

BYLAWS

of the GENETICS PROGRAM

1. PREAMBLE

The Genetics Program is an interdepartmental doctoral program within the College of Natural Science. The objectives of the Genetics Program are to train students for careers in research, teaching, and other science-related fields that rely on a deep understanding of the scientific method and of the nature and significance of genetics and genomics. After training, students should be able to appreciate and contribute to new developments in this rapidly changing field.

The purpose of this document is to outline the procedures by which the Genetics faculty and graduate students participate in the academic governance of the Genetics Program.

If, in any matter, specifications or omissions place these Bylaws in conflict with University or College policies, as promulgated in their Bylaws, the latter shall take precedence.

2. DIRECTOR AND ASSOCIATE DIRECTOR OF THE GENETICS PROGRAM

2.1. Director

2.1.1. The Director is the chief administrator, responsible for the overall operation of the Genetics Program. His/her function is to achieve the objectives stated in the preamble. The Director shall be advised by the Genetics Program Executive Committee (GPEC), relevant ad-hoc committees, and/or the Genetics faculty and graduate students as a whole, and shall weigh seriously any recommendations made at their meetings or through voting processes.

2.1.2. Functions

2.1.2.1. Long range planning for the Genetics Program involving matters of graduate student training and budget.

2.1.2.2. Serve as administrative liaison between the Genetics Program and the departments, colleges and other graduate programs of Michigan State University.

2.1.2.3. Prepare annual budget requests and supervise budget expenditures.

2.1.2.4. Provide, within limits of the budget, adequate supporting services (secretarial, communications among program faculty and students).

2.1.2.5. Organize or oversee Genetics Program functions including (but not limited to): graduate student recruitment and admission through the BioMolecular Science (BMS) Gateway, definition of graduate student requirements, progress of graduate students through their programs, Genetics Program courses, seminars, retreats, a graduate student meeting at least twice per year, and personnel issues within the realm of the Genetics Program

2.1.3. Appointment and Review

2.1.3.1. The Genetics Program Executive Committee (or a designated search committee), following consultation with the entire Genetics faculty, shall represent the Genetics Program to establish procedures for selection of the Genetics Program Director in accord with College and University bylaws. The Genetics faculty shall be kept informed of any proceedings concerned with the selection of a new director.

2.1.3.2. In accordance with the Bylaws of Michigan State University, at intervals not to exceed five years, the Dean of the College of Natural Science shall review the desirability of continuing the appointment of the current Director. At the same time, the director shall be consulted by the Dean concerning his/her desire and willingness to continue. The Genetics faculty through the Genetics Program Executive Committee or a designated ad-hoc committee shall represent the Genetics faculty in determining procedures for the review and reappointment of the Director. Under extraordinary circumstances, the Genetics faculty may request from the Dean a review of the Director at any time.

2.1.3.3. Upon recommendation of the Dean that a new Director be found, or upon retirement, or death of the Director, a new Director shall be appointed in accordance with 2.1.3.1.

2.1.3.4. In the event that no person holds an appointment as Director, or upon incapacitation of the Director, the Associate Director shall serve as the Acting Director. The Acting Director shall perform the duties of the Director until a new Director is appointed.

2.1.3.5. In the event that the Director is temporarily absent from the University, the Associate Director will serve as the Acting Director.

Associate Director

- 2.1.4. The Associate Director is appointed by the Director of the Genetics Program, from the members of the Genetics Faculty. The term of the Associate Director and the assigned duties are at the discretion of the Director.

3. MEMBERSHIP AND MEMBERSHIP REVIEW

3.1. Membership

3.1.1. Genetics Faculty

3.1.1.1. Any tenure-track or tenured MSU faculty member with an active research program involving genetics is encouraged to apply for Genetics Program faculty status. In addition, non-tenure track and adjunct faculty members with genetics research interests may also apply for Genetics Program faculty status. However, in order to serve as major professor or guidance committee member, non-tenure track and adjunct faculty members must receive approval from the College of Natural Science and the MSU Graduate School. The prospective Genetics faculty member should direct a letter or e-mail to the Director, stating his/her interest in joining the Genetics Program, and describing his/her research interests and background. In addition, a copy of his/her full curriculum vita should be provided.

These materials will be distributed by the Genetics Program Director to the members of the Genetics Program Executive Committee for comments. A Genetics Program Executive Committee meeting may be called at that time to discuss the candidate and make a recommendation to the Director. The final decision will lie with the Director. The Director will be responsible for notifying the candidate of the decision and outlining the rights and responsibilities of Genetics Program faculty members, as summarized in 3.1.1.2.

3.1.1.2. Genetics Faculty Rights and Responsibilities

3.1.1.2.1. Genetics Program faculty members will have the right to vote in Genetics Program elections and at Genetics Program faculty meetings.

3.1.1.2.2. Genetics Program faculty members will have the right to supervise Genetics Program students and serve as major professor (advisor) on their Guidance Committee (see 3.1.1.1. for non-tenure track and adjunct faculty members). They are expected to ensure that the rules of the Genetics Graduate Program are followed.

3.1.1.2.3. Genetics Program faculty members are expected to occasionally participate in teaching Genetics 800 and other relevant courses, attend Genetics Program faculty meetings and other Genetics Program activities such as the Genetics Program symposium, seminar series and BMS retreat. Members are also expected to serve on Genetics Program committees.

3.2. Membership Meetings

3.2.1. The Genetics Program Office shall notify members of the Genetics faculty of the time, place, and agenda of the proposed meetings at least 72 hours prior to the meeting.

3.2.2. Each Genetics Program voting faculty member in attendance shall have a vote on matters before the meeting.

3.2.3. Action may be taken by a majority of a quorum. A quorum shall consist of those voting faculty members in actual attendance. An on-line ballot of the complete Genetics Program voting faculty shall be required if requested by more than one-third of those present. On-line balloting shall be conducted by the Secretary of the Genetics Program. A quorum for an on-line ballot shall be those ballots returned (marked or unmarked).

3.3. Membership Review

3.3.1. Genetics Program faculty members shall be contacted every five years by the Genetics Program Office to determine if they desire to continue Genetics Program faculty membership. At this time, the faculty members will also be requested to review and update the statement used to describe their research program on the Genetics Program website.

4. GENETICS PROGRAM EXECUTIVE COMMITTEE (GPEC)

4.1. Membership

- 4.1.1. The GPEC shall consist of the Genetics Program Director, the Associate Director, four other Genetics Program faculty members, and one graduate student. The four faculty members shall be elected by the Genetics Program faculty to serve two-year terms. The graduate student member shall be elected by the graduate students to serve a one year term. The elections shall be held in the spring term, according to procedures described below, and members shall take office on June 1. Two faculty members shall be elected in even-numbered years and two in odd-numbered years. No member shall serve more than two consecutive terms.
- 4.1.2. The election shall be by on-line ballot. The GPEC shall conduct the election by preparing a list of nominees to include all Genetics Program faculty who are willing to serve. The list shall be e-mailed to all faculty. The candidates receiving the most votes shall be elected. An “alternate” committee member shall be that member receiving the next highest number of votes.
- 4.1.3. In the event of an absence greater than three months by a permanent GPEC member, the position would become vacant and be filled by the elected “alternate.”

4.2. Functions

- 4.2.1. The committee shall serve to represent the faculty in providing advice to the Director and Associate Director on: (1) appointment of new faculty, (2) reviews, reappointment and termination of existing faculty, and (3) other major policy matters relating to the Genetics Program.
- 4.2.2. Regular meetings of the GPEC shall be scheduled at the discretion of the Director, to discuss matters as defined above. In addition, the scheduling of a meeting may be initiated by a GPEC member or at the request of any Genetics Program faculty member or graduate student for the purpose of discussion of a specific matter defined under 4.2.5.
- 4.2.3. The GPEC shall participate directly, (or indirectly by forming an *ad hoc* committee of Genetics faculty) in the selection and review of the Director.
- 4.2.4. The GPEC, together with the Director, shall schedule faculty meetings at least once a semester, excluding summer, and shall prepare the agenda.

- 4.2.5. The GPEC shall consider matters initiated by individual faculty members or graduate students on subjects of concern to them and brought to the attention of the committee. If a suggested solution from the GPEC or Director does not satisfy the faculty member, he/she may request that the matter be brought before the Genetics Program faculty at a faculty meeting. The matter will then be placed on the agenda by the GPEC.
- 4.2.6. The GPEC shall assist the Director in appointing two members from the Genetics faculty to represent the Genetics Program on the BMS Admissions Committee.
- 4.2.7. The GPEC shall be responsible for review and approval of Genetics Program course offerings, and assist the Director in identifying suitable subjects and instructors for the Genetics Program GEN 800 seminar courses.
- 4.2.8. The GPEC shall be responsible for the initiation and performance of periodic reviews, at intervals not exceeding four years, of course offerings and requirements in the Genetics Program, and advise the Director of desirable changes. In performing this function, the GPEC shall work closely with the affected and concerned individual faculty, and the faculty and graduate students in the Genetics Program. Any member of the Genetics Program faculty may initiate requests for new courses or changes in existing courses.
- 4.2.9. The GPEC shall be responsible for the consideration of new and existing degree programs or certificate programs for which Genetics Program students may benefit from joint affiliation, and advise the Director on appropriate programs. Genetics Program students will be made aware of such program or certificate opportunities.
- 4.2.10. The GPEC shall draw up a set of Genetics Program Bylaws for approval by the faculty and make recommendations for change to the faculty when the committee deems it desirable.

5. Genetics Research Forum and Genetics Program Symposium

5.1. Genetics Research Forum

5.1.1. The Genetics Research Forum is a one-hour meeting of Genetics faculty and students held bi-weekly during fall and spring semesters. Sessions include seminars by Genetics faculty and students, workshops promoting academic or career development of Genetics students, and student and faculty business meetings. The Genetics Research Forum is organized by the Associate Director, or another Genetics faculty member designated by the Director in consultation with the GPEC, with assistance from Genetics Program students.

5.2. Genetics Program Symposium

5.2.1. A one-day Mini-Symposium is held in the spring of each year, based on the topic of one of the GEN 800 seminar courses held during that academic year. A poster session is usually held in conjunction with the symposium.

6. GRIEVANCE PROCEDURES

6.1. Any Genetics Program faculty member as defined under 3.1 may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, pursuant to the procedures set forth in the Faculty Grievance Procedure.

6.2. As a first step, the Genetics Program Director, Associate Director, or GPEC shall meet with the parties involved in an effort to resolve the grievance informally.

6.3. In the event that the grievance is not resolved to the satisfaction of all parties, a formal complaint may be filed with the MSU Faculty Grievance Official (FGO) pursuant to the procedures set forth in the Faculty Grievance Procedure.

7. BYLAWS

7.1. Initial Approval

7.1.1. The Genetics Program Bylaws, as drafted by the GPEC, shall become effective upon approval by a two-thirds majority vote of the Genetics Program faculty.

7.2. Interpretation

7.2.1. The GPEC shall be the final authority with regard to the interpretation of these bylaws.

7.3. Amendments or Revisions

7.3.1. Any voting faculty member, student, or any group thereof, may request in writing that the GPEC initiate procedures to amend or annul any part of these Bylaws. The GPEC shall research and discuss the proposed amendment and shall forward the request, together with its recommendation, to the faculty at a regular or special meeting 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 the voting faculty. Upon approval by a two-thirds majority of all voting faculty, the amendment becomes a part of the Bylaws, or the section whose annulment was desired shall become void.

7.4. Review of Bylaws

7.4.1. In accordance with the provisions of the University Bylaws for Academic Governance, the Membership of the Genetics Program shall review the Genetics Program Bylaws at regular intervals not to exceed five years. The GPEC shall have the responsibility of ensuring that these reviews are carried out and shall have delegated authority to establish the procedures of the review process.

Approved as amended by Genetics Program Faculty on December 7, 2015