

HISTORY GRADUATE PROGRAM BYLAWS

Administrative Home: Department of History

Approved: October 4, 2004 (Revision of bylaws approved November 10, 1995.)

I. OBJECTIVE

1. The discipline of history investigates the transformations of the human past. It draws upon written sources and other artifacts to analyze changes in the economic, social, political, cultural and other relations among individuals and groups. It includes the examination and evaluation of past and competing interpretations of the human past, as well as the methods and theories employed in its study.
2. The Graduate Program is designed to educate scholars in the evaluation and creation of historical knowledge. Graduates have been trained as researchers and teachers, with preparation enabling them to contribute as historians in such roles as university and college faculty members, librarians and archivists, and public historians.
3. The Graduate Program admits students for and awards the degree of Ph.D. It awards Masters degrees to students in the course of their doctoral studies and occasionally to students who are discontinuing their doctoral studies but who have fulfilled M.A. requirements.

II. MEMBERSHIP

1. Membership in the faculty of the Graduate Program consists of:

- a. **Disciplinary:** Senate and Academic Federation members of the History Department faculty, including emeriti, who hold a Ph.D. or equivalent degree.

- b. **Extra-departmental:** Individuals with academic appointments at the University of California and individuals outside of UC engaged in historical scholarship (for example, faculty and emeriti of other institutions, independent scholars, scholars involved in publishing and other professions). Qualifications for membership will be evaluated by the graduate Program Committee, taking into consideration such criteria as:

- active commitment to graduate education in history;
- ability to guide candidates towards graduate degrees in history;
- ability and willingness to serve on Ph.D. examination and dissertation committees;
- ability and willingness to work on matters pertaining to the academic purpose of the Graduate Program, including recruitment of graduate students and evaluation of applicants.
- competency in appropriate languages
- engagement in active programs of research or scholarship commensurate with the expectations of the University

Members are elected by a majority vote of the current Program members.

2. Continued membership in the Graduate Program is predicated on evidence that the individual

continues to meet appropriate qualifications as described in II.1, and is active in one or more aspects of the History Graduate Program. Members of the History Department faculty are evaluated for continued participation in the graduate program as an aspect of all merit reviews and promotions. Participation of other members of the Graduate Program is reviewed every three years and confirmed by a majority vote of Graduate Program members.

3. Inactive members and those who do not receive a majority vote of Program members will be notified that their membership is not being renewed. Active members are defined as those who have performed one or more of the functions mentioned above within the last three years. Emeriti of the UCD Department and other emeriti are eligible for membership on the same basis as other historians.

4. Applicants denied admission to or renewal of membership in the Graduate Program may appeal that decision to the Dean of Graduate Studies.

III. ORGANIZATION & ADMINISTRATION

The administration of the Program and its activities are vested in the History Department Graduate Program Committee appointed by the Chair of the Department and chaired by the GPC chair.

IV. GRADUATE PROGRAM CHAIR

The History Department Chair administers the History Graduate Program. The Department Chair delegates the day-to-day responsibilities to the Graduate Program Committee and its Chair. The History Department Chair remains the official chair of the Graduate Program.

V. COMMITTEES

The History Graduate Program is administered by the History Department Graduate Program Committee (GPC), which has the following functions:

--Executive: With the Department Chair, the GPC administers the Program. The GPC may authorize its Chair to act on its behalf in administrative matters.

--Membership: The GPC maintains a list of graduate Program members and makes recommendations to the faculty membership of the Program concerning appointment and renewal of members.

--Admissions and financial support: In consultation with faculty members of the Graduate Program, the GPC makes decisions about admission of applicants to the Ph.D. program, nominations of applicants for university fellowships, and allocation of fellowships and other financial support administered by the History Department.

--Educational Policy: The GPC formulates and makes recommendations concerning curriculum and other aspects of academic policy to the faculty membership of the Graduate Program. It reviews and evaluates curriculum.

The Graduate Program Committee and its Chair appointed annually by the Department Chair. Normally there are eight members, with representation from the main areas of the graduate curriculum. (The Department and Graduate Program are not divided into specific sub-disciplinary units.) Their duties are those enumerated above. Occasionally ad hoc sub-committees are formed.

VI. Two graduate students elected by the graduate student body serve as Graduate Representatives to the Department. Among their other duties, they participate in some of the work of the Graduate Program Committee, including discussions of educational policy and excluding discussions and decisions concerning membership, financial support, and admissions.

VII. GRADUATE ADVISORS

The Chair of Graduate Council approves graduate advisor appointments. The graduate program's executive committee (GPC) will provide nominations to the Associate Dean for Graduate Programs. The Associate Dean will review and recommend nominees to the Chair of graduate Council for appointment.

All members of the GPC are normally nominated as graduate advisors.

The Chair of the Department annually appoints a member of the Graduate Program to serve as Teaching Assistant Coordinator. That faculty member works with a graduate student counterpart, elected by the graduate student body, to supervise and instruct Teaching Assistants.

VIII. MEETINGS

The faculty of the Graduate Program meets at least once each academic year, normally in the Spring. Additional meetings are called a) by the Chair of the Department; b) at the request of the Chair of GPC; c) at the request of three or more members of the Graduate Program.

IX. QUORUM

A quorum consists of 50+% of the eligible members of the Graduate Program. Passage of motions requires 50+% affirmative vote by participating eligible members. Decisions may be made by mail ballot unless a member of the Graduate Program requests that a meeting be held for a vote.

X. AMENDMENTS

All amendments and revisions to the bylaws must be approved by the Graduate Program in accordance with the Program's quorum and voting rules (Section IX), and submitted to the Graduate Council for review and approval.