

**BYLAWS OF NEUROSCIENCE INSTITUTE  
COLLEGE OF ARTS AND SCIENCES  
GEORGIA STATE UNIVERSITY**

**ARTICLE I: FACULTY MEMBERSHIP**

The Faculty of the Neuroscience Institute are regular University faculty (not visiting or adjunct) who are appointed by the Dean to the Neuroscience Institute and designated by the Dean as either core or associate members.

*Section 1. Core Faculty*

- A. *Core faculty* have a disciplinary focus in the neurosciences and a primary appointment in the Neuroscience Institute. They may have a joint or secondary appointment in another department. Promotion and tenure decisions for Core faculty will be reviewed within the Neuroscience Institute and follow Neuroscience Institute guidelines.
- B. Core faculty have voting rights in the Neuroscience Institute on all matters subject to the constraints found in these bylaws, the policies of the Neuroscience Institute, and the bylaws of the College of Arts and Sciences.
- C. Core faculty occupy laboratory and office space assigned to and by the Neuroscience Institute. Core faculty have their primary budgetary lines within the Neuroscience Institute, including salary, indirect cost recovery, and any foundation accounts associated with them, unless otherwise approved by the Dean (e.g., if budgetary lines are in a College administrative unit) or Provost (e.g., budgetary line resides in a University Center).
- D. Neuroscience Institute Core faculty may teach courses in the Neuroscience Institute and/or in other departments. Course taught outside the Neuroscience Institute may be cross-listed with the Neuroscience Institute.
- E. Neuroscience Institute workload (research, teaching, and service) for Core faculty will be reviewed within the Neuroscience Institute and will follow the College workload policy. Each year the Neuroscience Institute Director will write a letter of understanding that outlines how that faculty member's workload will be divided in the coming year.

*Section 2. Associate Faculty*

- A. *Associate faculty* have a primary appointment in another department or unit but have a strong disciplinary interest in the neurosciences and a commitment to the goals and activities of the Neuroscience Institute. Their primary department determines all their budgetary affairs, promotion, and tenure decisions and workload.
- B. Associate faculty have voting rights in the Neuroscience Institute on all matters not explicitly delegated to Core faculty as outlined in these bylaws.
- C. Associate members are expected to (a) teach courses that are part of the Neuroscience Institute degree and/or certificate, (b) direct students in the Neuroscience Institute, (c) serve on committees for students in the Neuroscience Institute, (d) attend Neuroscience Institute Faculty meetings and/or (e) participate significantly in Neuroscience Institute

activities.

- D. Faculty members with current appointments in other departments can apply to be Associate members of the Neuroscience Institute by sending a request to the Director of the Neuroscience Institute with their *curriculum vitae* and a rationale for why they wish to be considered for Associate membership. The Director will seek the approval of the Executive Committee. If approved, the Director will forward the recommendation to the Dean.
- E. Associate faculty have renewable appointments to the Neuroscience Institute. They are evaluated at least every 5 years in light of criteria (a)-(e) above by the Neuroscience Institute Director in consultation with the Executive Committee and the Chair of the home department. The Dean's Office, in consultation with the Director of the Neuroscience Institute and Chair of the home department, will write a letter of understanding that outlines changes in the status of an associate faculty member in the Neuroscience Institute.

## **ARTICLE II: UNIVERSITY SENATE**

Core members will elect University Senate members from Core members in accordance with the statutes and bylaws of the University.

## **ARTICLE III: FACULTY MEETINGS**

Section 1. Unless otherwise specified, meetings are open to all members of the Neuroscience Institute. Adjunct faculty members, persons holding visiting faculty appointments, part-time instructors, and emeritus faculty have voice but no vote in Neuroscience Institute meetings.

Section 2. Neuroscience Institute meetings take place at least once each semester during the two semesters of the academic year, as specified in the Statutes of Georgia State University. Regular and special meetings are held on dates to be determined by the Director of the Neuroscience Institute.

Section 3. Core faculty have a separate faculty meeting at least twice per semester.

Section 4. The Director of the Neuroscience Institute may call a special meeting on her or his own initiative or must do so upon receipt of a petition stating the purpose of the proposed meeting and signed by at least 20 percent of the voting members of the faculty.

Section 5. At least 5 working days prior to any meeting of the faculty, except in emergencies, the Director of the Institute notifies each member of the faculty of the time and place of such meeting and at least 3 days prior supplies a working agenda listing all matters that the Director expects to be presented or considered.

Section 6. The Director of the Institute is the presiding officer at meetings of the Institute faculty. In the absence of the Director, the Associate Director presides.

Section 7. Minutes are maintained of all meetings and copies are transmitted to faculty in advance of the next faculty meeting for their inspection and approval.

#### **ARTICLE IV: DIRECTOR**

Section 1. The position and duties of an Institute Director (synonymous with Departmental Chair) are as defined in the *Statutes of Georgia State University*. The Director of the Neuroscience Institute performs all duties designated there.

Section 2. The Director of the Neuroscience Institute is responsible for these additional duties:

- A. Represent Neuroscience Institute needs to the administration and serve as an advocate to the administration.
- B. Communicate regularly with the faculty about matters of concern to the Institute and pertinent information from the College and University Administration.
- C. After consulting with the elected members of the Executive Committee, recommend the appointment of the Associate Chair, the Director of Graduate Studies and Director of Undergraduate Studies to the Dean.
- D. Work with the Director of Graduate Studies and Director of Undergraduate Studies to ensure the quality of instruction, student research, and academic advisement.
- E. Appoint all non-elected chairs of Neuroscience Institute committees in consultation with the Executive Committee.
- F. Appoint an *ad hoc* committee to consider any specific matter of concern to the Institute when a matter outside the purview of the standing committees arises. *Ad hoc* committees report to the Director, the Executive Committee, or the faculty, depending on their specific charge by the Director.
- G. Appoint a faculty member to serve as her or his temporary deputy on those occasions when the Director and Associate Director are not available and notify the Dean of the College of this choice.
- H. Consult with the Executive Committee to discuss matters affecting faculty and staff, including, but not limited to, the following:
  1. Goals in instruction, research, and service;
  2. Policies and procedures;
  3. Annual budget and endowed funds;
  4. Work loads;
  5. Merit raises;
  6. Recruitment;
  7. Allocation of space and equipment; and
  8. Committee structure in the Institute and procedures for selecting members of committees.
- I. Evaluate each Core faculty member annually in consultation with Core members of the Executive Committee, furnishing a copy of this evaluation to the faculty member.
- J. Consider Neuroscience Institute Promotion and Tenure Committee recommendations regarding pre-tenure reviews and applications for promotion and tenure and prepare

- statements of recommendation along with the reasons for each recommendation.
- K. Prepare evaluations of all faculty members undergoing post-tenure review.
  - L. Seek approval of the Executive Committee for applications for Associate membership to the Neuroscience Institute and forward the recommendation to the Dean.
  - M. Evaluate each Associate faculty member every 5 years in consultation with the Executive Committee and the Chair of the home department.
  - N. Hire and delegate duties to the Institute staff.

#### **ARTICLE V: ASSOCIATE DIRECTOR**

Section 1. The Associate Director is appointed by the Dean after consultation with the Director. Prior to making a recommendation to the Dean, the Director consults with the members of the Executive Committee. The Associate Director serves at the pleasure of the Dean and the Institute Director.

Section 2. The Associate Director acts for the Director when the Director is not available.

Section 3. The Associate Director serves in an advisory role to the Director and assists the Director in the performance of his or her duties. The Associate Director also carries out any special assignments made by the Director.

Section 4. The Associate Director is responsible for the following duties:

- A. Conducting all Neuroscience Institute-wide elections.
- B. Documenting and monitoring Core Faculty workload for purposes of maintaining standards and equity and for purposes of promotion and tenure.
- C. As needed, organizing and chairing an *ad hoc* Neuroscience Institute committee to consider changes in the bylaws.
- D. Serving as Chair of the Promotion and Tenure Committee.

#### **ARTICLE VI: EXECUTIVE COMMITTEE**

Section 1. *Executive Committee* selection, duties, and composition are described in the College bylaws. The Executive Committee consists of four Core faculty and two Associate faculty (whose primary appointments are in two different departments). The Executive Committee is chaired by the Director of the Neuroscience Institute, who is an *ex-officio* member and votes only to break ties. The Associate Director of the Neuroscience Institute and the Chair of the Interdisciplinary Activities Committee are non-voting *ex-officio* members. In the absence of the Director, the Associate Director presides.

Section 2. Each Executive Committee member is elected for a 1-year term and may be reelected in subsequent years.

Section 3. The Executive Committee meets at least once a semester. Regular and special meetings are held on dates to be determined by the Director of the Neuroscience Institute. The Director may call a special meeting on his or her own initiative. The Director will call a special meeting upon receipt of a petition stating the purpose of the proposed meeting and signed by at least two voting members of the Executive Committee. At least 5 working days prior to any meeting of the Executive Committee, except in emergencies, the Director will notify Neuroscience Institute faculty of the time and place of such meeting and at least 3 days prior will supply a working agenda listing all matters that the Director expects to be presented or considered.

Section 4. A majority of the voting members of the Executive Committee constitutes a quorum.

Section 5. Minutes are maintained of all meetings, approved by the Executive Committee, and distributed to all Neuroscience Institute faculty members.

Section 6. In accord with the bylaws of the College of Arts and Sciences, the duties of the Executive Committee are to advise and consult with the Director in Neuroscience Institute governance including, but not limited to, the following:

- A. Goals in instruction, research, and service;
- B. Policies and procedures;
- C. Annual budget and endowed funds;
- D. Workloads;
- E. Merit raises;
- F. Recruitment;
- G. Allocation of space and equipment; and
- H. Committee structure in the Institute and procedures for selecting members of committees.

#### **ARTICLE VII: DIRECTOR OF GRADUATE STUDIES**

Section 1. The Director of Graduate Studies (DGS) is a member of the Core Graduate Faculty who is appointed by the Neuroscience Institute Director in consultation with the Executive Committee and approved by the Dean. The DGS oversees the Neuroscience Graduate Program and serves on the Graduate Council of the College of Arts & Sciences.

Section 2. The Director of Graduate Studies chairs the Graduate Program Committee. The other members of this committee are elected by the faculty or graduate students as specified in Article IX, Section 6.

Section 3. The DGS is responsible for the operation of all aspects of the Neuroscience Graduate Program, including:

- A. Advise the Neuroscience Institute Director on matters relating to graduate education;
- B. Maintain relevant records required by the Neuroscience Institute;
- C. Ensure that the rules and regulations governing graduate students are enforced;

- D. Manage the Neuroscience Graduate Program staff;
- E. Coordinate graduate activities and responsibilities with the College and University administration;
- F. Coordinate with the Director of Undergraduate Studies on matters of joint concern;
- G. Oversee the promotion of the graduate programs and admission of graduate students with the exception of the dual degree program.

#### **ARTICLE VIII: ASSOCIATE DIRECTOR OF GRADUATE STUDIES**

Section 1. The Associate Director of Graduate Studies is a member of the Core Graduate Faculty who is appointed by the Neuroscience Institute Director in consultation with the Executive Committee and DGS, and serves on the Graduate Program Committee. The Associate Director assists the DGS in running the Neuroscience Graduate Programs, as needed.

#### **ARTICLE IX: DIRECTOR OF UNDERGRADUATE STUDIES**

Section 1. The Director of Undergraduate Studies (DUS) is a member of the Core Faculty, who is appointed by the Neuroscience Institute Director in consultation with the Executive Committee and approved by the Dean. The DUS oversees the undergraduate program and serves on the Undergraduate Council of the College of Arts & Sciences.

Section 2. The Director of Undergraduate Studies chairs the Undergraduate Committee. The other members of this committee are elected by the faculty or graduate students as specified in Article IX, Section 7.

Section 3. The DUS is responsible for the operation of all aspects of the Neuroscience Undergraduate Program, including:

- A. Advise the Neuroscience Institute Director on matters relating to undergraduate education;
- B. Maintain relevant records required by the Neuroscience Institute;
- C. Ensure that the rules and regulations governing undergraduate students are enforced;
- D. Manage the Neuroscience Undergraduate Program staff;
- E. Coordinate undergraduate activities and responsibilities with the College and University administration;
- F. Coordinate with the Director of Graduate Studies on matters of joint concern;
- G. Oversee the promotion of the undergraduate program;
- H. Liaise with the Academic Advisement Office;

#### **ARTICLE X: STANDING COMMITTEES**

Section 1. The Institute has five standing committees: Committee on Research Facilities, Committee for Interdisciplinary Activities, Graduate Program, Undergraduate Program, and Promotion and Tenure. These committees may request that the Neuroscience Institute Director establish *ad hoc* committees, as necessary to aid in their missions.

Section 2. All meetings of standing committees are open to all Neuroscience Institute faculty, with the exception of meetings of the Promotion and Tenure Committee and Executive Committee meetings in which evaluations are discussed. At least 5 working days before a standing committee meeting, the date, time, and agenda of the meeting will be made known to faculty. Observers may participate in discussion but may not vote. Minutes for standing committee meetings open to all Neuroscience Institute faculty are kept, approved by the committee members, and made available to all faculty members. Standing committees report to the faculty at Neuroscience Institute faculty meetings and as needed during the year.

Section 3. Lecturers and other non-tenure track faculty may be appointed to standing committees by the Director, in consultation with the Chair of the standing committee, as a nonvoting or voting member as appropriate to the committee.

#### Section 4. Committee on Research Facilities

- A. The Research Facilities Committee advises the Director of the Neuroscience Institute with regard to facilities managed by the Neuroscience Institute. This includes supervising staff, coordinating activities in these spaces, maintaining shared equipment, and ensuring compliance.
- B. The Neuroscience Institute Core and Associate faculty elect a Committee on Research Facilities comprised of two Core and one Associate faculty members. The Director of the Neuroscience Institute appoints the chair of this committee from one of these members in consultation with the Executive Committee.
- C. The committee chair serves as a liaison between the Neuroscience Institute Director and the managers of shared facilities in other units that are frequently used by Neuroscience Institute faculty.

#### Section 5. Committee for Interdisciplinary Activities

- A. The Neuroscience Institute Committee for Interdisciplinary Activities oversees Neuroscience Institute interdisciplinary activities and formulates policy proposals to bring to the Executive Committee. The Interdisciplinary Committee (IDC) makes recommendations to the Neuroscience Director regarding the allocation of Brains and Behavior Area of Focus funds to be used for interdisciplinary activities.
- B. It is composed of two Core and three Associate faculty (whose primary appointments are in three different departments). IDC members are elected for a 2-year term and may be reelected in subsequent years.
- C. Terms for the Core members and terms for the Associate members are staggered such that terms are overlapping.
- D. One of the three Associate members is selected to be chair of the committee by the Neuroscience Institute Director in consultation with the Executive Committee. The Chair casts a vote only to break ties.

## Section 6. Graduate Program Committee

- A. The Graduate Program Committee is responsible for matters relating to graduate education in the Neuroscience Institute. The Committee works with the Director of Graduate Studies to meet the responsibilities enumerated in Article VII, Section 3 and in Neuroscience Institute policies.
- B. The Graduate Program Committee consists of six members: the DGS, the Associate Director of Graduate Studies, three elected graduate faculty members (two core, one associate) and one elected Neuroscience graduate student representative. The Graduate Program Committee is chaired by the DGS.
- C. Any proposed curriculum changes involving graduate courses are forwarded to the Neuroscience Institute Core and Associate faculty for their approval by vote.
- D. The Graduate Program Committee reviews student applications and assists the Graduate Director in graduate student admissions.

## Section 7. Undergraduate Program Committee

- A. The Undergraduate Program Committee is responsible for all matters relating to undergraduate education in the Neuroscience Institute. The Committee works with the Director of Undergraduate Studies to meet the responsibilities enumerated in Article VIII, Section 3 and in Neuroscience Institute policies.
- B. The Undergraduate Program Committee consists of six members: the DUS, two elected Core members, one elected Associate member, one elected Core or Associate nontenure track faculty member, and one undergraduate student representative, who is appointed by the DUS. The Undergraduate Program Committee is chaired by the DUS.
- C. Any proposed curriculum changes involving undergraduate courses are forwarded to the Neuroscience Institute core and associate faculty for their approval.

## Section 8. Promotion and Tenure Committee

- A. In accord with the College of Arts and Sciences Promotion and Tenure manual, this committee consists of Core members in the Neuroscience Institute who hold the rank and status sought by the candidate or higher.
- B. The Associate Director of the Neuroscience Institute serves as Chair of the Promotion and Tenure Committee. In the event that the Associate Director cannot serve, the Neuroscience Institute Director will appoint a replacement.
- C. This committee considers candidates for promotion and/or tenure, in accord with due process and the guidelines for promotion and tenure adopted by the Neuroscience Institute, the College, and the University.
- D. This committee is responsible for providing the Neuroscience Institute Director with the third year reviews of all faculty in the Neuroscience Institute. In accord with College guidelines, these reviews may be conducted by an elected subcommittee.



## **ARTICLE XI. AD HOC COMMITTEES**

Section 1: *Ad hoc* committees include search committees and other committees that carry out work that must be completed within a specified timeframe, after which the committee no longer exists.

### Section 2: Procedures

- A. The power to constitute *ad hoc* committees resides with the Institute Director in consultation with the Executive Committee. Additionally, a majority of the Neuroscience Institute Core faculty or a majority of the Core and Associate faculty can request the creation of such a committee by the Executive Committee.
- B. Members are selected as appropriate to the charge of the committee by the Institute Director in consultation with the Executive Committee.
- C. Non-tenure track faculty and others may be appointed to *ad hoc* committees by the Director, as nonvoting or voting members as appropriate to the committee.
- D. The chair of an *ad hoc* committee is appointed by the Institute Director.

## **ARTICLE XII: FACULTY GRIEVANCE PROCEDURES**

Section 1. A faculty member who has a grievance regarding an alleged capricious, arbitrary, or discriminatory decision or action should attempt to resolve the issue informally in a conference with the Director, or with the Associate Director if the grievance involves the Director. Faculty may also consult the faculty ombudsperson and/or the Opportunity Development Office.

Section 2. If the informal conference fails to resolve the issue, the faculty member may initiate a mediation process or a formal written appeal as described in the Faculty Appeals Policy and Procedures of the College of Arts and Sciences.

## **ARTICLE XIII: ELECTIONS AND VOTING**

### Section 1. Elections

- A. All elections to standing committees are routinely held during the spring semester under the direction of the Associate Director. Committee positions become effective June 1. Should a vacancy occur at another time, the Chair may either call a special election (to be conducted by ballot or meeting) or appoint a temporary replacement until the following Neuroscience Institute faculty meeting.

- B. Nominations for all elections are solicited from all Neuroscience Institute Core and Associate faculty. Core faculty nominate Core faculty; Associate faculty nominate Associate faculty, except for positions that do not differentiate between Core and Associate. Elections are from among all those who are nominated, eligible, and agree to serve.
- C. Graduate students nominated to serve on Neuroscience Institute committees must be Ph.D. students whose primary advisor is a Neuroscience Institute faculty member.
- D. All elections are conducted using a secret ballot system.

## Section 2. Voting

- A. In elections where these bylaws divide the composition of the committee between Core and Associate faculty, Core faculty vote for Core committee members and Associate faculty vote for Associate committee members.
- B. If a committee includes a graduate student, that student is elected by a vote of graduate students whose primary advisor is a Neuroscience Institute faculty member.
- C. At faculty meetings, voting can be determined by a simple majority of the Neuroscience Institute faculty attending the meeting and eligible to vote, as long as the agenda and issues up for vote are circulated at least 5 working days in advance.
- D. Voting is also permissible through other mechanisms such as electronic voting or ballot boxes as long as access to voting is equitable.
- E. Lecturers and non-tenure track faculty do not vote for Core or Associate faculty representatives on any Neuroscience Institute standing committee, with the exception of the Undergraduate Program Committee.
- F. Only tenure-track Core faculty members may vote on matters pertaining to tenure-track Core faculty recruitment. Core senior lecturers, lecturers, and academic professionals may vote on matters pertaining to recruitment of Core lecturers and academic professionals.

## **ARTICLE XIV: PARLIAMENTARY AUTHORITY**

The rules contained in the latest edition of *Robert's Rules of Order Revised* will govern this Institute in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE XV: ADOPTION AND AMENDMENTS TO THE BYLAWS**

Section 1. These bylaws are effective upon approval of the Dean. The by-laws recommended to the Dean must be approved by (1st) the Executive Committee, (2nd) a majority of the tenured and tenure-track core and associate Neuroscience Institute faculty, and (3rd) by the Neuroscience Institute Director.

Section 2. These bylaws may be amended by the Neuroscience Institute faculty by a majority of ballots cast by the Core Neuroscience Institute faculty and a separate majority of ballots cast by Associate Neuroscience Institute faculty. Written notice of the proposed change(s) must be provided to the faculty 10 working days in advance of the voting.

#### **ARTICLE XVI: ENFORCEMENT OF THE BYLAWS**

If a member of the Neuroscience Institute identifies an infraction of a section of the bylaws that cannot be resolved by consulting the parliamentary authority (see Article XIII), the alleged infraction can be brought to the attention of a neutral member of the Executive Committee (i.e., one not directly involved in implementing that section). It is then the Executive Committee member's responsibility to raise the matter at the next meeting of the Executive Committee, keeping anonymous the person who raised the issue. If the Executive Committee determines that there has indeed been an infraction, the Director of the Institute will discuss the matter within ten working days after the meeting with the faculty member responsible for implementing that section of the bylaws in order to correct the infraction. If the Director is responsible for that section, he or she will propose a resolution satisfactory to the Executive Committee. In either case, the Executive Committee contact person will report to the faculty member who raised the issue within ten working days of the committee meeting.