

UCSF Graduate Program Bylaws

Administrative Home: Medical Anthropology
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Graduate Council Approval: Approved November 17, 2022

Article I. Objective

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

The Joint UCSF/UC Berkeley PhD in Medical Anthropology is one of the pioneering programs in the discipline both nationally and globally. The program provides disciplinary leadership and outstanding, comprehensive training leading to the PhD degree. No other program offers the Joint Program's combination of excellence in critical medical anthropology; studies of science, technology, and modernity; and training in historically informed, pedagogically rigorous social theory. Our students are trained to develop original, creative, and relevant scholarship that makes contributions across the medical and social science fields.

C. Mission of the Program:

The Joint UCSF/UCB PhD Program brings together one of the finest medical universities and one of the finest arts and sciences universities in the country to offer students a theoretically engaged approach to emerging issues in medical anthropology. It also offers a unique opportunity for PhD training for MDs and MD students through our MD/PhD track, which includes the Medical Sciences Training Program. The program emphasizes the way theory can be used to analyze urgent issues in contemporary health including:

- Formation of subjectivities and the governance of populations around forms of life
- How populations are constituted for care or violence
- Structuring logic of markets in the provision of aid and health
- Constitution of truth through particular conceptualizations of life, ethics, and personhood

Article II. Membership

A. Criteria for Membership in the Graduate Program

Authority to define criteria for faculty membership in the Medical Anthropology 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 Medical Anthropology 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 Medical Anthropology PhD Program, faculty must formally apply to the program and have their application approved by the Medical Anthropology Executive Committee.

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

- a. Faculty in the Medical Anthropology 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 on both the UCSF and the UC Berkeley sides 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 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 Medical Anthropology 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. 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; h) coordinates with the UC Berkeley side of the Joint 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 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 Medical Anthropology Program assigns advisors for the incoming class. First year students meet with their graduate advisors at least once per quarter. Student progress is assessed at the end of the year on the basis of the first year pre-qualifying exam, course grades, plus additional comments from course instructors and advisors about students who might be struggling. Second and third year students work with their candidacy exam committee, which includes their graduate advisor. Second and third year students are evaluated on the basis of their progress toward and then successful completion of the qualifying exam (including meeting pre-exam requirements, having the statements and proposals approved, and passing the qualifying exam). Students must meet with their advisors at least once a quarter and keep advisors informed of their progress. Each advisor must review/approve each student's plan of study annually. Students must form their thesis committee before or within one quarter (three months) of passing their qualifying exam. Students are expected to complete all degree requirements within five years and students requiring more than 6 years will be evaluated for continuation in the program on a case-by-case basis. The thesis committee should serve as a guide to the student through both easy and difficult phases of their thesis work.

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.