BYLAWS
OF THE NEUROSCIENCE COUNCIL

ARTICLE I.
Neuroscience

The Neuroscience Program is an interdisciplinary program, involving faculty and course offerings from six departments: biology, chemistry, communications disorders, psychology, school of health sciences, and school of rehabilitation and medical sciences. These six departments are part of three CMU colleges: The Herbert H. and Grace A. Dow College of Health Professions, the College of Humanities and Social and Behavioral Sciences, and the College of Science and Technology.

The Council governing the Program in Neuroscience shall be the Neuroscience Council.

ARTICLE II.
Program Goals and Objectives

The Goals of the Neuroscience Program are to:

a) Provide a curriculum of study to ensure a comprehensive understanding of modern neuroscience for students with interests in neuroscience-related areas;
b) Provide hands-on research experience and interactive seminar series to expose students to the multi-disciplinary nature of the field in a highly collaborative environment;
c) Complement and support curricula and research in other programs at CMU.

The specific objectives of the Neuroscience Program are to:

a) Prepare students for graduate or professional study or for future careers in the neurosciences or related areas.
b) Offer CMU students with courses and laboratory-based research opportunities in neuroscience.
c) Provide all neuroscience majors with a research/capstone experience in an interactive environment between students and program faculty.

ARTICLE III.
Council Membership

The Neuroscience Council shall consist of all Program Advisors (including the Program Director), with at least one faculty representative from each of the three Colleges involved with the Program. Council members will serve three-year terms, which are renewable, providing the member meets the criteria specified in IIIa or IIIb. In addition, the Dean delegated to oversee the Neuroscience Program will serve as a non-voting ex officio member.
a) The core membership of the Neuroscience Council will consist of all of the Neuroscience Program Advisors. Program Advisors are faculty members who teach, mentor students, and supervise student research projects each year in the Neuroscience Program. In addition, a Program Advisor must be an active researcher, having published at least one peer-reviewed neuroscience article and must have a funded research grant or contract or have submitted at least one major grant or contract proposal during his or her three-year term on the Council.

b) The Council will have at least one representative from each of the three Colleges involved with the Neuroscience Program (College of Humanities and Social & Behavioral Sciences, College of Science and Technology and College of Health Professions). These representatives should be a Program Advisor, when possible, and are elected by the Program Advisors in each respective College. If there are no Program Advisors in a college, the Council will elect the representative.

c) The Program Director will serve as Chair of the Council and will be a voting member on the Council.

d) The Dean delegated to oversee the Neuroscience Program or his or her delegate will serve as a non-voting ex officio member of the Council.

ARTICLE IV.
Council Charge

The Neuroscience Council is charged with overseeing the operations of the Neuroscience Program. Specific activities of the Council include the following:

a) Curriculum

The Council will initiate and approve curricular changes, including approval of new courses for inclusion in the program. Curricular items approved by the Council will be sent forward to the appropriate departments, colleges (including all Colleges involved with the program), and University curriculum committees.

b) Faculty

The Council will establish and publish qualifications for and recommend Program Advisors and faculty to the Dean responsible for overseeing the Program.

c) Student Requirements

The Council will establish student requirements, and forms for signing the major/minor. The council will also be responsible for approving each capstone project or culminating research project for each student in the Program.
c) Program Review and Outcomes Assessment

The Council is charged with conducting periodic program review and student outcomes assessment plans and reports.

i. Program review will be conducted by the Program Director, with the advice of the Council, in accordance with University policy.

ii. The Neuroscience Council will advise the Program Director regarding assessment activities. The Council reviews and makes recommendations concerning the Student Learning Outcomes Assessment Plan. The Council Chair implements assessment activities, collects assessment data, and prepares annual assessment reports for the review of the Council.

ARTICLE V.
Program Director

a) The Council will recommend appointment of Program Director to the Dean delegated to oversee the Neuroscience Program. The Program Director must be a Program Advisor. The Program Director serves as the Chair of the Council and oversees the advising of the Neuroscience Program students.

b) Duties of the Director

The Neuroscience Program Director is responsible for the day-to-day operation of the Program. The Program Director is advised by the other members of the Council, and reports to the Dean delegated to oversee the Neuroscience Program. Duties of the Director include the following:

i. Convene meetings of the Neuroscience Council at least twice each semester and as needed.

ii. Convene a meeting for all faculty members who teach in the Neuroscience Program to meet with the Council for the purpose of advising the Council regarding the program at least once each year.

iii. Serve as a voting member of the Council.

iv. Consult with the respective department chairs regarding the scheduling of Program courses.

v. Direct the advising of students in the Program and students who have interests in the Program.
vi. Implement student outcomes assessment activities and prepare annual assessment report.

vii. Conduct program review as needed, in consultation with the Council

viii. Manage the budget for the Program

ix. Report Council activities to the Dean responsible for overseeing the Neuroscience Program.

c) Selection of the Director

The Director is elected by the Neuroscience Council, with the approval of the responsible Dean, to a renewable three-year term. The Program Director shall be a Neuroscience Program Advisor and a tenured or tenure-track faculty member from one of the departments associated with the program. Prior to the end of the incumbent's term, the Council will consider applications and select a Director. Normally, the Director will receive a one-course per year reduction in his or her teaching load. This will be requested to the dean of the college where his or her position is housed and will be based upon the anticipated workload involved in serving as Director.

ARTICLE VI.
Committees

The Council establishes committees to carry out the objectives of the Council. Committees shall be formed at the request of the Director or majority vote of the Council.

ARTICLE VII.
Parliamentary Authority

Parliamentary authority shall be by Robert’s Rules, when needed. The Director shall be a voting member of the Council.

ARTICLE VIII.
Amendment of Bylaws

All recommendations for changes to these bylaws, to the Program status, and/or to the administrative structure of the Program shall be by majority vote of the Council. The proposed changes will be publicly announced to all Advisors and Council Members at least one week in advance of the vote. Those changes recommended by the Council will be forwarded to the appropriate University committees or officials.
ARTICLE IX
Termination Provision

Should the Neuroscience Council fail to meet at least two times/semester or fail to report its meetings with formal approved minutes (distributed to participating departments, dean’s offices and the Office of the Provost), the council will be dissolved and the Dean delegated to oversee the Neuroscience Program will be required to propose appropriate action in order to provide for future supervision of the Neuroscience Program.