

January 12, 2010

JULIANA SCHIESARI, Chair
Graduate Program in Comparative Literature

RE: Bylaws for the Graduate Program in Comparative Literature

Dear Professor Schiesari:

At its meeting of January 11, 2010, Graduate Council considered and approved the Bylaws for the graduate program in Comparative Literature which reflect the change from a graduate group to a department-based graduate program, as you requested.

Attached is a copy of the bylaws reflecting Council's approval date. A copy should be kept in the program files, made available to the members, and be used for future revisions of the bylaws. The Office of Graduate Studies will also keep a copy and post to your page at: http://www.gradstudies.ucdavis.edu/programs/program_detail.cfm?id=27.

Thank you for your efforts on behalf of graduate education.

Sincerely,



André Knoesen, Chair
Graduate Council

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Enclosure

cc: Graduate Program Staff Green

Graduate Program in Comparative Literature Bylaws
Administrative Home: Department of Comparative Literature
Revisions: September 1995; November 2009
Graduate Council approval: January 11, 2010

Article I. Objective

The Graduate Program in Comparative Literature is organized to establish and administer graduate education leading to the PhD in Comparative Literature, in conformity with the rules of the Graduate Council and the Office of Graduate Studies of the Davis campus of the University of California.

Discipline:

Comparative Literature is a language and literature based interdisciplinary field through which literature is studied across national borders, across time periods, across languages, across genres, across boundaries between literature and the other arts (music, painting, dance, film, etc.), across disciplines (literature and psychology, religion, philosophy, science, history, architecture, sociology, politics, etc.).

Mission: The mission of the Comparative Literature Graduate program is to train future scholars in the scholarly and research methods of literary studies across language barriers and national boundaries. The distinctive feature of the UC Davis PhD in Comparative Literature is its intellectual and academic flexibility for students; the breadth of range of its faculty (including the major European languages, ancient and modern; Arabic, Persian, Tamil and other South Asian languages, and Chinese) and genres including the novel, drama, epic, film, and poetry, and periods including ancient, medieval (European, Middle East, and South Asia), all of which provides outstanding opportunities for research projects on the cutting edge of literary and cultural studies.

Article II. Membership

A. Criteria for Membership in the Graduate Program

1. Disciplinary expertise, research area, and accomplishments

Membership in the graduate program will include all senate faculty appointed to the Comparative Literature department and other faculty associated with UCD who are qualified to guide students through the Ph.D. program in Comparative Literature. Faculty members whose appointment authorizes the direction of graduate work may be elected to membership in the graduate program.

Members of the program must hold an appropriate academic title as (a) a member of the Academic Senate of the University of California (includes Professors, Lecturers with Security of Employment, Professors in Residence, Professors of Clinical “__”, Professors Emeritus/a, and Research Professors), (b) Adjunct Professor, (c) Lecturer (without Security of Employment) or (d) Lecturer Without Salary. Academic staff with primary appointments as Cooperative Extension Specialists or in the Professional Research series are not eligible to be members of graduate programs unless they also hold an appropriate instructional title (normally Lecturer Without Salary).

2. Active research-appropriate to the discipline(s) encompassed by the program.

Members must have an interest in Comparative Literature and be engaged in active research that meets the expectations of the University of California in order to provide appropriate guidance to Comparative Literature graduate students. Any faculty from departments other than the Comparative Literature department who wish to participate as members are required to have appropriate literature and language related affiliation, research or expertise.

3. Voting rights, per Graduate Council policy and Academic Senate Rule 55.

All active members are eligible to vote on graduate matters; however, Emeritus faculty and members from departments other than Comparative Literature 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 Process

1. Any member of the Program may submit to the Chair of the department a written nomination which includes the qualifications of the nominee in the form of a curriculum vitae and a statement from the nominee that he/she agrees to adhere to the program bylaws if elected. Alternately, a faculty member desiring to become a member of the program may submit an application to the Chair directly giving his/her qualifications for membership in the form of a curriculum vitae, agreeing to adhere to the bylaws if elected, and the names of two members of the program who have agreed to sponsor his/her application. The Chair forwards applications for membership to the Graduate Program Committee for presentation to the membership. Admission to membership in the Comparative Literature graduate program is determined by a majority vote of the current membership.

2. Anticipated contributions members will make

a. Faculty members of the Comparative Literature Graduate Program should be willing to serve as TA supervisors, to serve on graduate committees, to serve as a graduate adviser, to teach graduate courses, and to be members of PhD examination and dissertation committees.

b. All members of the Comparative Literature Graduate Program should be willing to take an active role in the administration of the graduate program (e.g.. participating in meetings, serving on the graduate program committee, serving as a graduate advisor).

C. Emeritus

A member who retires from UCD may elect to continue active participation in the program by submitting an application for membership (as described above). Once membership is re-established, Emeritus may teach graduate courses as deemed appropriate by the program, and may serve on administrative and student committees. Emeritus faculty may participate and vote in graduate matters only, and will not have voting rights regarding department personnel actions, department budget decisions or undergraduate program matters.

D. Verification of Continued Membership

The Graduate Program Committee shall review on a yearly basis one-third of the membership. The criterion for review includes the contributions listed in article B.2. above. Termination of membership is based on at least two of the following:

- a. Inactive research program
- b. No teaching appointment or service
- c. No service on student committees

E. Membership Appeal Process

Applicants denied membership or members denied renewal of membership will be notified in writing of the decision and given an opportunity for a counterargument and to provide additional supporting information for the Graduate Program Committee to review for reevaluation. Applicants denied membership or members denied renewal of membership may make a final appeal to the Dean of Graduate Studies.

Article III. Administration

The Administration and all of its activities will be vested in the Chair of the Comparative Literature Graduate Program who is the Chair of the Department of Comparative Literature.

Article IV. Graduate Program Chair

The Comparative Literature is a departmentally-based graduate program administered by the department chair.

The Department Chair is the official Chair of the graduate program and has final responsibility for the graduate program; however, s/he may delegate the day-to-day responsibilities of the graduate program to one or more members of the program. However, even with the delegation of responsibilities, the Department Chair is the official 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) administer the graduate program in Comparative Literature (curricular development, administration and scheduling of exams, participation on dissertations and exams).
- e) call and preside at meetings of the Graduate Program Committee
- f) be responsible for coordinating all administrative matters with the Office of Graduate Studies
- 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, and final scheduling of courses
- i) nominate graduate advisers for appointment

Article V. Committees

Graduate Program Committee

The Graduate Program Committee consists of the Chair, the graduate adviser (chair of the committee), two other voting faculty members of the Comparative Literature graduate program, and two non-voting student representatives (for a total of six members). Faculty members are appointed for a two year term by the graduate adviser in consultation with the chair of the department, the official graduate program chair. Student representatives are appointed as described in Article VI .

The Graduate Program Committee has the following duties:

- a. Studies and recommends educational policy and program changes to the GPC;
- b. Makes recommendations relative to graduate program membership. The Chair of the department or other members of the graduate program recommend potential candidates for consideration for membership in the Comparative Literature graduate program and will then provide them to the Graduate Program Committee for review and presentation to the entire faculty for a vote.
- c. Reviews student applications for graduate study in the program and ranks candidates for admission.
- d. Recommends graduate student candidates for fellowships, block grants, and tuition waivers.
- e. Oversees curriculum in terms of seminar offerings.
- f. Reviews, updates, and prepares revisions to the program (including proposals for new courses) for GPC.
- g. Appoints subcommittees, as needed.

Article VI. Student Representatives

The Chair of the Comparative Literature department, upon recommendation of the program's graduate students, appoints student representatives to the GPC. The two student nominees for the GPC are elected by the students in the graduate program and serve a one-year term. The student representatives do not hold voting rights. They can attend all GPC meetings, and are invited to attend the annual program meeting.

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 Adviser

The Chair of the Program recommends graduate adviser appointments to the Dean of Graduate Studies for appointment in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. An adviser's term will be two or more years. The graduate adviser is the Chair of the Graduate Program Committee and may be appointed to subcommittees of the GPC, as needed.

Article VIII. Meetings

The Comparative Literature Graduate Program meets at least once per year, and as necessary. The Graduate Adviser or chair may call special meetings as deemed necessary or desirable. In addition, a meeting can be called at the request of at three members of the Comparative Literature Graduate Program

Article IX. Quorum

All issues requiring a vote are subject to a quorum of 50+% of the voting members of the Program; passage requires a 50+% supporting vote. In cases of the absence of a quorum, the vote shall adjourn to a fixed future date.

Vote may be by paper ballot or e-mail; if by email, a period of one week shall be required for the expression of opinions prior to a vote.

Article X. Amendments

Changes or amendments to these Bylaws shall be subject to a quorum, and will require approval by two-thirds of the members who vote, either by mail vote or electronic ballot. Notice of proposed changes will be sent to members at least one week prior to the date of voting. All amendments and revisions must be submitted to Graduate Council for review and approval.