

**GRADUATE PROGRAM IN
GENETICS, GENOMICS AND
BIOINFORMATICS**

**UNIVERSITY OF CALIFORNIA,
RIVERSIDE**

BYLAWS

FINAL VERSION 11/8/05

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I. OBJECTIVE

The Graduate Program in Genetics, Genomics and Bioinformatics (GGB) was formally established in 1986. However, the program is actually a continuation of the older interdepartmental Genetics Graduate Program which began in early 1970's. The current program underwent a name change in 2004 from "Graduate Program in Genetics" to "Graduate Program in Genetics, Genomics and Bioinformatics" to reflect the incorporation of the Genomics and Bioinformatics track and the broadening research emphasis of the program.

The GGB program was formed to encourage broad-based study of genetics and to foster communication between geneticists within different departments on the University of California, Riverside campus. The GGB is thus interdepartmental, and includes more than 60 faculty from the departments of Biochemistry, Biology, Botany and Plant Sciences, Cell Biology and Neuroscience, Computer Science, Entomology, Environmental Sciences, Nematology, Plant Pathology, Statistics and the Division of Biomedical Sciences. The program's primary objective is to train scientists who are capable of teaching and conducting research in three major fields of specialization/tracks: 1) Genomics and Bioinformatics, 2) Molecular Genetics and 3) Evolution and Population Genetics. The GGB program offers a Ph.D. in Genetics, Genomics and Bioinformatics, with specialization in one of the three tracks.

Given the diversity in the GGB, graduate students have the opportunity to incorporate a wide range of disciplines into their training experience. Programs of study are tailored to the interests and goals of individual students.

II. MEMBERSHIP

- 1) Membership Criteria: The GGB faculty recognize that participation in a graduate program can take many forms. Criteria for membership can include 1) maintenance of an active research program in one of the three tracks of the GGB program; 2) continued participation in GGB program activities by emeritus faculty, and 3) support of GGB research endeavors by non-academic senate members. Approval of new members to the GGB program is vested in the Executive Committee. Faculty requesting membership in the GGB program should send a *Curriculum Vitae* to the Graduate Program Director, who will forward the document to the Executive Committee for consideration.
- 2) Membership Retention: The membership status of GGB faculty will be reviewed every three years by the Executive Committee. Criteria used to evaluate members can include serving as a major professor or as a member of advisory, candidacy exam or supervisory committees for GGB students; service on GGB program committees; attendance at the Spring seminar series; participation in recruitment activities and other GGB program functions. Faculty whose membership is to be evaluated will be notified in Fall of the academic year and may be asked to supply

a brief summary of their GGB related activities to the Executive Committee by the end of the Fall quarter. The Executive Committee will complete its evaluations by the end of Winter quarter of the same academic year.

- 3) Termination of Membership: A GGB program faculty member who no longer wishes to participate in the program may request termination of their membership at any time by sending a memo to the Program Director. Program members whose participation is deemed below that sufficient for good standing will be interviewed to determine the source of any problems and to recommend solutions. Members will be given a year to improve their participation in the GGB program before facing termination.

III. ORGANIZATION AND ADMINISTRATION

The administration of the program and its activities will be vested in an Executive Committee consisting of four program members, including the GGB Program Director who will serve as chair. Each of the three non-Program Director members of the committee will be elected by members of the GGB Program for a three-year term.

a. Graduate Program Director

The Graduate Program Director is responsible for the overall direction and organization of the GGB Program and is the chair of the Executive Committee.

The appointment of the Program Director will be in keeping with the regulations of Graduate Council. The Executive Committee will solicit nominees from the program faculty and then forward all names back to the faculty for comments. Faculty input on the nominees will proceed via confidential correspondence with the Executive Committee. The Executive Committee will then forward the names of no more than two qualified faculty to the Graduate Dean, along with a supporting statement for each nominee. The Graduate Dean will then forward his/her final nominee to the Chancellor, who will make the actual appointment of the new Program Director.

The GGB Program Director will be the GGB representative at CNAS chairs meetings and other meetings on campus requiring representation of the program. The GGB Program Director will send nominations of faculty to serve as Graduate Advisors to the Dean of the Graduate Division. The GGB Program Director will also appoint standing committees and members.

b. Graduate Advisor

The GGB Graduate Advisor is responsible for the overall academic advising of students in the GGB program. The Graduate Advisor revises the Graduate Student Handbook

each year and facilitates setting up faculty rotation schedules for first-year graduate students. The Graduate Advisor advises students regarding formation of Guidance Committees, Qualifying Examination Committees, and Dissertation Committees. The Graduate Division Dean gives final approval of the Qualifying Examination and Dissertation Committees. The Graduate Advisor chairs the GGB Curriculum Committee. The Graduate Advisor will be nominated by the GGB Program Director, with final approval given by the Graduate Division Dean.

c. Graduate Advisor for Recruitment and Admissions

The Recruitment and Admissions Graduate Advisor is responsible for recruiting students to the Program and serves as the Chair of the Recruitment and Admissions Committee. The Recruitment and Admissions Graduate Advisor will be nominated by the GGB Program Director, with final approval given by the Graduate Division Dean.

IV. COMMITTEES

a. Executive

The administration of the program and its activities will be vested in an Executive Committee consisting of four program members, including the GGB Program Director who will serve as chair. Each of the three non-Program Director members of the committee will be elected a three-year term. The elections will be staggered, such that only one member is elected/year. Every effort will be made to ensure that the slate of candidates contains representation from all three training tracks of the program. Voting will be held by email ballot and the candidate with the most votes will be elected. The Executive Committee will act in an advisory capacity to the Program Director for any issues that arise concerning the GGB Program and will be responsible for review and approval of new faculty to the GGB program and for final decisions on termination of membership. The Executive Committee will also facilitate the process used to nominate new Program Directors. It will meet at least once/year, or as needed.

b. Recruitment and Admissions

The Recruitment and Admissions Committee will be responsible for review of applications of students who wish to enter the GGB Program. This committee will send files of qualified applicants, along with supporting documentation, to the Graduate Division Dean, who makes the final decision regarding admission and Graduate Division fellowship support. The Recruitment and Admissions Committee will also coordinate the recruitment visits of admitted students to UCR. This committee will oversee the maintenance of the program website and production of advertising/recruitment materials for the program. The Recruitment and Admissions Committee will consist of the Program Director, two faculty members, and one Graduate Advisor who will serve as the

Chair of the Recruitment and Admissions Committee. The two faculty members will be selected by the Program Director to represent the training tracks in the program.

The Recruitment/Admissions Committee will meet as necessary to review files and plan recruitment activities. The term of membership on the Recruitment and Admissions Committee is three years.

c. Curriculum

The GGB Curriculum Committee will be responsible for assessment and changes to the curriculum of the three GGB program tracks. The Curriculum Committee will consist of three members of the program faculty, including the Graduate Advisor who will serve as Chair. The two non-Graduate Advisor members will be selected by the Program Director so that all training tracks in the program are represented on the committee. This committee will make recommendations for changes to the curriculum to the GGB faculty during a GGB faculty meeting. A subsequent email vote will be held of the GGB faculty to approve or disapprove the changes. In order to be considered approved, at least 50% of the program faculty must vote in favor of the changes to the program curriculum.

The Curriculum Committee will meet at least once/year. The term of membership on the Curriculum Committee is three years.

d. Seminar

The GGB Seminar Committee will select and host speakers for the annual Spring Seminar series and plan program retreats or research symposia. The Seminar Committee will consist of four members: three faculty and one student. The faculty will be chosen by the GGB Program Director. The student member will be the President of the GGB Graduate Student Association and will be elected by that group. The term of membership on the Seminar Committee is one year.