

**Bylaws of the Neuroscience Program  
of the University of Illinois, Urbana-Champaign**  
*Revised April 2016*

I. Purpose

The Neuroscience Program promotes, coordinates and integrates research and teaching activities in neuroscience, the study of the nervous system. The Neuroscience Program facilitates interaction of faculty and students in neuroscience and related fields across disciplines, departments, schools, colleges, and campuses of the University of Illinois. It also administers the Ph.D. in Neuroscience Program. The purpose of these Bylaws is to establish guidelines for governance and policy making within the Neuroscience Program.

II. Organization

- A. The director of the Neuroscience Program is its chief executive officer. The Director shall be elected for a three year term by a majority vote of the faculty of the Program, subject to the approval of the Dean of the College of Liberal Arts and Sciences; a majority vote shall be a majority of those voting, which must be at least 50% of the faculty. The Director may be elected to consecutive terms.

Nominations for the Director position shall be the responsibility of the current Director, in consultation with the Executive Committee.

B. The Faculty

1. Membership

Two groups of members are defined:

1. Regular members: Faculty members of the University of Illinois at Urbana who are eligible to be primary mentor for a Ph.D. student, as defined by the graduate college at UIUC.
2. Affiliate members: Faculty members of the University of Illinois at Urbana who are not eligible to be a primary mentor for a Ph.D. student, as defined by the graduate college at UIUC, or someone with a Ph.D. or M.D. degree (or equivalent) and who is associated with the University of Illinois in a non-faculty position, or any local educational or health-care institution.

2. Voting Rights

Regular members of the Program shall have full voting rights in decisions involving Program procedures, policies and regulations.

### 3. Procedures for Joining

Applicants to the Neuroscience Program either as a regular member or affiliate should apply by submitting a brief statement of interest and a Curriculum Vitae to the Director. An applicant will be admitted to the program upon a majority affirmative vote of the Executive Committee.

### III. Governance

#### A. The director

The Director of the Neuroscience Program chairs the Executive Committee. The Director shall be responsible for appointing faculty as members and Chairs of standing committees of the Program, for appointing faculty to the Diagnostic Committees of the Program, as well as other Ad hoc Committees as deemed necessary for carrying out specific tasks of the program. The Director shall seek the advice of the Executive Committee and other members of the faculty when making appointments to standing and Ad hoc Committees. The Director may serve as ex officio member on all committees.

#### B. Committees

The Neuroscience Program shall have the following standing committees:

Executive Committee: This Committee shall 1) consist of at least six faculty members, 2) be appointed annually by the Director, and 3) represent a cross section of participating faculty in areas of Neuroscience. It shall also include a graduate student representative elected by majority vote of graduate students in good standing in the program. The committee shall oversee the administration of the program and the election of the Program Director and faculty members. It shall also have oversight of Neuroscience courses, and shall also review progress of graduate students and act upon student petitions addressed to program requirements.

Admissions Committee: This committee shall consist of at least four faculty members and one student member, appointed annually by the Director. The Committee shall review incoming applications, make recommendations to the Director, bring applications to the attention of appropriate faculty, schedule student visits, and select students to compete in University and other Fellowship or other award programs.

Grievance Committee: The Grievance Committee shall consist of at least three faculty and one student member. The Director will appoint faculty from the NSP regular membership to a one year term and select one of them to be the nonvoting Chair. The Director will select the student member from the graduate students in good standing in the program. The student member will also serve for one year. Only regular members and students without a conflict of interest (as determined by the Director) shall serve.

The committee shall address student grievances concerning e.g.; decisions made by the Diagnostic or Thesis Committees or sexual harassment or capricious grading. The committee shall submit a written recommendation to the Director. If the Director disagrees with the committee's recommendation, the Director may request that the committee reconsider the matter. The specific concerns shall be identified and the committee need only address the issues raised. The Director may then accept or decline the committee's recommendation in whole or in part. The decision of the Director shall be final.

Ad hoc Committees: The Director of the Program may also appoint Ad hoc Committees for various purposes as deemed appropriate. Suggestions for Ad hoc Committees may come from the Executive Committee or individual ~~faculty~~ members and affiliates.

#### C. Meetings of the faculty

The faculty shall meet at least once during each academic year. This annual meeting, typically held at the beginning of the year, shall serve to introduce new members of the faculty and new students, and to discuss matters of interest to the faculty and students. Additional meetings may be called by the Director. The Director must call a meeting following receipt of a petition from a group of four NSP faculty members. The petition should include a state of purpose of the meeting and an agenda if appropriate.

#### IV. Program Modifications

##### A. Curriculum

The Program Requirements governing the graduate students may be modified by majority mail ballot of the faculty of the Program, after discussion of the proposed changes at a meeting of the faculty and students. A majority vote shall be a majority of those voting faculty, which must be at least 50% of the faculty. The text and rationale for the proposed changes must be circulated to the faculty and students at least one week prior to the meeting. The Executive Committee shall be responsible for overseeing the voting.

##### B. Bylaws

These Bylaws may be modified by majority mail ballot of the faculty of the Program, after discussion of the proposed changes at a meeting of the faculty. The text and rationale for the proposed changes must be circulated to the faculty at least one week prior to the meeting at which the changes are discussed. The Executive Committee is responsible for overseeing the voting. The Bylaws will be formally reviewed every five years by the Executive Committee. These Bylaws are intended to be in compliance with the University of Illinois Statutes in all respects; should any conflict arise, the Statutes shall prevail.