

PROPOSED: Graduate Program in Management, Bylaws
Administrative Home: Graduate School of Management
Date: June 2018
Graduate Council Approval: Pending

Article I. Objective

The Graduate Program in Management (hereafter referred to as “GPM” or “Program”) administers management education at the Graduate School of Management (GSM), in conformance with the rules of the Graduate Council and the Office of Graduate Studies at the University of California, Davis. The GPM is organized as a Departmentally-based Graduate Program within the GSM.

- A. Degree offered by the Program: Master of Business Administration (MBA)
- B. Discipline: The GPM creates, disseminates, and applies scientific and practical knowledge in business administration and management principles, and serves all institutions, including but not limited to for-profit companies, non-profit organizations, and government organizations. The GPM emphasizes a high standard of professional conduct and ethics.
- C. Mission of the Program: The mission of the GPM is to develop leaders by providing educational opportunities for students to build a broad foundation of knowledge and skills through an understanding of management theory, the development of analytical skills, leadership training, and real-world applications. The GPM seeks to advance the science and practice of management by bringing together faculty, students, and organizations to promote research, teaching, and outreach.

Article II. Membership

A. Criteria for Membership in the GPM

- 1. Appropriate academic and teaching title

GPM members must hold an appropriate academic title as outlined in [Graduate Council Policy, GC1998-02, “Policy on Membership in Graduate Programs,”](https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/gc1998-02-membership-in-graduate-programs.pdf) see <https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/gc1998-02-membership-in-graduate-programs.pdf>.

- 2. Active teaching/research appropriate to the discipline(s) encompassed by the Program. Membership is based upon disciplinary expertise and active research, and members throughout campus are eligible for consideration to membership in the Program. Members must have active research programs or relevant expertise in management and be engaged in active research that meets the expectations of the University of California in order to provide appropriate guidance to graduate students in GPM degree programs. However, faculty with appointments in the GSM have automatic membership rights in the Program.

3. Voting rights

All GPM members are eligible to vote on graduate program matters. See “[GC2011-04, “Policy on Quorum, Voting Rights and Responsibility,”](https://grad.ucdavis.edu/sites/default/files/upload/users/gc2011-04-quorum-voting-rights-resp-policy-approved-5-6-11.pdf) see <https://grad.ucdavis.edu/sites/default/files/upload/users/gc2011-04-quorum-voting-rights-resp-policy-approved-5-6-11.pdf>.

B. Application for Membership

1. How faculty may apply

Faculty may apply for Program membership by submitting a CV and cover letter to the chair of the Program Committee.

2. Anticipated contributions from members

- a. Actively participate in the administration of the Program by serving on administrative committees of the Program, as a Graduate Advisor, or as an administrative officer of the Program.
- b. Actively participate in GPM meetings and committee meetings.
- c. Provide graduate level instruction, as appropriate.
- d. Serve on comprehensive examination or student project committees, as appropriate.

3. Evaluation

- a. Applications for membership are considered during the spring quarter of each academic year, and membership shall commence on July 1 of the following academic year.
- b. Applications for membership are approved upon receiving at least a two-thirds supporting vote of all the voting members of the members present (see Article IX), provided that a quorum is met.

C. 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); they may teach graduate courses; and they may serve on student project committees. Emeritus faculty are not afforded the right to vote.

D. Review of Membership

The criteria for reviewing members of the Program are the same for all members. Each member’s contributions to the Program are reviewed once every two years for the purpose of identifying members who are not providing a minimal level of service to the Program.

The review is conducted by the Program Committee who reviews on a yearly basis approximately one-half of the membership. A member of the Program Committee who is

under review may review other members, but may not review him or herself. The review focuses on the areas defined in Article II.B.2 above “Anticipated Contributions by Members.”

Members whose records reflect poor performance in any of these areas are subject to non-renewal or to a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.

A member is considered to have resigned from the GPM when (1) a letter of resignation has been sent to the Chair of the Program Committee and/or (2) a member has resigned from the University.

E. Membership Appeal Process

If membership is denied or not renewed, faculty may appeal to the Program Committee for reconsideration. Applicants denied membership or renewal of membership by the Graduate Program 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 Department Chair and the Graduate Program Committee. At the Graduate School of Management, the Dean is also the Department Chair.

Article IV. Program Chair

A. Appointment

The Department Chair administers a departmentally-based graduate program. The Chair may delegate the day-to-day responsibilities of the graduate program to one or more faculty members of the program. However, even with the delegation of responsibilities, the Department Chair is the official, graduate program Chair. The Department Chair should notify the Office of Graduate Studies of the name of the faculty to whom they have delegated duties.

B. Duties

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; and j) nominates graduate advisers for appointment.

Chairs of departmentally-based graduate programs also coordinate the program’s graduate course teaching assignments with relevant department chairs.

Article V. Committees

A. Program Committee

1. Duties

The Program Committee coordinates with the Chair in administering the program in all of its aspects.

2. Program Committee Meetings

The Program Committee shall meet at least quarterly. The Chair of the Program Committee shall preside over all meetings of the Program Committee.

3. Membership

Besides three voting members, one being the Committee Chair (see Article V.A.4.), this Committee includes, as non-voting members, two students appointed by the Program Committee and one GSM staff member appointed by the Program Chair (or the Chair-Delegate).

4. Election

The three voting members of the Program Committee shall be the Chair and two elected annually by the GPM membership. Unless otherwise noted, the term of office shall be one year. Members serve from July 1 through the following June 30, or, in the case of replacement, from the date of appointment through the following June 30.

The election is done by secret ballot administered each spring by the current Chair of the Program Committee. For a candidate to appear on the ballot, he/she shall be nominated by a member (including self-nomination) and be willing to serve. Members may vote for up to two members on the ballot. The two candidates with the largest number of votes are elected. All ties must be broken by lot. Any elected member who is unable to complete his or her term is replaced by a vote of the remaining members of the Program Committee.

B. Standing Committees

The following standing committees assist the Program Committee in discharging Program responsibilities. The standing committees shall be elected annually by the GPM membership. Each year in the spring quarter, the incoming Program Committee for the upcoming academic year submits to the GPM membership term nominations for the members and chairs of all standing committees for the academic year beginning on July 1. The GPM membership has one week to make additional nominations, after which a vote for the respective committees must occur by secret electronic ballot, with all ties being broken by lot.

Unless otherwise noted, the term of office is one year. Members serve from July 1 through the following June 30, or, in the case of replacement, from the date of appointment through the following June 30. Any elected member who is unable to complete his or her term must be replaced via majority vote (as defined in Article IX) by the Program Committee, with a tie being broken by lot.

1. Educational Policy Committee

This Committee advises the Chair of the Program Committee and the GPM membership on changes in the curriculum and other matters of educational policy referred to it. This Committee assists the Graduate Advisers (see Article VII) in determining when students are no longer in good academic standing or academically disqualified from the School, and it hears petitions, and determines their approval, from academically disqualified students. The Educational Policy Committee consists of six members. Besides three voting members, one of whom is the Committee Chair (see Article V.B), this Committee includes, as non-voting members, two students appointed by the Program Committee and one GSM staff member appointed by the Program Chair.

2. Admissions Committee

This Committee advises the Chair of the Program Committee and the GPM membership as to which students should be admitted into the GPM degree programs offered by the School pursuant to the *MBA Program Policies and Procedures* approved by the GPM. The Admissions Committee consists of six members. The voting membership consists of one of the Graduate Advisers (see Article VII), selected by the Program Chair, and two other members of the GPM, one of which is the Committee Chair (see Article V.B). The non-voting membership consists of two students appointed by the Program Committee and one GSM staff member appointed by the Program Chair.

C. Ad Hoc Subcommittees

The Program Committee may form ad hoc subcommittees to assist the Program Committee and may appoint subcommittee members. Members of all such subcommittees must be current members of the GPM. The charge and duration of a sub-committee as well the term of any of its appointed members is at the discretion of the Program Committee.

Article VI. Student Representatives

- A. Student representation on committees is described in Article V.
- B. Student representatives are students enrolled in degree programs administered by the GPM.
- C. The Chair of any committee with student members must excuse the student representatives from meetings during discussion of agenda items deemed inappropriate for discussion in the presence of a student representative (e.g., discussions about other students, personnel actions or disciplinary issues concerning faculty, rankings of existing students for funding, and disciplinary issues related to students).

Article VII. Graduate Advisers

- A. Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Program Chair recommends Graduate Advisers to the Office of Graduate Studies for review and appointment for

(typically) a two-year term. It is ensured that the number of available advisers is sufficient to effectively assist students in their progress through courses and research.

Graduate Advisers are responsible for evaluating the adequacy of preparative course work, interpreting requirements and appointing guidance and comprehensive exam committees, if applicable.

- B. The general duties of Graduate Advisers include: a) acting as a student's first source of academic information and providing assistance with the details of each student's plan of study in the Program; b) reviewing and acting on student petitions; and c) reviewing student progress towards degree objectives, and, in particular, to reporting annually to the Office of Graduate Studies each student's progress toward completion of degree requirements.
- C. Mentoring and advising guidelines are in the *MBA Program Policies and Procedures*.

Article VIII. Meetings

- A. Meetings of the GPM membership must be held at least three times a year, once in each of the Fall, Winter, and Spring quarters. The Chair of the Program Committee calls regular and special meetings of the Program as deemed necessary. Upon written request of at least three members, the Chair of the Program Committee must call a special meeting within ten business days of the request. Notification must be emailed at least five business days before a meeting.
- B. At least five business days before a GPM meeting, other than a special meeting, the Chair of the Program Committee must provide the members and others entitled to attend copies of the agenda and of committee reports and like documents to be discussed at the meeting. Additional items may be placed on the agenda upon the written request of at least three voting members, and the revised agenda must be distributed no less than two business days before the meeting.
- C. It is generally expected that all members attend meetings. Members not on campus may participate by teleconference or other available technology.
- D. Only members may be present at meetings during consideration of student petitions for reinstatement, student disciplinary matters, and matters determined to be strictly confidential by the Chair of the Program Committee. Guests may be present at other times by the invitation by the Chair of the Program Committee. Upon objection, a majority vote of the GPM is required to allow a guest to be present, as defined in Article IX.

Article IX. Voting

- A. Unless otherwise noted, all issues that require a vote require a quorum; that is, they must be voted on by more than 50% of the membership.
- B. Criteria for passage
 - 1. On all matters other than amendment/revision of bylaws and membership, passage requires a more-than-50% supporting vote of the members voting.

2. On membership, passage requires at least a two-thirds supporting vote of the members voting.
 3. On amendments and revision of bylaws, passage requires at least a two-thirds supporting vote of the members voting.
- C. A member may provide another member with a written proxy for a particular meeting or agenda item.
 - D. Vote may be cast by e-mail, web-based technology, paper ballot, or by show of hands in a meeting.
 - E. Upon a request by any member, the voting must be conducted by secret ballot.
 - F. If the motion is via e-mail or web-based technology: a) the motion may be introduced by the Chair; b) seven days must be provided for expression of opinions about the proposal prior to the acceptance of votes; and c) the Program must allow seven days for votes to be returned or before the "polls" are closed.

Article X. Procedure

Procedure not governed by these *Bylaws* or the *MBA Policies and Procedures* must be resolved by "Robert's Rules of Order."

Article XI. Amendments

- A. These *Bylaws* may be added to, amended, or replaced at any regular or special meeting by at least a two-thirds supporting vote of all the members present (see Article IX), provided that written notice is sent to all members as prescribed in *Davis Division Bylaw 180* and that a quorum is met. A change must not be made in the Bylaws when it is inconsistent with the *Code of the Academic Senate*.
- B. The *MBA Program Policies and Procedures* may be added to, amended, or repealed by a majority vote of the members (see Article IX), provided written notice has been sent to all members as prescribed in *Davis Division Bylaw 180*. A change must not be made in the *MBA Program Policies and Procedures* that is inconsistent with the *Code of the Academic Senate*.
- C. Members may propose amendments by petition to the Chair of the Program Committee. The Chair of the Program Committee may ask for revisions from the members who submitted proposed amendments before sending them forward to the GPM membership for review and voting. Voting on amendments takes place two weeks after suggested amendments to the bylaws have been circulated to members via e-mail or posted online. Amendments to the bylaws must be passed by at least a two-thirds majority of those voting in a mail or electronic ballot.