

UCSF Graduate Program Bylaws

Administrative Home: Department of Radiology and Biomedical Imaging
Revision date(s): September 29, 2022
Graduate Council Approval: Approved November 17, 2022

Article I. Objective

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

The Master of Science in Biomedical Imaging (MSBI) program explores the fundamental principles of medical image formation and addresses how imaging is used in a wide range of clinical applications. Imaging modalities that are explored include Magnetic Resonance (MR), Computed Tomography (CT), Positron Emission Tomography (PET), Single Photon Emission Computed Tomography (SPECT), ultrasound (US) and optical imaging. Image processing methods are introduced and imaging probes, which are exogenous tracers that highlight molecular pathways, are explored. Students gain knowledge in these disciplines through didactic lectures, hands-on laboratory studies, and independent research.

- C. Mission of the Program:

The MSBI graduate program is intended for students with bachelor's degrees, advanced pre-doctoral students, postdoctoral fellows, residents, researchers and faculty members who wish to master biomedical imaging and research methods to enhance their research designs and broaden their investigative projects. The program aims to prepare its students for future roles in academic or industrial settings where biomedical imaging is employed, or to augment their skill sets prior to further education in PhD or MD programs.

Article II. Membership

- A. Criteria for Membership in the Graduate Program

Membership in the Graduate Program is authorized by the MSBI Executive Committee, who oversee the inclusion, exclusion, and removal of program members. The MSBI Executive Committee may delegate membership decisions to the MSBI Program Director and Director of Graduate Studies but will retain the authority to override these actions. The MSBI Executive Committee may propose and administer bylaws governing faculty participation and conduct. Membership is independent and separate from academic appointment in the Department of Radiology and Biomedical Imaging. Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration to membership in the group.

- 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:

To become a member of the MSBI Program, faculty must be invited by the MSBI program directors and have their membership approved by the MSBI Executive Committee. Membership in the MSBI program is considered a privilege and a responsibility.

2. Anticipated contributions that graduate faculty members will perform as a member.
 - a. Faculty in the MSBI program are expected to demonstrate their commitment to the training program by regularly participating in program activities. These may include teaching in courses; serving as an academic advisor; serving on comprehensive, thesis and qualifying examination committees; outreach and other activities that promote diversity and inclusivity in the MSBI program; participating in recruitment and applicant reviews; and contributing to and attending program sponsored events.
 - b. Mentoring and teaching in the lab: Program faculty are expected to maintain a productive and inclusive training environment for thesis or research elective 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 output that contributes to 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 scientific workforce.
 - c. Participation in faculty mentor development activities: Faculty members with an MSBI student in their lab must complete the DEI Champion's Training 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). Faculty who undertakes significant activities outside of the University-sponsored training may petition the program to allow these activities to satisfy the mentor development activity requirement. Faculty will be notified of these mentorship development requirements, and their participation will be based on an honor system.

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.

Emeritus faculty with active research programs may remain members of the MSBI program and are afforded the following rights: they may attend and participate in program activities, may teach graduate courses, and may serve on student committees. Emeritus faculty on the Executive Committee may vote on policy and bylaw issues related to the program.

E. Review of Membership

The criteria for reviewing members of the program are the same for all members. Each faculty member's contributions to the program shall be reviewed once every three 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 Directors 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 MSBI Program proactively seeks to track compliance with these requirements in multiple ways, as described in section 4.2 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. Indeed, the MSBI program expects all its 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, Director of Graduate Studies and the MSBI Executive Committee.

Article IV. Graduate Program Director and Director of Graduate Studies

A. Program Director and Director of Graduate Studies appointment process

The Program Director and Director of Graduate Studies will be nominated in consultation with the MSBI Executive Committee and approved by a majority vote of the Executive Committee.

B. Program Director and Director of Graduate Studies terms of service

The Program Director and Director of Graduate Studies commit to serving for at least three years unless extenuating circumstances call for a shorter term.

C. Duties of the Program Director

The Program Director: a) provides overall academic leadership for the program; b) develops and implements policies for the program; c) represents the interests of the program to the campus and University administrators; and d) calls and presides at meetings of the Executive Committee; Further, the Program Director will work closely with the Director of Graduate Studies to assist with duties described in (D) below.

D. Duties of the Director of Graduate Studies

The Director of Graduate Studies: a) is the primary initial contact for student related matters., b) calls and presides at meetings of the program faculty; c) is responsible for coordinating all administrative matters with the Graduate Division and the program coordinator; d) manages the budgets of the program; e) submits course change or approval forms; and f) is responsible for the accuracy of all publications related to the program including web pages and catalog copy. Further, the Director of Graduate Studies will work closely with the Program Director to assist with duties described in (C) above.

E. Vice Chair/Director

MSBI does not have a provision for a Vice Chair/Director position.

Article V. Committees

A. Executive Committee

The Executive Committee shall consist of the MSBI Program Director and the Director of Graduate Studies plus four additional members selected from the faculty of the Department of Radiology and Biomedical Imaging. The addition members will include the following: an MD Representative, a Senior non-MSBI PhD, a Senior MSBI Instructor, Ad Hoc Member. The Ad Hoc member will be selected to assure diversity of the executive is maintained. The Program Director and the Director of Graduate Studies are permanent members of the Executive Committee and the additional members each serve four-year terms. A single member of the Executive will be replaced each year to maintain continuity of executive oversight. All members of the Executive have equal voting rights.

Election of faculty members of the Executive Committee: The addition of Members to the Executive Committee is by invitation of the sitting Executive Committee. Each member of the Executive Committee can nominate a replacement member and elections shall be conducted by a vote of the Executive Committee.

The principal duties of the Executive Committee shall be to determine and implement policy for the good of the program, determine program membership, and to represent the interests of the program generally to various universities and other agencies. The Executive Committee shall have final say on disciplinary issues that are not resolved during the normal activities of the program directors.

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

B. Admissions Committee

The Admissions Committee shall consist of at least five faculty members selected from the MSBI Faculty or the MSBI Executive Committee. The committee members will review the written applications and engage in discussion about all applicant's likelihood to succeed in the program. When qualified applicants exceed the permissible class size, the committee rank all qualified applicants to determine the order in which admission offers will be made. When deemed appropriate, an Admission Committee member may be tasked with interviewing a program applicant. Admissions Committee members will serve for one-year renewable terms

Article VI. Student Representatives

The MSBI program is a one-year course of study and generally does not have student representatives. In special circumstances a student representative may be added to a program committee or program activity and this member may be self-nominated or nominated by students or faculty. The Director of Graduate Studies, in consultation with the Program Director, will select the student representative from the list of nominees.

Article VII. Graduate Advisers

The Director of Graduate Studies and the Program Director act in the role of graduate advisors for MSBI students. Each MSBI student meets individually with either the Director of Graduate Studies or the Program Director in both the Fall and Winter quarters to assess the students' general academic progression and longer-term goals. The directors also seek to provide support in case of conflicts with faculty or other students. In the Spring quarter students will typically select a research supervisor, who will act as their graduate advisor for their independent research and potential thesis activities. Thesis student will further be supported the three additional faculty members that form their thesis committee.

Article VIII. Meetings

The Director of Graduate Studies and/or the Program Director will meet with the student collective in each of the Fall, Winter, and Spring quarters. These meetings will address current and upcoming program activities or requirements. Students will have an opportunity to raise concerns and ask questions pertinent to their matriculation through the MSBI program. In the Spring quarter this meeting will focus on student preparation for thesis activities (Plan I) or for completion of their MSBI studies (Plan II).

Article IX. Quorum

All issues that require a vote must be:

- Voted on by at least 50% of the Executive Committee Membership
- On graduate program matters other than amendment/revision of bylaws, passage requires a supporting vote by at least 50% supporting vote of the members voting.
- On amendments and revision of bylaws: passage requires a supporting vote by at least two thirds of the members voting.

If balloting is conducted via e-mail or web-based technology, 10 days must be provided for expression of opinions about the proposal prior to the acceptance of votes; the program must allow 14 days for votes to be returned or before the "polls are closed.

Article X. Order of Business for Meetings

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

Article XI. Amendments

Amendments to these bylaws may be made in accordance with program's quorum policy in Article IX. Program members may propose amendments by petition to the Program Director. The Program Director, or relevant program committee, may ask for revisions from the faculty who submitted proposed amendments before forwarding the revisions to the membership for review and voting. Quorum, voting and passage is prescribed in Article IX. 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.