for discussion in the presence of the student representative. Please refer to Article VI.

Admissions Committee

This committee will be charged with making recommendations to the appropriate body regarding admission of students (Graduate Studies) into the program and regarding the form of financial assistance (Graduate Studies, department chair), if any, to be offered to students admitted to the program.

This committee will consist of an Admissions Chair, appointed by the GGCS Chair, and a minimum of two additional members appointed by the Admissions Chair. The size of the committee will be commensurate with the scale of applications. Members will be appointed annually to serve a one-year term.

Article VI. Student Representatives

- A student representative shall serve on the Committee on Educational Policy.
- The student representative will be appointed annually to serve a one-year term. Appointments will be made by the Chair of the Group in consultation with the CSGSA.
- The student representative will serve in an advisory capacity and will not vote on matters under consideration.

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 Advisors

Graduate advisors are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Chair of the program will recommend graduate advisors to the Office of Graduate Studies for review and appointment for a two-year term. The group seeks at least a minimum number of advisors to meet the 15:1 advising ratio recommended by the Graduate Council. Graduate advisors are responsible for evaluating the adequacy of preparative course work, interpreting requirements and monitoring the normal progress of graduate students in the GGCS. This includes approval of student petitions for normal progress extensions and recommendations for dismissal, when necessary. Graduate Advisors are expected to meet annually with advisees, and additional times as necessary. If possible, the thesis/dissertation advisor for a student should not serve as their Graduate Advisor. A chair of the advisors will be so designated by the GGCS Chair and will convene quarterly meetings of advisors to calibrate and address any issues that arise.

Article VIII. Meetings

The Group Chair shall call an annual meeting during Spring quarter for the purpose of electing officers and conducting other business. The Chair shall be privileged to call other meetings in the interest of the Group and shall be required to do so at the written request of five 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 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

N/A

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 program Chair. The 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.