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**BYLAWS
NEUROSCIENCE PROGRAM
MICHIGAN STATE UNIVERSITY**

1. PREAMBLE

- 1.1. The Neuroscience Program is an interdepartmental and intercollegiate doctoral program and a College of Natural Science-based Bachelor of Science degree-granting unit. The objective of the Neuroscience Program is to prepare students for careers in neuroscience-related fields.
- 1.2. The purpose of these bylaws is to outline the procedures by which the Neuroscience Program faculty and graduate and undergraduate students participate in the academic governance of the unit.
- 1.3. If, in any matter, specifications or omissions place these bylaws in conflict with University policies, as promulgated by the pertinent official document, the latter shall take precedence.

2. COMPOSITION OF THE FACULTY

- 2.1. The regular faculty shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, or assistant professor.
- 2.2. The fixed-term faculty shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure.
- 2.3. The honorary faculty shall consist of visiting professors and professors emeriti.

3. CONSTITUENCY OF THE STUDENTS

- 3.1. The student constituency of the Neuroscience Program for the purpose of selecting student representatives to serve on higher unit committees shall be all students who have declared with the Registrar a major or major preference (in the case of lower-division students) in Neuroscience.
- 3.2. The student constituency for purposes, other than that specified in 3.1, shall be all students who have declared a major or major preference in Neuroscience and may include other students as specified in these bylaws.

4. DIRECTOR, GRADUATE PROGRAM DIRECTOR AND UNDERGRADUATE PROGRAM DIRECTOR

4.1. Director

4.1.1. The Director is the chief administrator, responsible for the overall operation and management of the Neuroscience Program. The Director's function is to achieve the objectives stated in the preamble. The Director shall be advised by the Faculty Advisory Committee (FAC), relevant standing and ad-hoc committees, and/or the Neuroscience faculty and students as a whole. The Director must have a minimum 50% NEU appointment.

4.2. Functions

4.2.1. Long range planning for the Neuroscience Program and Unit involving matters of graduate and undergraduate student training.

4.2.2. Serve as administrative liaison between the Neuroscience Program and Unit and the departments, colleges and other graduate and undergraduate programs of Michigan State University.

4.2.3. The director shall generally be present at meetings of academic governance bodies in the unit.

4.2.4. Prepare annual budget requests and supervise budget expenditures for the Neuroscience Program and Unit.

4.2.5. Provide, within limits of the budget, adequate supporting services (e.g., secretarial, financial management, infrastructure, program announcements).

4.2.6. Oversee faculty hiring and facilitate partnerships with departments to provide laboratory space and tenure homes for unit faculty.

4.2.7. Annual Performance Reviews

4.2.7.1. The director shall be familiar with all relevant university and college policies concerning faculty performance and evaluation and space allocation. Written documentation of the meeting shall be given to the faculty member and kept on file.

4.2.7.2. Provide annual performance reviews for Neuroscience Unit faculty and academic staff holding full time appointments in the Neuroscience Unit. Performance reviews will be done based on evaluations and recommendations of a peer-review committee as described in the Neuroscience Reappointment Promotion and Tenure

procedure document.

- 4.2.7.3. Provide annual performance reviews for faculty jointly appointed in the Neuroscience Unit tenure granting departments. Performance reviews will be done based on evaluations and recommendations of a Neuroscience peer-review committee as described in the Neuroscience Reappointment Promotion and Tenure procedure document and by a peer-review committee of the tenure home department. Final reviews and recommendations by the Director will be done in collaboration with the Chairs of the tenure-granting departments.
- 4.2.7.4. Provide annual performance reviews of Neuroscience Program and Unit office staff.
- 4.2.8. Provide promotion and tenure recommendations to the College of Natural Science Dean for faculty wholly or jointly appointed in the Neuroscience Unit. Promotion and tenure recommendations will be made after evaluation of the candidate's Form D and associated materials by the Neuroscience Unit Promotion and Tenure Committee (see Reappointment, Promotion and Tenure procedure document). Reappointment, promotion and tenure recommendations for jointly appointed faculty will be done in collaboration with the Chairs of the tenure-granting departments.
- 4.3. Appointment and Review
 - 4.3.1. The NEU Faculty Advisory Committee must schedule a meeting with the Dean to review NatSci policies and formulate specific procedures for selection of the director.
 - 4.3.2. In accordance with the Bylaws of Michigan State University, the Director shall be subject to a regular review at an interval not to exceed five years. The director shall be consulted by the College of Natural Science Dean concerning his/her desire and willingness to continue. If so, the NEU Faculty Advisory Council must schedule a meeting with the Dean to review NatSci policies and formulate specific procedures for the periodic review of the Director.
 - 4.3.3. Upon recommendation of the College of Natural Science Dean that a new Director be found, or upon retirement or departure of the Director, a new Director shall be appointed in accordance with 4.3.1. The FAC will serve in an advisory capacity to the College of Natural Science Dean in the selection of a new director.
 - 4.3.4. In the event that the Director is unable to perform the Director's duties for an extended period of time (e.g., sabbatical or medical leave), the Graduate Program Director will serve as the Acting Director until a new Director is appointed.

4.3.5. Procedures

- 4.3.5.1. Nominations (including self-nominations) for the Director position will be solicited from the Neuroscience Program faculty membership. Candidates should hold the rank of Full Professor. Nominations should include the candidate's curriculum vitae, a statement of the candidate's qualifications for the Director's position and a vision statement describing the candidate's plans for enhancing the overall success of the Neuroscience Unit and Program./
- 4.3.5.2. The Dean of the College of Natural Science shall appoint a Chair for the search committee to be charged with ranking candidates for the Neuroscience Program Director's position. The search committee Chair, in consultation with the Neuroscience Program Faculty Advisory Committee, shall select 4 additional members of the search. The search committee including the Chair shall be composed of faculty who are members of the Neuroscience Program. Nominations will be reviewed by the search committee which will consult with the Neuroscience Program membership through a survey constructed by the search committee. The committee will then rank the candidates and make a recommendation for candidate selection to the Dean of the College of Natural Science.
- 4.3.5.3 A designated ad-hoc committee shall represent the Neuroscience Program faculty in determining procedures for the review, reappointment or new appointment of the Director. The College of Natural Science Dean shall appoint the committee Chair. Under extraordinary circumstances, the Neuroscience Program faculty may request from the College of Natural Science Dean a review of the Director.

4.4 Graduate Program Director

- 4.4.1 The Graduate Program Director is appointed by the Program Director after consultation with the FAC. The Graduate Program Director is responsible for overseeing all aspects of the Neuroscience graduate program. These responsibilities include teaching, curriculum development and innovation, managing and overseeing the standardized component of the comprehensive exam, engaging in recruiting and professional development activities for graduate students and communicating admissions recommendations to the Program Director. The Graduate Program Director will also provide mentoring, career advice and annual written performance reviews for graduate students. The Graduate Program Director shall be an "ex officio" member of the Graduate Affairs Committee.
 - 4.4.1.1 The Graduate Program Director is appointed on a recurring basis contingent upon satisfactory performance. Performance will be evaluated

annually by the Program Director in consultation with the FAC and will be based on accomplishments in the areas described above.

4.5 Undergraduate Program Director

- 4.5.1. The Undergraduate Program Director is appointed by the Program Director after consultation with faculty actively engaged in teaching and advising in the undergraduate program. The Undergraduate Program Director is responsible for overseeing all aspects of the B.S. degree program in Neuroscience and for advocating for new resources to support the undergraduate neuroscience program. These responsibilities include teaching, curriculum development and innovation, engaging in recruiting activities, seeking funding for research and professional development activities for undergraduate students. The Undergraduate Director will also supervise the undergraduate secretary, academic advisors and the teaching related activities of the Academic Specialist instructors teaching undergraduate courses. The Undergraduate Program Director reports to the Program Director. The Undergraduate Program Director shall be an “ex officio” member of the Undergraduate Curriculum committee.
- 4.5.2 The Undergraduate Program Director is appointed on a recurring basis contingent upon satisfactory performance and review by faculty actively engaged in undergraduate teaching and advising. Performance will be evaluated annually by the Program Director and the Neuroscience Unit annual performance review committee (see RPT document). Evaluation will be based on tangible accomplishments in the areas described above in section 4.5.1.

5. MEMBERSHIP ROLES

5.1 Faculty Membership

- 5.1.1 Regular faculty are those who contribute to the success of the program through teaching, research, service and outreach activities.
- 5.1.2 Academic specialists who contribute to the teaching, research, service or outreach missions of the Neuroscience Program can apply for program membership.
- 5.1.3 All Neuroscience Program members will have the right to vote in Neuroscience Program elections and at Neuroscience Program faculty meetings.
- 5.1.4 In accordance with Michigan State University Guidelines, Neuroscience Program faculty members will have the right to serve on Neuroscience Program Ph.D. student Guidance Committees. They are expected to ensure that the rules of the Neuroscience Academic Program are followed.
- 5.1.5 In accordance with Michigan State University Guidelines, Neuroscience Program faculty members will have the right to supervise Neuroscience Program Ph.D.

students and serve as major professor (advisor) on their Guidance Committees. Faculty serving as major professor (advisor) must have funding to support the student and the student's project. They are also expected to ensure that the academic rules of the Neuroscience Program and the Graduate School are followed.

- 5.1.6 Fixed term faculty can serve on student dissertation advisory committees with Graduate School approval. Fixed term faculty may also serve as graduate student co-advisor, or in some cases, major advisor provided they meet the same requirements as tenure system faculty and with Graduate School approval.

5.2 Procedures

- 5.2.1. The Program Director will petition the Graduate School on behalf of the faculty member seeking to serve as either a dissertation advisory committee member or as major advisor. See: <https://grad.msu.edu/non-regular-faculty-committees> for details of the approval process for fixed term faculty serving as major advisor.
- 5.2.2. Any MSU regular or fixed-term faculty member with an active involvement related to any aspect of Neuroscience is encouraged to apply for Neuroscience Program faculty status. The prospective Neuroscience faculty member should submit a membership application form and an up-to-date curriculum vitae including current and pending funding to the Director. These materials will be distributed by the Neuroscience Program Director to the FAC. FAC members can make recommendations for program admission to the Director via email communications. The final decision lies with the Director. The Director will be responsible for notifying the candidate of the decision.

6. FACULTY MEETINGS

- 6.1 The Neuroscience Program Director shall notify Neuroscience Program members of the time, place, and agenda of the proposed meetings at least 72 hours prior to the meeting. The Neuroscience Program members will meet at the end of the fall and spring semesters each year.
- 6.2 Minutes of the faculty meeting distributed to Neuroscience Program Faculty by email and they will be posted on the Neuroscience Program website.

7. NEUROSCIENCE PROGRAM COMMITTEES

- 7.1 Student participation in an academic governance body shall in all cases be in the same mode as faculty participation, except for matters reserved to the faculty.
- 7.2 Neuroscience Program Faculty Advisory Committee (FAC)
- 7.2.1 Membership

7.2.1.1 The FAC shall consist of 5 elected faculty from the Neuroscience Program and the Rosenberg Chair as an *ex officio* member. The FAC will advise the Neuroscience Program Director on all matters affecting the Program. At least one elected faculty member must hold a 40% or greater appointment in the Neuroscience Unit. Not more than 2 of the 4 remaining elected faculty members shall hold primary appointments in the same department. It is expected that 1 FAC member will be from a Grand Rapids based unit. FAC members shall be elected by the Neuroscience Program faculty to serve three-year terms arranged so that one or two new members are elected each year. No member shall serve consecutive terms. The elections shall be held at the end of the spring semester, according to the procedures described below, and members shall take office on August 16th.

7.2.1.2 The election shall be by electronic ballot. Nominations, including self-nominations, will be solicited from the Neuroscience Program faculty, and the willingness of nominees to serve if elected will be confirmed before ballots are made available. The nominee(s) receiving the most votes shall be elected.

7.2.1.3 The elected faculty representatives of the FAC shall choose one representative to serve as Chair of the FAC for 1 year. The standing Chair can serve a second term if selected by the committee members.

7.2.1.4 A graduate student representative for the FAC will be chosen by the Graduate Student Council. The student will have a 1 year term.

7.2.2 Functions

7.2.2.1 The committee shall serve to represent the faculty in providing advice to the Director on policy matters relating to the Neuroscience Program.

7.2.2.2 The committee shall make recommendations to the Director about addition of new faculty as members of the Neuroscience Program.

7.2.2.3 The FAC shall draw up a set of Neuroscience Program Bylaws for approval by the faculty. The FAC will also be responsible for updating the Neuroscience Program by-laws.

7.2.3 Procedures

7.2.3.1 Meetings of the FAC will be held once per month during the AY. The FAC Chair will schedule the meetings and solicit agenda items from committee members prior to each meeting.

7.2.3.2 Minutes of FAC meetings will be made available to Neuroscience Program Faculty following each meeting. Minutes will be taken by a Neuroscience Program office staff member. Minutes will be distributed to Neuroscience Program Faculty by email and will be posted on the Neuroscience Program website.

7.3 Graduate Affairs and Curriculum Committee (delegated authority)

7.3.1 Membership

7.3.1.1 The GAC shall consist of five Neuroscience Program faculty selected by the Director in consultation with the FAC. GAC members shall represent at least three departments or units including a faculty member from a Grand Rapids-based unit. The GAC Chair will be appointed from among the GAC members by the Program Director. The Graduate Program Director will be an ex officio GAC member. The GAC will also have one graduate student representative selected by the Neuroscience Program Graduate Student Council.

7.3.2 Functions

7.3.2.1 The Graduate Program Director in consultation with the GAC is responsible for monitoring the progress of all students in the Graduate Program. GAC will make recommendations to the Graduate Program Director about needed remedial actions for underperforming students or for dismissal of students who consistently do not meet program expectations in terms of academic, scholarly and professional activities and behaviors. The Graduate Program Director will make recommendations to the Neuroscience Program Director about remedial actions or dismissal from the Ph.D. program.

7.3.2.2 The Graduate Program Director in consultation with the GAC shall adjudicate conflicts or substantive disagreements that might develop between students and their mentors (see 8.2.1 below).

7.3.2.3 The GAC shall evaluate applications for admission to the Neuroscience Graduate Program and make recommendations to the Graduate Program Director about which candidates will be invited for campus visits/interviews. GAC recommendations will be based on review of applicants' academic and research credentials and letters of recommendation. GAC will also make recommendations about admissions offers after completion of campus visits. Admissions recommendations will be based on applicant's academic credentials, the applicants' performance in structured interviews and feedback from current graduate students who helped host the applicants during their visit.

. Final admissions decisions will be made by the Graduate Program Director after consultation with the Neuroscience Program Director.

7.3.2.4 The GAC shall assist the Graduate Program Director in identifying the most qualified candidates and in procuring recruiting fellowships for them.

7.3.2.5 The GAC will be responsible for periodic review of the graduate curriculum and will provide guidance on curricular changes and updates. The GAC will also make recommendations about overall curricular modifications to ensure that the graduate curriculum is meeting the needs of neuroscience graduate students.

7.3.2.6 The GAC will review and make recommendations to the FAC and Program Director for approval of new recurring courses or termination of existing required courses taught to Neuroscience Program graduate students. Special topics or seminar style courses are exempted from this requirement.

7.3.3 Procedures

7.3.3.1 The GAC will meet monthly during the fall and spring terms and will meet during the summer term as needed.

7.4 Neuroscience Undergraduate Affairs Committee (UAC) (delegated authority)

7.4.1 Membership

7.4.1.1 The UAC shall be composed of four Neuroscience Unit faculty and academic staff with at least a 25% NEU appointment and who are engaged in undergraduate teaching. The Undergraduate Program Director will be an *ex officio* member of the UAC. UAC members will be selected by the Director in consultation with the Undergraduate Program Director. UAC members shall serve a three -year term. The UAC Chair will be appointed from among the four UAC members appointed by the Program Director. The Academic Specialist(s) will be *ex officio* UAC members. There will also be an undergraduate student member selected by the UAC.

7.4.2 Functions

7.4.2.1 The UAC will be responsible for periodic review of the undergraduate curriculum and will provide guidance on curricular changes and updates. The UAC will also make recommendations about overall curricular modifications to ensure that the undergraduate curriculum is meeting the needs of neuroscience undergraduate students.

7.4.2.2 The UAC will review and make recommendations for approval of new recurring courses proposed by faculty to be taught to Neuroscience undergraduate students. Special topics or seminar style courses are exempted from this requirement.

7.4.2.3 The UAC will have broad responsibilities for developing new initiatives to strengthen and advance the B.S. in Neuroscience. The UAC will meet at least once during the fall and spring terms.

7.4.3 Procedures

7.4.3.1 The UAC will meet monthly during the fall and spring terms and will meet during the summer term as needed.

8. GRIEVANCE PROCEDURES

8.1 Faculty Grievance Procedures

8.1.1 The Neuroscience Program follows the *Faculty Grievance Policy* published in the Faculty Handbook and approved by the Board of Trustees for resolving employment related disputes that arise between faculty or academic staff members and administrators. However, a faculty or academic staff member who feels aggrieved should first seek an informal resolution at the unit, department, or college level before filing a formal grievance.

8.2 Student Grievance Procedures

8.2.1 The Neuroscience Faculty Advisory Committee shall establish a hearing board whenever a grievance is filed by a graduate student who alleges violations of academic rights. The hearing board shall follow the *Neuroscience Program Graduate Student Academic Hearing Procedures* (available on the unit website). Undergraduate students may send a written request to the associate provost for undergraduate studies for a hearing with the appropriate board.

9. SPACE ALLOCATION

9.1 The Neuroscience Program is responsible for specific laboratory and office space in Giltner Hall. The Neuroscience Program Director is responsible for decisions relevant for allocation of this space to Neuroscience Program faculty. Requests relevant to space assignments should be directed to the Neuroscience Program Director. Similarly, office space for graduate students and postdoctoral fellows will be assigned by the Program Director. Decisions about space allocation or re-allocation will be made only after consultation and discussion with all affected parties.

10. BYLAWS

10.1 Initial Approval

10.1.1 The voting faculty shall have shared responsibility with the Program Director to adopt and publish bylaws. Unit bylaws shall be reviewed at intervals not to exceed five years.

10.1.2 The Neuroscience Program Bylaws, as drafted by the FAC, shall become effective upon approval by a majority Neuroscience Program faculty who vote on the ballot.

10.2 Amendments or Revisions

10.2.1 Any voting faculty member or student may request in writing that the FAC initiate procedures to amend or annul any part of these Bylaws. The FAC shall research and discuss the proposed amendment and shall forward the request, together with its recommendation, to the faculty so that it can be considered further, and amended if necessary. Following passage of a motion for approval of the request, or its amended version, the amendment shall be submitted to all NSP faculty. Upon approval by a majority of all faculty who vote the amendment becomes a part of the Bylaws, or the section whose annulment was desired, shall become void.

11. REAPPOINTMENT, PROMOTION, AND TENURE

11.1 These procedures apply only to those faculty and academic staff who have at least a 25% NEU unit appointment.

11.2 The Program Director will ensure that all university, college, and departmental procedures, guidelines, and timetables are followed in each RPT case under consideration.

11.3 The Program Director will:

11.3.1 Inform each RPT candidate and all appropriate unit faculty of all relevant procedures and deadlines in a timely fashion.

11.3.2 Make the official unit recommendation to the NatSci Dean for or against the RPT action under consideration by the designated deadline. Note that this recommendation must report the vote of the faculty for or against the RPT action.

11.3.3 Inform the RPT candidate of the faculty vote and his/her recommendation to the college as soon as these items are forwarded to the NatSci dean.

11.4 NEU faculty with a minimum NEU appointment of 25% and of rank higher than the candidate under consideration will be consulted through their representation on the NEU RPT committee. This information will be used as input in the decision of the Director.

- 11.5 A vote of the NEU RPT committee will be recorded and reported to the college.
- 11.6 The RPT candidate will have the opportunity if desired to meet with the RPT committee to discuss the candidate's credentials with the committee prior to the RPT evaluation. The candidate should direct this request to the Program Director who will schedule the meeting with the candidate and the RPT committee.
- 11.7 Full details of the Reappointment, Promotion and Tenure policies and procedures can be found in the Neuroscience Program RPT document.