

Bylaws of the Interdisciplinary Toxicology Program Faculty

Mission

The mission of the Interdisciplinary Toxicology Program (ITP) is to promote and enhance collaborative interdisciplinary toxicology research and train graduate students in state of the science toxicology research that crosses multiple disciplines. The ITP will also serve as a resource for toxicology-related information for public and governmental agencies and the private sector.

Faculty

Members of the ITP will be graduate faculty from different toxicology-related disciplines, who will be responsible for directing Doctoral and Masters degree programs related to interdisciplinary toxicology. Any official regular or adjunct faculty member of the University of Georgia who is also a member of the graduate faculty is eligible to be self nominated or nominated by an active member of the ITP faculty. Nominations are made formally by letter to the Director and will include a CV of the prospective member. Members are elected by a majority vote of the ITP faculty. Election may occur at a regular or called meeting of the ITP faculty, or by electronic vote.

Active ITP graduate faculty will mentor Doctoral and Masters Degree students in research studies related to interdisciplinary toxicology through participation as major professors and advisory committee members. ITP faculty will be expected to promote interdisciplinary toxicology research by maintaining active toxicology-related research programs. The faculty will encourage students to participate in scholarly activities related to toxicology such as attendance at seminars, workshops, lectures, and scientific meetings. The ITP faculty will work together to pursue research program grants and graduate student training grants. In a called meeting by the Director, the activity of members will be reviewed by the Executive Committee every 5 years. During the review process, faculty will be asked to submit a summary of their ITP activities including (but not limited to) their participation in mentorship and/or advisement of ITP students, attendance at ITP meetings, or instruction in ITP courses. Faculty demonstrating a lack of participation in the program will be placed on inactive status. Inactive members will be asked if they wish to remain members of the ITP faculty and may be reinstated at their written request and approval by majority vote of ITP faculty.

Governance

Director: The ITP Director will be appointed by the Dean of the Graduate School following recommendation by the Executive Committee. The Director will be responsible for the day-to-day operation of the ITP and will report to the Dean of the Graduate School. A performance review of the Director will be done by the Dean of the Graduate School in accordance with Article IX of the University Statutes. The Director will supervise any employees of the ITP who assist in the daily administration of the ITP. The Director shall represent the ITP faculty to the higher administration of the University, and will call and chair meetings (as a non-voting member) of the Executive Committee and ITP meetings. The Director will implement programs recommended by the Executive Committee. The Director may create other ad hoc committees such as a curriculum committee, to assist in administering the ITP program on an as needed basis.

Executive Committee: Activities of the ITP program will be governed by an Executive Committee consisting of one ITP faculty member representing a participating College or School. Executive Committee members shall include one faculty member from the College of Veterinary Medicine, the College of Pharmacy, the College of Agricultural and Environmental Sciences, Warnell School of Forestry and Natural Resources, and the College of Public Health. The ITP Director will serve as the Chair of the Executive Committee (as a non-voting member). Representatives to this committee will be selected from, and by, the active ITP faculty in the respective College or School to serve for a 3-year term. The duties of the Executive Committee include fiscal and programmatic oversight of the ITP including: the approval of annual ITP graduate assistantships, the approval of any ITP grant awards, the development/implementation of an ITP seminar series, review of faculty membership, and advisement of overall ITP planning and direction. A simple majority (excluding the Director) shall constitute a quorum, with proxy ballots counting towards quorum requirements.

Graduate Coordinator: The ITP Graduate Coordinator will be nominated by the Executive Committee and recommended to the Dean of the Graduate School for approval. Graduate Coordinator duties will include oversight of graduate student records, receipt of graduate applications, dissemination of applicant materials to interested faculty, selection of students for admission, and advisement of students in coordination with their advisory committees. The ITP Graduate Coordinator has sole signatory authority on all ITP graduate student paperwork. In the Coordinator's absence, the ITP Director may sign required paperwork. The Coordinator will report to the Executive Committee annually on program enrollment and student performance, and serve as an ex officio (non-voting) member of the Executive Committee.

Admissions Committee: Student admission to the ITP program will be governed by an Admissions Committee consisting of one ITP faculty member representing a participating College or School. Admissions Committee members shall include one faculty member from the College of Veterinary Medicine, the College of Pharmacy, the College of Agricultural and Environmental Sciences, Warnell School of Forestry and Natural Resources, and the College of Public Health, excluding that College or School of the sitting Graduate Coordinator. The ITP Graduate Coordinator will serve as a voting member and the Chair of the Admissions Committee. Representatives to this committee will be nominated to serve for a 3-year term by the ITP faculty from each respective College or School. In addition to ITP student admissions oversight, the duties of the Admissions Committee shall include the approval of ITP student nominees for annual University graduate student assistantships, and the development/implementation of recruiting activities. A simple majority shall constitute a quorum, with proxy ballots counting towards quorum requirements.

Student Liaison Committee: Student participation in the governance of the ITP program will be mediated via a Student Liaison Committee consisting of one ITP student representing each participating College or School. Student Liaison Committee members shall include one student member from the College of Veterinary Medicine, the College of Pharmacy, the College of Agricultural and Environmental Sciences, Warnell School of Forestry and Natural Resources, and the College of Public Health. Representatives to this committee will be nominated to serve for a 1-year term by the ITP graduate students and faculty from each respective College or School, and are subject to approval by the ITP Director. The duties of the Student Liaison

Committee shall include participation in the development/implementation of recruiting activities as directed by the Admissions Committee, to provide input to the Director concerning programmatic issues via meetings held at least once each semester, and to serve on Ad Hoc Committees as requested by the Director.

Graduate Program Assistant: The Graduate Program Assistant will assist the Director and Graduate Coordinator in the daily administration of the ITP. These duties will include maintenance of fiscal records as well as applicant and enrolled student records, public notification of seminars and lectures of interest to ITP students and faculty, preparation and publication of the ITP Newsletter, maintaining the ITP website, taking and posting the approved minutes from meetings of the Executive Committee, preparation of programmatic documents and other duties as determined appropriate by the Director.

Meetings

The Executive Committee will meet when called by the Director, not less than once each semester. Minutes of each meeting will be kept by the Graduate Program Assistant and will be posted via link on the ITP website after approval by the Executive Committee within two weeks.

During the academic year ITP faculty members may submit agenda items to the Director by email or in person. The ITP faculty will meet at least once each semester, when called by the Director. Notices of meetings will be sent electronically to each ITP faculty member 2 weeks in advance. The agenda for the meetings will be set by the Executive Committee and the deadline for submission of agenda items to the director will be 48 hours prior to the announced meeting date.

Amendment of Bylaws

The Executive Committee will draft bylaw amendments. The bylaws may be amended by a simple majority vote of active ITP faculty. Notification of the proposed amendments must be distributed two (2) weeks prior to the vote.

In case of any conflict with current University policies and procedures, the University policies and procedures will take precedence over ITP guidelines.

Date of Bylaws Amendment: month, day, 2009 _____ Jeff Fisher, Director
Interdisciplinary Toxicology Program

_____ John Wagner, Chair
Bylaws Revision Committee

