

BYLAWS:

GRADUATE PROGRAM IN NEUROSCIENCE – SGS **RUTGERS SCHOOL OF GRADUATE STUDIES**

A JOINT PROGRAM OF RUTGERS UNIVERSITY & RUTGERS ROBERT WOOD
JOHNSON MEDICAL SCHOOL

Section 1. Introduction These bylaws govern the affairs of the Graduate Program in Neuroscience. These bylaws are consistent with all applicable sections of University Regulations and with the Bylaws of the School of Graduate Studies. University and School of Graduate Studies regulations will supersede these bylaws in the event of any conflict. This document supersedes any prior versions of the bylaws of the Graduate Program in Neuroscience.

Section 2. Faculty Membership and Evaluation of Participation

A. The Neuroscience Graduate Faculty may include Members, Associate Members, and Affiliate Members. Members of the Neuroscience Graduate Program are Members of SGS, Associate Members of Neuroscience Graduate Programs are Associate Members of SGS, and Affiliate Members of the Neuroscience Graduate Program are Affiliate Members of SGS. All faculty of Rutgers University with appointments at or above the rank of Assistant Professor, Assistant Research Professor, or Assistant Practice Professor are eligible to become Neuroscience Graduate Program Members. Rutgers faculty with appointments at or above the rank of Assistant Teaching Professor who are active in funded research or creative activity are also eligible to become Neuroscience Graduate Program Members. Other Rutgers faculty members and persons outside of Rutgers who have established a record of scholarship or creative activity, or are conducting original research in the context of their professional or clinical practice, are eligible to become Neuroscience Graduate Program Associate or Affiliate Members as below.

Nominations of faculty or outside scholars for Membership, Associate Membership, or Affiliate Membership in the SGS can be initiated by faculty, outside scholars, or the Graduate Director in consultation with the faculty of the program and in accordance with the relevant provisions of the graduate program's bylaws. Member, Associate Member, and Affiliate Member nominations to the Neuroscience Graduate Program will be reviewed first by the Neuroscience Program Executive Committee and, if approved, then forwarded for review and final approved to the SGS Dean or Dean's designate and, where necessary, the appropriate Academic Cluster Committee.

B. Members of the Neuroscience Graduate Program. Any Member of the Neuroscience graduate program at Rutgers is eligible to chair doctoral committees for students in the Neuroscience program, vote at SGS meetings, and serve on SGS committees. Any Member of the Neuroscience Graduate Program at Rutgers is also eligible to serve as a representative of the SGS to the University Senate and to the Faculty Council of Rutgers-New Brunswick.

C. Associate Members of the Neuroscience Graduate Program. Associate Members are

appointed by the Neuroscience Graduate Program to 5-year terms. Associate Members of the Neuroscience graduate program at Rutgers may serve on doctoral committees and other program committees and teach graduate courses. Associate Members of the Neuroscience Graduate Program may not serve on SGS standing committees and are not eligible to serve as representatives of the SGS to the Faculty Council of Rutgers-New Brunswick or the University Senate. In some cases, it may be desirable for an Associate Member to supervise a Ph.D. student's thesis or dissertation research. In such instances, and with approval of the program director, the SGS Dean, or the Dean's designate, will appoint a Member of the SGS and of the student's graduate program to serve as "mentor of record." The "mentor of record" will be responsible for the academic progress of the student. Associate Memberships in the Neuroscience Program may be terminated by the Dean of the School of Graduate Studies upon request of the Graduate Director.

D. Affiliate Members of the Neuroscience Graduate Program. Affiliate Members are appointed by a graduate program to 5-year terms. Affiliate Members have voice, but not vote, in the affairs of the graduate programs and at meetings of the SGS. Affiliate Members may not serve on SGS standing committees and are not eligible to serve as representatives of the SGS to the Faculty Council of Rutgers-New Brunswick or the University Senate. Affiliate Memberships may be terminated by the Dean of the School of Graduate Studies upon request of the Graduate Director.

E. Status of Neuroscience Program Faculty who leave the University. Faculty who are members of the Neuroscience Graduate Program who leave the University for another academic position may retain Membership in their graduate program(s) for a period of up to 4 years after the official termination of their appointment at the University. Such faculty may be appointed as Associate Members of the Neuroscience Graduate Program upon request made to the Neuroscience Graduate Program Director.

F. Review of Neuroscience Program Faculty for continuing membership. All members of the Neuroscience graduate program are expected to be active scholars and regularly participate in the Neuroscience program as teachers of graduate students, members of qualifying committees, thesis and dissertation supervisors or committee members, or in other substantive, scholarly ways (see below). Membership for Members, Associate Members, and Affiliate Members in the Neuroscience Graduate Program will be reviewed for continuing membership by the Executive Committee at least every five years based on the criteria below following approval of the criteria by the Dean of SGS and the SGS Executive Committee. Members who are determined to be inactive in the Neuroscience Graduate program may, by vote of the Executive Committee, be asked to withdraw their membership in the Program.

1. Statement of criteria for membership in the Neuroscience Graduate Program. All members in Full, Associate, and Affiliate Categories will be reviewed for continuing membership every five (5) years with the first review to be completed by the end of the calendar year in which the criteria are approved, and then every 5 years thereafter. Criteria for full membership include participation in substantial scholarly activity including supervising doctoral students and actively participating in the educational and administrative duties of the program. These criteria can be satisfied by participating in education of doctoral students by teaching in

courses in which Neuroscience students enroll, supervising rotation and/or doctoral students in the Neuroscience Program, participating in recruitment efforts of the Program, attending the Graduate Neuroconnections seminar series, and participating in Program Committees such as the Admissions, Curriculum and Academic Standards Committee and the Executive Committee.

2. Notification and Preparation of Materials for Review. Four (4) months prior to the end of the five-year period, Program Members will be reminded to submit a summary of participation in Neuroscience Program activities during the prior 5-year period, which will be expected to be submitted in the following month (3 months prior to the end of term). This summary will be reviewed by the Executive Committee within one month, and each Program Member will be notified regarding the results of this assessment within by the end of that month indicating a recommendation for continuing membership or termination.

3. Right of rebuttal. All Program Members have the right to appeal, in writing, the determination of the Executive Committee regarding the assessment of membership and participation in the Neuroscience Graduate Program within 2 weeks of determination by the Executive Committee. The Executive Committee will review the appeal material and issue a second determination within 2 weeks.

4. Right of appeal. If the Neuroscience Program Faculty member disagrees with the second and final determination of the Executive Committee, the matter will be referred to the Dean of the School of Graduate Studies for final determination of continuing membership in the Neuroscience Graduate Program.

Section 3. Administration of the Program

A. The Program will be administered by the Program Director, by an Executive Committee elected as stated below and by an Admissions, Curriculum and Academic Standards Committee appointed by the Director following the approval of the Executive Committee.

B. The Executive Committee of the Program shall be formed by faculty representatives from each of the participating units in the Program.

1. At least two representatives each shall be elected from the Rutgers University Faculty of Arts and Sciences and from the Robert Wood Johnson Medical School. One representative at large may be elected by those members who do not belong to either of the units listed above. Each faculty representative shall be elected for a period of four years. Terms will be staggered so that not more than three members shall be elected in any one year.

2. The **Director** of the Program shall normally be elected once every four years by a majority of the Executive Committee and shall be recognized by the Dean of the Graduate School as the Director. The Graduate Director must be a tenured faculty member and a Full member of the Graduate Program. The Director will be responsible for the administration of the Graduate Program. In consultation with the Executive Committee and Graduate Faculty, the Director will coordinate processes governing graduate admissions, oversee curriculum design, monitor graduate student supervision (including student-advisor relations), oversee student

financial support, manage routine program administration, establish committees as needed, nominate students for awards, meet with the Executive Committee at least once/year, and maintain relations with the School of Graduate Studies.

3. It shall be the duty of the Executive Committee to exercise overall supervision of the Program. To accomplish this task, the Committee will:

- a. Meet with the Program Director at least once per year to assess Program strengths and areas for innovation and improvement
- b. Set standards for the Program.
- c. In conjunction with the Director, review the progress of all students in the Program.
- c. In conjunction with the Director, attempt to secure fellowships as well as other support for students in the Program.
- d. Approve all New program members and approve all appointments to the Admissions, Curriculum and Academic Standards Committee.

C. The Admissions, Curriculum and Academic Standards Committee shall consist of at least five members who reflect the constituency of the Program. The members shall be appointed by the Director with the approval of the Executive Committee.

This Committee will:

1. Determine the approximate number of new students who can be admitted each year.
2. Normally be the recipient of all graduate applications and will handle formal correspondence related to applicants. However, faculty members may undertake preliminary correspondence with prospective students.
3. Decide which applicants to reject and which to offer acceptance to the Program.
4. Evaluate the performance of enrolled students from time to time, informing the Executive Committee of any student not meeting the requirements of the Program.
5. When asked by the Executive Committee of the Program, the Committee will:
 - a. Recommend action to be taken on students whose progress is considered unsatisfactory.
 - b. Evaluate the existing course offerings in the Program and make recommendations for changes and additions.
 - c. Review proposed course offerings to recommend action to the Executive Committee.
 - d. Take other actions deemed to be within its purview by the Director and the Executive Committee.

D. The Doctoral Committee for each student shall consist of four or more graduate faculty members, at least three of who are members of the Program. Such a Committee should, when possible, also have at least one member from outside Rutgers University and Robert Wood

Johnson Medical School.

The student's Doctoral Committee shall be responsible for:

- a. The administration of the Qualifying Examination.
- b. Supervision of the student's thesis research.
- c. Meeting at least annually to evaluate the student's progress.
- d. Approval of the student's thesis.
- e. Administration of a final thesis examination.
- f. Recommending the student to the Graduate School for his/her degree.

E. The Qualifying Examination will be administered in two parts:

1. The first part will consist of a written portion, an open-book examination, lasting one week, during which a student is asked to design experiments to test hypotheses posed, and/or to evaluate strengths and weaknesses of an area of the scientific literature with which the student has established familiarity. Committee members, after reading the written responses to the Examination, will communicate any comments or concerns directly to the student and the student's major advisor. This part of the Qualifying Examination is to be undertaken no later than the end of the fourth semester.
2. For the second part of the Qualifying Examination, the student will submit a written thesis Proposal to the Committee. Following consultation with the student's major advisor and the Committee, the student will defend the thesis proposal in an oral examination. This part of the Qualifying Examination is to be undertaken no later than the end of the sixth semester, though it may be taken earlier, for instance, along with the first part of the Qualifying Examination.
3. When both parts of the Qualifying Examination have been judged by the student's committee to have been completed successfully, the student will be considered to have passed the Qualifying Examination, and will then proceed to the completion of his/her dissertation research project.
4. Students failing either part of the Qualifying Examination more than once shall not be permitted to continue in the Program unless granted special permission by the Executive Committee.

F. Program meetings

1. The Graduate Director will call meetings of the Graduate Faculty at least once per academic year, with two weeks advance notice. A general meeting may also be called by a petition signed by at least one-fourth of the membership. Meetings will be open to Adjunct and voting members. It is expected that the Director will inform members of important issues on a regular basis in addition to an annual meeting.

2. Items for inclusion on the agenda must be submitted to the Graduate Director at least one week in advance of the meeting. The Graduate Director will distribute the meeting agenda at least three days in advance. Ordinarily, items that are not included on the agenda may be introduced as new business, but will not be voted on until a subsequent meeting where they are formally on the agenda or by emergency ballot. If items are to be voted on, a quorum is needed and shall consist of at least one-third of the voting members of the Program
3. All votes will be taken by a show of hands, or by ballot if one member so requests. Proxy opinions may be reported, but proxy votes will not be permitted. Meetings will be conducted following general parliamentary procedure. Except where otherwise stated, a majority vote will be considered greater than 50% of those present at a Graduate Faculty meeting.

Section 4. Procedures for student representation, solicitation of student opinion, and engagement of graduate students and graduate student organizations.

- A. The Neuroconnections NGO will organize Neuroscience student presentations.
- B. The President of Neuroconnections will be invited to the annual Neuroscience Program meeting and will also convey student comments regarding Program organization to the Executive Committee.
- C. All Program students will be invited to participate in local Program Recruitment as well as participate in Program Recruiting events at scientific meetings they attend.

Section 5. Student Appeals

- A. If the Graduate Director initiates any academic action and/or has determined that a student cannot continue in the Graduate Program because of academic insufficiency or unsatisfactory progress in research, the student has the right to appeal. Appeals should be documented in writing and submitted to the Graduate Director within 30 days of receipt of notification (by certified mail). The Executive Committee will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. In conducting its evaluation of the situation, the Committee may consult with the Thesis Advisor and/or Thesis Advisory Committee. The Executive or ad hoc Committee will convene a hearing at which the Graduate Director and student shall appear and give testimony, and provide documentation in support of their positions. The Graduate Director will participate in the Committee deliberations but will be excused before the Committee votes. At the close of the academic hearing, the Committee shall deliberate privately and decide whether to affirm, reject or modify the Graduate Director's academic action. The Committee shall convey its recommendation to the School of Graduate Studies Dean or the Dean's designee, the Graduate Director and the affected student. If the student does not agree with the Committee's decision, the student has a right to appeal this decision to the Dean or the Dean's designee, whose decision is final and non-appealable.
- B. A student has the right to appeal any action of a thesis advisor or instructor. The

- student should first discuss the matter with the faculty member(s) involved. If the matter cannot be resolved satisfactorily, the parties to the issue should bring the matter to the Graduate Director. If the parties are still dissatisfied, they may appeal in writing to the Executive Committee. The Executive Committee will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. If the complaint is directed against the Graduate Director or another member of the Executive Committee, those members will participate in the Committee deliberations, but will be excused before the Committee votes. If the matter remains unresolved to the satisfaction of all parties involved, it will be referred to the Dean of the School of Graduate Studies for final determination.
- C. Students who wish to appeal other matters such as committee membership should first approach the Graduate Director, who will attempt to resolve the matter. If the student or other parties to the issue are still dissatisfied, they may appeal in writing to the Executive Committee. The Executive Committee will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. If the complaint is directed against the Graduate Director or another member of the Executive Committee, those members will participate in the Committee deliberations, but will be excused before the committee votes. If the matter remains unresolved to the satisfaction of all parties involved, it will be referred to the Dean of the School of Graduate Studies for final determination.
- D. A student who has a conflict or problem with another student(s) should first discuss the problem with the other student(s). If the problem is not resolved satisfactorily, the students should then contact their thesis advisor(s) and/or Thesis Advisory Committees. If the matter cannot be resolved to either student's satisfaction, they should appeal to the Graduate Director, who will notify the advisor(s) of the other student(s) involved and try to resolve the issue. If the student(s) or other parties to the issue are still dissatisfied, they may appeal in writing to the Executive Committee. The Executive Committee will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. If the Graduate Director or any other member of the Executive Committee is the advisor of any of the students involved in the conflict, those faculty members will recuse themselves from any decision-making process related to the matter in question. The Committee of Review will be the final level of resolution within the Graduate Program.

Section 6. Faculty Appeals

- A. A member of the faculty who believes that they have been adversely affected by a voted decision of the Graduate Faculty may submit a complaint to the Graduate Director. If the Graduate Director cannot resolve the matter to the faculty member's satisfaction, then the faculty member may appeal to the Executive Committee. If no resolution is forthcoming, the matter will be referred to the Dean of the School of Graduate Studies for final determination.
- B. A member of the faculty who believes that they have been adversely affected by a

voted decision of the Executive Committee may submit a complaint to the Graduate Director. If the Graduate Director cannot resolve the matter to the faculty member's satisfaction, then the faculty member may appeal to the Dean of the School of Graduate Studies for final determination.

Section 7. Amendments

Proposed amendments shall be submitted in writing to the Executive Committee of the Program who, after consideration, shall submit them to the Program Members. An affirmative vote of two-thirds of the members and associate members voting will be necessary for passage of an amendment. Votes will be submitted via electronic ballot and must be returned within a time specified on the ballot, which shall not be less than two weeks.

APPROVED BY NEUROSCIENCE FACULTY NOVEMBER 26, 2019