

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-art 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 are responsible for directing Doctoral and Master's 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 and a statement of interest. Members are elected by a majority vote of the ITP faculty after Executive Committee recommendation for a vote. Election may occur at a regular or called meeting of the ITP faculty, or by an electronic vote.

Active ITP graduate faculty will mentor Doctoral and Master's 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 7 years. During the review process, faculty without readily demonstrable ITP activities, 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 program updates recommended by the Executive Committee and/or by the Program Review and Assessment 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. If an *ad hoc* committee's function necessitates it to become a standing one, such conversion will be approved by a simple majority vote by the Executive Committee.

Executive Committee: Activities of the ITP program will be governed by an Executive Committee consisting of active ITP faculty members from participating Colleges or Schools. The Executive Committee will be comprised of one or less ITP faculty from each College or School represented in the ITP. Executive Committee members currently include one faculty member from the College of Veterinary Medicine, the College of Pharmacy, the College of Agricultural and Environmental Sciences, the Odum School of Ecology, and the College of Public Health. Executive Committee members will be added or subtracted as their College's or School's participation in the ITP would dictate. A senior or emeritus ITP faculty might be appointed by the Director as a non-voting *ex officio* Executive Committee member to provide guidance to ITP from historical and continuity perspectives. The ITP Director will serve as the Chair of the Executive Committee (as a non-voting member). Voting 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. Each Executive Committee member shall serve a maximum of two consecutive 3-year terms. Additional, non-consecutive term may be served by ITP faculty representing Colleges or Schools with low ITP membership. The duties of the Executive Committee include fiscal and programmatic oversight of the ITP including oversight of annual ITP graduate assistantships, any ITP grant awards, input into 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.

Director of Graduate Studies: The ITP's Director of Graduate Studies will be nominated by the Executive Committee and recommended to the Dean of the Graduate School for approval. Director of Graduate Studies' 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 Director of Graduate Studies has sole signatory authority on all ITP graduate student's paperwork. In the Director of Graduate Studies absence, the ITP Director may sign required paperwork. The Director of Graduate Studies will report to ITP membership annually, at the annual retreat or electronically, on program enrollment and student performance, and serve as an *ex officio* (non-voting) member of the Executive Committee.

Admission Committee: Student admission to the ITP program will be governed by an Admission Committee consisting of a minimum of three ITP faculty members representing participating Colleges or Schools. Admission Committee members currently include one faculty member from the College of Veterinary Medicine, the College of Pharmacy, and the College of Public Health. Admission Committee members will be added or subtracted as their College's or School's participation in the ITP would dictate. The ITP Director of Graduate Studies will serve as a voting member and the Chair of the Admission 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. Each member of the Admission Committee shall serve not more than three consecutive

terms. In addition to ITP student admission oversight, the duties of the Admission Committee shall include the approval of ITP student nominees for annual University-wide 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 the leadership of the ITP student organization, UGATox. Additional, non-UGATox Board ITP students may be added to the Student Liaison Committee to assure College/School-wide representation. Representatives to this committee will be elected to serve for a one-year term by the ITP graduate students during the annual UGATox Board election. The President of the UGATox will serve as the chairperson of the Student Liaison Committee and as the primary committee contact with the ITP Director. The duties of the Student Liaison Committee shall include participation in the development/implementation of recruiting activities as directed by the Admission 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 Administrator: The Graduate Program Administrator will assist the ITP Director and the Director of Graduate Studies 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 Administrator and be distributed to the ITP faculty after approval by the Executive Committee within two weeks.

During the academic year, active ITP faculty members may submit agenda items to the Director by email or in person. The ITP faculty will meet at least once each year, currently during a spring ITP workshop, and when called by the Director. Notices of meetings will be sent electronically to each ITP faculty member at least two (2) weeks in advance. The agenda for the meetings will be set by the ITP Directors and 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 conflicts with current University policies and procedures, the University policies and procedures will take precedence over ITP guidelines.