

## **Graduate Program in Metabolic Biology**

*University of California, Berkeley*

### **By-Laws**

#### **ARTICLE 1: OBJECTIVES**

##### **A. Degrees Offered:**

The Metabolic Biology Program shall establish and administer a graduate program of instruction and research leading to the Master of Science and the Ph.D. in Metabolic Biology.

##### **B. Mission:**

The goal of the Metabolic Biology Graduate Program, defined here as the field of cellular and organismal physiology that investigates human diseases linked to metabolic dysregulation, is to provide broad-based, interdisciplinary training in Metabolic Biology. It is conceived as an interdepartmental program with mentors both at the UCB and UCSF campuses and unified by its focus on metabolism and human health. Degrees will be granted through UC Berkeley's Graduate Division.

The Program achieves its purpose by serving two important roles. The first role is as the primary graduate program for the Department of Nutritional Sciences and Toxicology (NST). Financial support for this component comes from multiple sources, with the academic and administrative support being administered through NST. The second role is as a multidisciplinary program that provides a forum for qualified faculty across the broader Berkeley and San Francisco campuses to participate in graduate education in Metabolic Biology. By offering scientific activities and preceptors both on the UCSF and UC Berkeley campus and across a wide range of different departments, the Metabolic Biology Program provides a forum for coordinating interest in many different areas of Metabolic Biology. The maintenance of high-performance standards in instruction and research is overseen by an Executive Committee, which provides collective representation to the University Administration, as well as to other individuals and organizations.

#### **ARTICLE 2: MEMBERSHIP**

##### **A. Criteria for Membership:**

Membership in the Graduate Program is open to faculty in all Departments and Units at UC Berkeley and UCSF who are actively engaged in research to the various sub-fields of metabolic biology and who wish to join the Graduate Group.

Members of the group are expected to demonstrate commitment to the program by actively participating in program activities such as teaching, mentoring, community and outreach events. Membership is reviewed annually by the Executive Committee.

Core membership in the Program shall be limited to faculty members of the Berkeley Academic Senate who are qualified to mentor and train graduate students in Metabolic Biology.

Affiliate membership shall be limited to qualified faculty on either the UC Berkeley or UCSF campus who contribute to the activities of the Program but who do not satisfy the criteria for being active Core members, such as not being members of the UC Berkeley Academic Senate.

**B. Voting Rights and Procedures:**

All Core Members of the Metabolic Biology program will have full voting rights to determine Membership decisions, Executive Committee composition, and other program matters. All votes will be decided by simple majority. Affiliate members will participate in all program-wide votes in an advisory role with their votes being tallied and recorded separately.

**C. Application for Membership:**

Core membership for faculty from UC Berkeley departments other than NST, shall be governed by the Program's Executive Committee and Core Members. Nominations are initiated by the submission of a written request to the Chair of the Executive Committee and include letters of support from one current Core member. If the Executive Committee supports the application, Applicants will be asked to give a seminar about their research. Within the same semester as the seminar, a vote by all Core Members regarding acceptance of the candidate into the program will be held, which will confer or decline membership in the Metabolic Biology Program.

Senate Faculty in the Department of Nutritional Sciences and Toxicology at UC Berkeley are granted Core Membership status in the Program by virtue of their departmental affiliation but are subject to the same rules for maintaining membership status as all other Core Members. The Chair of the NST Department shall be responsible for monitoring the activity of these individuals in the Metabolic Biology Program together with the Executive Committee and help to ensure adequate participation in appropriate committees.

Affiliate membership in the Program shall be at the discretion of the Executive Committee and is limited to UC Berkeley or UCSF faculty who are working in the area of Metabolic Biology. They are expected to actively participate in the Metabolic Biology Program as co-mentors and as outlined under 2.D.

Nominations for Affiliate Members are initiated by the submission of a written request to the Chair of the Executive Committee and include letters of support from one current Core member. If the Executive Committee supports the application, Applicants will be asked to give a seminar about their research. Within the same semester as the seminar, a vote by all Core Members regarding acceptance of the candidate into the program will be held, which will confer or decline membership in the Metabolic Biology Program.

Nominations for membership shall be considered by the Executive Committee as an ongoing process but effective dates for new members shall be July 1 of each year.

**D. Member Contributions:**

The Executive Committee will evaluate core and affiliate members' activity on an annual basis, requiring that members demonstrate appropriate qualifications to mentor and train graduate students in Metabolic Biology and actively participate satisfying at least two of the criteria listed in the Program Service Activities section below.

Faculty Mentors shall provide research and career mentorship with an established individual development plan (IDP). A thorough evaluation of progress should be conducted yearly in conjunction with the mandatory Thesis/Dissertation Committee meeting as outlined in the Metabolic Biology Handbook. Faculty Mentors will show evidence of continued improvement in mentorship and Diversity Equity Inclusion Belonging and Justice (DEIBJ) including mentorship training, DEIBJ training, and outreach activities.

In addition to providing mentorship, core members are required to participate in Program Service Activities, which may include:

- Service on the Executive Committee
- Service on the Admission Committee
- Service as a Graduate Advisor
- Service as a Diversity Advisor
- Any other service activity to the Program that is approved by the Executive Committee
- Service on one or more Metabolic Biology qualifying exam committees and one or more Metabolic Biology dissertation committees for a student for whom they are not a dissertation advisor.
- Service as an instructor of record of a course appropriate for Metabolic Biology graduate students.
- Attend the graduate student seminar series (NST292)
- Participation in student interviews and visit days
- Attendance of the Annual Metabolic Biology Program Retreat.

Affiliate members are also required to participate in Program Service Activities, which may include:

- Service on the Executive Committee as non-voting *ex officio* member
- Service on the Admission Committee as non-voting *ex officio* member
- Any other service activity to the Program that is approved by the Executive Committee
- Service on one or more Metabolic Biology qualifying exam committees and one or more Metabolic Biology dissertation committees
- Service as an instructor of record of a course appropriate for Metabolic Biology graduate students.
- Attend the graduate student seminar series (NST292)
- Participation in student interviews and visit days
- Attendance of the Annual Metabolic Biology Program Retreat.

**E. 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. All regulations put forth by the UC Berkeley Graduate Division apply to the program members and students.

The Graduate Program Chair, Executive Committee, and Program Coordinators are in frequent communication with trainees, GSAO, Head Graduate Student Advisor, faculty, the Graduate Division, and the University administration to monitor for compliance with all membership policy requirements.

Violations can include reports from the Graduate Division, and communications from the University administration about faculty violations of the University Code of Conduct. The Executive Committee may 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),

- a. Official findings by the University that a faculty member has violated Title VII.
- b. Official findings by the University that a faculty member has violated Title IX.
- c. 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 students or members. This may include serious or sustained actions that create a hostile work environment, a breach of the mentorship agreement, 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 whereas the plan of action to address less severe violations may include interventions by the 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 Executive Committee may seek guidance from University offices and resources, such as the Office of Academic Personnel, Ombuds Office, and the Graduate Division.

Faculty may appeal the decision to withdraw or withhold membership to the graduate group at any time by submitting a detailed letter of appeal to the program chair outlining their objections to the decision made by the Executive Committee. The Program Chair will then decide whether the appeal shall be considered for vote at the next Executive Committee meeting time permitting.

## ARTICLE 3: ADMINISTRATION

The administrative leadership of the Graduate Group shall be vested in a Chair and an Executive Committee.

### A. Executive Committee:

I) FUNCTION: The Executive Committee shall meet at least once every semester to discuss issues of concern to the Metabolic Biology Program. The role of the Executive Committee shall include:

- Represent the Program in official matters pertaining to the Program, both within and outside of the University.
- Continue the activities of the Program and encourage the development of the Metabolic Biology Program.
- Review membership in the Program and, by additions and deletions as defined in Article II, maintain a broad and active group in the field of Metabolic Biology. After review of faculty membership, the Executive Committee shall make the list of core and affiliate members available to the UC Berkeley Graduate Division.
- Nominate a Head Graduate Advisor for the Program from the Core Faculty for appointment by the Dean of the Graduate Division.
- Nominate a Diversity Advisor for the Program from the Core Faculty.
- Appoint an Admissions Committee to review applications to the program in Metabolic Biology and make recommendations to the Dean of the Graduate Divisions with respect to admission of students to the program.
- Appoint additional standing committee(s) or ad hoc committee(s) as it deems necessary to properly administer the activities of the Program.
- Review and approve changes to the Metabolic Biology Curriculum and Handbook.

II) COMPOSITION: The Executive Committee shall consist of three voting members and additional non-voting members. Specifically, the committee shall consist of:

- Three at-large members elected from the core membership of the graduate program
- Decisions will be passed by majority vote. During meetings a >51% of the voting membership shall constitute a quorum and shall be empowered to take action on matters.
- In addition to the three voting faculty members, the committee shall include two Affiliate Members from the UCSF faculty and one Metabolic Biology Program graduate student representative. The UCSF Affiliate Members and student representatives will participate in all committee discussions and their advisory vote will be part of the meeting's record. The Executive Committee shall further include the Metabolic Biology Program GSAO as non-voting *ex officio* member. Should the Head Graduate Advisor and/or NST Department Chair and/or chair of the admissions committee not be among the elected voting members, they will join the Executive committee as non-voting *ex officio* members as well.

**III ELECTION TO THE EXECUTIVE COMMITTEE:** The following considerations will govern the election of the Executive Committee:

- The three at-large Members of the Executive Committee shall be elected from within the Program by core members and are elected for two-year terms.
- Nominations to the Executive Committee shall be made by an ad-hoc Nominating Committee. Self-nominations by any member of the Group will also be included in the slate of candidates submitted to the membership.
- Election of members to the Executive Committee shall be by secure ballot or cast electronically and shall be held yearly and completed at least three weeks before the end of the spring semester of the Berkeley campus (on or before June 1).
- The election of the Chair and Executive Committee members shall be reported to the Dean of the UC Berkeley Graduate Division for final approval.
- There are no term limitations on the number of times a Metabolic Biology Program faculty Member can serve on the Executive Committee.
- The outgoing Executive Committee shall resolve ties in election results.
- Election results shall be announced to the membership by mail, which may include electronic mailings.
- Following the final approval by the Graduate Dean, newly elected members shall assume their duties on July 1.
- The graduate student representative shall be put forth by the NST Graduate Student Advisory Committee after a Metabolic Biology Graduate student wide vote.
- The two UCSF Affiliate Members shall be chosen in consultation with the voting Executive Committee members.
- The existing Executive Committee shall fill interim vacancies in its membership by appointment.

**B. Metabolic Biology Program Chair:**

Upon its constitution each two years, the Executive Committee will elect one of its voting UC Berkeley Senate faculty members as Program Chair, who will also be recommended to the Graduate Dean for appointment as Chair of the group.

Duties of the Metabolic Biology Program Chair shall include:

- Communication of major changes and initiatives to students and faculty
- Scheduling or delegating scheduling of executive committee meetings, including drafting agendas, approving agenda items, assigning time limits per agenda item, scheduling a pre-executive committee meeting to assess agenda topics of relevance to the group
- Calling executive committee meetings to order and keeping meetings running according to goals outlined in the agenda.
- Presenting new items of business to the executive committee
- Holding and counting votes during executive committee meetings
- Other duties not mentioned above

**C. Admissions Committee:**

The admissions committee will be formed by the Executive Committee with input from the NST Department Chair. The Admissions committee will be led by a Core Member

appointed chair by the Executive Committee. The committee shall include a diversity advisor from the Core Faculty, at least one non-voting Affiliate Member from the UCSF faculty, and a non-voting graduate student representative put forth by the NST Graduate Student Advisory Committee. The UCSF Affiliate Members and student representatives will participate in all committee discussions and their advisory vote will be part of the meeting's record. The Metabolic Biology GSAO will also participate in a non-voting *ex officio* role in meetings. The total number of Admissions Committee members will be determined by the number of applications and a mixture of newer group members and longer-serving members to balance continuity with turnover.

The Admissions Committee meets during the fall semester to review applications and to determine which candidates will be offered an on-site interview during "Visit Days" to be conducted in the early spring semester.

During Visit Days Program Faculty and students meet and interact with candidates. Prospective students are led on tours of both the UCB and UCSF campuses. Faculty and current students are invited to submit feedback to the Program Committee. The Admissions Committee meets a second time after Visit Days to finalize admissions offers. The Admissions Committee will also decide on fellowships and award distributions.

#### **ARTICLE 4: CURRICULUM AND PROGRAM STANDARDS**

##### **A) Advising:**

Graduate students in the Metabolic Biology Program will receive advice and counseling from diverse sources including mentors, the GSAO, the Head Graduate Student Advisor, Graduate Division, the NST Department leadership, and through student health services. A detailed description of roles of each Advising role, Qualifying Examinations, Dissertation Requirements and Committees will be specified in the Metabolic Biology Handbook.

##### **B) Curriculum:**

Metabolic Biology as it relates to human health and disease is a rapidly expanding and changing field of inquiry that leverages a wide variety of experimental approaches. Thus, our core curriculum provides students with important foundations ranging from molecular biology to nutrient function, and basic metabolism. It includes advanced graduate seminars that provide insights into cutting-edge techniques and technologies. The program provides:

- substantial background in molecular and biochemical regulation of metabolism;
- intensive research training in an active laboratory, emphasizing independence and critical thought;
- opportunities for intellectual exchange and for presenting and defending original research results;
- training in the process of learning, rather than simply assimilating facts, to prepare trainees for a lifetime of personally initiated learning.

A detailed description of the academic program, progression toward degree requirements, and coursework will be published in the form of a Metabolic Biology Handbook.

#### **ARTICLE 5: PROGRAM FACULTY MEETINGS**

The Chair shall call meetings of the Metabolic Biology Program as are deemed necessary or desirable by the Executive Committee; at least one Program meeting per year. Typically, this meeting will be held at the Annual Retreat.

The Chair shall call a special meeting of the Program any time it is requested by ten or more Program members in writing, with a limit of four such meetings per year.

Meetings shall be conducted in accordance with Robert's Rules of Order. In the event of adjournment of a meeting before the business of the Program is completed, that business shall be considered at the next meeting. In program meetings, >51% of the voting membership shall constitute a quorum and shall be empowered to take action on matters.

#### **ARTICLE 6: AMENDMENTS**

Changes in these By-laws shall be made by approval of at least two-thirds of the core faculty who choose to vote, either by email vote or at a meeting, provided that notice of such proposed change shall have been sent to the members at least two weeks prior to the date of voting.

[Adopted October 12, 2024]