

**PROPOSED: Master of Science in Business Analytics, Bylaws**  
**Administrative Home: Graduate School of Management**  
**Date: May 7 2018**  
**Graduate Council Approval: Pending**

**Article I. Objective**

The MSBA (Master of Science in Business Analytics) faculty group at the University of California Davis administers the MSBA graduate program (hereafter referred to as the “Program” in this document) at the Graduate School of Management (GSM), in conformance with the rules of the Graduate Council and the Office of Graduate Studies at the University of California, Davis. The Program is organized as a Departmentally-based Graduate Program.

- A. Degree offered by the Program: Master of Science in Business Analytics (MSBA)
- B. Discipline: The discipline of business analytics serves an important role in society by creating and disseminating scientific knowledge in the use of data and analytics to solve complex business problems, gain insights, make informed decisions, manage uncertainty, improve outcomes, and communicate effectively the problem formulation, solution, and course of actions. Business analytics professionals serve all institutions, including but not limited to for-profit companies, nonprofit organizations, and government or nongovernment organizations. They are held to a high standard of professional conduct and ethics.
- C. Mission of the Program: The MSBA program aims to prepare students and advance research in the use of data and analysis to identify business opportunities and create business value. The two missions of the MSBA program are to (1) develop business leaders proficient in analytics by providing educational and research opportunities for students, and (2) advance the science and practice of business analytics by bringing together faculty, students, and companies to promote research, teaching, and outreach.

**Article II. Membership**

- A. Criteria for Membership in the Program

- 1. Appropriate academic and teaching title

Program members must hold an appropriate academic title as outlined in [Graduate Council Policy, GC1998-02, “Policy on Membership in Graduate Programs,”](https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/gc1998-02-membership-in-graduate-programs.pdf) see <https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/gc1998-02-membership-in-graduate-programs.pdf>. Membership in the Program will be limited to faculty associated with UCD who are qualified to guide students through the MSBA program. All regular members of the Graduate School of Management with teaching appointments at UCD shall be invited to be the initial members of the graduate program. Non-departmental faculty members of the Academic Senate or Academic Federation whose appointment authorizes the direction of graduate work may be elected to membership in the graduate program.

2. Active teaching/research appropriate to the discipline(s) encompassed by the Program

Members must have an active interest in Business Analytics and be engaged in an active research agenda that meets the expectations of the University of California in order to provide appropriate guidance to graduate students.

3. Voting rights

All Program members are eligible to vote on graduate program matters. See "[GC2011-04, "Policy on Quorum, Voting Rights and Responsibility,"](https://grad.ucdavis.edu/sites/default/files/upload/users/gc2011-04-quorum-voting-rights-resp-policy-approved-5-6-11.pdf)" see <https://grad.ucdavis.edu/sites/default/files/upload/users/gc2011-04-quorum-voting-rights-resp-policy-approved-5-6-11.pdf>.

B. Application for Membership

1. How faculty may apply

Faculty may apply for Program membership by submitting a CV and cover letter to the chair of the Graduate Program Committee.

2. Anticipated contributions from members

- a. Actively participate in the administration of the Program by serving on administrative committees of the Program, as a Graduate Advisor, or as an administrative officer of the Program.
- b. Actively participate in Program meetings and committee meetings.
- c. Provide graduate level instruction, as appropriate.
- d. Serve on comprehensive examination or student project committees, as appropriate.

3. Evaluation

- a. Applications for membership are considered during the spring quarter of each academic year, and membership shall commence on July 1 of the following academic year.
- b. Applications for membership are approved upon receiving at least a two-thirds supporting vote of all the voting members of the members present (see Article IX), provided that a quorum is met.

C. 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); they may teach graduate courses; and they may serve on student project committees. Emeritus faculty are not afforded the right to vote.

#### D. Review of Membership

The criteria for reviewing members of the Program are the same for all members. Each member's contributions to the Program are reviewed once every two years for the purpose of identifying members who are not providing a minimal level of service to the Program.

The review is conducted by the Graduate Program Committee who reviews on a yearly basis approximately one-half of the membership. A member of the Graduate Program Committee who is under review may review other members, but may not review him or herself. The review focuses on the areas defined in Article II.B.2 above "Anticipated Contributions by Members."

Members whose records reflect poor performance in any of these areas are subject to non-renewal or to a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.

A member is considered to have resigned from the Program when (1) a letter of resignation has been sent to the Chair of the Graduate Program Committee and/or (2) a member has resigned from the University.

#### E. Membership Appeal Process

If membership is denied or not renewed, faculty may appeal to the Graduate Program Committee for reconsideration. Applicants denied membership or renewal of membership by the Graduate Program Committee may make a final appeal to the Dean of Graduate Studies.

### **Article III. Administration**

The administration of the Program and its activities is vested in the Program Chair and the Graduate Program Committee. The duties of the Program Chair and the Graduate Program Committee are described in Article IV.B and Article V.A.1, respectively.

### **Article IV. Program Chair**

#### A. Appointment

The Program Chair administers a school-based graduate program. The Dean of the GSM is the Program Chair and may delegate the day-to-day responsibilities of the graduate program to a Chair-Delegate. However, even with the delegation of responsibilities, the Dean is the official Program Chair. The Dean shall notify the Office of Graduate Studies of the name of the member whom they have named Chair-Delegate.

#### B. Duties

The Program Chair provides overall leadership for the Program. The duties of the Program

Chair (or the Chair-Delegate) include, but are not limited to, the following: a) implementing policies for the Program; b) representing the interests of the Program to the campus and University administrators; c) being responsible for coordinating all administrative matters with the Office of Graduate Studies; d) managing the budgets of the Program; e) being responsible for the accuracy of all publications related to the Program including web pages and catalog copy; and f) nominating Graduate Advisers (see Article VII) for appointment.

## **Article V. Committees**

### **A. Graduate Program Committee**

#### **1. Duties**

The Graduate Program Committee duties include, but are not limited to, the following: a) providing academic leadership for the Program, in coordination with the Program Chair (or the Chair-Delegate) who is in charge of administering the Program; b) developing educational policies and procedures for the Program, in coordination with the Program membership; c) managing admissions, in coordination with the Program membership; d) representing the interests of the Program to the campus and University administrators; and e) submitting course change or approval forms.

#### **2. Graduate Program Committee Meetings**

The Graduate Program Committee shall meet at least quarterly. The Chair of the Graduate Program Committee shall preside over all meetings of the Graduate Program Committee.

#### **3. Program Meetings**

The Chair of the Graduate Program Committee shall preside over all meetings of the Program and have other secondary duties, as the membership shall direct.

#### **4. Membership**

Besides three voting members, one being the Committee Chair (see Article V.A.5), this Committee includes, as non-voting members, two students appointed by the Graduate Program Committee and one GSM staff member appointed by the Program Chair (or the Chair-Delegate).

#### **5. Election**

The three voting members of the Graduate Program Committee shall be elected annually by the Program membership. Unless otherwise noted, the term of office shall be one year. Members serve from July 1 through the following June 30, or, in the case of replacement, from the date of appointment through the following June 30.

The election is done by secret ballot administered each spring by the current Chair of the Graduate Program Committee. For a candidate to appear on the ballot, he/she shall be

nominated by a member (including self-nomination) and be willing to serve. Members may vote for up to three members on the ballot. The three candidates with the largest number of votes are elected. The candidate with the largest number of votes is elected as the Chair of the Graduate Program Committee. All ties must be broken by lot. Any elected member who is unable to complete his or her term is replaced by a vote of the remaining elected members of the Graduate Program Committee.

## B. Standing Committees

The following standing committees assist the Graduate Program Committee in discharging Program responsibilities. The standing committees shall be elected annually by the Program membership. Each year in the spring quarter, the incoming Graduate Program Committee for the upcoming academic year submits to the Program membership term nominations for the members and chairs of all standing committees for the academic year beginning on July 1. The Program membership has one week to make additional nominations, after which a vote for the respective committees must occur by secret electronic ballot, with all ties being broken by lot.

Unless otherwise noted, the term of office is one year. Members serve from July 1 through the following June 30, or, in the case of replacement, from the date of appointment through the following June 30. Any elected member who is unable to complete his or her term must be replaced via majority vote (as defined in Article IX) by the Graduate Program Committee, with a tie being broken by lot.

### 1. Educational Policy Committee (EdPol)

This Committee advises the Chair of the Graduate Program Committee and the Program membership on changes in the curriculum and other matters of educational policy referred to it. This Committee assists the Graduate Advisers (see Article VII) in determining when students are no longer in good academic standing or academically disqualified from the School, and it hears petitions, and determines their approval, from academically disqualified students. The Educational Policy Committee consists of six members. Besides three voting members, one of whom is the Committee Chair (see Article V.B), this Committee includes, as non-voting members, two students appointed by the Graduate Program Committee and one GSM staff member appointed by the Program Chair.

### 2. Admissions Committee (AdCom)

The AdCom consists of four or more Senate faculty members of the Program. The AdCom shall select the proper size and composition of students to enter in the MSBA program as directed by the senate faculty of the Program. The committee decides the process to review the applicants received from the MSBA staff, defines the criteria to evaluate them, recommends a screened subset to the MSBA Program Chair for further screening of professional capabilities, and then AdCom Chair (or a delegated member) makes the final decision to admit the applicants to the MSBA Program. The Chair transmits the list of final admitted students to the MSBA Program Chair to generate the offer letters and enroll them. Notification of admissions decisions will be sent by the MSBA Admissions Staff. Applications are accepted during various calendar windows announced by the MSBA program each year.

### 3. Comprehensive Exam Committee (CEC)

The CEC defines the process for the examination, creates the questions, administers the examination, and identifies the outcome for each student. There is no thesis requirement

in the MSBA program and hence there is no thesis committee or a “major professor.” The GPC may serve as the CEC or may nominate with mutual consent the members and the Chair from the senate faculty of the Graduate program.

C. Ad Hoc Subcommittees

The Graduate Program Committee may form ad hoc subcommittees to assist the Graduate Program Committee and may appoint subcommittee members. Members of all such subcommittees must be current members of the Program. The charge and duration of a subcommittee as well the term of any of its appointed members is at the discretion of the Graduate Program Committee.

**Article VI. Student Representatives**

- A. Student representation on committees is described in Article V.
- B. Student representatives are students enrolled in degree programs administered by the Program.
- C. The Chair of any committee with student members must excuse the student representatives from meetings during discussion of agenda items deemed inappropriate for discussion in the presence of a student representative (e.g., discussions about other students, personnel actions or disciplinary issues concerning faculty, rankings of existing students for funding, and disciplinary issues related to students).

**Article VII. Graduate Advisers**

- A. Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Program Chair recommends Graduate Advisers to the Office of Graduate Studies for review and appointment for (typically) a two-year term. It is ensured that the number of available advisers is sufficient to effectively assist students in their progress through courses and research.

Graduate Advisers are responsible for evaluating the adequacy of preparative course work, interpreting requirements and appointing guidance and comprehensive exam committees, if applicable.

- B. The general duties of Graduate Advisers include: a) acting as a student’s first source of academic information and providing assistance with the details of each student’s plan of study in the Program; b) reviewing and acting on student petitions; and c) reviewing student progress towards degree objectives, and, in particular, to reporting annually to the Office of Graduate Studies each student’s progress toward completion of degree requirements.
- C. Mentoring and advising guidelines are in the *MSBA Program Policies and Procedures*.

## **Article VIII. Meetings**

- A. Meetings of the Program membership must be held at least three times a year, once in each of the Fall, Winter, and Spring quarters. The Chair of the Graduate Program Committee calls regular and special meetings of the Program as deemed necessary. Upon written request of at least three members, the Chair of the Graduate Program Committee must call a special meeting within ten business days from the request. Notification must be emailed at least five business days before a meeting.
- B. At least five business days before a Program meeting, other than a special meeting, the Chair of the Graduate Program Committee must provide the members and others entitled to attend copies of the agenda and of committee reports and like documents to be discussed at the meeting. Additional items may be placed on the agenda upon the written request of at least three voting members, and the revised agenda must be distributed no less than two business days before the meeting.
- C. It is generally expected that all members attend meetings. Members not on campus may participate by teleconference or other available technology.
- D. Only members may be present at meetings during consideration of student petitions for reinstatement, student disciplinary matters, and matters determined to be strictly confidential by the Chair of the Graduate Program Committee. Guests may be present at other times by the invitation by the Chair of the Graduate Program Committee. Upon objection, a majority vote of the Program is required to allow a guest to be present, as defined in Article IX.

## **Article IX. Voting**

- A. Unless otherwise noted, all issues that require a vote require a quorum; that is, they must be voted on by more than 50% of the membership. Also votes indicating “Abstain” are not counted.
- B. Criteria for passage
  - 1. On all matters other than amendment/revision of bylaws and membership, passage requires a more-than-50% supporting vote of the members voting.
  - 2. On membership, passage requires at least a two-thirds supporting vote of the members voting.
  - 3. On amendments and revision of bylaws, passage requires at least a two-thirds supporting vote of the members voting.
- C. A member may provide another member with a written proxy for a particular meeting or agenda item.
- D. Vote may be cast by e-mail, web-based technology, paper ballot, or by show of hands in a meeting.



- E. Upon a request by any member, the voting must be conducted by secret ballot.
- F. If the motion is via e-mail or web-based technology: a) the motion may be introduced by the Chair; b) five business\_days must be provided for expression of opinions about the proposal prior to the acceptance of votes; and c) the Program must allow seven business\_days for votes to be returned or before the "polls" are closed.

## **Article X. Procedure**

Procedure not governed by these *Bylaws* or the *MSBA Policies and Procedures* must be resolved by "Robert's Rules of Order."

## **Article XI. Amendments**

- A. These *Bylaws* may be added to, amended, or replaced at any regular or special meeting by at least a two-thirds supporting vote of all the members present (see Article IX), provided that written notice is sent to all members as prescribed in *Davis Division Bylaw 180* and that a quorum is met. A change must not be made in the Bylaws when it is inconsistent with the *Code of the Academic Senate*.
- B. The *MSBA Program Policies and Procedures* may be added to, amended, or repealed by a majority vote of the members (see Article IX), provided written notice has been sent to all members as prescribed in *Davis Division Bylaw 180*. A change must not be made in the *MSBA Program Policies and Procedures* that is inconsistent with the *Code of the Academic Senate*.
- C. Members may propose amendments by petition to the Chair of the Graduate Program Committee. The Chair of the Graduate Program Committee may ask for revisions from the members who submitted proposed amendments before sending them forward to the Program membership for review and voting. Voting on amendments takes place two weeks after suggested amendments to the bylaws have been circulated to members via e-mail or posted online. Amendments to the bylaws must be passed by at least a two-thirds majority of those voting in a mail or electronic ballot.