

UCSF Graduate Program Bylaws Template

Required text: This text must be included verbatim.

Suggested text for a required response: If this text is not used, something else must be inserted in its place

Optional text: This text/section not required. If this text is not used, something else can be used instead, or the text/section can be deleted.

Administrative Home: History
Revision date(s): January 20, 2023
Graduate Council Approval: Approved February 16, 2023

Article I. Objective

- A. Degree(s) offered by the program: PhD, MA
- B. Discipline: A brief statement on the discipline(s) of the program.

Intellectual criteria in historical research

The intellectual qualities specifically required in the discipline of history are:

- The ability to understand how people have existed, acted and thought in the always different context of the past. History involves the cultural shock of encountering and sensing the past's otherness and learning to understand unfamiliar structures, cultures and belief systems. These forms of understanding also shed important light on the influence that the past has on the present.
- The ability to read and use texts and other source materials, both critically and empathetically, while addressing questions of genre, content, perspective and purpose.
- The appreciation of the complexity and diversity of situations, events and past mentalities. This emphasis is central to History's character as an antireductionist discipline fostering intellectual maturity.
- The understanding of the problems inherent in the historical record itself: awareness of a range of viewpoints and the way to cope with this; appreciation of the range of problems involved in the interpretation of complex, ambiguous, conflicting and often incomplete material; a feeling for the limitations of knowledge and the dangers of simplistic explanations.

Basic critical skills: a recognition that statements are not all of equal validity, that there are ways of testing them, and that historians operate by rules of evidence which, though themselves subject to critical evaluation, are also a component of intellectual integrity and maturity.

- **Intellectual independence:** a student undertaking a research degree in history must demonstrate the ability to set tasks and solve problems. This involves: bibliographic skills; the ability to gather, sift, select, organize and synthesize large quantities of evidence; the ability to formulate appropriate questions and to provide answers to them using valid and relevant evidence and argument. Students should demonstrate reflexivity i.e. an understanding of the nature of the discipline including what questions are asked by historians, and why.
- **Research students in history** must demonstrate their capacity for marshaling an original argument both in an extended written thesis and in oral form drawing on and

presenting all the above skills. Such argument should make an original historiographical contribution, have structure and be concise. In the case of written argument it should be expressed in clear, lucid and coherent prose. Orally it should involve the capacity to sustain a reasoned line of argument in the face of others, to listen, to engage in sustained debate, and amend views as necessary in the light of evidence and argument.

C. Mission of the Program:

The History of Health Sciences program will train students to examine the history of health sciences (broadly conceived, to include medicine, nursing, pharmacy, public health, alternative healing, and biomedical research) from a variety of critical approaches. Doctoral students will be prepared to undertake a wide variety of professional careers in academia, industry, government, and communications. For those who choose academic research and teaching in the field, this program will lay the foundation for them to create and interpret new knowledge as scholars and to share and disseminate their knowledge of the field as educators. Those who choose other career paths will learn to incorporate historical perspectives into their understanding and practice of their respective fields, as will students enrolled in the master's program and health professions students who take elective courses in the program. The physical and intellectual location of this history program within one of the nation's leading medical schools affords the opportunity to advance the historical analysis and understanding of biomedical sciences, clinical practices, and health policies.

Article II. Membership

A. Criteria for Membership in the Graduate Program

Authority to define criteria for faculty membership in the History of Health Sciences Graduate Program is delegated to the Program's executive committee, including criteria for inclusion, exclusion, and removal, unless otherwise specified. Membership is based on contribution to the History of Health Sciences Program, including teaching, advising, and mentorship. Authority is also delegated to the executive committee to propose and administer bylaws governing faculty participation and conduct.

B. Voting rights.

Graduate program matters will be determined by a vote of the Executive Committee members. All members of the Executive Committee will have an equal vote.

C. Application for membership.

1. How faculty may apply:

To become a member of the History of Health Sciences PhD Program, faculty must formally apply to the program and have their application approved by the History of Health Sciences Executive Committee.

2. Anticipated contributions that graduate faculty members will perform as a member.

- a. Faculty in the History of Health Sciences Program are expected to demonstrate their commitment to the training program by regularly participating in program activities. These may include teaching in courses; serving as an academic advisor; serving on dissertation and qualifying examination committees for students of the Program; outreach and other activities that promote diversity and inclusivity in the Program; participating in recruitment and interviews; regular attendance at program events; and Medical Anthropology Program committee service.
- b. Mentoring and teaching: Program faculty are expected to maintain a productive and inclusive training and teaching environment for dissertation students. Relevant measures include evidence that the environment is welcoming to and supportive of trainees from all backgrounds;

that students produce rigorous research; that students complete their degrees in a timely manner; and that students successfully transition into careers using their MA or PhD.

- c. Participation in faculty mentor development activities: Program faculty must participate in the Thesis Mentor Development Program. Specifically, each faculty member serving on a candidacy or dissertation committee of a History of Health Sciences student must complete the DEI Champion's Training within 1 year of joining a student's committee and take part in at least one mentorship development activity of their choosing each successive year, unless Championing Training is not offered. Typically, an "activity" will be a University-sponsored training, such as the courses offered by the Graduate Division (mentoring.ucsf.edu/trainings). However, the development of strong mentorship skills is an ongoing process that extends beyond any single course, and faculty are encouraged to seek mentorship development opportunities in many different ways.

3. Compliance with University policies and Program values

Program faculty are expected to comply with all university policies and uphold the values of the training program, including but not limited to the University Code of Conduct (APM-016); UC Policy on Sexual Violence and Sexual Harassment; the UC Policy on Discrimination, and the Harassment, and Affirmative Action in the Workplace; scientific misconduct and/or financial improprieties.

D. Emeritus Status.

Emeritus faculty with active research programs may remain members of the program and are afforded the following rights: they may attend and participate in program activities (including meetings and administrative committees), may teach graduate courses, may have their grants continue to be run through the department, and may serve on student committees. Emeritus faculty on the Executive Committee may vote on policy and bylaw issues related to the program.

E. 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.

1. Obtaining relevant information

To ensure compliance with these requirements the Program Director(s) and Executive Committee need to have the relevant information about faculty conduct. While information about faculty participation in program events and training is readily attainable, information about other types of violations may be difficult to obtain if, for example, the University is not forthcoming with information about faculty violations of University policies, or an individual who experiences a hostile interaction in the workplace does not report it. Thus, considering the different types and sources of information that are needed, the Medical Anthropology Program proactively seeks to track compliance with these requirements in multiple ways, as described in section 4.2 below.

2. Violations of program expectations for faculty conduct

The Graduate Program Directors, Executive Committee, and Program Coordinators are in frequent communication with trainees, faculty, the Graduate Division, and the University administration to monitor for compliance with all membership policy requirements. This can include reports from the Bias Response Team (once it has been established) or other communications from the Graduate Division, and communications from the University administration about faculty violations of the University Code of Conduct. The Executive Committee will promptly revoke program membership at any time upon learning about faculty conduct detrimental to the program or the safety and welfare of its members. Examples of evidence of this type of detrimental conduct include (but are not limited to), official findings by the University that a faculty member has violated Title VII or IX, or legal determinations of guilt (including settlements out of court) that may not have resulted in a University

sanction.

In addition, faculty may also be put on suspension or removed from the program for conduct that has not resulted in a University or legal sanction but nonetheless has been determined by the Executive Committee to be detrimental to the program or the safety and welfare of its members. This may include serious or sustained actions that create a hostile work environment such as a pattern of racist, sexist, or homophobic remarks or behavior, or a significant lack of professionalism or integrity.

The Executive Committee will develop a course of action on a case-by-case basis. For example, faculty who are found to have violated Title VII or IX will be removed from the program immediately and are generally not eligible to reapply (see Section 4.5 below) whereas the plan of action to address less severe violations may include interventions by program leadership, mediation, additional training, etc. before a decision to suspend or remove a faculty member from the program is reached. In any of these cases, the program may seek guidance from University offices and resources, such as the Office of Academic Affairs, the Office of the Ombuds, and the Graduate Division.

F. Membership Appeal Process

If membership is denied or not renewed, faculty can appeal to the Executive Committee for reconsideration.

Article III. Administration

The administration of the program and its activities will be vested in the Program Director(s) and an Executive Committee.

Article IV. Graduate Program Director

A. Director and Co-director appointment process

The graduate program director or co-directors will be nominated in consultation with the Executive Committee and approved by a 2/3 vote of the Executive Committee provided that a quorum is present.

B. Director and Co-director terms of service

The Director and Co-director commit to serving for at least three years unless extenuating circumstances call for a shorter term.

C. Duties of the Director

The Director: 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 Executive Committee; e) calls and presides at meetings of the program; f) is responsible for coordinating all administrative matters with the Graduate Division and the program administrators; g) manages the budgets of the program; i) submits course change or approval forms; and j) is 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 shall consist of the director (and co-director, if applicable) of the program plus at least two faculty selected from the membership, and one student who has advanced to candidacy. The student member is nominated by the students and selected by the Executive

Committee. All members have voting rights, including the student representative, unless the student does not participate in the discussion due to the nature of the item (see below). The faculty members of the Executive Committee shall be elected for a five-year term, which is renewable.

Election of faculty members of the Executive Committee: nomination shall be made by e-mail to the Program Director or the Program Administrator. Elections shall be conducted by a vote of the Executive Committee

The principal duties of the Executive Committee shall be to determine and implement policy for the good of the program, determine program membership, and to represent the interests of the program generally to various universities and other agencies.

Any Executive Committee member may rule that an item of business is inappropriate for discussion in the presence of the student representative. That item of business will then be discussed in the absence of the student member of the Committee. More generally, the chair of any committee with a student member must excuse the student representatives from meetings during discussion about personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

The Executive Committee shall meet at least bi-annually. Additional meetings and executive sessions may be held as deemed necessary, or upon petition by five members of the program. In some cases, decisions can be made by email without calling a meeting of the committee members.

B. Admissions Committee

The Admissions Committee shall consist of at least two faculty members in the Program.

Article VI. Student Representatives

Student representatives are self-nominated or nominated by the students, typically in response to a Committee Service Announcement sent out by email. The nominees submit a short description of their interest in the position and particular qualifications, if applicable. The Program Director or Committee Chair will select the student representative from the list of nominees. The term of service and voting rights of the student representative will be determined by the Chair of the committee.

Article VII. Graduate Advisors

Each year, the History of Health Sciences Program Director serves as the advisor for the incoming class during the first two years of coursework and guides the students through the process of the qualifying examinations. Students can elect to have additional faculty mentor(s) to help advise on research with the notification and approval of the program's director. In the spring quarter of the second year, the student will nominate their dissertation committee chair, who must agree to work closely with the student to formulate their dissertation project and provide guidance in writing the prospectus below. A letter of acceptance by the faculty member to serve as dissertation committee chair must be on file with the department before the qualifying examination takes place. After departmental approval of the student's dissertation prospectus in the second year two additional faculty members will be added to the student's dissertation committee, which will be composed as follows: the dissertation committee chair, a second consultant (from the History of Health Sciences core faculty), and a third reader (potentially faculty from outside the program). A Committee Chair from outside the Program can be appointed under specific circumstances discussed between the student, their choice of Committee Chair, and the program's Executive Committee. The student is required to assemble their dissertation committee. During the

research and writing of the dissertation, the student will meet with (or update through email or phone) their advisor on an agreed schedule (recommended at least once a month) and with each of the other two readers once a quarter.

Article VIII. Quorum

All issues that require a vote must be:

- Voted on by at least 50% of the Executive Committee Membership
- On graduate program matters other than amendment/revision of bylaws, passage requires a supporting vote by at least 50% supporting vote of the members voting.
- On amendments and revision of bylaws: passage requires a supporting vote by at least two thirds 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 or before the "polls are closed."

Article IX. Amendments

Amendments to these bylaws may be made in accordance with program's quorum policy in Article VIII. Program members may propose amendments by petition to the program Chair. The program Chair, or relevant program committee, may ask for revisions from the faculty who submitted proposed amendments before forwarding the revisions to the membership for review and voting. Quorum, voting and passage is 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.