

BY-LAWS OF THE JOINT GRADUATE PROGRAM IN TOXICOLOGY

Preamble

The name of this program will be the Joint Graduate Program in Toxicology and will hereafter be referred to as the Program. The Program is sponsored by Rutgers, the State University of New Jersey and Rutgers Biomedical Health Sciences, under the auspices of the School of Graduate Studies. The purpose of the Program is to train graduate students for the degrees of Master of Science and/or Doctor of Philosophy in Toxicology. Toxicology is a broad-based, interdisciplinary, basic and applied science. The training will prepare students to assume positions in academia, industry, or government that require expertise in toxicology. Therefore, both students and faculty may be drawn from these types of institutions. The Program will provide a focus for basic and translational research leading to the discovery of new knowledge in toxicology, and the exchange of ideas among the principal institutions in our society that are concerned with toxicology. The Program operates under formal by-laws and in conformance with the by-laws of the School of Graduate Studies (SGS).

I. Membership

- A. The program faculty include Members, Associate Members, and Affiliate Members.
- B. While all faculty with appointments at or above the rank of Assistant Professor, Assistant Research Professor, or Assistant Practice Professor are eligible to become Members of the Graduate Faculty, the Program requires evidence of active, independent research programs that can support the training of doctoral students.
- C. Designation as a Member of the Program requires evidence of at least three of the following criteria:
 - Active teaching of Toxicology graduate students
 - Active advising/mentoring of Toxicology graduate students
 - Service on Toxicology dissertation committees
 - Service on Toxicology graduate program or SGS committees
 - Active research projects or scholarly accomplishments
 - Regular participation in Toxicology graduate faculty meetings or events
 - Participation in recruitment of Toxicology graduate students
 - Participation in training grant-related activities
- D. Appointment as an Associate Member of the Program requires evidence of active participation in research and/or teaching within the curriculum and satisfaction of at least one criterium in Section I.C.
- E. Other Rutgers faculty members and persons outside of Rutgers who have established a record of scholarship or creative activity, or are conducting original research in the context of their professional or clinical practice, are eligible to become Affiliate Members.

- F. New members will be admitted following recommendation by the Membership Committee, approval by the Graduate Program Director, and approval by the School of Graduate Studies.
- G. Every 5 years, the Membership Committee will review the participation of Program Faculty for clear evidence of sustained engagement using the membership criteria areas in Section I. C. (at least 3 criteria satisfied for Member, at least 1 criterium satisfied for Associate Member). The committee will vote to continue the faculty member's membership at the same level, upgrade, downgrade, or terminate. The committee's recommendations will be made to the Program Director and Director's Advisory Council (DAC) for their review and final recommendation. The Program Director will disseminate the list of Members, Associate Members, and Affiliate Members to the program faculty. Faculty will have 1 month to challenge their membership level by providing supplemental information demonstrating satisfaction of criteria in Section I.C. (at least 3 criteria satisfied for Member, at least 1 criterium satisfied for Associate Member).
- H. Faculty who leave the university may continue as a Member of the Toxicology Graduate Program Faculty for up to 4 years. A request that describes the anticipated extent and scope of involvement in the Program prior to or upon departure should be made in writing (paper or electronic) to the Director for his/her approval.

II. Rights and Privileges of Members

- A. The Membership shall meet at least once per academic year. Additional meetings can be held at the request of the Director or of the membership, i.e., via a petition signed by 10 or more members.
- B. All Members and Associate Members of the Program have full voting rights.
- C. Members are eligible to chair masters and doctoral committees for students in the Toxicology Graduate Program. Associate Members are eligible to chair masters committees but may not chair doctoral committees. Affiliate Members may serve on masters committees but not doctoral committees unless serving as the Outside Member.
- D. Acceptance of these By-laws by the Membership and amendment of the By-laws shall require a 2/3 vote of the Membership. All other decisions of the membership will be by majority vote of those attending a meeting. Voting may occur in person or electronically.

III. Organization of the Program

- A. The Director of the Program will be appointed by the Dean of the Graduate School with the approval of the Membership of the Program. Duties of the Director include:

1. The Director shall have the primary responsibility for promoting and supervising the planning, development, and conduct of the academic programs in the Program.
 2. The Director will preside at all meetings of the Membership, coordinate the activities of the Program, appoint chairpersons to the standing committees of the Program, chair the Director's Advisory Committee and serve on the other committees in either a regular or *ex-officio* capacity.
 3. The Director will represent the Program in its relationship with other units or schools of Rutgers, The State University of New Jersey as well as the Biomedical Sciences Graduate Council.
 4. The Director shall oversee the funding assignments and appointments of graduate students and postdoctoral fellows in the Program.
 5. The Director will periodically evaluate the instructional activities, accomplishments, and performance of faculty and trainees in the Program.
 6. The Director will meet with students yearly and upon graduation to assess performance.
- B. The Deputy and Associate Directors of the Program will be appointed by the Director and will be reviewed for reappointment each year. The Deputy and Associate Directors will assist the Director in the administration and governance of the Program and assume duties in his/her absence.
- C. Committees of the Program
1. Director's Advisory Committee (DAC) - This committee will be chaired by the Director and will be composed of the chairpersons of all other committees and the Deputy and Associate Directors. It will advise the Director, oversee the activities of the Program and, provide yearly activity reports. A graduate student representative will be appointed by the students of the program.
 2. The following are the standing committees of the JGPT:
 - Admissions and Recruitment
 - Curriculum
 - Examinations
 - Academic Standing and Student Affairs
 - Membership
 3. As necessary, the Director or membership may appoint *ad hoc* committees to further the goals of the Program.
 4. Duties of the standing committees are as follows:
 - a. Academic Standing and Student Affairs Committee. The committee will evaluate student progress, review requests for change in status, approve students for qualifying examinations, make recommendations on advancement and standing, evaluate the credentials of students transferring from other institutions, examine requests for transfer of

credits, help to maintain student records, address academic integrity concerns and periodically review degree requirements and learning goals of the program. Recommendations from the Committee will be made to the Director for final decision.

- b. Admissions and Recruitment Committee. The Admissions Committee will evaluate applicants for both graduate school and for postdoctoral fellows. With respect to prospective graduate students, the Committee will review criteria for admission including grade point average, graduate record examination scores, resumes, letters of recommendation, and when appropriate TOEFL scores. It will evaluate admission of masters degree versus doctoral students, will insure that students understand residency requirements, will make recommendations regarding allocation of programmatic resources to the Director, and will play an important role in the recruitment of new students. With respect to postdoctoral fellows, it will develop a mechanism for awarding postdoctoral positions to faculty members.
- c. Curriculum Committee. The Committee has oversight over the administration and review of the curriculum, evaluates the availability of electives, develops new electives, determines course credit requirements and evaluates the curriculum, teaching, and outcomes of the Program. The Committee will provide oversight of thesis research and will distinguish between the research requirements for the M.S. and Ph.D. degrees.
- d. Examination Committee. The Committee prepares and grades the written qualifying examination and, working with the students and advisors, assigns faculty members to serve on committees for the oral examinations.
- e. Membership Committee. The Committee sets the criteria for Program membership, reviews applications for membership, and makes recommendations for new membership to the Director and the Director's Advisory Committee. The committee will coordinate with the Graduate School to formally add new faculty members to the Program.

IV. Grievances and Appeals

- A. Any faculty member appeal and/or grievance related to the Program must be presented in writing to the Director (or where appropriate to the Deputy Director). If the Director cannot resolve the matter, then he/she will refer it to the DAC or an *ad hoc* committee for review and recommendation.

V. Graduate Students

- A. The graduate students are encouraged to utilize the student organization as a forum for communication between the faculty and the students, a

mechanism for election of student representatives to the various Program committees, and a medium for suggesting improvements in the Program.

- B. Grievances by graduate students shall be submitted in writing to the Director (or where appropriate to the Deputy Director) who will then present the grievance to the DAC for disposition internally in the Program. The Director and/or DAC will then return a written response to the student based on the recommendation of the DAC. When necessary, complaints about student ethics and integrity will be referred to the Graduate School for review and action.
- C. Degree requirements for graduate students are governed by the Graduate School. Course requirements for graduation are established by the joint action of the Curriculum and Academic Standing and Student Affairs Committees presided over by the Director. Minimum requirements for the M.S. and Ph.D. degrees will be satisfactory performance in course work, with a minimum of a B average, passage of written and oral candidacy examinations (Ph.D. only), performance of a research project and submission and defense of a thesis.

Further requirements and mechanisms for meeting these requirements will be detailed by the committees.

VI. Postdoctoral Fellows

- A. The postdoctoral fellows are encouraged to participate in the activities of the graduate student organization and work with the Office of Postdoctoral Affairs. The primary responsibility of the postdoctoral fellow will be the conduct of scholarly research activities in the area of toxicology and environmental health sciences. In addition, fellows are expected to disseminate their research findings and participate in educational activities.

VII. Amendments to the By-Laws

These By-Laws are harmonized with the By-Laws of the SGS. The By-Laws may be amended by a 2/3 vote of the Membership. All proposed amendments shall be circulated at least one month prior to the vote. Amendments can only be made during the academic year. Changes must not conflict with the SGS By-laws.

Date By-Laws Approved: October 2, 2019