

BYLAWS

Graduate Program in Environmental Sciences

1. Membership.

Membership in the Environmental Sciences Graduate Program is open to members of the University graduate faculty with substantial interests in this area. Under certain circumstances, individuals from outside the University may join the program as adjunct members.

The following categories of membership are available to individuals interested in participating in the Environmental Sciences Graduate Program:

Full Membership. Full members may teach graduate courses and supervise research by serving on or chairing students' committees at the masters or doctoral level. They also exercise voting privileges within the Graduate Program. Normally, individuals who are not tenured or tenure-track members of the faculty of Rutgers or Robert Wood Johnson Medical School are not considered for Full Membership. However, in special circumstances, individuals who will be available long-term to the Program will be considered.

Associate Membership. Associate members may teach graduate courses, serve on students' committees, and supervise students' research at the master's level. They may not serve as chair of a doctoral committee. Associate members exercise voting privileges within the Graduate Program and within the Graduate School.

Adjunct Membership. Individuals who are neither tenured nor on tenure-track appointments at Rutgers or at the Robert Wood Johnson Medical School may be nominated for adjunct membership. Adjunct members are appointed for five-year renewable terms. Within the Graduate Program, they shall have the same privileges as Associate Members. However, in affairs of the Graduate School, they have voice but not vote.

To join the Environmental Sciences Graduate Program, an application for membership in the Graduate Faculty will be prepared by the faculty member and submitted to the Graduate Program Director. The Graduate Program Director will submit the application to the Membership and Nominations Committee. This committee will present its recommendation to the Environmental Science graduate faculty at one of its meetings. A majority vote of the full members in attendance at the meeting is required to approve the nomination. Approved nominations will be submitted to the Graduate School by the Graduate Program Director. The faculty member will be considered a member of the Environmental Sciences graduate faculty at such time as the application is approved by the Graduate School.

If a member of the Environmental Sciences graduate faculty desires to terminate this relationship, he/she may do so by notifying the Graduate Program Director in writing. It is the intent of these Bylaws that only persons who are actively involved in the Program's activities be members of the Program's faculty. Members who find that they no longer have a substantial involvement with the Program should inform the Graduate Program Director that they wish to terminate their membership.

2. **Graduate Program Director.**

The Graduate Program Director must be a full member of the Environmental Sciences graduate faculty. The candidate(s) for Graduate Program Director will be nominated by the Nominations Committee and elected by the majority of the graduate faculty attending the appropriate meeting. Subsequent to this election, the person's name shall be submitted as the Graduate Program's nominee for Director to the School of Environmental and Biological Sciences Dean of Academic Programs and Research for approval and forwarding to the Dean of the Graduate School, as prescribed by the Graduate School's regulations. The term of office will be three years and will run from July 1 to June 30.

The Graduate Program Director's responsibilities include the following:

- Serve as the Graduate Program's representative, as needed, to the School of Environmental and Biological Sciences, Graduate School, Deans, Department Chairs, International Center, and graduate students;
- Coordinate the content and dissemination of informational materials developed by the Graduate Program;
- Coordinate student recruitment;
- Provide initial guidance to new students entering the program and ensure that they acquire a permanent advisor in a timely fashion;
- Initiate appropriate action with respect to students who are not meeting the academic standards of the Program;
- Ensure that the requirements of the Bylaws are carried out as specified;
- Ensure that there is coordination between the activities of the various committees and among the curricular options;
- Hear grievances and appeals from students and take appropriate action;
- Assure that students' opinions are solicited on matters that affect them and that there is appropriate communication between students and faculty;
- Maintain updated sets of Program Procedures for students.

3. **Option Coordinators.**

The Graduate Program Director, in consultation with the members of the option involved, will appoint a Coordinator for each of the Program's curricular options. The Option Coordinators have responsibility for matters particular to the option that they represent, and also serve as an advisory group to the Graduate Program Director. The option coordinator also rules upon individual student requests for substitutions to the option requirements.

4. **Meetings.**

Meetings of the Environmental Sciences graduate faculty will be held in October and April. Additional meetings may be called by the Graduate Program Director or by any group of at least ten Faculty members. The date, time, and location of meetings will be selected by the Graduate Program Director to facilitate attendance by members. An agenda will be prepared by the Graduate Program Director and will be sent to all Environmental Sciences graduate faculty members at least one week prior to the meeting.

The Environmental Sciences Graduate Student Association (ESGSA) shall select two representatives to attend Graduate Faculty meetings. These representatives will have a voice in the discussions but no voting privileges.

All meetings of the Environmental Sciences graduate faculty will be governed by Robert's Rules of Order, except where the Bylaws specify different procedures. A quorum at the meetings will be 20 percent of the current full and associate membership of the Faculty.

The Graduate Program Director shall ensure that minutes are taken at all meetings and distributed to all Faculty and student members. These minutes will be submitted to the Environmental Sciences graduate faculty for approval at its next meeting.

5. **Committees.**

The standing committees of the Environmental Sciences graduate faculty will be as follow:

The Admissions and Academic Standards Committee reviews student applications to the program and reports to the Graduate Program Director on their acceptability. The committee also monitors the performance of students in the program. It makes recommendations to the Graduate Program Director on matters pertaining to students' academic standing and progress. This committee will consist of six members, with at least one member from each of the curricular options within the Program.

The Curriculum Committee reviews both current offerings and proposals for new course offerings, and reports its decisions to the Environmental Sciences graduate faculty. It also rules upon individual student requests for substitutions to the core curriculum requirements. This committee will consist of three faculty members and two non-voting student representatives selected yearly by the ESGSA.

The Membership and Nominations Committee meets as necessary to review applications for membership in the Environmental Sciences graduate faculty. The Membership and Nominations Committee reports its recommendations to the faculty. The committee also nominates the candidate(s) for Graduate Program

Director and reports its selection(s) to the graduate faculty. Each year, at the April faculty meeting, the committee also presents to the graduate faculty its nominations for faculty membership on the Program's standing committees. These nominations shall be distributed to the faculty one month in advance of the meeting. Nominations may also be made from the floor, provided that they are seconded, and that the nominated individual agrees to serve. This committee will consist of three full members of the Graduate Program.

The term of office for standing committees will be 3 years for faculty members, staggered so that one third of the faculty members' terms expire each year. If a vacancy develops on a standing committee, the Program Director may appoint a replacement to serve until the next faculty meeting, when an election to fill the unexpired term will be held using the same procedure as for full terms. In addition to standing committees, the Graduate Program Director, may at his/her discretion, appoint *ad hoc* committees. Each committee will elect its own chair at its first meeting. The Graduate Program Director will be an *ex officio*, non-voting, member of all standing committees.

6. **Amendments.**

The Bylaws may be amended by a two-thirds majority vote of those attending the next meeting at least one month after the meeting at which the amendment was proposed.

7. **Separability.**

If any clause in these Bylaws is found to be in violation of University policy and regulations, the remaining provisions shall remain operative.

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