

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. Members who leave the University may continue their membership until terminated by the Graduate Program Director via the annual review process outlined below.

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

Members. 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. All faculty of the University with appointments at or above the rank of Assistant Professor, Assistant Research Professor, or Assistant Practice Professor are eligible to become Members. University faculty with appointments at or above the rank of Assistant Teaching Professor who are active in research or creative activity are also eligible to become Members.

Associate Members. Associate Members may teach graduate courses, serve on students' committees, and supervise students' research at the master's level. They may chair masters committees, but cannot serve as chair of a doctoral committee. Associate members exercise voting privileges within the Graduate Program. Other University faculty members that do not meet the criteria for 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 Associate Members. Associate Members are appointed for five year renewable terms.

Affiliate Members. Affiliate Members may serve on masters committees but not doctoral committees. Affiliate Members may not chair masters committees. Affiliate members may serve on graduate program committees and teach graduate courses. Other University faculty members that do not meet the criteria for 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. Affiliate Members are appointed for five year renewable terms.

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 or electronically. A majority vote of the full members in attendance at the meeting or the majority of the full members via electronic vote 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 his/her membership, 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.

The Membership and Nominations Committee shall review the membership of all Members annually and may recommend to the Graduate Program Director termination of membership for any Member that has not served on a doctoral or masters committee for the last five years. Faculty who leave the University for another academic position may retain Membership for a period of up to 4 years after the official termination of their appointment at the University. Such faculty may be appointed as Associate Members upon request of the Graduate Program Director. The Graduate Program Director shall notify Members that are to be terminated in writing and shall give such Members thirty days to appeal the termination. The Graduate Program Director shall decide the fate of such appeals. Former members of the graduate program who continue to be employed at the University may re-join the program at their original level (Full, Associate, or Affiliate) with the approval of the Graduate Program Director without a vote of the graduate faculty.

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 graduate faculty 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 Deans 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;
- Review the progress of all graduate students annually, including reviewing all Independent Development Plans, in coordination with the Progress Review committee.
- 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. In consultation with entering students and appropriate faculty, it assigns all graduate students a provisional first-year advisor from the Graduate Faculty. This committee will consist of six members.

The Student Progress Committee monitors the performance of students in the program. It reviews the students' Independent Development Plans (IDPs) on an annual basis and makes recommendations to the faculty advisors of the students about ways to further their progress. It makes recommendations to the Graduate Program Director on matters pertaining to individual students' academic standing and progress as well as on ways to enhance the graduate experience for all students. This committee also assists the Graduate Program Director in assessing the program. This committee will consist of six members.

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 expires each year. If a vacancy develops on a standing committee, the Graduate 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. **Student Requirements and Procedures.**

All student degree requirements and procedures are described in the Program Website at

<http://envsci.rutgers.edu/>

Any revisions or additions to the program policies, requirements or procedures, must be voted on by a two-thirds majority present during a graduate program faculty meeting. Any inconsistencies or ambiguities will be addressed by the Graduate Program Director.

The Admissions and Academic Standards Committee, in consultation with entering students and appropriate faculty, will assign all graduate students a provisional first-year advisor from the Graduate Faculty. The assignment of a first-year advisor is provisional for the first year and can be changed in consultation with the student's first-year advisor, the proposed new advisor, and the Graduate Program Director.

7. **Grievances and Appeals.**

A student has the right to appeal any action by an instructor of a course listed under the Environmental Science graduate program or required under the Environmental Science graduate program. The student should first discuss the matter with the faculty member(s) involved. If the matter cannot be resolved to the student's satisfaction, the student should appeal to the Graduate Program Director. If the student or other parties involved are still dissatisfied, they may appeal in writing to the Graduate Program Director who shall convene an *ad hoc* Committee of Review to resolve the matter. If the complaint is directed against the Graduate Program Director or another member of the *ad hoc* Committee of Review, those members will not participate in the Committee deliberations and votes. If the matter remains unresolved to the satisfaction of all parties involved, it will be referred to the Dean of the School of Graduate Studies for final determination.

Students who wish to appeal other matters such as advisor assignments or committee arrangements should first approach the Graduate Program Director, who will attempt to resolve the matter. If the student or other parties involved are still dissatisfied, they may appeal in writing to the Graduate Program Director who shall convene an *ad hoc* Committee of Review to resolve the matter. If the complaint is directed against the Graduate Program Director or another member of the *ad hoc* Committee of Review, those members will not participate in the Committee deliberations and votes. If the matter remains unresolved to the satisfaction of all parties involved, it will be referred to the Dean of the School of Graduate Studies for final determination.

A student who wishes to appeal a Graduate Faculty recommendation of termination from the graduate program can submit a written appeal to the Graduate Program Director within 30 days of receipt of notification (by certified mail). The appeal will then be discussed by the Graduate Faculty at its next meeting. If the Graduate Faculty reaffirms the original recommendation for termination, the student may request that the matter be referred to the Dean of the School of Graduate Studies for final determination.

A student who has a conflict or problem with another student or students in the program may bring that problem to the attention of the graduate faculty for mediation and resolution in the following manner. The student should first discuss the problem with the other student(s) involved if possible, and if it is not resolved satisfactorily, should then contact her/his major advisor. If the matter cannot be resolved to either student's satisfaction, they should appeal to the Graduate Program Director, who will notify the advisor(s) of the other student(s) involved and try to resolve the issue. If the student(s) or other parties involved are still dissatisfied, they may appeal in writing to the Graduate Program Director who will appoint an *ad hoc* Committee of Review to resolve the matter. If the Graduate Program Director or any other member of the *ad hoc* Committee of Review is the advisor of any of the students involved in the conflict, those faculty members will recuse themselves from any decision-making process related to the matter in question. The Committee of Review will be the final level of resolution within the Graduate Program.

8. **Faculty Appeals**

A member of the faculty who believes that they have been adversely affected by a voted decision of the Graduate Faculty or any of the Graduate Committees may submit a complaint to the Graduate Program Director. If the Graduate Program Director cannot resolve the matter to the faculty member's satisfaction, the matter will be referred to the Dean of the School of Graduate Studies for final determination.

A member of the faculty who believes that they have been adversely affected by a voted decision of the Graduate Executive Council may submit a complaint to the

Graduate Program Director. If the Graduate Program Director cannot resolve the matter to the faculty member's satisfaction, then the faculty member may appeal to the Dean of the School of Graduate Studies for final determination.

9. **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.

10. **Separability.**

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

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