1. Council Charge
The Science of Advanced Materials (SAM) Program is an interdisciplinary Ph.D. program, in which qualified faculty members from all the departments in the College of Science and Technology may participate. Consistent with the final authority vested in the University for all academic programs, the SAM Interdisciplinary Council (“the Council”) is charged with overseeing the Ph.D. Program. Specific activities of the Council include the following.

a) Curriculum: The Council will initiate and recommend the curriculum for the program and recommend any subsequent changes. Curricular items approved by the program faculty will be sent forward to the College of Science and Technology Curriculum Committee in accordance with CMU policies. Affected departments will be notified of proposed curricular changes prior to their being submitted to the College curriculum committee.

b) Faculty: Full (FM) and adjunct (AM) membership in SAM is based on the qualifications of the faculty members. The Council will establish qualifications for faculty membership in SAM, and will recommend faculty appointments to the Dean of the College of Science and Technology (“the Dean” and “the College” respectively). These qualifications shall be more rigorous than those established by the Graduate College for appointment to graduate faculty status. Full members of SAM have voting rights on all the issues brought to the membership by the Council. Adjunct members of SAM contribute to the functioning of the program but do not have voting rights.

c) Program Director: The Council is elected from the full members of SAM by majority vote. The SAM Program Director (“the Director”) will be a full member of SAM, elected by a majority vote of the program full members. The Director is the primary representative of the program to the academic community. The complete duties of the Director are spelled out in item (3) below.

d) Students
The Council will establish and maintain criteria and standards for students to enter and continue in the program and will develop and define the standards associated with satisfactory performance for students in the program. Related duties include overseeing the preparation of qualifying examinations and developing all standards associated with a student’s doctoral dissertation and dissertation defense.

e) Program Procedures and Guidelines
The Council will create and/or modify policies and procedures required for the successful administration and assessment of the program. The Director, in
conjunction with the Council, will share responsibility for program assessment and reviews as required by the University. The Council reviews and makes recommendations to the Director and program faculty concerning plans for assessing student learning in the program. The Director coordinates assessment activities of the faculty and prepares annual assessment reports for the review of the Council. In addition, the Director will, following guidelines given the Dean, assemble and prepare an annual report summarizing all academic (teaching and scholarship) activities of faculty and students involved in the program. The report will be included in the College’s annual report to the Provost.

f) Committees

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

g) Parliamentary Authority

The Director will convene meetings as needed to carry out program business. A quorum for these meetings is a majority of the Council members.

2. Council Membership

The Council shall consist of five full member representatives who are elected to two-year terms. Council members will be elected from a slate of nominees by a vote of SAM full members. The Council shall establish the nomination process and other necessary procedures for filling vacant seats. Generally, new members will be elected during the spring semester for service in the following academic year. The program director may appoint an ex-officio council member to maintain representation from all participating departments.

3. Program Director

a) Duties of the Director
The Director is responsible for the day-to-day operation of the program. The Director is advised by the other members of the Council, and reports to the Dean of the College.

Specific duties of the Director include the following:

i. Convene an annual meeting of the full SAM program faculty to provide updates and hold required elections. This will ordinarily happen in the spring semester; special meetings may be called at any time by the Dean, Director or a majority of the program council.

ii. Convene regular meetings of the Council to conduct business.

iii. Work with departmental chairs and the Dean to schedule courses with the SAM designator and assign faculty to teach these courses. These assignments will be
considered part of the faculty member’s teaching load. All faculty workloads require the Dean’s approval.

iv. Assume responsibility for developing recruiting materials and recommending students to the Council for graduate appointments.

v. Advise program students on curricular matters and approve dissertation committee assignments; assist in resolving conflicts between students and their dissertation advisors.

vi. Assume responsibility for managing all program resources, including allocating program assistantships to students and managing the program S&E budget.

vii. Represent the program in the broader university community and beyond.

viii. Assume responsibility for program assessment activities, with the assistance of the Council, including program review as needed and student learning outcomes assessment activities.

ix. Conduct necessary day-to-day administrative duties, and report on program matters to the Dean of the College. The Director will attend meetings of the Dean’s Advisory Council as needed or desired by the Dean.

b) Selection of the Director

Subject to approval by the Dean of the College and the Provost, the Director will be elected from a slate of nominees to a two-year term by a majority vote of SAM full members. The appointment can be renewed up to a maximum of three consecutive terms. Prior to the end of the final spring semester of the incumbent’s term, the Council will solicit applications and/or nominations from the program faculty. If this process fails, the Dean of the College will appoint an interim director.

4. Faculty Program Membership

Faculty must meet the requirements outlined in section c) below in order to be full members of the SAM program. Program members must be members of the graduate faculty to guide dissertation projects or to serve on dissertation committees. Program full membership is granted for three years and may be renewed indefinitely. Program adjunct membership is granted only after the full member status expires and the requirements outlined in section c) below are not fulfilled. Membership applications may be accepted and reviewed by the SAM Council at the beginning of the Fall, Spring, or Summer semester, and are recommended to the Dean of the College for approval.

a) Rights of Full Membership. Only SAM full members may:
i. Act as advisor for a SAM Ph.D. student. Those who are not SAM faculty members may serve on the thesis committee provided they are members of the graduate faculty;

ii. Vote on SAM curricular materials;

iii. Serve on the SAM Council or as SAM Director;

iv. Attend SAM meetings and serve on SAM committees;

v. Teach SAM courses.

b) Rights of Adjunct Membership. SAM adjunct members may:

i. Attend SAM meetings and serve on SAM committees;

ii. Continue acting as advisor of a student until graduation, provided that the supervision started when the faculty member was a full member.

iii. Teach SAM courses.

c) Responsibilities of all SAM members.

i. Be an active participant in the SAM program by supervising a Ph.D. dissertation or serving on a dissertation committee, teaching a SAM course when requested by the Director, or assisting with assessment activities and program review.

ii. Maintain an active research program relevant to the Science of Advanced Materials supported by external grants sufficient to support the stipend, tuition and research costs (consumables, supplies, travel etc.) of SAM Ph.D. students. The minimum expectation is one grant in excess of $50,000 during the three-year term appointment to the SAM program.

iii. Publish an average of one high-quality peer-reviewed paper per year (calculated as a 5-year rolling average) including, for recent hires, papers published prior to their appointment at CMU.

5. Internal Program Review

Internal program review will be conducted by the Director, with the assistance of the Council, in accordance with university policy.

6. Student Learning Assessment Procedures

The Director will coordinate the Council’s assessment activities, including collection of assessment data, and preparation of annual assessment reports for the review of the Council and for wider distribution as required by university policies.

7. Procedures for Amending these Bylaws

Amendment(s) to these bylaws can be proposed by a majority vote of the Council and approved by a simple majority of the full program members in good standing at the time of the meeting. The proposed amendments will be announced at least two weeks in advance of the meeting at which the amendment(s) will be considered and
faculty member unable to attend will be eligible to vote by proxy. Any changes are subject to approval of the dean and provost.

8. Termination Provision
Should the Council fail to meet at least two times/semester, and/or fail to report its meetings with formal approved minutes (distributed to participating departments, Dean's Office and the Office of the Provost) and/or if the Council/Director responsibilities described above are not met, the Dean will be required to propose appropriate action in order to provide for future supervision of the Science of Advanced Materials Program.