

## **UCSF Graduate Program Bylaws MTM**

<i>Administrative Home:</i>	Translational Medicine program – UCSF and UC Berkeley Bioengineering
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<i>Graduate Council Approval:</i>	Approved November 17, 2022

### **Article I. Objective**

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

The UC Berkeley - UC San Francisco Master of Translational Medicine (MTM) program provides a unique professional education experience under the auspices of the Department of Bioengineering within the College of Engineering at UC Berkeley and the Department of Bioengineering and Therapeutic Sciences (BTS) within the Schools of Pharmacy and Medicine at UC San Francisco. Students take courses in three areas of focus and across both campuses which are Engineering, Clinical Needs and Strategies, and Business, Entrepreneurship and Technology. Students will develop and demonstrate this skill at synthesis through the capstone project. Projects provide practical instruction and experience in solving real problems in translational medicine, and some lead to innovations with commercial potential. This experience, undertaken as a team member and marked by extensive interaction with faculty, peers, and industry partners, enables the student to integrate the leadership and technical dimensions of the professional MTM curriculum

- C. Mission of the Program:

The mission of the one-year professional MTM program is to develop leaders who can synthesize the technical, environmental, economic, and social issues involved in the design and operation of complex engineering devices, systems, and organizations. The program supports UC Berkeley and UCSF's mission to be world leaders in scientific discovery and translation of these discoveries to advance healthcare.

### **Article II. Membership**

- A. Criteria for Membership in the Graduate Program

As a professional plan II (non-thesis) master's program, the MTM does not have the same membership structure as a PhD program (where individual faculty members have primary responsibility for individual students). Instead, the requirements of the MTM are determined by an Executive Committee made up of the Faculty Director and the Associate Faculty Director appointed by the department chairs, and the Executive Director.

- 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:

As a professional master's program, the MTM does not have the same membership structure as a PhD program (where individual faculty members have primary responsibility for individual students). Any faculty member in the constituent departments may request of their department chair to take on a leadership role in the MTM.

2. Anticipated contributions that graduate faculty members will perform as a member.
  - a. Faculty in the MTM program are expected to demonstrate their commitment to the training program by regularly participating in program activities. These may include teaching in courses; presenting or serving as a coach for the capstone projects; serving as an academic advisor; outreach and other activities that promote diversity and inclusivity in the MTM program; participating in recruitment and interviews; regular attendance at program events; and MTM program committee service.
  - b. Mentoring and teaching in the lab: Program faculty are expected to maintain a productive and inclusive training environment for MTM students. Relevant measures may include evidence that the laboratory environment is welcoming to and supportive of trainees from all backgrounds; that lab students produce rigorous and reproducible publication-worthy research; that research is conducted in the spirit of open science including depositing work on preprint servers and publishing in open-source journals, when appropriate; that lab students complete their degrees in a timely manner; and that students successfully transition into careers in the workforce.
  - c. Participation in faculty mentor development activities: Program faculty must participate in the Graduate Faculty Development Program (GFDP) or equivalent. Specifically, each faculty member with a MTM student in their lab must complete the DEI Champion's Training (or equivalent) within 1 year of accepting a student into their lab 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](http://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 ways. Faculty who undertake significant activities outside of the University-sponsored training may petition the program to allow these activities to satisfy the mentor development activity requirement in a given year.

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.

There is no Emeritus status in the MTM program.

E. Review of Membership

The terms of the Faculty Director and Associate Faculty Director will be reviewed every 3 years and can be renewed by the department chair. Each faculty member's contributions to the program shall be reviewed once every 3 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 MTM Program proactively seeks to track compliance with these requirements in multiple ways, as described in section 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 MTM program expects all faculty members to represent and uphold UCSF values of Professionalism, Respect, Integrity, Diversity and Excellence.

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 appointment process

In place of the Faculty Co-Directors and Head Academic Advisors from each campus Department, the UCSF and UC Berkeley Bioengineering Department Chairs will each appoint a Director of the MTM program from among their Department's faculty. By agreement of the Department Chairs, one Director will serve as Faculty Director, the other as Associate Faculty Director. The Executive Director, Faculty Director, and Associate Faculty Director make up Executive Committee.

**B. Director terms of service**

The Directors will serve for a period of 3 years and may be renewed (with agreement of the Executive Committee and Department Chairs). At the end of each period, the Executive Committee will consider whether rotation of the Faculty Director and Associate Faculty Director roles is warranted. In the event the roles should change, the new Faculty Director should be identified, and a new capstone course plan presented at least one year prior to the transition to ensure continuity for students.

**C. Duties of the Directors**

**1. Faculty Director**

The Faculty Director, in consultation with the Associate Faculty Director and Executive Director, is responsible for selection and oversight of student capstone projects, the delivery of coursework related to the projects, and the assessment of formal work. The Faculty Director serves the role of Head Graduate Advisor for students at their campus.

**2. Associate Faculty Director**

The Associate Faculty Director is involved in any decisions that impact their campus, including elective classes, budget transfers, and student discipline. The Associate Faculty Director serves the role of Head Graduate Advisor for students at their campus.

**3. The Faculty and Associate Faculty Directors, with the consent of their relevant Department Chair, can assign a designee for specific aspects of their respective roles.**

**4. Executive Director**

The Executive Director is responsible for day-to-day program operation, in consultation with the Faculty and Associate Faculty Directors. Day-to-day operation includes student management, student recruitment, marketing the program to outside entities, and management of expenditures within approved annual budget. The Executive Director is responsible to both Department Chairs for the conduct of their duties.

**5. Each bioengineering department at their respective campuses will identify appropriate workspace for MTM students**

**Article V. Committees**

**A. Executive Committee**

The Executive Committee shall consist of the Executive Director, Faculty Director, and Associate Faculty Director.

Election of faculty members of the Executive Committee: All Executive Committee members are program Directors that are appointed by the department of bioengineering chairs at UCSF and UC Berkeley

The principal duties of the Executive Committee shall be to oversee student admission, financial aid distribution, and project selection. The Executive Committee will propose the Core curriculum (subject to approval), decide on elective classes, and develop new educational opportunities.

Annually, the Executive Committee and Department Chairs are responsible for approving the MTM

program operating budget and core curriculum.

The Executive Committee shall meet at least annually. Additional meetings and executive sessions may be held as deemed necessary. In some cases, decisions can be made by email without calling a meeting of the committee members.

#### **B. Admissions Committee**

Each Bioengineering Department Chair (or their designee) is responsible for identifying appropriate faculty to serve on the Admissions Committee for application review. The Admissions Committee will suggest applicants suitable for admission to the Executive Committee. Based on these suggestions, the Executive Committee will make recommendations for admissions to the Dean of the Graduate Division at UC Berkeley.

#### **C. Ad hoc Advisory Committees**

Ad hoc advisory committees shall be set up as needed, to propose revisions to program policies and/or advance specific program initiatives

### **Article VI. Student Representatives**

The MTM program does not have Student representatives as part of their committees.

### **Article VII. Graduate Advisers**

The Faculty Director and the Associate Faculty Director serve as the Graduate Advisers to their respective campuses, UCSF and UC Berkeley.

### **Article IX. Quorum**

All decisions about MTM are made by the executive committee

### **Article X. Order of Business for Meetings**

The MTM Program does not have a set order of meetings.

### **Article XI. Amendments**

Any changes to these bylaws are amended during the renewal of the MOU between the two campuses. While this typically takes place every 3 years, chairs of either department or campus can request revisions at any time to be discussed at the next executive committee meeting. 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.