

# **GRADUATE GROUP IN ENDOCRINOLOGY**

**University of California, Berkeley**

## **By-Laws**

### **ARTICLE 1: Purpose**

The Graduate Group in Endocrinology shall establish and administer a graduate program of instruction and research leading to the Master of Arts and the Ph.D. in Endocrinology.

The interdisciplinary and diverse nature of academic and research interests of the faculty participating in this program provide the student with a broad scope of educational opportunities. The appointment of an Executive Committee to monitor the activities of the doctoral program in Endocrinology Graduate Group, as described in Article 3, assures rigorous training for all students pursuing the Master of Arts and the Ph.D.

### **ARTICLE 2: Membership**

Membership in the Graduate Group is open to faculty of affiliated Ph.D. programs who are actively engaged in research and teaching in the program's various sub-fields and who wish to join the Graduate Group. Members of the Graduate Group are appointed by the Dean of the Graduate Division. New members are considered for membership in the Graduate Group upon submission of a curriculum vitae to the Chairperson, listing their qualifications and stating reasons for seeking membership, and subject to approval by the Executive Committee. Membership shall be reviewed periodically by the Executive Committee, at which time inactive members may be recommended to the Dean for removal from the membership list. A member may resign from the Graduate Group by written request submitted to the Chairperson.

### **ARTICLE 3: Executive Committee**

The administrative leadership of the Graduate Group shall be vested in an Executive Committee consisting of at least three but no more than five elected members, one of whom is the Chair who also serves as Chair of the Graduate Group. The Executive Committee will choose and recommend one of its members to the Graduate Dean for appointment as Chair of

the group. Another member of the Executive Committee will serve as the Head Graduate Advisor and the Equity Advisor. Members of the Executive Committee will be elected from among the membership of the Graduate Group and serve three-year terms, staggered when possible. Executive Committee members must belong to the Academic Senate.

Nominations to the Executive Committee shall be made by any member of the Graduate Group or by self-nomination, and the nominations submitted to and vetted by the Nomination Committee. The Nomination Committee will be comprised of at least one member of the Executive Committee whose term has not ended, and this committee will send the slate of candidates submitted to the membership. Election of the Executive Committee is by electronic ballot and shall be completed by at least 3 weeks before the end of the spring semester. The term of office will be three years following selection. There are no term limitations on the number of times that an Endocrinology faculty may be voted in as a member of the Executive Committee. Election results shall be announced to the membership by email. Newly elected members shall assume their duties on July 1. The existing Executive Committee shall fill interim vacancies in its membership by appointment as needed.

The Executive Committee shall meet at least once every semester to discuss issues of concern to the Endocrinology Graduate Group. The principal responsibilities of the Executive Committee are as follows:

- 1) To review faculty membership for the Graduate Group and maintain a list of active members to be annually reported to the Dean of the Graduate Division.
- 2) To establish, maintain and review academic connections with affiliated PhD programs.
- 3) To appoint the standing committees described in Article 5 below and other *ad hoc* committees as needed, and to recommend graduate advisors to the Dean of the Graduate Division.
- 4) To conduct administrative and clerical matters related to the activities of the Graduate Group.
- 5) The Chair of the Executive Committee shall serve as the Chair of the Graduate Group and shall represent the Graduate Group membership in official matters pertaining to the program.
- 6) To establish policy regarding admissions.
- 7) To review annual reports from dissertation research advisors to evaluate the progress of students advanced to candidacy.
- 8) To review the academic program in Endocrinology and make appropriate recommendations to the Group.

## **ARTICLE 4: Curriculum and Program Standards**

### **Advising**

Students who plan to work for higher degrees in Endocrinology will be guided by the Head Graduate Advisor and the faculty Principal Investigator who directs their research (Principal Investigator Mentor). The Principal Investigator Mentor and Head Graduate Advisor will monitor the academic progress of their advisees and ascertain whether the minimum requirements as listed below have been met. They will recommend to the prospective candidate what additional courses to take, and they will decide with the student the fields to be covered in the qualifying examinations. Following passage of the qualifying examinations, most advising functions devolve to the student's Principal Investigator Mentor, although the Head Graduate Advisor remains available to deal with academic problems should they arise.

### **Curriculum**

**Master's Degree** In addition to the general requirements set forth in the Guide of Graduate Policy of the Graduate Division for the Master's degree under Plan 1, the following minimum course requirements should be met before the student begins the master's program in Endocrinology:

- Chemistry, to include introductory inorganic, quantitative analysis, introductory organic, and introductory biochemistry.
- General physics and math through calculus.
- General biology.

Students who are deficient in any of these courses will be required to take them before completion of the M.A. program.

### **The following courses are required of all M.A. Candidates:**

- Courses in Molecular Endocrinology, and Organismal or Comparative Endocrinology (such as MCB135A and IB137; although alternative Endocrinology-focused courses could be used to meet this requirement as approved by the Head Graduate Advisor).
- During their tenure in the Endocrinology Graduate Group, all Master's students will formally present their research progress each year in the Spring semester Endocrinology graduate seminar series (Currently IB248, although the Departmental affiliation of the seminar class may change in a given year).

## **Master's Thesis (if Plan I)**

Master's Thesis Committee:

Chair or Co-Chairs

Additional members

- Two Co-Chairs may replace one Chair.
- Including an Academic Senate Representative is not required for a Master's Thesis Committee.

## **Master's Degree: Comprehensive Examination (if Plan II)**

The purpose of the Master's Degree Comprehensive Exam is to test the student's breadth of knowledge of general principles in broad areas, rather than detailed knowledge of narrow fields. One of tested areas would be an Endocrinology related topic (such as Molecular Endocrinology, Comparative Endocrinology or Organismal Endocrinology). The other tested areas (such as Physiology, Genetics, Toxicology, Cancer Biology, Biochemistry, Metabolic Biology, Molecular Biology, Neurobiology, Immunology, etc.) should be approved by the Chair of the Examination committee in consultation with the Head Graduate Advisor and the student. The Masters Degree comprehensive will be comprised of a Chair (generally the Principal Investigator Mentor of the student), an Academic Senate Representative, and another faculty member.

## **Degree Conferral**

The Master's diploma will be conferred with the designation "Master of Arts in Endocrinology."

**Ph.D. Degree** The following minimum requirements give the background prerequisite to candidates for the Ph.D. degree in the field of Endocrinology.

- Completion of the requirements listed above for the M.A. candidates.
- Further course work selected in consultation with the mentor and head graduate advisor to allow emphasis in the area(s) of the student's research interest, such as biochemistry, cell biology, immunology, toxicology, molecular biology, anatomy, metabolic biology, morphology, physiology, psychobiology, cancer biology, etc.
- During their tenure in the Endocrinology Graduate Group, all students will formally present their research progress each year in the Spring semester Endocrinology

graduate seminar series (Currently IB248, although the Departmental affiliation of the seminar class may change in a given year).

- It is recommended that students enroll in a teaching colloquium such as IB375.
- It is recommended that students serve as a graduate student instructor in one or more appropriate courses. Enforcement of this requirement will depend on the availability of funding.
- Write their Dissertation.
- In addition, the student must pass an oral qualifying examination for Ph.D. degree candidacy. This exam should be taken by the end of the fourth semester in residence.

## **Qualifying Examination**

Qualifying Examination Committee:

Chair

Academic Senate Representative

At least two Additional Members

(The student's Principal Investigator Mentor cannot serve on or attend the Qualifying exam.)

The purpose of the Qualifying Exam is to evaluate the student's breadth and depth of knowledge, and ability to critically think about both theoretical and practical applications of questions related to their chosen area of research as well as that of four chosen areas approved by the Head Graduate Advisor. The Qualifying exam should also showcase the student's ability to understand general principles in broad areas, rather than only knowledge of narrow fields. As detailed in the Graduate Group in Endocrinology website, the list of approved topics includes one or more Endocrinology related topics (such as Molecular Endocrinology, Comparative Endocrinology or Organismal Endocrinology). The other tested broad areas of biology (such as Physiology, Genetics, Toxicology, Cancer Biology, Biochemistry, Metabolic Biology, Molecular Biology, Neurobiology, Immunology, etc.) in the Qualifying exam should be approved by the Head Graduate Advisor in consultation with the student.

The student is expected to provide the Qualifying Exam Committee a written summary (maximum of 6 pages, not including the references) of his/her dissertation research project at least one week prior to the exam. During the qualifying exam, approximately one-hour of the exam will be devoted to the student's dissertation research project. The remaining time will be devoted to the four broad areas chosen by the student and approved by the Head Graduate Advisor.

## **Dissertation**

After Advancement to Candidacy and upon recommendation of the Head Graduate Advisor, the Dean of the Graduate Division appoints a committee of at least three faculty members to supervise the student's research and evaluate the merits of the dissertation. The Chair (or co-Chair) of the dissertation committee must be a member of the Graduate Group in Endocrinology and a member of the academic senate. Generally, the Principal Investigator Mentor guiding the student's research will act as chair of this committee. If the research mentor is not a member of the Academic Senate or a member of the Graduate Group in Endocrinology, a member of the Graduate Group who is also a member of the Academic Senate must serve as co-chair. All other members of the dissertation committee need to be members of the University of California, Berkeley Academic Senate. Students are expected to meet with their committee at least annually to keep the committee apprised of the progress of their research. The dissertation must be approved by the committee and the Graduate Division before the Ph.D. degree may be conferred.

### **Composition of the Dissertation Committee:**

Chair or Co-Chairs

Additional members

- A Dissertation Committee requires a minimum of three members.
- Two Co-Chairs may replace one chair.
- The Dissertation Chair cannot be the same person that served as the student's Qualifying Examination Chair. The Qualifying Examination Chair may serve as a student's Dissertation Co-Chair or a member of the dissertation committee.

### **Degree Conferral**

The Ph.D. diploma will be conferred with the designation "Doctor of Philosophy in Endocrinology."

### **Program Evaluation**

Evaluation of the academic quality of the program will be conducted within the course of Graduate Council's program review cycle.

## **ARTICLE 5: Other Committees**

The following committees will be appointed by the Executive Committee (each committee should include at least one Executive Committee member) and have the following responsibilities:

### **Admissions Committee**

- To review, and recommend for approval, graduate student applications to the program.
- To review student admissions requirements and make appropriate modifications.
- To collaborate with the affiliated PhD programs in the recruitment of graduate students.

### **Curriculum Committee**

- To review course requirements for the program and make appropriate additions and deletions to the list of relevant courses.
- To review Qualification Examination and Dissertation requirements and make appropriate modifications.
- To develop recommended areas of specialization.

### **Nominating Committee**

- To propose a slate of candidates for open positions on the Executive Committee in the annual election.

## **ARTICLE 6: Financial and Space Commitments**

The graduate students in the Endocrinology Graduate program will be working in the laboratories of Principal Investigator Mentors. The home academic units of each Principal Investigator Mentor of Graduate Group in Endocrinology students must be committed to providing the appropriate laboratory space and administrative staffing for the student's salary/stipends. The funding resources to support the research are provided by the Principal Investigator Mentor (generally through extramural grants) and administered by the home department. Salary (stipend) support for the graduate students is the responsibility of the Principal Investigator Mentor and could include appointment as a Graduate Student Researcher (GSR), Graduate Student Instructor (GSI) and/or extramural predoctoral grant support. If a student decides to leave or is forced to leave the laboratory, it is the responsibility of the Principal Investigator Mentor to fund the graduate student's salary until the end of the current semester or summer session, unless that student can find funding under the direction of a new Principal Investigator Mentor.

## **ARTICLE 7: Meetings of the Graduate Group Membership**

A regular meeting (held either remotely or in-person) of the general membership of the Graduate Group shall be held annually during the Spring Semester. The Chairperson shall call other meetings of the Group as are deemed necessary or desirable by the Executive Committee. The Chairperson shall call a special meeting at any time he or she is so requested by written notice from three or more members of the Graduate Group in Endocrinology. Meetings shall be conducted in accordance with generally-accepted procedures, including a review of the minutes of the previous meeting, report of the Executive Committee, report of the Graduate Advisor, unfinished business, and new business. To start the meeting, 25% of the active members in residence shall constitute a quorum. Minutes of each meeting shall be the responsibility of the Chairperson and shall be distributed to the membership and to the Dean of the Graduate Division in a timely manner following the meeting.

## **ARTICLE 8: Amendments**

Approval of changes in these by-laws shall require a two-thirds majority of the votes cast. Proposed changes shall be submitted to the membership of the Graduate Group by electronic mail ballot or for vote at a meeting, provided that written notice of the proposed changes is submitted to the members at least one week prior to the date of the meeting. Votes cast electronically via email are acceptable.

Date of adoption of the By-Laws by the Graduate Group in Endocrinology faculty: January 31, 2023.