

# GRADUATE GROUP FOR THE CONCURRENT PH.D. IN MEDIEVAL STUDIES

University of California, Berkeley

## By-Laws

### ARTICLE 1: Purpose

The Graduate Group in MEDIEVAL STUDIES shall establish and administer a graduate program of instruction and research leading to the CONCURRENT PH.D. in MEDIEVAL STUDIES.

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 Advisory Committee to monitor the activities of the program in MEDIEVAL STUDIES, as described in Article 4, assures rigorous training for all students pursuing the Concurrent Ph.D.

### ARTICLE 2: Membership

Membership in the Graduate Group is open to faculty of other Ph.D. programs in the University who are actively engaged in teaching and research in the program's various sub-fields and who wish to join the Graduate Group. The Group affirms the value of diversity and welcomes scholars researching the period from varied geographical and topical specializations. 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 Director, listing their qualifications and stating reasons for seeking membership, and subject to approval by the Advisory Committee. Membership shall be reviewed periodically by the Advisory Committee, at which time inactive members may be recommended to the Dean for removal from the membership list.

## ARTICLE 3: DIRECTOR

The Director of the Graduate Group is appointed by the Dean of the Graduate Division upon the recommendation of the Group's members and the Dean of Arts and Humanities in the College of Letters and Sciences. The usual term of service is three years. The Director shall represent the Graduate Group membership in official matters pertaining to the program and chair the Advisory Committee.

## ARTICLE 4: Advisory Committee

The administrative leadership of the Graduate Group shall be vested in an Advisory Committee consisting of seven members. The term of office will be two years. Every April, the Director shall inform the membership of the number of seats that will be open on the Advisory Committee in the next academic year and invite nominations. Any member of the Group may make a nomination, including self-nomination. The Director presents the nominations to the Advisory Committee which makes appointments to the open seats by consensus in order to constitute a diverse consultative body representing the membership while retaining a balance of sub-fields, experience, and perspectives within the Committee. New appointments shall be announced to the membership by electronic mail and membership in the Advisory Committee is published on the Program's website. Newly appointed members shall assume their duties on July 1. Should a member of the Advisory Committee be unable to complete their term of service, the Director may appoint a member of the Group's faculty to serve out the remainder of the term.

The Advisory Committee shall meet at least once every academic year to discuss issues of concern to the Graduate Group in MEDIEVAL STUDIES.

The principal responsibilities of the Advisory Committee are:

- 1 To advise the Director on matters related to the activities of the Graduate Group.

- 2 To review faculty membership for the Graduate Group and maintain a list of active members to be regularly reported to the Dean of the Graduate Division.
- 3 To appoint ad hoc committees as needed, and to recommend graduate advisors to the Dean of the Graduate Division.
- 4 To conduct administrative matters related to the activities of the Graduate Group.

## ARTICLE 5: GRADUATE STUDENT REPRESENTATIVE

The graduate student body, defined as all graduate students who have declared the concurrent Ph.D. in Medieval Studies, may annually elect a representative to meet as needed with the Program's Director to communicate general graduate concerns and suggestions on behalf of students. Students organizing the election shall request a list from the Director of those students who have declared the concurrent Ph.D. and in reporting the results of the election shall provide the name of the elected representative and affirmation that nominations were solicited from the entire graduate student body, that the names of all eligible nominees were submitted to the entire graduate student body by electronic mail ballot, and that the elected representative received a two-thirds majority of votes cast by a quorum of at least one-third of the members of the graduate student body.

## Article 6: Curriculum and Program Standards

### **Advising**

Advising for the program will be carried out by the designated graduate advisor in the Program in Medieval Studies. That advisor will be appointed by the Director, will be named the Graduate Advisor, and will work closely with the Director of the graduate group. The Graduate Advisor counsels students interested in declaring the concurrent PhD and, in consultation with departmental advisors and the Director, enrolls them in the Program.

### **Curriculum**

The Advisory Committee, which is described in Article 4, will determine the curriculum of the concurrent Ph.D. in Medieval Studies. This curriculum will consist of specified courses and competencies in addition to academic benchmarks in keeping with Graduate Council policy.

### **Degree Conferral**

The diploma will be conferred with the designation “Ph.D in [blank: home department] and Concurrent Ph.D. in Medieval Studies.”

### **Program Evaluation**

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

## **ARTICLE 7: Financial and Space Commitments**

Administrative staffing and space will be administered through CASMA, the administrative cluster providing support for the Department of Classics, the Department of South and Southeast Asian Studies (SSEAS), the Graduate Group in Ancient History and Mediterranean Archaeology, and the Program in Medieval Studies.

## **ARTICLE 8: Meetings of the Graduate Group Membership**

At least one meeting of the general membership of the Graduate Group shall be held each year. The Chair shall call a special meeting whenever requested by written notice from 5 or more members. Meetings shall be conducted in accordance with generally accepted procedures. At meetings, five current members of the Graduate Group shall constitute a quorum. Minutes of each meeting shall be the responsibility of the Director and shall be distributed to the membership and to the Dean of the Graduate Division following the meeting.

## ARTICLE 9: Amendments

Approval of changes in these by-laws shall require a two-thirds majority of votes cast by a quorum of at least one-third of the teaching (non-emeritus) members of the Graduate Group. 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 e-mail are acceptable.

Adopted: March, 9 2018