

## **By-Laws and Guidelines (effective December 7, 2016)**

### **Article I: Concentration Name**

This graduate studies academic concentration shall be known as the "Hydrologic Sciences Academic Concentration" (HSAC).

### **Article II: Purpose**

The University of Florida academic concentration for graduate studies in Hydrologic Sciences is a unique interdisciplinary program designed to broaden the skills of science and engineering students who are interested in all aspects of water; i.e., occurrence, distribution, circulation, and use on and in earth. Hydrologic Sciences deal with all issues pertinent to both quantity and quality of water.

### **Article III: Faculty Membership**

All interested faculty at the University of Florida are invited to participate in the HSAC. Applicants will be required to apply on-line at [https://ufl.qualtrics.com/jfe/form/SV\\_eJ1nNulZxHjSw17](https://ufl.qualtrics.com/jfe/form/SV_eJ1nNulZxHjSw17) and submit condensed curriculum vitae for inclusion in the collective curricula vitae for the HSAC. The Hydrologic Sciences Faculty Committee (HSCC) will review all applications and approve admission by a simple majority vote. Admission will be based solely upon the demonstrated research and teaching interests of the applicant that are pertinent to the HSAC purpose.

All members shall be accorded full voting privileges, should be available for service upon HSAC committees, and members who supervise HSAC graduate students are responsible for ensuring compliance with HSAC academic requirements and policy.

### **Article IV: Student Membership**

#### **Section 1. Admission**

Graduate students seeking admission into the Hydrologic Sciences Academic Concentration must meet the minimum requirements established by the UF Office of the Registrar, the UF Graduate School, and the department in which the student will receive the graduate degree. Students will not be admitted to the Academic Concentration until after they are admitted by a department participating in the Hydrologic Sciences Academic Concentration and one of the Hydrologic Sciences faculty members agrees to be the student's advisor. Applicants are required to apply to the Hydrologic Sciences Academic Concentration on-line at [https://ufl.qualtrics.com/jfe/form/SV\\_38XJ4QIjTjucBjn](https://ufl.qualtrics.com/jfe/form/SV_38XJ4QIjTjucBjn).

The HSCC may establish additional qualifications for admission into the HSAC program (e.g., adequacy of undergraduate training; GRE scores; GPA, etc.). Students not meeting these requirements may be admitted on a conditional basis, and they will be allowed to make up the identified deficiencies. Graduate students will be admitted into the department in which the student's major professor holds an appointment and are subject to departmental requirements for the given graduate degree.

The chair of the participating department may choose to limit the numbers of students participating in the HSAC.

#### **Section 2: Plan of Study**

The HSAC students shall be required to complete a core course requirement. These requirements shall be posted on the official HSAC website (<https://hydrology.ufl.edu/curriculum/>) at all times. The

student shall be required to complete a plan of study with their application for admittance into the HSAC. If the plan meets the published course requirements listed on <https://hydrology.ufl.edu/curriculum/> the plan of study will be approved directly by the Chair of the HSCC. Petitions for variances from the published course requirements must be submitted by the student's major advisor to the Chair of the HSAC. The Chair will then send out the petition by email to the Hydrologic Science Faculty Coordinating Committee for a vote. Upon receipt of a simple majority vote in favor, the petition will be approved.

### Section 3: Graduate Student Funding

Graduate students and their faculty advisor(s) shall be responsible for finding funding in a participating department or by other means.

## **Article V: Hydrologic Sciences Coordinating Committee**

### Section 1: Selection and Role of Hydrologic Sciences Coordinating Committee

The HSCC shall be comprised of eight members. Six members shall be elected from among the HSAC faculty members to represent each of the six separate hydrologic areas: a) Subsurface Hydrologic Systems, b) Surface Hydrologic Systems, c) Hydrologic Chemistry, d) Hydrologic Biology, e) Hydrologic Analysis and Techniques, and f) Hydrologic Policy and Management. These members shall be elected to three-year terms by a simple majority vote of the entire HSAC Faculty membership.

Elections of the Faculty members will be held on a rotation schedule. Two positions reserved for area representatives shall be elected each year. The positions reserved for the representatives for Surface Hydrologic Systems and Hydrologic Analysis and Techniques shall be elected in the A rotation. The positions reserved for the representatives for Hydrologic Biology and Hydrologic Policy and Management shall be elected in the B rotation. The positions reserved for the representatives for Subsurface Hydrologic Systems and Hydrologic Chemistry shall be elected in the C rotation.

One additional HSCC committee member shall be elected from among the active HSAC student members that are candidates for the Degree of Doctor of Philosophy within the concentration. The HSCC student member shall be elected by a simple majority vote of active HSAC student members. In the first year after election the student shall serve as member-elect to the HSCC with no voting privileges. In the second year the student shall serve as a full member of the HSCC committee with voting privileges.

The final committee member will be the Director of the University of Florida Water Institute. The University of Florida Water Institute Director will be a permanent voting member.

### Section 2. Meetings and Responsibilities

The HSCC shall meet at least twice per year, and post meeting minutes on the web-site. The HSCC is responsible for approving new faculty members, approving courses for inclusion into the HSAC curriculum, approving HSAC students' course petitions, and promoting HSAC policy.

### Section 3. Chair

The Chair of HSCC shall, when present, preside at all meetings of the HSAC committee and the HSAC faculty. The duties of the Chair shall include, but not be limited to: (1) providing leadership and direction for the HSAC; (2) appointing committees to oversee selection and recruitment of faculty and students to join the HSAC; (3) maintaining and improving the curriculum and concentration program; and 4) other

duties as shall from time to time be assigned by the HSCC.

#### Section 4. Chair-Elect

The Chair-Elect shall succeed as Chair at the completion of the current Chair's term of office. In the event of absence of the Chair, the Chair-Elect shall preside at all meetings of the HSCC Committee and HSAC faculty. The Chair-Elect shall also perform such other duties as shall from time to time be assigned by the HSCC.

Each year the HSCC will select a Chair-Elect from among the 6 HSAC faculty members. The Chair-Elect will serve one year as Chair-Elect of the HSCC and the subsequent year as Chair of the HSCC. If during this cycle, the term of office as a member of the HSAC committee of the Chair-Elect/Chair expires, this person shall automatically be entered onto the ballot for re-election to another three-year term as a member of the HSCC. In the event that person is not re-elected as a committee member and that person is about to become the Chair, then the term of the current Chair will be automatically extended by 1 year, even if that requires extending his or her term on HSAC committee by 1 year.

### **Article VI: Relationships of the HSAC with Discipline Departments**

#### Section 1: Faculty

The HSAC faculty shall participate in both the activities of the HSAC and their respective discipline department(s). Effort expended by the faculty member on the HSAC shall be considered to be contributing to the overall program of the respective discipline department(s) in terms of faculty advancement, tenure, and promotion.

The Chair of the respective discipline department may choose to limit the numbers of faculty participating in the HSAC at any level deemed appropriate.

#### Section 2: Graduate Students

HSAC graduate students are considered to be members of the departments and colleges of their respective Supervisory Committee Chairs. The student will receive the appropriate graduate degree in their department and college. The curriculum requirements for graduate students in the HSAC shall be determined and administered by the membership of the HSAC faculty in concert with existing departmental graduate programs. The respective departments shall be responsible for providing normal fiscal, personnel, clerical and administrative services for HSAC graduate students except for strictly HSAC matters. Departmental and college responsibilities of the student regarding research facilities and office space will be the same for all students within a given department regardless of graduate program affiliation.

The Supervisor for a candidate for the course-work only Masters degree and the non-thesis Masters degree must be a member of the HSAC faculty. The Supervisory Committee for a candidate for the thesis M.S. degree and the Ph.D. degree within the HSAC shall be comprised of no fewer than two HSAC faculty, and must be chaired by an HSAC faculty member.

### **Article VII: Administrative Procedures**

The University of Florida Water Institute will provide administrative services to the HSAC including maintaining the HSAC website and housing the HSAC student, faculty and meeting records.

## **Article VIII: HSAC Policy**

In addition to UF Graduate School policies and participating department policies, the HSAC shall maintain policies relating to admission requirements, curriculum requirements, and other matters relating to students and faculty in the HSAC. Current academic requirements and policy are outlined on the official HSAC website at all times. This information will be maintained and can be modified by the HSCC to meet current course offerings.

## **Article IX: Amendments, Voting and Quorum Policy**

### **Section 1: Bylaws Adoption**

These Bylaws and Guidelines shall be adopted by a simple majority vote of the entire voting faculty membership.

### **Section 2: Amendment Adoption**

Amendments to the bylaws and guidelines must be approved by a simple majority vote of the entire voting faculty membership. Proposed amendments shall be circulated to all faculty members at least two weeks prior to the vote.

### **Section 3: Quorum**

Faculty meetings, both physical and electronic, must be announced to the membership at least 2 weeks in advance. Faculty present at such meetings shall constitute a quorum. Binding votes at such meetings shall require a simple majority of a quorum.

### **Section 4. Electronic Voting**

Electronic voting by the HSAC faculty and the HSCC may be conducted at the discretion of the HSCC Chair and in accordance with these bylaws.

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## **Election of Student Representative**

### **A. Election of HSAC Student Member of the HSCC**

- 1. Eligible candidates should be working towards a Ph.D. ,be members of the HSAC, and should have at least two years remaining to complete their Ph. D. program.
- 2. Any current members of HSAC in good standing (faculty and students) may nominate eligible candidates for HSAC Student Representative.
- 3. Elections will be held every April. Terms will be two years in length. In the first year the student shall serve as Student Member-Elect to the HSCC with no voting privileges. In the second year the student shall serve as a full member of the HSCC committee with voting privileges. Terms will begin May 1 and run through April 30.
- 4. Student Members must remain in good academic standing and progress towards receiving their degree.

### **B. Duties of a HSAC Student Representative.**

- 1. Submits his/her contact information to the HSAC web administrator, and updates this contact information as necessary. Students should also verify they are receiving HSAC committee emails.

- 2. Attends each HSCC committee meetings or ensures that the HSAC Student Member-Elect attends the meetings.
- 3. Votes on behalf of HSAC students at HSCC meetings.
- 4. Informs graduate students in HSAC (through email or other effective means of communication) about HSAC announcements and decisions discussed at each meeting.
- 5. Informs HSAC about services, events, and issues for HSAC students.
- 6. Reads and responds when requested to all official HSAC correspondence.
- 7. Ensures that there is an election for a new HSAC Student Member-Elect in April prior to the end of his/her term.
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#### C. Duties of a HSAC Student Member-Elect

- 1. The HSAC Student Member-Elect will assist the HSAC Student Member of the HSCC with HSAC duties and will exercise the authority of the HSAC Student Member in his/her absence.
- 2. The HSAC Student Member-Elect will take over the duties of the HSAC Student Member of the HSCC if the HSAC student representative is unable to complete his/her term.
- 3. The HSAC Student member-Elect will automatically become the HSAC Student Member of the HSCC on May 1st after serving one year as Student Member-Elect