May 18, 2021

Laurie San Martin  
Department Chair, Music Graduate Program

Kurt Rohde  
Program Chair, Music Graduate Program

RE: Music Graduate Program Bylaws

Enclosed is a copy of the Music Graduate Program Bylaws as approved by Graduate Council on May 14, 2021. These bylaws are now the revised, official document for the Music Graduate Program and will be posted to the Office of Graduate Studies program webpage:

https://grad.ucdavis.edu/programs/gmus

Thank you for your efforts on behalf of graduate education.

Sincerely,

Dean Tantillo  
Chair, Graduate Council Committee

c: Jasmine Bonite, Project/Policy Analyst, Graduate Studies
Duncan Temple Lang, Associate Dean for Graduate Programs, Graduate Studies
Felicia Murdoch, Policy Analyst, Davis Division of the Academic Senate
Marian Bilheimer, Coordinator, Music Graduate Program
Music Graduate Program Bylaws
Administrative Home: Department of Music
Revision date(s): June 11, 2012
Graduate Council approval: May 14, 2021

Article I. Objective

A. Degrees offered by the program: M.A. in Conducting (en route to Ph.D. also Composition and Theory, Ethnomusicology, and Musicology), Ph.D. in Composition and Theory, Ethnomusicology, and Musicology

B. Disciplines: composition of new music, orchestral and choral conducting (MA only), ethnomusicology, musicology (history of music), theory of music

C. Mission of the Program: The overarching mission of the Department of Music at UC Davis is to foster a synthesis of creation, scholarly study, and performance of music. The Graduate Program in Music is organized to establish and administer a graduate program of instruction and research leading to the M.A. and Ph.D. as specified above, in conformance with the regulations of the Graduate Division of the University of California, Davis. The course offerings and research activities draw upon the accomplishments and talents of the members, supplemented by contributions from faculty members of other UC Davis campus departments and other research universities.

Article II. Membership

A. Criteria for Membership in the Graduate Program

1. Academic title: Members 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 Emeritus/a, and Research Professors); (b) Adjunct Professor, (c) Lecturer (without Security of Employment), or (d) Lecturer Without Salary.

2. Active research appropriate to the discipline(s) encompassed by the program: Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration to membership in the program. However, faculty with appointments in the Department of Music have automatic membership rights in the program.

B. Voting rights.

All members are eligible to vote on Graduate Program matters. See GC2011-04, Policy on Quorum, Voting Rights and Responsibility.

C. Application for membership.

1. How faculty may apply: Faculty members with appointments in the Department of Music have automatic membership rights in the program. Other qualified faculty members may self-nominate or be nominated by a current member of the Graduate Program in Music. A nomination will consist of a letter to the Chair of the Graduate Program in Music expressing interest in becoming a member and including the applicant’s curriculum vitae.
2. Anticipated contributions that graduate faculty members will perform as a member:

   a) An active role in the administration of the Graduate Program by serving on the Graduate Committee and, periodically, as a Graduate Advisor (not to be confused with being a major professor).

   b) Contribution of graduate-level class instruction, as appropriate, in addition to research instruction.

   c) Service on dissertation/thesis committees and Qualifying Examination and Preliminary / Comprehensive Examination committees.

C. Emeritus status

Emeritus faculty with active research programs may remain members of the Graduate Program and are afforded the following rights: they may attend and participate in program activities (including faculty meetings and administrative committees), may teach graduate courses, and may serve on examination and dissertation committees. Emeritus faculty are consulted but are not afforded the right to vote on policy and bylaw issues related to the program.

D. Review of membership

The criteria for reviewing members of the program is the same for all members. Each faculty member’s contributions to the program shall be reviewed once every three years for the purpose of identifying faculty members who are not providing a minimal level of service to the program.

This review will be conducted by the Graduate Program Committee, who shall review on a yearly basis one-third of the membership. The review will focus on the areas defined in Section B. above, “Anticipated Contributions by Members.” Faculty whose record reflects poor performance in any of these areas will be subject to non-renewal or to a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.

E. Membership appeal process

If membership is denied or not renewed, faculty can appeal to the Graduate Committee for reconsideration. Applicants denied membership or renewal of membership by the Graduate Program Committee may make a final appeal to the Dean of Graduate Studies.

Article III. Administration

The administration of the program and its activities is vested in the Department Chair of the Department of Music (or designate) and in the departmental Graduate Program Committee.

Article IV. Graduate Program Chair

A. Chair appointment process

The Department Chair of the Department of Music administers this departmentally-based graduate program. The Department Chair may delegate the day-to-day responsibilities of the graduate program to one or more faculty members of the program, typically the Graduate Advisor(s) who serve as (co)-chair(s) of the Graduate Committee. However, even with the delegation of responsibilities, the Department Chair is the official graduate program chair. The Department Chair should notify the Office of Graduate Studies of the name of the faculty members to whom duties have been delegated.
B. Duties

The Graduate Program Chair (or designate): a) provides overall academic leadership for the program; b) develops and implements policies for the program; c) represents the interests of the program to the campus and University administrators; d) calls and presides at meetings of the Graduate Program Committee; e) is responsible for coordinating all administrative matters with the Office of Graduate Studies; f) manages the budgets of the program; g) submits course-change or approval forms; h) is responsible for the accuracy of all publications related to the program including web pages and catalog copy; and j) nominates the Graduate Advisor(s); k) consults periodically with graduate students and their representatives, about their experiences in the program.

Article V. Committees

Graduate Program Committee

The Graduate Program Committee consists of the Chair of the Graduate Program (or designate, typically the Graduate Advisor(s), who serves as (co)-chairs of the Graduate Program Committee, plus three faculty appointed by the Graduate Program Chair. It is preferred that the Graduate Program Committee be comprised of representatives from the various disciplines: composers, ethnomusicologists, and musicologists. Members of the Graduate Committee typically serve three-year terms, which are renewable.

The principal duties of the Graduate Program Committee shall be to determine and implement policy for the good of the program, and to represent the interests of the program generally to various university and other agencies. The Graduate Program Committee is also responsible for Teaching Assistant assignments, distribution of graduate fellowships in Music, and other student support funds.

The Chair of the Graduate Program Committee may rule that an item of business is inappropriate for discussion in the presence of the student representatives (see below). 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.

The Graduate Program Committee shall meet at least quarterly. Additional meetings and executive sessions may be held as deemed necessary, or upon petition by five members of the program.

The Graduate Program Committee shall fill interim vacancies for the remainder of the current year.

The Graduate Program Committee shall also act as the Membership Fellowship, and Student Mentorship committees. The Graduate Program Committee invites all interested program faculty to serve on the Admissions and Recruitment Committee.

Membership Committee

The Membership Committee shall consist of the members of the Graduate Program Committee and shall base its membership decision on the outcome of the most recent merit/promotion package.
Admissions and Recruitment Committee

The Admissions and Recruitment Committee consists of the faculty of the Department of Music. The functions of this committee shall include recommendation for admission of students to the Dean of Graduate Studies and the preparation of recommendations of their financial support. This committee shall also coordinate the hosting of selected applicants for campus visits, develop and administer programs for increasing the number, quality and diversity of applicants to the program, and generate suitable materials and websites to provide information to prospective applicants.

Fellowship Committee

The Fellowship Committee shall consist of the Graduate Program Committee. The functions of the committee include nomination and ranking of students for consideration of university fellowships and awards and identification of students to receive tuition waivers.

Student Mentorship Committee

The Student Mentorship Committee shall consist of the Graduate Program Committee. The functions of the committee are to oversee: (a) modification of Graduate Council Mentoring Guidelines (http://gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf) to fit the specific circumstances of the program, (b) their adoption by the Graduate Program, and (c) distribution and notification to the students and faculty of where the Guidelines are posted.

Article VI. Student Representatives

The Chair of the Graduate Program Committee (or designate, typically the Graduate Advisor(s)) appoints two graduate students annually, representing different sub-disciplines in Music, to be members of the Graduate Committee for a period of one year. These members will attend the Annual Meeting of the program and may vote on matters except as specified in the next paragraph.

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 Advisors

Graduate Advisors are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Chair of the Graduate Program will recommend Graduate Advisors to the Office of Graduate Studies for review and appointment for a two-year term. There shall be at least a minimum number of advisers to meet the 15:1 advising ratio recommended by the Graduate Council. Graduate Advisors are responsible for evaluating the adequacy of preparative course work, interpreting requirements, and appointing guidance and Preliminary / Comprehensive Examination committees. Graduate Advisors are expected to meet quarterly with advisees. The thesis/dissertation adviser (Major Advisor) for a student may not serve as the student’s Graduate Advisor. The advisor(s) are required to serve on the Graduate Program Committee.

Article VIII. Meetings

The Chair of the Graduate Program shall call an Annual Meeting during Spring Quarter. The Chair may call other meetings in the interest of the Graduate Program and shall be required to do so at the written request of three or more members. Notification will be e-mailed at least two weeks before the meeting. Faculty not on campus may participate by teleconference or other availability
technology.

**Article IX. Quorum**

All issues that require a vote must be:

- voted on by 50+% of the membership
- on Graduate Program matters other than amendment or revision of bylaws; passage requires a 50+% or more supporting vote of the members voting
- on amendments and revision of bylaws; passage requires a 2/3 supporting vote of the members voting.

If balloting is conducted via e-mail or Web-based technology, 10 days must be provided for expression of opinions about the proposal prior to the acceptance of votes; the program must allow 14 days for votes to be returned before the polls are closed.

**Article X. Order of Business for Meetings**

n/a

**Article XI. Amendments**

Amendments to these Bylaws may be made in accordance with program’s quorum policy in Article IX. Program members may propose amendments to the program Chair. The program Chair, or relevant program committee, may ask for revisions from the faculty member(s) who submitted proposed amendments before forwarding the revisions to the membership for review and voting. Quorum, voting, and passage are prescribed in Article IX. All amendments and revisions must be submitted to the Graduate Council for review and approval; changes in the Bylaws will become effective upon approval by the Graduate Council.