

**Spanish Graduate Program Bylaws**  
**Administrative Home: Department of Spanish and Classics**  
**Revision Date: August 21, 2007**  
**Graduate Council Approval Date: October 8, 2007**

**Article I. Objective**

- A. Degrees offered: M.A. and a Ph.D. in Spanish
- B. Disciplines: Spanish and Latin American Literature and Culture, and Hispanic Linguistics.
- C. Mission of the Program: To establish and administer graduate training leading to the M.A. and Ph.D. degrees in Spanish, in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis campus of the University of California. Secondary purposes are 1) to facilitate research interaction with faculty members in related disciplines at UC Davis and 2) to provide a liaison with graduate programs in Spanish at other UC campuses.

**Article II. Membership**

**A. Criteria for membership in the graduate program.**

- 1. All Academic Senate members of the Department of Spanish in all ranks are *de jure* members of the Graduate Program. This membership cannot be abridged or removed, except by retirement, resignation, or transfer.
- 2. Academic Senate members from other than the Department of Spanish are eligible for election to the Graduate Program.
- 3. Members must have an active program of research in an area appropriate to the disciplines encompassed by the program, be willing to participate in the graduate teaching program, and to direct theses and dissertations.
- 4. All members are eligible to vote. However, members of the Spanish Graduate Program who do not hold academic appointments in the Department of Spanish may participate in graduate matters only, and will not have voting rights regarding department personnel actions, department budget decisions or undergraduate program matters.

## **B. Application for membership.**

1. Nominations of prospective members to the Graduate Program may be made by any member of the Graduate Program. After review and recommendation by the Membership Committee, appointments of new members are made by majority vote of the entire membership of the Graduate Program.
2. It is anticipated that a member of the graduate faculty will perform the following duties.
  - a. Maintain an active role in the administration of the graduate program 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. Provide graduate level instruction, as appropriate, in addition to research instruction.
  - c. Serve on dissertation/thesis and qualifying examination/Master's comprehensive examination committees.

## **C. Emeritus Status**

Emeriti faculty are not members of the group and do not have voting rights. Emeriti faculty may participate in program teaching and serve on student committees.

## **D. Renewal of Membership**

Renewal of membership in the graduate program faculty will be automatic for departmental faculty.

Renewal of membership for faculty in the graduate program who are not members of the Spanish Department shall be reviewed every three year. Minimal criteria for continuing membership are participation in one or more of the following: active engagement with graduate students, direction of or assistance in graduate student research, teaching graduate courses or upper-division courses with enrolled graduate students, service on Graduate Program committees.

## **E. Membership Appeal Process**

1. Membership denial may be appealed to the Graduate Program Committee. A written statement containing a rebuttal of the reasons for denial must accompany the appeal within 30 days of written notice of denial.

2. Applicants denied membership or renewal of membership may use the final appeal to the Dean of Graduate Studies.

### **Article III. Administration**

The administration of the program and its activities will be vested in the Chair of the Department of Spanish and the Graduate Program Committee.

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

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

The Department Chair is the official graduate program Chair and has final responsibility for the graduate program; however, s/he may delegate the responsibility for all operational aspects of the graduate program to a member of the program, henceforth Graduate Program Chair.

Duties of the Graduate Program Chair:

- a) provide overall academic leadership for the program
- b) develop and implement policies for the program
- c) represent the interests of the program to the campus and University administrators
- d) call and preside at meetings of the Graduate Program Committee
- e) be responsible for coordinating all administrative matters with the Office of Graduate Studies
- f) manage the budgets of the program
- g) be responsible for the accuracy of all publications related to the program including web pages and catalog copy
- h) coordinate program's graduate course teaching assignments with relevant department chairs
- i) nominate graduate advisers for appointment

### **Article V. Committees**

#### **Graduate Program Committee.**

The Graduate Program Committee, oversees graduate admissions, determines curricular changes and changes in the program policy, and generally handles all matters related to graduate education in the department.

1. The Committee consists of seven members: two members of the Spanish faculty, two members of the Latin American faculty, two members of the Linguistics faculty, and one member of the Portuguese faculty. One member of this committee will be appointed as the Graduate Program Chair.
2. Members of the Graduate Program Committee are appointed by the Department Chair.
3. The Graduate Program Committee meets at least once per quarter, more often during graduate admissions.
4. Meetings are called by the Graduate Program Chair; however, any Graduate Program Committee member may petition the Chair for additional meetings.
5. Meetings are scheduled by the Graduate Program Coordinator via email within two weeks.
6. Faculty may participate and vote via email if away from campus.
7. Term of membership is two years, renewable at the discretion of the Department Chair.

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

Two student representatives are elected by the students in the graduate program and serve a one-year term. They do not hold voting rights in graduate program matters.

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**

1. Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies.
2. There will be a minimum of two Advisers.
3. Term of service is two years, and is renewable.
4. The duties of the graduate advisers are to keep track of the progress of each graduate student in the Program; to provide advice on how the student may best complete the requirements of the Program; to determine whether and how graduate student work satisfies Program requirements; to administer required examinations; to advise the Spanish Department concerning scheduling of courses relevant to the Graduate Program; to communicate to students their standing in the Program.

**Article VIII. Meetings**

1. The Graduate Program will have an annual meeting during the Fall Quarter.
2. The annual meeting is called by the Graduate Program Chair; however, any member of the graduate program may petition the Chair for additional meetings.
3. Meetings are scheduled by the Graduate Program Coordinator via email with a two week notice.
4. Faculty may participate and vote via email if away from campus.

**Article IX. Quorum**

All issues that require a vote must be voted on by 50+% of the eligible members. Passage requires a 50+% supporting vote of the members voting. Balloting can be done either in a meeting or via email. If via email, a one-week time period for expression of opinions about the proposal must be allowed prior to the acceptance of votes. Members have two weeks in which to provide a vote.

**Article X. Amendments**

The Bylaws of the Graduate Program may be added to, amended, or repealed by a two-thirds vote of the Graduate Program faculty. A written notice of the proposed change must be sent to all graduate program faculty eligible voters at least five days prior to the day of the graduate program meeting at which the vote is taken. A vote may also be taken by email ballot, provided the five-day notification requirement is observed. All amendments and revisions must be submitted to Graduate Council for review and approval.