

Appendix A

INTERDEPARTMENTAL PROGRAM CHARTERS AND FACULTY BY-LAWS

The *program charter* specifies the membership, governance mechanisms, and resource funding of the program faculty. Charters are resource and management contracts that are agreed to by the executive officers of relevant administrative units. The purpose of the charter is to guarantee resource and management stability for interdepartmental or interdivisional programs. Charters must accompany new program proposals when the primary instructional resources of the program are allocated to more than one department.

The completed and signed charter shall be appended to the program proposal, and shall include the information below. Additional elements may be added by faculty participants or campus administration to suit the program particulars.

1. Program Definition

- a) Identify the degree program proposal supported by the charter.

2. Program Faculty

- a) Identify the program faculty members.
- b) Identify the cognizant academic division and associated reporting authority.
- c) Append the faculty by-laws, which stipulate governance structure, faculty duties, and voting protocols.

3. Resources

Specify which department and/or division is responsible for allocating specific resources, including, but not limited to:

- a) Teaching and course offering commitments, including potential leave replacements.
- b) Teaching assistants, readers, and tutors.
- c) Staff and administrative support.
- d) Space needs, including faculty and staff offices, laboratories, seminar rooms, *etc.*
- e) Equipment and supplies, including computers, telephones, furniture, *etc.*

4. Program Review

Interdisciplinary *undergraduate* degree programs will be reviewed according to established campus review guidelines, and incorporated into the administering department's review. Interdisciplinary *graduate* degree program reviews may be incorporated with an administering department's review, or conducted independently. For graduate programs, please state which review mode is proposed and why.

5. Program Discontinuance

Specify how the degree program will be gracefully discontinued if student demand does not justify its continuance or if faculty interests change. Specify the approximate schedule for phaseout.

6. Signatories

The charter should be signed by the following: the chairs of all departments from which contributions of resources are considered essential; the academic deans to whom these departments report; and the academic dean responsible for program oversight.¹ These persons sign as executive officers of their units, and the departmental and divisional resources (but not individual faculty members) are bound by the agreement.

7. Amendments

The charter may be amended, in ways that do not have substantial resource or curricular implications, by agreement among the signatory bodies. Amendments that have substantial resource or curricular implications should be approved by CEP for undergraduate programs or the Graduate Council for graduate programs. Proposed amendments should be submitted by the cognizant academic dean to the Vice Provost for Academic Affairs who will coordinate Academic Senate consultation.

8. Oversight

The cognizant academic dean ensures that the terms and agreements of the charter are fulfilled. To this end, the designated division will maintain and update a list of the program faculty members, and will be the office of record for the charter and any subsequent amendments.

¹ Resources include courses, faculty time, administrative assistance, space, instructional support, and any other required resource.

SAMPLE BYLAWS

The following text is a sample set of bylaws for hypothetical graduate interdisciplinary degree programs in Coastal and Marine Policy, administered by the Department of Earth Sciences, within the Division of Physical and Biological Sciences. This is by way of example; actual by-laws should of course be tailored to the needs of the program.

COASTAL AND MARINE POLICY

FACULTY BYLAWS

PROLOGUE

The Coastal and Marine Policy program faculty shall administer a graduate program of instruction and scholarship leading to the M.A. and Ph.D. degree in Coastal and Marine Policy, in accordance with the bylaws and the regulations of the UCSC Academic Senate and Graduate Division.

ARTICLE I. ORGANIZATION AND APPOINTMENT OF THE PROGRAM FACULTY

Principal Faculty

The *principal faculty* shall be responsible for proposing, modifying, and possibly discontinuing the Coastal and Marine Policy M.A. and Ph.D. degree programs, including amending to the by-laws and the charter.

Principal faculty members are appointed by the dean of the Division of Physical and Biological Sciences, upon nomination by a current member of the principal faculty, and upon a vote by the principal faculty. The Dean of the Division of Physical and Biological Sciences may terminate the appointment of a principal faculty member, upon the advice of the principal faculty.

The privileges and duties of the principal faculty are as follows:

1. Teaching required core courses and elective courses.
2. Service on standing committees and *ad hoc* committees.
3. Supervision of M.A. and Ph.D. candidates.

Associate Faculty

The *associate faculty* shall contribute to the teaching, advising, and research mission of the program, but will not bear the administrative and governance duties of the principal faculty. Associate faculty members are nominated and elected by the principal faculty. Associate faculty membership may be terminated by a vote the principal faculty.

ARTICLE II. COMMITTEES OF THE FACULTY

Executive Committee

An *executive committee*, comprising five members of the principal faculty, shall administer the M.A. and Ph.D. program, in accordance with the bylaws and the approved charter proposal. The executive committee shall communicate reports of its work to the principal faculty at least semi-annually.

The executive committee shall be appointed by the dean of the Physical and Biological Sciences Division in consultation with the principal faculty. At least two members of the committee shall be tenured faculty appointed to the Earth Sciences Department, and the remaining members shall be tenured faculty who may be appointed to other departments. Executive committee members serve for a term of five years, renewable by the Dean of the Physical and Biological Sciences.

The executive committee chair represents the executive committee and principal faculty members to the Dean of Physical and Biological Sciences and to the Earth Sciences Department Chair. Chair appointment shall be made by the Physical and Biological Sciences Divisional Dean in consultation with executive committee members. Chair appointment shall be for a three-year (academic year) renewable appointment.

Standing Committees

Standing committees shall consist of members of the principal faculty and shall be appointed by the executive committee in consultation with the principal faculty. These include:

- a) Admissions committee: The Admissions Committee reviews the files of all applicants for admission, and recommends qualified applicants to the dean of the Division of Graduate Studies. Criteria for admission to the Coastal and Marine Policy M.A. and Ph.D. program, as defined in the program proposal, shall conform to University of California graduate degree program requirements.
- b) Candidacy committee: The Candidacy Committee reviews the files of all students nominated for advancement to candidacy, and recommends qualified candidates to the UCSC Dean of Graduate Studies.
- c) Curriculum committee: The curriculum committee shall propose all changes to the required and elective Coastal and Marine Policy M.A. and Ph.D. program curriculum. Course sponsorship shall remain vested in the Earth Sciences Department and in those departments with which courses are cross-listed.

Ad Hoc Committees

Dissertation Committees: Per the program described in the proposal, each doctoral candidate shall have a three member dissertation committee comprised of one director and two readers. At least two members of the dissertation committee shall be either principal or participating program faculty members. Dissertation committee appointment shall follow procedures and policies established by the UCSC Graduate Division.

ARTICLE III. ACADEMIC ADVISING

- a) Each member of the principal faculty shall be willing and available to serve as an academic adviser.
- b) The chair of the executive committee shall appoint an academic advisor to each incoming student. Faculty advisers may also be replaced upon the formal request of the student or faculty member.
- c) Upon a student's advancement to candidacy, the chair of the executive committee shall appoint a dissertation supervisor to the student. The dissertation supervisor may be replaced upon the formal request of the student or current advisor.

ARTICLE IV. MEETINGS

- a) The chair of the executive committee, in consultation with the principal faculty, shall call such regular and special meetings as are deemed necessary or desirable. There shall be at least two regular meetings per year.
- b) The chair of the executive committee shall be responsible for circulating draft minutes of regular and special meetings within four weeks of each such meeting. Minutes shall be approved at the next regularly scheduled meeting.

ARTICLE V. QUORUM

Meetings of the principal faculty shall be noticed seven days or more in advance *via* email or regular mail. Fifty-one percent of the principal faculty members shall constitute a quorum of a meeting. Unless otherwise provided for in these by-laws, the meetings shall be conducted according to the most recent edition of Robert's Rules of Order. Minutes of previous meetings shall be approved by a simple majority.

ARTICLE VI. AMENDMENTS

These Bylaws shall conform to the standards of the UCSC Academic Senate and UCSC Graduate Division. All policies and procedures for admission, candidacy, and dissertation filing shall conform to the *UCSC Graduate Student Handbook*.

These bylaws may be amended as necessary when and if approved in a mail ballot by a two-thirds majority of the full principal faculty membership.