BYLAWS

DESIGNATED EMPHASIS IN COMPUTATIONAL BIOLOGY AND BIOINFORMATICS
UNIVERSITY OF CALIFORNIA – SAN FRANCISCO
SEPTEMBER 30, 2009

1. Article I. PURPOSE

1.A. The purpose of this Group is to establish and administer a graduate program of instruction and research leading to the Ph.D. degree in Biological and Medical Informatics with a recognized emphasis in Computational Biology and Bioinformatics (BMI-CBB), in conformity with the regulations of the Graduate Division of the University of California, San Francisco. The Group is responsible for the educational policies and the curricula, and for periodically reviewing the manner in which these policies and curricula are implemented.

1.B. The group will promote computational biology and bioinformatics disciplines (the field), provide for the periodic assembly of professional personnel involved in the field, provide a forum to coordinate interest relevant to BMI-CBB, assure the maintenance of high standards of performance in instruction and research in the field and within its purview, and provide collective representation to the University Administration, and to other organizations and individuals for the field. Consequently, the structure and operation of the Group shall be construed broadly enough to permit consideration of all academic aspects of bioinformatics and computational biology and all other appropriate matters affecting the position and progress of this discipline on the San Francisco campus.

2. Article II. MEMBERSHIP

2.A. Membership in the Group shall be open to individuals who are active in the field and who are qualified, by determination of the Executive Committee, to direct graduate study and research.

2.B. Any member 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 giving her or his qualifications for membership and the names of two members of the Group who have agreed to sponsor the application.

2.C. Nominations and applications shall be approved or disapproved by the Executive Committee (or its appointed Faculty Review Committee), and the person nominated or applying shall be notified by the Executive Committee of the decision.

2.D. Membership in the Group shall be reviewed annually by the Executive Committee or its appointed Faculty Review Committee, at which time inactive members may be removed from the membership list.
2.E. In order to maintain membership in the Group a faculty member must remain qualified as specified in 2.A-D, and each year (sabbatical years excluded) must perform at least two of the functions listed in 2.E.1-4.

2.E.1. Serve as a member of a Group standing committee.

2.E.2. Teach in at least one course, or deliver a Group seminar or tutorial to students in the Graduate Program.

2.E.3. Serve as a mentor and supervisor for a graduate student research or training project.


2.F. A faculty member who fails to meet any of the criteria in any given year will be notified by the Chair, and can be removed from the official list of members. A person so notified may appeal to the Chair for waiver of reclassification. Such waiver may be granted by the Executive Committee.

3. Article III. COMMITTEES AND OFFICERS

3.A. The Group and its activities shall be administered by a Chairperson (defined in 3.G.1) and an Executive Committee of Members. The Executive Committee shall direct and interact with any organization of subcommittees that it may institute. The Group will strive to ensure broad participation on the Executive Committee.

3.B. Members of the Executive Committee shall be elected from within the Group. Except for the Chair, they shall be elected for a 2-year term. A person who has served may be reelected. It is expected that about one-third of the committee consisting of a total of nine members will be replaced every two years. The Chair will remain on the Committee for the duration of his or her time in office.

3.C. Nominations to the Executive Committee shall be submitted to the Group Membership by the Nominating Committee. The Nominating Committee will be formed by the Executive Committee and consists of one member of that committee and two members of the group at large. Nominations by any three members of the Group will be considered by the Nominating Committee and, if approved, will be included in the slate of candidates submitted to the membership by the Nominating Committee.

3.D. Student presence on the Executive Committee is an important channel of communication between the faculty and graduate students of the Group. Two graduate student representatives who have been in good standing for at least three quarters will be elected by the BMI-CBB graduate students. A student member is to have one vote. The student representatives are to be excused from the meeting during the consideration of personnel matters such as consideration of new faculty members and academic issues concerning individual students.
3.E. At the option of the Executive Committee one member of the Executive Committee may be a designated member of a closely aligned Graduate Group or Program.

3.F. Elections

3.F.1. Election of members to the Executive Committee of the Group in BMI-CBB shall be by mail ballot and shall be completed at least three weeks before the end of the academic year. Ties in election results shall be resolved by the Executive Committee. Election results shall be announced to the membership by e-mail. Newly elected members shall assume their duties on July 1.

3.F.2. The graduate student members of the Executive Committee shall be elected in parallel with the faculty members from among BMI-CBB graduate students.

3.F.3. In the event of the inability of a member of the Executive Committee to complete a term, the replacement for the remainder of the term will be selected by a majority vote of the Executive Committee.

3.G. The principal responsibilities of Members of the Executive Committee are:

3.G.1. To elect from among its members a Chair and a Vice Chair, who shall also act as Secretary for the Group. Appointment to these positions will be made by the Dean of the Graduate Division. The incumbents will be reviewed annually.

3.G.2. To represent the Group in official matters pertaining to the Group, both within and outside of the University.

3.G.3. To carry on the activities of the Group, encourage development of the Graduate Program, and promote service to the campus and University in technologies directly relevant to bioinformatics and computational biology.

3.G.4. To review membership in the Group and, by additions and deletions as defined in Article II, to maintain a broad and active Group.

3.G.5. To appoint Academic Advisors from the Group membership to oversee the training programs of the individual students. At least two Academic Advisors will be appointed. The Chair is not eligible to be an Academic Advisor. Other members of the Executive Committee are eligible. Appointments as Academic Advisor shall be made in a manner such that at all times at least one of the Advisors serving shall have served at least during the preceding year. Executive Committee membership and selection of Academic Advisors shall be carried out with a need in mind for representation from as many segments of the Group as possible.

3.G.6. To appoint an Admissions Committee to solicit and review applications to the BMI-CBB program and make recommendations to the Dean of the Graduate Division with respect to admission of students to the Program. Admissions will conform to the policies of the Graduate Division and be subject to the approval of the Graduate Dean.
3.G.7. To appoint such additional standing committees or ad hoc committees as it deems necessary to properly administer the activities of the Group.

3.G.8. To keep the minutes and record them in permanent form. These minutes will be recorded and circulated to the Executive Committee with the assistance of the Program Administrator under the supervision of the Secretary/Vice Chair. The Program Administrator, supervised by the Secretary/Vice Chair, also shall keep any other permanent records of the Executive Committee and of the Group, including the registry of students.

4. Article IV. TRAINING PROGRAM

4.A. The Executive Committee shall formulate recommendations to the Group and the Graduate Division to guide changes in the Group curriculum in Bioinformatics, establish the details of the curriculum, and shall periodically review and report to the Executive Committee, the Group and the Graduate Division on the curriculum requirements.

4.B. The Executive Committee shall recommend to the Graduate Division the rules for the conduct and form of the qualifying examination specific for admission to Ph.D. candidacy in BMI-CBB. The rules are to be communicated to students through the program administrator, the academic and research advisors, the Graduate Division, and the Program's web site.

4.C. The Executive Committee shall formulate recommendations to the Group and the Graduate Division to advise and guide Group members on mentoring students and their responsibilities as mentors. The responsibilities of the mentee are to be communicated to students through the program administrator, the academic and research advisors, the Graduate Division, and the Program web site.

4.D. The Research Advisor, in consultation with the student, shall select the names of at least four faculty members to serve on the Qualifying Exam Committee, and the Program Administrator shall transmit these names to the Graduate Division. The student's Research Advisor cannot serve on that student's Qualifying Exam Committee.

4.E. Academic Advisors are to confer frequently and, with the assistance of the Program Administrator, arrange among themselves an equal load of graduate advisees. Academic Advisors must regularly monitor their assigned students' academic and research progress. Academic Advisors are responsible to the Graduate Dean, but they are also expected to report annually to the Executive Committee.

4.F. Academic Advisors, and with the assistance of the Program Administrator, are responsible for the annual academic evaluation of students. Academic Advisors are to provide the evaluation results within the stipulated deadlines to the Graduate Dean and to the Executive Committee.
4.G. The Executive Committee, through its Chair, shall deliver a report to the Graduate Dean and Graduate Council of the status of graduate education in BMI-CBB on the San Francisco campus, in connection with the periodic review of the Program by the Graduate Council.

5. Article V. MEETINGS

5.A. The Chair shall call such meetings of the Group as are deemed necessary or desirable by the Executive Committee, and shall call at least one meeting per year.

5.B. The Chair shall call a special meeting of the Group at any time it is so requested by written notice of five or more members of the Group.

5.C. Minutes of meetings shall be distributed within fourteen calendar days following approval by the Executive Committee.

5.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.

5.E. At 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 Bylaws.

6. Article VI. AMENDMENTS

6.A. Changes in these Bylaws shall be made by approval of at least two-thirds of the responding membership, 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 and must be submitted to the Graduate Council for review and approval prior to implementation.