

Bylaws for the Program in Neuroscience at Florida State University

These are the bylaws for the interdepartmental Program in Neuroscience at Florida State University. These bylaws were last approved on June 8, 2017 by a majority of the applicable voting members of the Program in Neuroscience and on June 9, 2022 by the Office of Faculty Development and Advancement.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, Program policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

B. Bylaws Revision. Any three core training faculty, as defined in II.A below, may propose an amendment to these bylaws. To be adopted, a proposed amendment must receive an affirmative vote by two-thirds of the core training faculty. The amendment must be made available to the core training faculty at least two weeks prior to a vote. Approved amendments shall take effect immediately or as provided in the amendment itself.

C. Substantive Change Statement. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <https://sacs.fsu.edu/substantive-change-policy/>.

II. Membership and Voting Rights

A. Faculty Membership. The core training faculty of the Program in Neuroscience shall consist of those persons holding (i) full-time appointments at the rank of Assistant Professor, Associate Professor, or Professor, and (ii) Graduate Faculty Status (GFS) in Neuroscience. The process of awarding GFS in Neuroscience is overseen by the Graduate Training Committee, which requires that a prospective faculty member of the Program:

- a. Holds a full-time regular faculty appointment in a tenured or tenure-earning position.
- b. Has GFS in a home department at FSU.
- c. Has research and teaching interests in an area of neuroscience.
- d. Participates actively in training and other activities of the Program.
- e. Gives a scientific colloquium to the Program faculty and students. For new faculty hired into one of the participating departments, upon recommendation of the Graduate Training Committee, the job talk may fulfill this requirement.
- f. Be approved for inclusion by a subsequent ballot of current faculty in the Program.

If conditions (a) through (f) are satisfied, the Program recommends to the FSU Graduate

School that the faculty member be awarded GFS in Neuroscience, which permits serving as a major professor for a doctoral neuroscience candidate. Core training faculty membership in the Program begins with granting of GFS in Neuroscience. The University's process for achieving GFS requires experience in research and training of degree-seeking graduate students. Once credentialed in Neuroscience, a faculty member normally retains their Faculty Membership status unless their neuroscience research interests or training commitment lapses.

B. Program Membership. In addition to the faculty defined in II.A above, the following are members of the Program in Neuroscience: graduate students, postdocs, staff, and faculty affiliates. Faculty affiliates include Research Associates, Research Faculty, and other individuals holding non-tenure-earning faculty positions that meet criteria (c) through (f) in II.A above. Faculty affiliates are eligible to serve in any elected or appointed committee and may hold Graduate Teaching Status for the Program. Faculty affiliates may also be recommended for Co-Doctoral Dissertation Directive Status (CDDS) if approved by vote of the core training faculty, as defined in II.A above. In accordance with university policy, CDDS must then be approved by the FSU Graduate School.

C. Faculty Voting Rights. All faculty members defined in II.A above have full voting rights on all matters related to the Program.

D. Non-faculty Voting Rights. Voting rights are not extended to Program members defined in II.B above.

III. Organization and Governance

A. Faculty Meetings. The Director shall call and preside over faculty meetings and prepare agenda for such meetings, including annual operating budget and financial reports. The Director shall call additional faculty meetings when requested to do so by any faculty member defined in II.A.

B. Director Selection. Faculty members of the Program are involved in all aspects of the process for selecting the Director. Faculty may nominate candidates for Director, serve on the search committee to elect the new Director, and vote via a secret ballot to elect the new Director.

C. Leadership and Committees. The Program in Neuroscience is overseen by the Director, who serves as the chief administrative officer of the Program. Service on Program committees is considered to be part of each faculty member's responsibility. Meetings of committees shall be held only when a majority of the voting members of the committee are present. Unless otherwise specified, all committee members serve in a voting capacity. The Director and faculty members will make every effort to form committees that include members from each major participating department when possible.

C.1. Authority and duties of the Director. The Director shall serve as the chief administrative officer of the Program.

- a. The Director shall appoint for one-year, renewable terms any other officers needed to administer Program affairs.
- b. The Director, in conjunction with the Executive Committee, shall establish committees for the conduct of Program affairs.
- c. The Director shall call and preside over meetings of the Executive Committee on a regular basis, at least once each term.
- d. The Director shall regularly report to the Executive Committee and the faculty the actions he or she performs in administering Program affairs.
- e. The Director shall be responsible for keeping a personnel evaluation file for all Program staff.
- f. The Director, serving as principal financial officer of the Program, shall:
 - i. supervise the receipt and expenditure of all moneys
 - ii. in consultation with the Executive Committee, prepare an annual operating budget
 - iii. in consultation with the Executive Committee, prepare an annual financial report
- g. The Director, in conjunction with the Graduate Training Committee, shall supervise and coordinate the recruiting of new core training faculty who have been recently hired by one of the participating departments.
- h. The Director, with the assistance of the Graduate Training Committee, shall coordinate all segments of the academic Program, such as degree requirements, curricular offerings, and catalog announcements and shall determine and supervise, in consultation with appropriate committees and the departments concerned, such matters as the scheduling of classes and the assignment of duties to faculty members.
- i. Except when provided for otherwise, the Director or the Director's designee shall serve as liaison officer and Program representative to officers and bodies outside the Program.

C.2. Procedures for selection of the Director. Prior to the expiration of a term of the Director or upon the office becoming vacant from another cause, the Executive Committee shall request that the Dean appoint a nominating committee, who shall seek nominations for Director of the Program and conduct the secret ballot vote. This shall normally be done at the beginning of the third year of an incumbent Director's term or the sixth year if the appointment has been renewed for a second term. The nominating committee shall make a formal nomination to the Dean for approval and appointment after the nomination has been approved by a two-thirds vote of the faculty of the Program in a secret ballot.

C.3. Term of office of the Director. The Director's term of office shall be 3 years, normally beginning with the start of the fall term of the academic year. The term is

renewable once for an additional 3 years.

C.4. Procedure for reappointment of the Director. If the Director agrees to serve a second term, reappointment may be approved by two-thirds vote of the faculty of the Program in a secret ballot vote. This reappointment vote shall be conducted by the elected members of the Executive Committee, at the beginning of the incumbent Director's third year. If two-thirds of the faculty approve reappointment, the Executive Committee shall request that the Dean appoint the incumbent Director for a second three-year term. If the vote fails to reach a two-thirds majority for reappointment, the Executive committee shall request that the Dean appoint a nominating committee.

C.5. Procedure for removing a Director from office. The Program may recommend to the Dean that a Director be removed from office. Such an action must be taken according to the following procedure.

- a. A petition calling for removal must be signed by a majority of the Core Training Faculty and submitted to the Dean.
- b. The Dean or the Dean's representative shall preside at a meeting of the faculty to consider the petition. A two-week notice shall be given of this meeting.
- c. To be adopted, a motion for removal must be supported by two-thirds of the Core Training Faculty in a secret, mail ballot.

C.6. Executive Committee.

- a. This committee shall be responsible for monitoring and discussing all budgetary matters and shall advise the Director and the Program members on these matters.
- b. This committee shall consider and discuss issues relating to long-range planning within the Program, including potential Program developments, justification for new faculty positions, etc.
- c. The elected members of the committee shall oversee the counting of any secret ballot called for in the by-laws or by other authority.
- d. This committee shall meet once each term or as often as needed. This committee shall consist of the following five Program Faculty:
 - i. the Director, who shall chair the Committee
 - ii. two other faculty appointed by the Director
 - iii. two faculty elected by the Program from the ranks of eligible voters
 - iv. the Office Manager is included as a non-voting member
- e. All appointed committee members shall serve one-year, renewable terms. The elected committee members will serve two-year terms except in the first year in which these bylaws take effect when one member will be elected for a two-year term, the remaining for a one-year term.

C.7. Graduate Training Committee.

- a. This committee shall establish and help implement policies relating to Program-wide aspects of graduate admissions, training, curriculum, Program requirements, etc. This committee will also coordinate the selection of students for graduate awards and Neuroscience Fellowships.
- b. The committee shall consist of:
 - i. one faculty member appointed by the Director
 - ii. an elected faculty member from each major participating department (Biological Science, Biomedical Sciences, Psychology) to coordinate course offerings in the curriculum
 - iii. one graduate student elected by the Graduate Student Advisory Committee to serve as a member with full voting privileges (The student member will not be present during discussion of matters relating to the evaluation of another student, graduate student awards or student funding discussions.)
- c. All appointed members shall serve one-year, renewable terms. The elected committee members will serve two-year terms except in the first year in which these bylaws take effect when two members will be elected for two-year terms, the other(s) will be elected for one-year term(s).

C.8. Graduate Recruitment Committee.

- a. This committee shall be responsible for organizing the graduate student selection and recruitment activities. They will coordinate efforts to identify sources of funding for first year students.
- b. This committee shall consist of 3 members appointed by the Director.
- c. Members of this committee shall serve a 2-year term, except in the first year in which these bylaws take effect when two will be appointed to 2-year terms and the remaining member to a one-year term.

C.9. Program Publicity Committee.

- a. This committee shall be responsible for coordinating outreach and advertising activities such as development of brochures and oversight of the Program web site.
- b. This committee will consist of one appointed member and two elected members.
- c. The appointed member shall serve a 1-year term.
- d. The elected members of this committee shall serve a 2-year term, except in the first year in which these bylaws take effect when one will be elected to a 2-year term and the remaining member to a one-year term.

C.10. Graduate Student Advisory Committee.

- a. This committee shall consist of six full-time graduate students in the Program, including one member of an under-represented minority group, to be appointed by the director, if not otherwise elected.
- b. This committee shall discuss issues relevant to graduate students and graduate training in the Program and will serve as an advisory body to the Director and

Program. This committee will meet with the Director at least once in each of the Fall and Spring semesters.

- c. Students are elected to one-year terms with an option to serve for a second year if the person desires. Election will occur at the end of the Spring term for induction at the beginning of the Fall term.

C.11. Other committees. The Director may establish other committees as needed to conduct the affairs of the Program. The functions and membership of each such committee shall be made known to the Program as soon as is practical in the Fall term of each year.

D. Faculty Recruitment. Not applicable – participating Program faculty are recruited through their home Departments.

E. Unit Reorganization. All faculty may suggest changes for reorganizing the Program and have full voting rights to enact any changes.

IV. Curriculum

All aspects of the Program curriculum (e.g., approval of new courses and course waivers) sequence) are overseen by the Graduate Training Committee as defined in III.C.7. Any changes to the curriculum must be approved by a vote of the core training faculty as defined in II.A.

V. Annual Evaluation of Faculty on Performance and Merit

A. Peer Involvement in Annual Performance and Merit Evaluation. Not applicable - Program faculty are hired and receive annual performance and merit evaluation ratings by their tenure home departments.

B. Criteria for Evaluation of Specialized Faculty. Not applicable – no specialized faculty in this Program.

VI. Promotion of Faculty

A. Progress Toward Promotion Letter. Not applicable – Program faculty are hired and promoted by their tenure home departments.

B. Peer Involvement in Evaluation of Promotion of Faculty. Not applicable – Program faculty are hired and evaluation toward promotion is conducted by their tenure home departments.

C. Criteria for Promotion of Specialized Faculty. Not applicable – no specialized faculty in this Program.