

LINGUISTICS GRADUATE GROUP BYLAWS
Administrative Home: Department of Linguistics
Revised: September 7, 2007
Approved by Graduate Council: October, 2007

ARTICLE I: OBJECTIVE

- A. Degrees offered: M.A. and Ph.D. in Linguistics.
- B. Disciplines: The course of study for the M.A. degree is concerned with applied linguistics, particularly as related to the teaching of English as a Second Language. The Ph.D. program has two tracks: one in general linguistics and one in second language acquisition and development.
- C. Mission: The Graduate Group in Linguistics is organized to establish and administer programs of instruction that offer students advanced training in linguistic theory and analysis and their application to the complex sociocultural, psychosocial, educational, and pedagogical issues surrounding adult language acquisition and development. The M.A. Program focuses on preparing students to teach English as a Second Language (ESL) in adult learning contexts. While supporting fundamental research on the structural areas of linguistics, the Ph.D. program focuses on the application of linguistic concepts and analytical skills to areas of research and teaching that connect directly with real world educational and social issues, thus addressing the increasing linguistic and cultural diversity of both California and the United States.

ARTICLE II: MEMBERSHIP

A. Criteria for membership in the Group

1. Membership in the Group shall be open to members of the Academic Senate or Academic Federation of the University of California, Davis.
2. Members of the Group are expected to have an active commitment to graduate education in linguistics, to be qualified to guide candidates towards graduate degrees in linguistics, to maintain active programs of research or scholarship commensurate with the expectations of the University, and to participate in the activities of the Group. Membership is based on disciplinary expertise and is independent of Departmental appointments
3. All active members are eligible to vote.

B. Application for membership

1. Faculty may nominate themselves for membership in the Group. In addition, any Group member may nominate other faculty for membership in the Group. Nominations will be submitted to the entire Group membership for approval, and members will be approved by a majority vote.
2. Anticipated contributions of members of the Group include:
 - performing research and graduate instruction in linguistics,

- providing guidance to graduate students by serving on M.A. and Ph.D. thesis committees or by serving as a mentor or major professor,
- contributing to the recruitment of new graduate students,
- participating in Ph.D. Qualifying Papers and M.A. and Ph.D. Examinations,
- serving on administrative committees of the Group, and
- contributing to the Linguistics colloquium series.

C. Emeritus status

Emeritus faculty may remain members of the Group, with voting rights.

D. Review of membership

Membership in the Group will be reviewed at three-year intervals, with a third of the membership reviewed each academic year. A two-thirds vote of the Executive Committee is required for renewal of membership.

Minimal criteria for continuation of 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 group committees
- participating in Ph.D. Qualifying Papers and M.A. and Ph.D. Examinations

Inactive members will be notified that their membership is not being renewed.

E. Membership appeal process

Individuals denied membership or renewal of membership in the Group may appeal that decision in writing to the Chair of the Group. The Executive Committee will reconsider the matter, with a two-thirds supporting vote being required for a reversal of the decision.

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

ARTICLE III: ADMINISTRATION

The Administration of the Group and its activities will be vested in the Group Chair and the Executive Committee.

ARTICLE IV: GRADUATE GROUP CHAIR

A. Chair appointment process

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, from the faculty and graduate students of the group, names of nominees for Graduate Group Chair. 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 two names to the Dean of Graduate Studies along with *all comments received on the 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.

The Group may express a preference and, if it does, should indicate the basis for determining that preference. After interviewing the nominees, the Dean of Graduate Studies will forward a recommendation to the Chancellor. The normal term of the Chair's appointment is three years, however what is recommended will be based on the nominee's willingness to serve.

B. Duties of the Chair:

- provide overall academic leadership for the program,
- develop and implement policies for the program,
- represent the interests of the program to the campus and University administrators,
- call and preside at meetings of the Executive Committee and of the Group,
- be responsible for coordinating all administrative matters with the Office of Graduate Studies,
- submit or authorize submittal of course change or approval forms,
- nominate the Graduate Adviser for appointment, and
- be responsible for the accuracy of all publications related to the program, including web pages and catalog copy.

ARTICLE V: COMMITTEES

A. Executive Committee

The Executive Committee consists of seven members, all of whom have voting rights, with the exception of the staff and ex-officio members:

- the Chair of the Graduate Group who also serves as Chair of this Committee,
- one Graduate Adviser, appointed by the Chair of the Group,
- the Chair of the Department of Linguistics (ex officio, non-voting)
- the Chair of the Admissions Committee,
- one at-large member from the Group, self-nominated or nominated by another Group member (or members) and elected for a three-year term by a plurality vote of the Group,
- a student representative, and
- the graduate staff representative (administrative, non-voting)

Duties: The Executive Committee coordinates with the Chair in administering the program and oversees the modification of the program's mentoring guidelines and application within the program, reviews new member applications and nominations, conducts periodic reviews of members, maintains a current list of members, and aids in the process of determining curricular changes and changes in program policies.

B. Admissions Committee

The Admissions Committee consists of four members, all of whom have voting rights:

- a Chair appointed on a yearly basis by the Chair of the Graduate Group,
- the Chair of the Graduate Group,
- one Graduate Adviser, appointed by the Chair of the Group, and
- one at-large member from the Group, self-nominated or nominated by another Group member (or members) and elected for a one-year, renewable term by a majority vote of the Executive Committee.

Duties: The Admissions Committee reviews applications to the M.A. and Ph.D. programs and makes decisions about offers of admission and financial support.

ARTICLE VI: STUDENT REPRESENTATIVE

The Chair of the Graduate Group, upon recommendation of the Group's Graduate Student Organization, will appoint a student representative to the Executive Committee, for a one-year, renewable term. This representative has voting rights on the Executive Committee and may attend and vote at the annual meeting or any special meetings of the Graduate Group.

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

A. Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Executive Committee of the Group will provide nominations for appointments of one or two graduate advisers to the Office of Graduate Studies. Term of service: two years (renewable).

B. Duties and responsibilities of the Graduate Advisers:

- serve on the Executive and/or Admissions Committees of the Group,
- determine the prerequisite (undergraduate) course work that must be completed by Ph.D. students that do not have sufficient academic background in linguistics,
- advise graduate students on a regular basis concerning degree requirements and appropriate course options,
- approve elective courses chosen by students,
- assist students in the selection of members of Qualifying Paper, Qualifying Examination, Thesis, and Dissertation committees, and
- formally nominate the members of the Qualifying Examination committee for Ph.D. candidates and inform Graduate Council.

ARTICLE VIII. MEETINGS

The Group Chair will call an annual meeting of the Group, in the Fall quarter. The Chair may call special meetings as deemed necessary or desirable by the Executive Committee. A special meeting of the Group can be invoked by a petition of at least 25% of the Group members. The date and time of the annual or any special meetings will be announced to members by email at least one week before the meeting.

ARTICLE IX: QUORUM

A quorum for deciding issues that require a vote consists of 50+% of the eligible members. Passage requires 50+% of votes cast. Balloting can be done either in a meeting of the Group or by email. If via email, a one-week time period must be allowed for expression of opinions about the issue prior to the acceptance of votes. Votes will then be accepted for a period of at least two days before the votes are counted.

ARTICLE X: AMENDMENTS

Amendments and revisions to the bylaws may be proposed by any Group member and submitted to the Executive Committee for Group approval. The Executive Committee will review the proposed changes and balloting will be done either by email or at a Group meeting. For the purpose of amending these bylaws a majority vote will be required, provided a quorum is established. All amendments and revisions must be submitted to Graduate Council for review and approval.