

By-Laws of the Interdisciplinary Neuroscience Program at the University of Rhode Island

Article I Program Governance

Section 1.1. Structure

1.1.1 In collaboration with the INP administration, the INP Executive Committee will govern the undergraduate and graduate neuroscience programs

1.1.2 Membership of the INP will consist of URI Faculty as well as external faculty and researchers who participate in teaching, mentoring and/or research in Neurosciences, and otherwise contribute to the operation of the INP.

1.1.3 A subset of faculty members of the INP will be designated as Core Faculty (as per 1.2.1)

1.1.4 Undergraduate INP students will declare one of the three INP undergraduate tracks (molecular, medicinal or clinical neuroscience) and receive their degree from one of the three respective Colleges; clinical neuroscience (College of Health Sciences (CHS)), molecular neuroscience (College of Environment and Life Sciences (CELS)), and medicinal neuroscience (College of Pharmacy (COP)).

Section 1.2. Program Faculty Membership

1.2.1 Core Faculty

1.2.11 Core Faculty status requires satisfaction of at least one of three criteria:

- o Meaningful contribution to teaching in NEU courses (one or more course per year)
- o Mentoring a student for at least one semester per year in NEU 591 Special Projects in Neuroscience (Independent Study) or NEU 410, Experiential Neuroscience
- o Service on an INP standing committee for a minimum of one year.

1.2.12 Core Faculty are also expected to:

- o Expected to attend the annual INP Faculty retreat
- o Expected to attend other program-sponsored events
- o Required to attend or deliver at least one colloquium talk per year

1.2.13 Core Faculty are eligible to serve on the INP Executive Committee (per Dean's nomination of faculty member's College) and all Standing Committees of the Program (By request or nomination of the INP Director).

1.2.14 Core Faculty with Graduate Faculty status may serve as Major Professors to graduate students in the program and as members of masters and doctoral committees.

1.2.15 INP Faculty who do not meet the requirements for Core Faculty status may not serve on the Executive Committee, and they do not have voting rights.

1.2.16 Adjunct faculty members with Graduate Faculty Status, as defined in section 7.11.23 of the University Manual, may also be members of the INP.

1.2.2 Affiliate Faculty

1.2.21 INP Affiliate faculty members are defined as recently hired faculty members who conduct neuroscience related research and request INP faculty membership for a period not to exceed one year.

1.3 INP Membership

1.3.1 Application for INP Membership

1.3.12 URI Faculty or non-URI faculty/researchers seeking membership in the INP must request membership and provide a CV to the INP Director who will then share the request and materials with the Executive Committee. Potential members must also provide in their request a brief statement describing their teaching and/or research activities in neuroscience. The INP Executive Committee will review, discuss, and vote on the faculty members request for membership. Faculty members of the INP may serve as Core or Affiliate members depending on their qualification and degree of service as described in Section 1.2.

1.3.2 Membership Status

1.3.21 Membership status is determined by continued involvement in the INP. Affiliate faculty must apply for Core membership after one year or they will be notified by the Director that they will no longer be designated as an INP Affiliate (See Section 1.21). Existing INP Core faculty must also remain active in the INP, Core members who are not actively involved through teaching, mentoring or service in the INP for two consecutive years will be notified by the Director that they will no longer be designated as an INP Core faculty member.

Section 1.4. Executive Committee

1.4.1 The Deans of each College with core INP faculty nominate one member to serve on the Executive Committee for a term of three years. Nominees must have been Core members of the INP for a minimum of one year. Terms will be for three years, staggered and renewable. No more than two members from any one college serving on the Executive Committee may serve at any given time. A representative of the Graduate School will also serve on this committee to represent the graduate programs.

1.4.12 The Executive Committee will nominate the Director of the INP, as well as approve the Chairs of all INP Standing Committees.

1.4.13 The INP Academic Advisor is permitted to serve as a Chair of the Curriculum Committee. If the INP Academic Advisor is not a core INP faculty member, they do not have voting rights but are still able to serve as Chair.

1.4.14 The George and Anne Ryan Institute for Neuroscience will have equivalent representation to the Executive Committee as the Colleges and will be nominated by the Director(s) of the Institute.

1.4.15 If necessary, the Executive Committee may nominate an at-large member to maintain balance in representation among the colleges and institutes. The term will be for one year.

Section 1.5. INP Administration

1.5.1 Director of the INP

1.5.11 The Director of the INP will lead the Interdisciplinary Neuroscience Program (INP), including the PhD, Master's, Certificate, and undergraduate programs and are required to hold Faculty status at URI. The Director will report directly to the coordinating Dean and the Dean's advisory committee consisting of the three Deans from CHS, CELS, and COP. The Director will be a 0.5 FTE appointment who will be assisted in their duties by the INP Academic Advisor and Administrative Assistant. The Director will work closely with the INP Academic Advisor and Administrative Assistant, College Deans, Department Chairs, Center Directors, INP faculty, and key internal and external stakeholders to determine the needs of the INP relative to neuroscience growth and sustainability. The Director will serve as the chair of the INP Executive Committee and work collaboratively with members to effectively integrate objectives of the INP with available resources to advance neuroscience at URI. The Director is responsible for the INP budget that will be allocated directly to the program and will have its own chart field string. The Director will collaborate with the INP Academic Advisor and INP Administrative Assistant on budget, admissions and advising, curricular affairs, program assessment, and student recruitment and retention, and other INP related matters.

1.5.12 The Director of the INP is nominated by the Executive Committee and elected by a majority vote of the INP Core Faculty.

1.5.13 The Director of the INP must be a current or previous member of the Executive Committee.

1.5.14 The Director of the INP cannot hold a dual administrative position (Department Chair, Associate Dean, Assistant Dean, Institute Director, etc).

1.5.15 The Director of the INP serves a three-year term and will not serve more than two consecutive three-year terms, unless approved by a majority vote by the INP Core Faculty.

1.5.16 Members of the Executive Committee interested in becoming Director of the INP will be identified in December prior to the final semester of the Director's last term. A vote will be held by February 15th to allow the current Director to mentor the incoming Director in administration of the program.

Section 1.5.2 Deans Overseeing the INP

1.5.21 The Coordinating Dean will work collaboratively with the Deans of COP and CELS to advance the University's investment in neuroscience research by helping to grow the undergraduate and graduate INP programs, as well as the administrative structure and support of the INP. They will help to develop new neuroscience endeavors with existing and newly recruited faculty from various URI colleges and institutes, in addition to new URI faculty hires. In an effort to help attract graduate students, the Deans will aid in securing teaching assistantships (TA's) for the INP. The Deans will also identify and pursue opportunities for research collaboration and educational relationships with national and regional partners including but not limited to the George & Anne Ryan Institute for Neuroscience, Brown University, Norman Prince Neuroscience Institute, Brown Institute for Brain Sciences, and other stakeholders in the state of Rhode Island.

Section 1.5.3 INP Administrative Assistant

1.5.31 The INP Administrative Assistant is a full-time permanent position and will assist the INP Director and INP Academic Advisor with day-to-day operations and all INP related matters including budget management, purchasing, organizing committee materials, meeting agendas and minutes, record keeping, graduate student funding process, graduate student admissions process, organizing faculty hires, organizing and managing the INP Annual Faculty Retreat, as well as other duties assigned.

Section 1.5.4 INP Academic Advisor

1.5.41 The INP Academic Advisor is selected for the position by an open search via HR, as well as the approval of the Dean of CHS in consultation with the INP Director. The INP Academic Advisor is a full-time permanent position

1.5.42 The INP Academic Advisor will be responsible for providing educational guidance and assistance for graduate and undergraduate students in the INP. The main goal of advising is to ensure that each student reaches their education potential. Their responsibilities will include managing student progress regarding course work, appropriate track selection and the advancement of students through the curriculum including whether students meet the requirements for graduation, curricular affairs, RAM selection and management of the INP Living Learning Community, admissions and recruitment, and other duties as assigned. The Academic Advisor will also help to identify at-risk students and provide assistance and information regarding support services available on campus as appropriate.

1.5.43 The INP Academic Advisor is required to work closely with academic advisors from all colleges affiliated with the INP to ensure accurate, high-quality advising. They will also participate in First-Year Orientation and Graduate Student Orientation each summer.

Article II INP Faculty Meetings

Section 2.1. Call to Order

2.1.1 The Director shall call meetings of the INP faculty to consider questions of governance and educational policy at such times as the Executive Committee may deem necessary.

Section 2.2. Time of Meetings

2.2.1 A general meeting of INP faculty members is called at least once per year, also known as the INP Faculty Retreat. Other meetings may be held as needs arise.

Section 2.3. Quorum

2.3.1 A quorum for Faculty meetings shall consist of a majority of the Core Faculty members.

Section 2.4. Agenda and Voting

2.4.1 Agenda

2.4.11 An agenda for all general meetings shall be delivered to all INP Faculty members at least two days before such a meeting.

2.4.12 Members of the faculty who wish to include items on the agenda of a general meeting shall submit items to the Director at least one week before the scheduled meeting.

2.4.2 Voting

2.4.21 Only Core Faculty, including the INP Director, have full voting rights.

2.4.22 Online voting will be provided for elections of the Director of the INP, at-large members, and changes to bylaws.

Article III Program Committees

Section 3.1. Standing Committees

3.1.1 In addition to the Executive Committee, the five standing committees carry important responsibilities for the operation and welfare of the INP. The Executive Committee is responsible

for appointing committee members and Chairs. Committee members will serve for a minimum of one year with the option to renew.

3.1.2 Admissions Committee

3.1.21 The Admissions Committee will evaluate applicants and recommend admission and shall be responsible for dealing with issues relating to student progress.

3.1.3 Curriculum Committee

3.1.31 The Curriculum Committee manages the INP curriculum for undergraduate and graduate courses. They also help propose new curriculum for the undergraduate and graduate programs.

3.1.4 Grants and Research Committee

3.1.41 The Grants and Research Committee will focus on developing proposals that support the INP.

3.1.5 Committee on Belonging, Engagement and Inclusion

3.1.51 The Committee on Belonging, Engagement and Inclusion focuses on recruiting, retaining, and successfully graduating a diverse student body. In addition, they strive to integrate diversity across the program's teaching and research programs.

3.1.6 Assessment Committee

3.1.61 The Assessment Committee is responsible for producing documents and reports as required by the URI Office the Advancement of Teaching and Learning.

3.1.7 Standing Committee Chairs

3.1.71 Standing committee chairs must be members of the INP Core Faculty but need not be members of the Executive Committee; however, they must receive approval of the Executive Committee.

3.1.72 Standing committee chairs may attend Executive Committee meetings as non-voting ex officio members

Section 3.2 Ad Hoc Committees

3.2.1 The Executive Committee shall appoint ad hoc committees as needed.

Article IV: Student Representatives

Section 4.1. Student Liaison Committee

4.1.1 A Student Liaison Committee will participate in the governance of the program

4.1.12 Four students will be elected by the graduate and undergraduate student bodies to serve on the SLC; One graduate-level Chair, one graduate-level member, and two members from the Undergraduate program. These positions will be voted on by the INP undergraduate and graduate students and will serve a one-year term.

4.1.13 The Student Liaison Committee will meet with the INP Director or INP Academic Advisor at least once each semester to provide input and/or concerns about INP programs and policies.

Article V: Ratification and Amendments

Section 5.1 Changes to these bylaws

5.1.1 Changes to the bylaws of the INP may be proposed to the Executive Committee by Core Faculty members and/or INP Administration. Changes to the bylaws require approval by a majority of the Core Faculty of the INP.