

**Bylaws of the Neuroscience Program
of the University of Illinois Urbana-Champaign**
Revised August 2023
Approved December 2023

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 by the Dean of the College of Liberal Arts and Sciences and serve a 5-year term. The Director may be elected for no more than two 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:

- i. Faculty Affiliate: Faculty members of the University of Illinois Urbana-Champaign who currently have a Neuroscience graduate student.
- ii. Members: Faculty members of the University of Illinois Urbana-Champaign who do not currently have a Neuroscience graduate student.

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 submit 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, 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 and Officers:

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 and in good standing in the program. The committee shall oversee the administration of the program, including the election of the Program Director and faculty members. It shall also have oversight of Neuroscience courses, annually review progress of graduate students, and act upon student petitions.

Admissions Committee: This committee shall consist of one lead faculty member and one assistant member appointed by the Director and 2 or more other faculty members that the lead elects to the committee. All members of this committee including the lead should be actively recruiting graduate students. Neuroscience faculty recruiting graduate students in the current year must be willing to participate in this committee. The Committee shall review incoming applications, make recommendations to the Director, bring applications to the attention of appropriate faculty, schedule student visits, interview students, and select students to compete in Graduate College or other Fellowships.

Grievance Officer: This officer shall consist of a faculty member appointed by the Director. Regular or Affiliate members without a conflict of interest (as determined by the Director) shall serve.

The Officer shall address student grievances concerning, for example, decisions made by the student's committees, sexual harassment, capricious grading, concerns with the Program or Administration, or mentoring concerns. The Officer shall submit a written recommendation to the Director. If the Director disagrees with the Officer's recommendation, the Director may request that the Officer reconsider the matter. If the Director has a conflict of interest with the grievance, then the Executive Committee will weigh in by majority vote. The specific concerns shall be identified, and the Officer need only address the issues raised. The Director or Executive Committee may then accept or decline the Officer's recommendation in whole or in part. The decision of the Director or Executive Committee majority 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 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 vote by the Executive Committee, 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.